



DEPARTMENT OF EDUCATION

CHILD NUTRITION PROGRAM

Online Application Verification

Application Guide

Contents

Revision History.....	2
Revision History Chart.....	2
Authority Levels for Online Verification	3
Section I. Enrollment, Application and Pre-Verification Counts.....	3
Section I: Enrollment, Application and Pre-Verification Counts.....	3
Section 1: Enrollment.....	3
Section 2: Schools Operating Alternate Provisions.....	4
Section 3: Students Approved as Free Eligible NOT Subject to Verification.....	5
Section 4: Students Approved as FREE or REDUCED PRICE Eligible through a Household Application...	6
Summary Section	6
Section II: Results of Verification	7
Checking For Errors	11
Section 5-9: Result of Verification by original Benefit Type	12
Editing the Completed Verification Summary Before March 1 st	13
Editing the Completed Verification Summary After March 1 st	14
Independent Review	14

Application Guide

Revision History

Every change to this document, subsequent to initial sign-off, must be recorded in the Revision History Chart below. There are no exceptions. Note that the Project Manager must sign off on any changes to this document.

Revision History Chart

Date	Version	Description	Author
04/13/2015	1.0	Online Application General Information Instruction Guide	June Barrett

Application Guide

Beginning in October 2011, verification of free and reduced priced meals will be conducted as part of the CNP Online Application.

Authority Levels for Online Verification

Authority levels must be set for Sponsor Users prior to accessing the online Verification Summary. Refer to page 8 for instructions on how to edit an existing user account to set authority levels. There will be three authority levels to choose for verification: editor, submitter, and viewer.

Log onto the Online Application. Open *Verification Summary* under NSLP forms. A Verification Summary page will open for your LEA. Use the dropdown box to select the year. Data should be saved at the end of each completed section.

NSLP Sponsors Conducting Verification

(These directions also apply to Provision 2 sponsors in their base year and RCCIs with day students)

Section I. Enrollment, Application and Pre-Verification Counts

Method of Direct Certification

Method of Direct Certification	<input type="checkbox"/> Letter to Family <input checked="" type="checkbox"/> Local Electronic Match <input type="checkbox"/> State Level Electronic Match
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Check "Local Electronic Match." This is the only direct certification method available in Alabama.

Section I: Enrollment, Application and Pre-Verification Counts

This section should be completed prior to verification to ensure the proper number applications are pulled.

Depending upon whether the LEA is a public/private school, RCCI, or Provision 2, certain cells will be activated. Editable cells will have a white background and a solid black border. Disabled cells, which are not editable, have a dotted line border. Cells that have a grayish background and a solid black border automatically pre-populate data based on information entered into previous cells and are not editable.

Section 1: Enrollment

Enter the number of schools and students participating in National School Lunch Program (NSLP) and School Breakfast Program (SBP). The numbers entered should be the enrollment as of October 1st.

Enter the number of Non CEP and Non Provision 2/3 schools and students

** All SFAs must report Section 1 **	A. Number of Schools OR Institutions	B. Number of Students (NSLP)	C. Number of Schools OR Institutions(SBP)	D. Number of Students (SBP)
1-1 Total schools	4	450	4	450
1-2: Total RCCIs				
1-2a: RCCIs with day students (Report ONLY day students in 1-2aB)				
1-2b: RCCIs with NO Day Students				
1-3 Total schools NON CEP and NON Provision 2/3:	4	450	4	450

Application Guide

Section 2: Schools Operating Alternate Provisions

** Only SFAs with alternate provisions must report Section 2 **	A. Number of Schools OR Institutions	B. Number of Students	C. Number of Schools OR Institutions(SBP)	D. Number of Students (SBP)
2-1 Operating Provision 2/3 in a BASE year for NSLP and SBP:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2-2 Operating Provision 2/3 in a NON BASE year for NSLP and SBP:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2-2a: Provision 2/3 students reported as FREE in NON BASE year:		<input type="text"/>		
2-2b: Provision 2/3 students reported as REDUCED PRICE in NON BASE year:		<input type="text"/>		
2-3 Operating the Community Eligibility Option:	<input type="text"/>	<input type="text"/>		
2-4 Operating other alternatives for NSLP and SBP:	<input type="text"/>	<input type="text"/>		
2-5 Operating other alternate provision(s) for only SBP or only NSLP:	<input type="text"/>	<input type="text"/>		

