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2016-2017 List of SFAs Required to Conduct An Independent Review of Meal Applications

Section 304 of the HHFKA of 2010 requires all schools that demonstrate high levels of, or a high risk for administrative error associated with certification, verification and other administrative processes to conduct an independent review of the initial eligibility determinations for free and reduced price school meal applications for accuracy prior to notifying households of eligibility. During the Administrative Review for the 15-16 school year, the new schools listed had an application error rate greater than 5% for the applications reviewed. For School Year 2016-2017, the SFAs listed below are required by Federal Regulations to conduct a second, Independent Review of all meal applications prior to notifying households of eligibility. This review applies to applications only; direct certification determinations do not have to be validated.

The **independent review** of applications means that the SFA must have a person independent from the approving officer conduct a second review of each application received. During this second review of applications, the Independent Reviewer must do the following:

- Review child/student names and determine if homeless/migrant/runaway or foster child box was checked.
- If household indicated “yes” in step 2, validate that a case number was included. (last 4 digits of social security number)
- Review child income if reported
- Validate number of adult household members reported
- Validate that if income was reported an earning period was indicated.
- Re-calculate the income for each income source to validate the total household income is correct.
- Verify that the correct approval status was determined.
- Sign off that it was approved correctly and date the meal application. If any errors were found, the school must keep a record of any changes for the **State Independent Review Report**.

2016-2017 Independent Review List	
<ul style="list-style-type: none"> • Blue Mountain Union SD (SY16) • Caledonia North SU (SY16) • Grand Isle SU (all schools)(SY15) • Milton (all schools)(SY15) • St. Monica’s Charitable Trust (SY15) 	<ul style="list-style-type: none"> • St. Paul’s School(SY15) • The Compass School(SY15) • White River Valley SU (SY16-OWSU, WNWSU) • Windsor Central SU (all schools)(SY15)

State Independent Review Report

Each SFA must track the following for all applications submitted and approved through October 31st of the school year:

1. The number of free and reduced price applications subject to a second review.
2. The number of applications for which the eligibility determination was changed.
3. The percentage of reviewed applications that was changed.
4. A summary of the types of changes that were made.

The **Independent Review Report** must be submitted each year by the above schools by December 15th.