



A Guide to Conducting Verification Before October 1st

How to use this resource

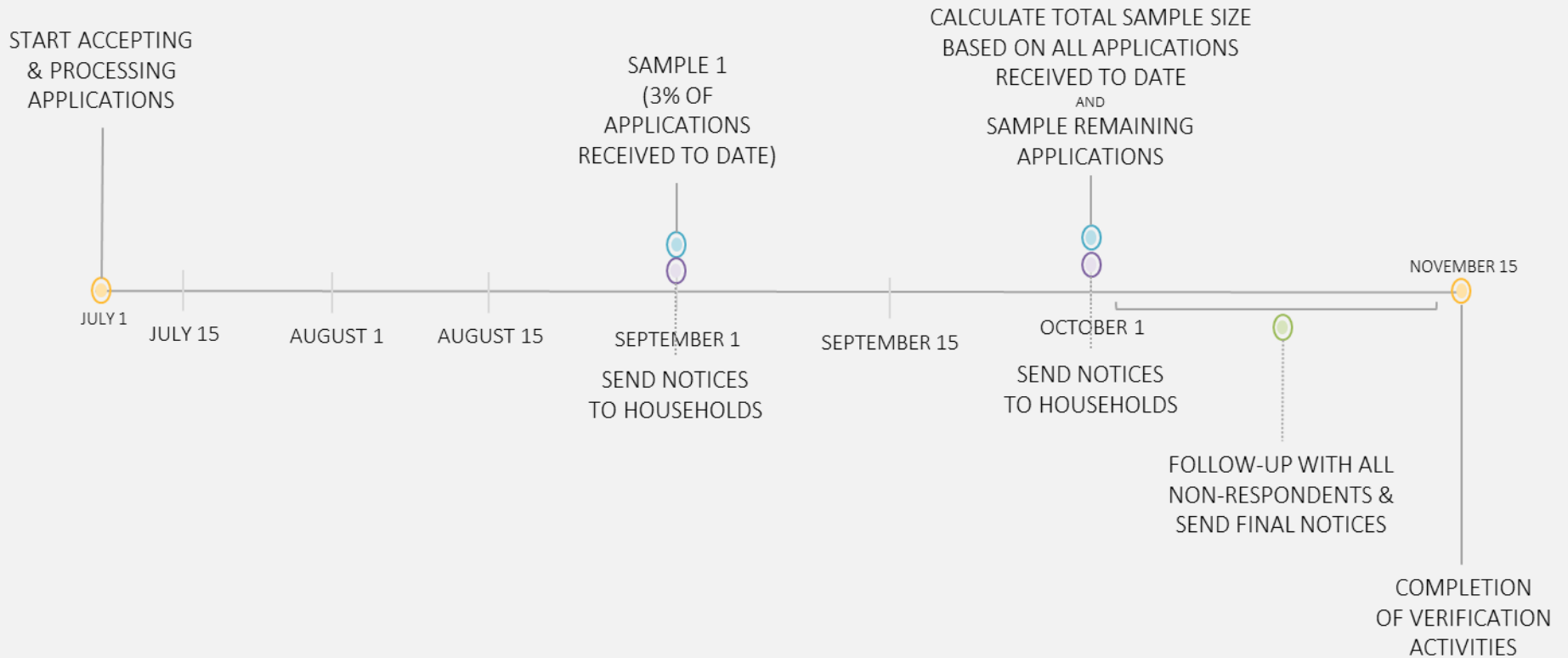
Here we explore the process of starting verification activities before October 1st. Presented are a few specific examples of how LEAs can conduct verification on an earlier timeline; however, these options are in no way exhaustive, and LEAs are invited to tailor their verification activities in a way that best suits their needs.

For more information, see policy memo [SP42-2017](#): Beginning Verification before October 1: Guidance to Local Educational Agencies.

Note: This resource was created for Local Education Agencies (LEAs) (also commonly referred to as School Food Authorities (SFAs)) and is not intended to be distributed to households.