All SFAs with some or all schools and/or RCCIs operating under an alternative provision must complete this section. For RCCIs operating an alternate provision, include both day and residential students. Report students with access to the NSLP and/or SBP as of the **last operating day in October**. 2-1 through 2-4 should be reported only if the school operates alternate provisions for BOTH programs resulting in no collection of applications for the school. Schools operating Provision 2/3 for only one program and collecting household applications for the other program should report applicable provision data in 2-5.

2-1A & B: BASE year is when certification procedures are conducted.

2-2A & B: NON BASE year is when no certification procedures are conducted.

2-2aB, 2-2bB: Multiply the most recent base year FREE percentage by the enrollment reported in **2-2B** to determine **2-2aB**. Multiply the base year REDUCED PRICE percentage by the enrollment reported in **2-2B** to determine **2-2bB**.

2-3A & B: Number of schools operating the Community Eligibility Option and the number of enrolled students in the schools with access to the NSLP and/or SBP.

2-4A & B: Other alternatives include Provision 1 and universal meal service through census data or socioeconomic surveys.

2-5A & B: Enter the number of schools and/or RCCIs and students enrolled operating an alternate provision for **ONLY SBP** or **ONLY NSLP**. Include schools/RCCIs operating in both a base year and non-base year.

Application Guide

Section 3: Students Approved as Free Eligible NOT Subject to Verification

Section 3	Students approved as FREE eligible NOT subject to verification	** All SFAs must report Section 3 or check box 3-1 if applicable ** 3-1 <input type="checkbox"/> Check the box only if all schools and/or RCCIs in the SFA were not required to perform direct certification with SNAP (i.e. NON BASE year Provision 2/3 for all schools) : 3-2: Students directly certified through Supplemental Nutrition Assistance Program (SNAP): Do not include students certified with SNAP through the letter method. 3-3: Students directly certified through other programs: Include those directly certified through Temporary Assistance for Needy Families (TANF), Food Distribution Program on Indian Reservations (FDPIR), or Medicaid (if applicable); those documented as homeless, migrant, runaway, foster, Head Start, Pre-K Even Start, or non applicant but approved by local officials. DO NOT include SNAP students already reported in 3-2. 3-4: Students directly certified categorically FREE eligible through SNAP letter method: include students certified for free meals through the family providing a letter from the SNAP agency	B. Number of Students (NSLP)		

All SFAs must complete this section. If all schools and/or RCCIs in the SFA were not required to perform direct certification with SNAP, then check box 3-1. Direct certification is the process by which the student is certified eligible based on documentation received directly from the applicable program (e.g. SNAP or TANF agency). This process eliminates the need for the household to submit an application. Report students approved FREE eligible as of the **last operating day in October**.

3-2B: Include students directly certified with SNAP. If a student is directly certified with SNAP as well as with another program (e.g. TANF/eligible homeless), include the student in this SNAP count (3-2B). Also include in this count any student in the SFA deemed eligible based on extended categorical eligibility via an eligible student in the primary household who has been directly certified with SNAP. DO NOT include SNAP letter method certifications in this SNAP count, report these in 3-4B below. (SNAP letter method certifications are when the family submits a letter from the SNAP agency to document receipt of SNAP benefits. This is no longer considered to be direct certification.)

3-3B: Include students directly certified through programs other than SNAP. Include students in the SFA deemed eligible due to extended categorical eligibility via an eligible student in the primary household directly certified with TANF or FDPIR. DO NOT include SNAP students already reported in 3-2 or to be reported in 3-4 as certified categorically through SNAP letter method.

3-4B: Include ONLY students certified as categorically FREE eligible based on a letter submitted by family from the SNAP agency. Include students in the SFA deemed eligible due to extended categorical eligibility via an eligible student in the primary household certified as FREE categorically eligible with the letter method with SNAP.

Application Guide

Section 4: Students Approved as FREE or REDUCED PRICE Eligible through a Household Application

Section 4	Students approved as FREE or REDUCED PRICE eligible through a household application	** All SFAs collecting applications must report Section 4 **	A. Number of Applications	B. Number of Students (NSLP)
		4-1 Approved as categorically FREE Eligible: Based on those providing documentation (e.g case number for SNAP, TANF, FDPIR on an applicaton)	<input type="text"/>	<input type="text"/>
		4-2: Approved as FREE Eligible: Based on household size and income information	<input type="text"/>	<input type="text"/>
		4-3 Approved as REDUCED PRICE Eligible: Based on household size and income information	<input type="text"/>	<input type="text"/>

All SFAs with schools and/or RCCIs collecting individual household applications must report this section, including schools and/or RCCIs in a Provision 2/3 base year. Report number of **applications (A)** approved as of **October 1st**. Report number of **students (B)** as of the last operating day in October.

4-1A & B: Number of **applications** approved FREE eligible based on documentation submitted on an application (i.e. case number for SNAP, TANF, or FDPIR on an application) on file as of **October 1st** and the number of **students as of the last operating day in October** approved FREE eligible based on documentation submitted on an application (i.e. case number for SNAP, TANF, or FDPIR on an application). *Include students in the SFA deemed eligible due to extended categorical eligibility via an eligible student in the primary household categorically FREE eligible with SNAP, TANF, or FDPIR.*

4-2A & B: Number of **applications** approved FREE eligible based on income information submitted by the household on file as of **October 1st** and the number of **students as of the last operating day in October** approved FREE eligible based on income information submitted by the household.

4-3A & B: Number of **applications** approved REDUCED PRICE eligible based on income information submitted by the household on file as of **October 1st** and the number of **students as of last operating day in October** approved REDUCED PRICE eligible based on income information submitted by the household.

Summary Section

T-1: Total FREE Eligible Students Reported <input type="text"/> <small>(3-2B)+(3-3B)+(3-4B)+(4-1B)+(4-2B)+(2-2aB if applicable)</small>	T-2: Total REDUCED PRICE Eligible Students Reported <input type="text"/> <small>(4-3B)+(2-2bB if applicable)</small>
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T-1: Enter the total number of students reported as FREE eligible. (3-2B) + (3-3B) + (3-4B) + (4-1B) + (4-2B) + (2-2aB, if applicable) **(This field is calculated for you)**

T-2: Enter the total number of students reported as REDUCED PRICE eligible. (4-3B) + (2-2bB, if applicable) **(This field is calculated for you)**

Application Guide

Section II: Results of Verification

Section 5

** ALL SFAs must report Section 5 (except for No Verification required)**			
5-2: Was verification performed and completed? <input type="radio"/> Yes, completed by November 15th <input type="radio"/> Yes, completed after November 15th <input type="radio"/> No, verification was NOT performed or the process was not completed		5-3: Type of Verification process used: <input checked="" type="radio"/> Standard <input type="radio"/> Alternate One (Alternate Random) <input type="radio"/> Alternate Two (Alternate Focused) <input type="radio"/> No Verifications Performed	
If 1 or 3 is checked in 5-3, report in 5-5. If 2 is checked in 5-3, enter "N/A" in 5-4			
5-4: Total ERROR PRONE applications: Report all applications as of October 1st considered error prone	<input type="text" value="0"/>	5-5: Number of applications selected for verification sample:	<input type="text" value="0"/>
		5-6: Total Number of Questionable Applications Verified for Cause (in addition to those selected for the sample):	<input type="text" value="0"/>

5-2: Indicate whether verification was performed and completed by the deadline of November 15th. If verification was completed after the deadline, report the remainder of Section 5 as applicable.