Sampling Twice

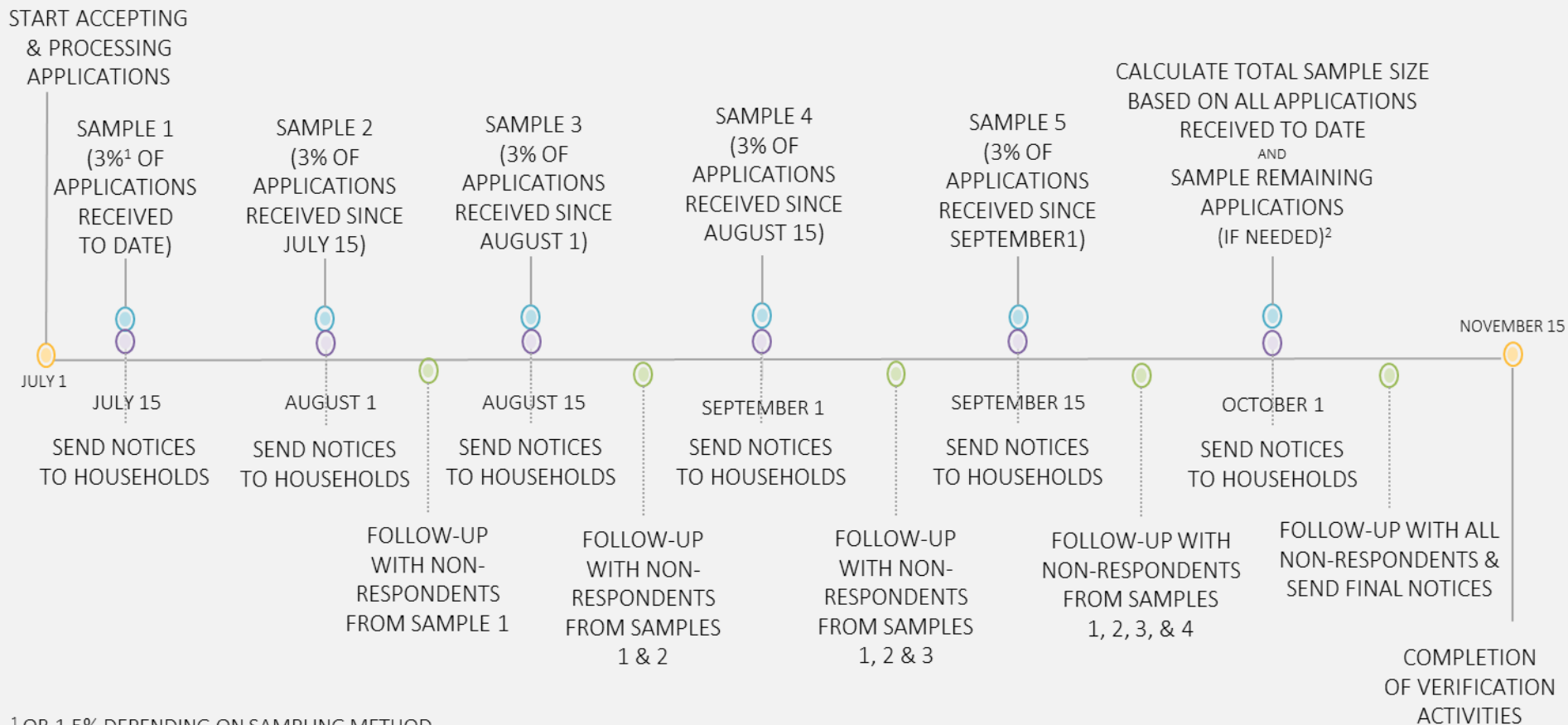
Example Timeline Sampling Twice and Conducting Follow-Up After October 1



¹ OR 1.5% DEPENDING ON SAMPLING METHOD

Continuous Sampling & Follow-Up

Example Timeline for Sampling Every Two Weeks and Following-Up on a Continuous Basis



¹ OR 1.5% DEPENDING ON SAMPLING METHOD

² SEE PAGE 4 FOR A MATHEMATICAL EXAMPLE OF CONTINUOUS VERIFICATION SAMPLING

Let's look at the numbers

A Mathematical Example of Continuous Sampling

An LEA conducting standard verification samples 3% of approved applications every two weeks from August 1 until October 1, or 5 times (see table below).

Time frame	7/1-7/15	7/16-8/1	8/2-8/15	8/16-9/1	9/2-9/15	9/16-10/1	Extra sample	TOTAL
Approved applications in time frame	197	226	549	418	308	164	-	1,862
Apps selected for verification	5 ¹	6 11 total	16 27 total	12 39 total	9 48 total	4 52 total	4	56

On October 1, the LEA had approved 1,862 applications, so the 3% sample should be 56 applications. The LEA only sampled 52 applications as of October 1, so the LEA will need to randomly select four more applications from all approved error prone applications received to date.

¹ Note: while FNS guidance says to round up to the nearest whole number when determining the number of applications to verify, when selecting applications more than once, the number of applications should be rounded *down* each time a selection occurs in order to prevent over-sampling. In this example, if the number had been rounded up each time, the LEA would have selected 58 applications; two more than their 3% sample allows.

Something to note...