5-3: If verification was completed, check the type of verification process used to comply with the requirements of 7 CFR 245.6a. Please note the qualification requirements in 7 CFR 245.6a(d) must be met to use the two alternate sample sizes.

- *Standard:* Verify 3% or 3,000 of approved applications, whichever is less, selected from error-prone applications on file as of **October 1st**.

If there are not enough error-prone applications, LEAs must select at random additional applications to complete sample size.

- *Alternate One (Alternate Random):* Verify 3% or 3,000, whichever is less, of all randomly selected approved applications on file as of **October 1st**.
- *Alternate Two (Alternate Focused) :* Verify the lesser of 1% or 1,000 approved applications as of **October 1st** selected from error prone applications PLUS the lesser of one-half of one percent or 500 applications approved as of **October 1st** that provided a case number in lieu of income.

5-4: Error-prone applications are household applications approved as of **October 1st** indicating monthly income within \$100 of the monthly limit or annual income within \$1,200 of the annual limit of the applicable income eligibility guidelines.

5-5: Enter the total number of applications selected for verification. **This number will be calculated for you.**

5-6: Enter the number of For Cause (questionable) applications. The LEA has an obligation to verify all questionable applications as “for cause.” **Any verification that is conducted “for cause” is in addition to the sample size required and is only recorded in cell 5-6.**

Application Guide

<p>5-7: <input checked="" type="checkbox"/> Check the Box if Direct Verification was not conducted in the SFA (e.g. not one of the schools and/or RCCIs in the SFA performed)</p> <p>** ALL SFAs must report 5-8 or check box 5-7 if applications: If 5-7 is checked, skip 5-8.</p>		A. Number of Applications	B. Number of Students
Report if FREE and/or REDUCED PRICE eligibility is confirmed through direct verification with SNAP/TANF/FDPIR/MEDICAID as of November 15th	5-8: Confirmed through direct verification		

5-8A & B: Check if direct verification was not conducted in the SFA (not one school in the SFA conducted direct verification). Direct verification is using records from public agencies to verify income and/or program participation.

Only report applications and students if FREE and/or REDUCED PRICE eligibility is confirmed through direct verification. Report applications and students not directly verified in the appropriate category in **Application Data section.**

Application Data Section

The Application Data section allows you to enter data from the verified applications.

1. Click the Add New Application button to open the screen to add applications. **This button must be clicked every time that a new application is entered.**

A red arrow points to the 'Add new application' button. Below it is a table with the following columns: 'File # for Household App', '# Of Students Approved On App', 'Original Benefit Type', 'Results Of Verification', and 'Reapplied & Reapproved'. The table is currently empty, displaying 'No data to display' and 'Page 1 of 0 (0 items)'.

2. Enter the File Number for the Household App.

The application form is shown with the following fields filled: 'File # for Household App' is 1234567, '# Of Students Approved On App' is empty, 'Original Benefit Type' is empty, 'Results Of Verification' is empty, and 'Reapplied & Reapproved' is unchecked. There is an 'Update Cancel' button at the bottom right.

3. Enter the number of approved students on the application.

The application form is shown with the following fields filled: 'File # for Household App' is 1234567, '# Of Students Approved On App' is 3, 'Original Benefit Type' is empty, 'Results Of Verification' is empty, and 'Reapplied & Reapproved' is unchecked. There is an 'Update Cancel' button at the bottom right.

Application Guide

4. Select the original benefit type using the drop down box:

- Free-Categorical
- Free Income
- Reduced Price

The screenshot shows the 'Add new application' form. At the top, there are five columns: 'File # for Household App', '# Of Students Approved On App', 'Original Benefit Type', 'Results Of Verification', and 'Reapplied & Reapproved'. Below these are input fields for each. The 'Original Benefit Type' dropdown menu is open, showing three options: 'Free - Categorical', 'Free - Income', and 'Reduced Price'. The 'File # for Household App' is 1234567 and '# Of Students Approved On App' is 3. There is an 'Update Cancel' link at the bottom right.

5. Select the result of verification by using the drop down box:

- Responded, no change
- Responded, changed to free
- Responded, changed to reduced price
- Responded, changed to paid
- Non Response, incomplete documentation provided by household
- Non response, household never responded to SFA


The screenshot shows the 'Add new application' form. The 'Original Benefit Type' is now set to 'Free - Categorical'. The 'Results Of Verification' dropdown menu is open, showing six options: 'Responded, No Change', 'Responded, Changed To Free', 'Responded, Changed To Reduced Price', 'Responded, Changed To Paid', 'Non Response, Incomplete Documentation Provided by Household', and 'Non Response, Household Never Responded to SFA'. The 'File # for Household App' is 1234567 and '# Of Students Approved On App' is 3. There is an 'Update Cancel' link at the bottom right.

6. Check the box next to Reapplied & Reapproved if the application was resubmitted and reapproved.

The screenshot shows the 'Add new application' form. The 'Results Of Verification' is now set to 'Responded, Changed To Paid'. The 'Reapplied & Reapproved' checkbox is unchecked, and a red arrow points to it. The 'File # for Household App' is 1234567 and '# Of Students Approved On App' is 3. There is an 'Update Cancel' link at the bottom right.


Application Guide

- 7. Click the update link located in the bottom right of the form to save the application.

File # for Household App	# Of Students Approved On App	Original Benefit Type	Results Of Verification	Reapplied & Reapproved
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
File # for Household App	<input type="text" value="1234567"/>			
# Of Students Approved On App	<input type="text" value="3"/>			
Original Benefit Type	<input type="text" value="Free - Categorical"/>			
Results Of Verification	<input type="text" value="Responded, Changed To Paid"/>			
Reapplied & Reapproved	<input type="checkbox"/>			
				 Update Cancel

- 8. Repeat steps 1-7 until the number of applications identified 5-5 have been entered.

- 9. If there is a mistake on one of the inputted applications, you can edit the specific record by clicking the edit button to the left of the record and make your corrections. Click update when editing is complete. The record may also be deleted by clicking the delete button.

	File # for Household App	# Of Students Approved On App	Original Benefit Type	Results Of Verification	Reapplied & Reapproved
 Edit Delete	1234567	2	Free - Categorical	Responded, Changed To Paid	<input type="checkbox"/>

Page 1 of 1 (1 items) < [1] >

Checking For Errors

To check for errors, verification entries may be sorted by:

- File Number for the Household App
- Number of Students Approved on the Application
- Original Benefit Type
 - Free-Categorical
 - Free Income
 - Reduced Price
- Results of Verification
 - Responded, no change
 - Responded, changed to free
 - Responded, changed to reduced price
 - Responded, changed to paid
 - Non Response, incomplete documentation provided by household
 - Non response, household never responded to SFA
- Reapplied and Reapproved

Information may be found in two ways.

1. **Method One:** To sort alphabetically or numerically, click the column name in the Application Data header. For example to sort Household App File #, click File # for Household App on the grey bar.

	File # for Household App
Edit Delete	0147852
Edit Delete	1234567
Edit Delete	7894561

2. **Method Two:** To search for applications with a specific value in any column, enter the desired value in the white box under the column header. This will automatically search for this entry.

File # for Household App
<input type="text" value="1"/>
1234567

Search information must be cleared in order to return to original screen format. To clear information, click the clear button to the left of the search field.