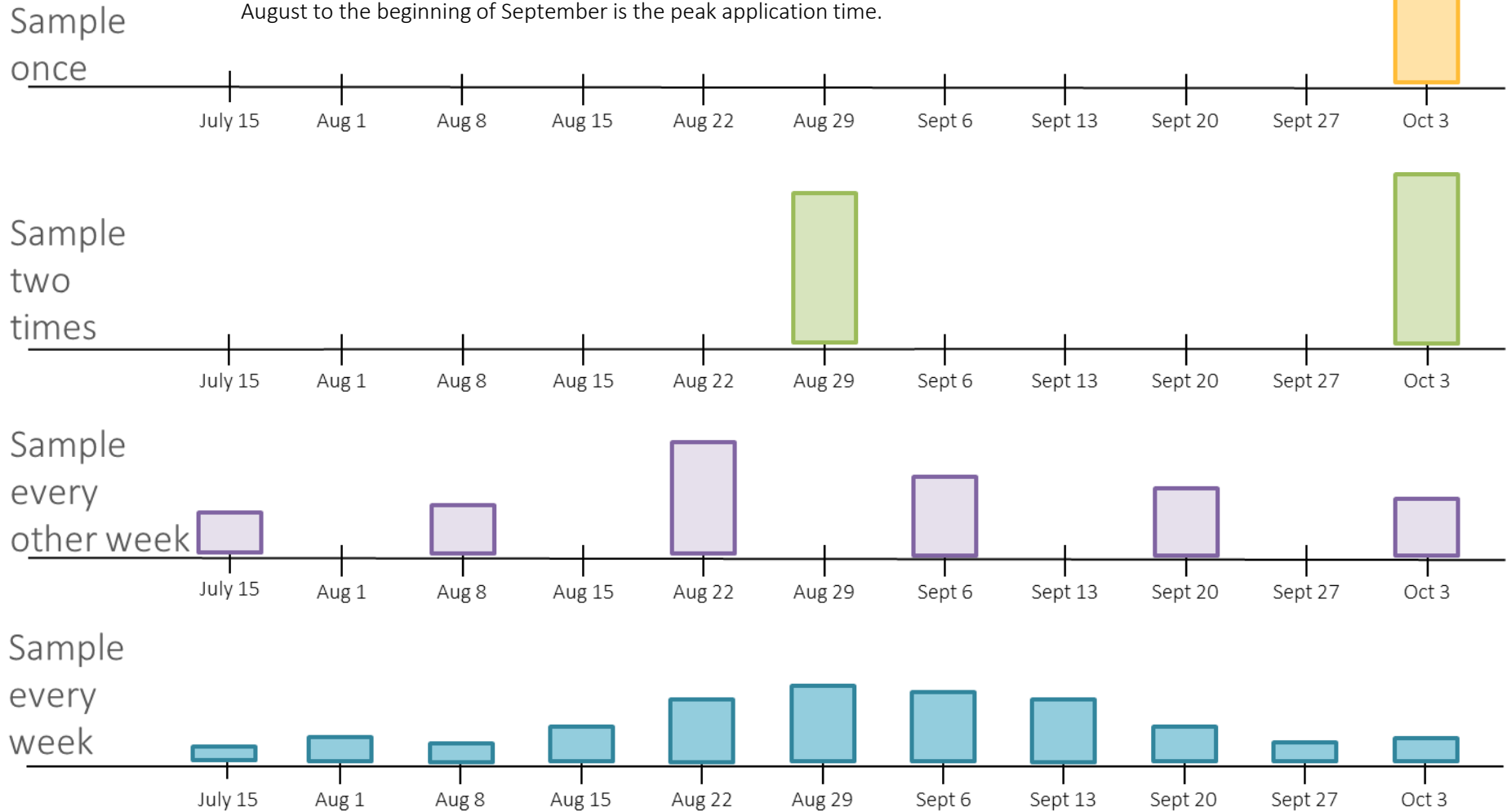
In the process of selecting applications for verification more than once, it is important to ensure that no application is subject to selection more than once. In other words, only applications that were received since the last sample selection should be included in the sample pool.

The one exception to this is if the LEA needs to select additional applications to complete their sample (like in the example on page 4), all applications that were received since the beginning of the school year should be in the sample pool for that final selection.

Again, see policy memo [SP42-2017](#): Beginning Verification before October 1: Guidance to Local Educational Agencies for more information.

See how starting verification before October 1st can help spread out the work

The examples below illustrate four variations of the verification process where a district is selecting a percentage of approved applications at specific times, and where the end of August to the beginning of September is the peak application time.



Other variations on starting verification prior to October 1st

The examples illustrated in this toolkit are just *a few examples* of how an LEA can spread out the work of verification over time, prior to October 1st. There are many ways to customize the process to fit the needs of staff and households in your district. For example, you could...

- Sample and send out initial notices on a continuous basis, but begin the follow-up process after October 1st.
- Sample when you have spare time – there is no need to follow a regimented schedule (though it may help you stay organized).

FNS research has found that continuous and early follow-ups by multiple methods help to increase response rates. Emails, text messages, and phone calls throughout the process, in addition to letters, may be helpful to reach more families.