File # for Household App	# Of Students Approved On App	Original Benefit Type	Results Of Verification	Reapplied & Reapproved
<input type="text" value="1"/> Clear	<input type="text"/>	Free - Categorical	Responded, Changed To Paid	<input type="checkbox"/>
Edit Delete	1234567	2		

Application Guide

Section 5-9: Result of Verification by original Benefit Type

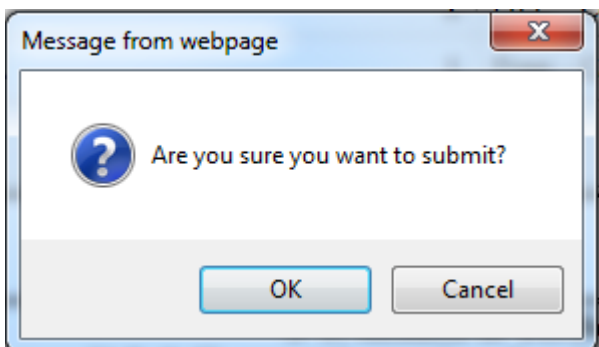
Verification totals will be calculated for you based on the information from the Application Data section.

5-9: Results of Verification by Original Benefit Type								
For each original benefit type (A,B, & C), report the number of applications and students as of November 15th for each result category (1,2,3,& 4). DO NOT include students and applications already reported in 5-7A or 5-7B.								
A. FREE Categorically Eligible Certified as FREE based on documentation (e.g SNAP/TANF/FDPRI case number) on applications			B. FREE-Income Certified as FREE based on income/household size application			C. REDUCED PRICE-Income Certified as REDUCED PRICE based on income/household size application		
Result Category	a. Applications	b. Students	Result Category	a. Applications	b. Students	Result Category	a. Applications	b. Students
1. Responded, NO CHANGE	<input type="text" value="1"/>	<input type="text" value="1"/>	1. Responded, NO CHANGE	<input type="text" value="0"/>	<input type="text" value="0"/>	1. Responded, NO CHANGE	<input type="text" value="1"/>	<input type="text" value="2"/>
2. Responded, Change to REDUCED PRICE	<input type="text" value="0"/>	<input type="text" value="0"/>	2. Responded, Change to REDUCED PRICE	<input type="text" value="0"/>	<input type="text" value="0"/>	2. Responded, Change to FREE	<input type="text" value="0"/>	<input type="text" value="0"/>
3. Responded, Change to PAID	<input type="text" value="1"/>	<input type="text" value="2"/>	3. Responded, Change to PAID	<input type="text" value="0"/>	<input type="text" value="0"/>	3. Responded, Change to PAID	<input type="text" value="0"/>	<input type="text" value="0"/>
4. NOT Responded, Change to PAID	<input type="text" value="0"/>	<input type="text" value="0"/>	4. NOT Responded, Change to PAID	<input type="text" value="0"/>	<input type="text" value="0"/>	4. NOT Responded, Change to PAID	<input type="text" value="0"/>	<input type="text" value="0"/>

When all information is complete, submit the Verification Summary by using the *Submit* button in the bottom left corner of the form.

The screenshot shows a portion of the verification summary form. On the right side, there is a table with four rows corresponding to result categories: '1. Resp', '2. Resp REDUCED PRICE', '3. Resp PAID', and '4. NOT PAID'. Below the table, there are two buttons: 'Submit' and 'Save'.

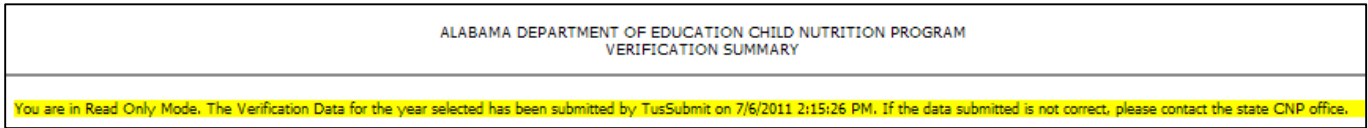
A pop-up message will appear asking you to confirm submission. Click *Ok*.



Submitting the Verification Summary Successful Submission

Application Guide

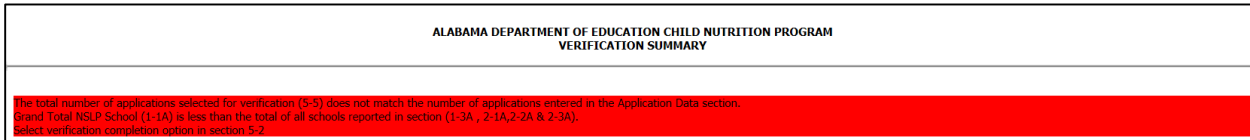
After submitting, the Verification Summary will appear with the message highlighted in yellow. The message indicates read only mode with the username, date, and time of the successful submission will



be shown.

Errors While Attempting Submission

If there are errors when trying to submit the Verification Summary, an error message highlighted in red will appear as shown in the example below.



Errors will be identified on the Verification Summary by a red circle with an exclamation point inside. Correct the errors and click the submit button again.

4-1 Approved as categorically FREE Eligible: Based on those providing documentation(e.g case number for SNAP, TANF, FDPIR on an applicaton)	<input type="text"/>	<input type="text"/>
4-2: Approved as FREE Eligible: Based on household size and income information	<input type="text"/>	<input type="text"/>
4-3 Approved as REDUCED PRICE Eligible: Based on household size and income information	<input type="text"/>	<input type="text"/>

Field is Required.

Editing the Completed Verification Summary Before March 1st

The Verification Summary report may be edited after it has been submitted until March 1st. Click on the *Undo Submit* button located in the top left corner of the Verification Summary report below the year selection to undo the submission.

LEA Address:

Undo Submit

Editing the Completed Verification Summary After March 1st

To correct errors on the Verification Summary after March 1st, contact the State Agency. The Verification Summary must be unlocked by the State Agency to allow for corrections to be made.

Independent Review

1-1: The total number of reviewed applications (includes all applications, **both those determined eligible and ineligible** in the initial application review). Value should equal the sum of the categories (1-4 + 1-5A1 + 1-5B1 + 1-5C1).

1-2: The total number of applications in the LEA whose eligibility determinations changed as a result of the Second Review of applications. This includes the count of changes in eligibility determinations for all applications, **both those determined eligible and ineligible** in the initial application review. Value should equal the sum of the categories (1-5A2(a-d); 1-5A3(a-d); 1-5B2(a-d) 1-5B3(a-c); 1-5C2(a-d); & 1-5C3(a-d)).

1-1: Total number of applications; Report all applications subject to second review	<input type="text"/>	1-2: Total number of applications; with changed eligibility determinations; Report all applications resulting a changed determination due to the second review process	<input type="text"/>
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1-3: This section captures information about the results from the second review of applications. **All applications reported in 1-3 must be reported in this section (e.g. applications that were determined ELIGIBLE and INELIGIBLE during the INITIAL application review).**

For each initial eligibility determination (**A, B, & C**), report the number of applications for each result category (**1, 2, & 3**). For applications with a changed initial eligibility determination, report the number of applications in each error source category that resulted in the eligibility determination change (only report in one error source category for each application). In some scenarios, one or more of the error sources may not be relevant. Error sources are as follows:

1-3: Results of Second Review by Original Benefit Type For each original benefit type (A,B,& C), report the number of applications for each result category (1,2,& 3) and sub-categories (a,b,c, d)					
A. FREE Determined as FREE based on application		B. REDUCED PRICE Determined as REDUCED PRICE based on application		C. PAID Determined as PAID based on application	
1. NO CHANGE:	<input type="text"/>	1. NO CHANGE:	<input type="text"/>	1. NO CHANGE:	<input type="text"/>
2. Changed to REDUCED PRICED:	<input type="text"/>	2. Changed to FREE:	<input type="text"/>	2. Changed to FREE:	<input type="text"/>
a. Incomplete application error:	<input type="text"/>	a. Incomplete application error:	<input type="text"/>	a. Incomplete application error:	<input type="text"/>
b. Categorical Eligibility error:	<input type="text"/>	b. Categorical Eligibility error:	<input type="text"/>	b. Categorical Eligibility error:	<input type="text"/>
c. Gross Income calculation error:	<input type="text"/>	c. Gross Income calculation error:	<input type="text"/>	c. Gross Income calculation error:	<input type="text"/>
d. Other error:	<input type="text"/>	d. Other error:	<input type="text"/>	d. Other error:	<input type="text"/>
3. Changed to PAID:	<input type="text"/>	3. Changed to PAID:	<input type="text"/>	3. Changed to REDUCED PRICE:	<input type="text"/>
a. Incomplete application error:	<input type="text"/>	a. Incomplete application error:	<input type="text"/>	a. Incomplete application error:	<input type="text"/>
b. Categorical Eligibility error:	<input type="text"/>			b. Categorical Eligibility error:	<input type="text"/>
c. Gross Income calculation error:	<input type="text"/>	c. Gross Income calculation error:	<input type="text"/>	c. Gross Income calculation error:	<input type="text"/>
d. Other error:	<input type="text"/>	d. Other error:	<input type="text"/>	d. Other error:	<input type="text"/>

Incomplete application error examples include: lack of application signature, lack of SSN (last four digits), missing income value for household member(s), missing case numbers (i.e. SNAP), and other missing information that is necessary for an eligibility determination.

Categorical eligibility error examples include: invalid case numbers/identifiers, categorical eligibility claims known to be false, and invalid categorical standards.

Gross income calculation error examples include: incorrectly calculating household size, incorrectly determining the frequency of receipt of income, not converting multiple income

Application Guide

sources to annual income, not counting the child in the list of household members or counting the child twice, incorrect arithmetic, misclassifying reportable income, and other income computation errors.

Other errors include: any errors that are not included in the other categories that caused a change in eligibility determination or benefit level during the second review of applications.

A1, B1, & C1: The total number of applications, by initial eligibility determination, that did not result in a change in eligibility determination or benefit level.

A2: The total number of applications Determined as FREE during the initial review of applications that changed to REDUCED PRICE due to the second review. Value should equal the sum of the error source categories under 1-5A2 (a, b, c & d). **This field is calculated for you.**

A2a-d: The number of applications with changes in eligibility determination by each error source.

A3: The total number of applications Determined as FREE during the initial review of applications that changed to PAID due to the second review. Value should equal the sum of the error source categories under 1-5A3 (a, b, c & d). **This field is calculated for you.**

A3a-d: The number of applications with changes in eligibility determination by each error source.

B2: The total number of applications Determined as REDUCED PRICE during the initial review of applications that changed to FREE due to the second review. Value should equal the sum of the error source categories under 1-5B2 (a, b, c & d). **This field is calculated for you.**

B2a-d: The number of applications with changes in eligibility determination by each error source.

B3: The total number of applications Determined as REDUCED PRICE during the initial review of applications that changed to PAID due to the second review. Value should equal the sum of the error source categories under 1-5B3 (a, c & d). **This field is calculated for you.**

B3a-d: The number of applications with changes in eligibility determination by each error source.

C2: The total number of applications Determined as PAID during the initial review of applications that changed to FREE due to the second review. Value should equal the sum of the error source categories under 1-5C2 (a, b, c & d). **This field is calculated for you.**

C2a-d: The number of applications with changes in eligibility determination by each error source.

C3: The total number of applications Determined as PAID during the initial review of applications that changed to REDUCED PRICE due to the second review. Value should equal the sum of the error source categories under 1-5C3 (a, b, c & d). **This field is calculated for you.**

C3a-d: The number of applications with changes in eligibility determination by each error source.