

## 2019-2020 Independent Review List

The School Food Authorities (SFAs) listed below are required by Federal Regulations to conduct an *Independent Review* of the initial free and reduced-price eligibility determinations for school meal applications for accuracy prior to notifying households of eligibility for benefits. Section 304 of the HHSFKA of 2010 requires all SFAs with high levels of, or a high risk for, administrative error with certification, verification and other administrative processes, to conduct a second review of applications to ensure accurate approval and correct eligibility for benefits. For School Year 2019-2020, 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. Applications must be reviewed, initialed and dated by the responsible individual following the initial approval by the approving officer. Training is also required for the individuals reviewing and approving the meal applications in these SFAs.

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.
- 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. Compare to Income Guidelines.
- 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 application must be corrected, and the school must keep a record of any changes required for the State Independent Review Report.

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<ul style="list-style-type: none"> <li>• Addison Central SD (SY18)</li> <li>• Grand Isle SU (SY18)</li> <li>• Kingdom East (SY16)</li> <li>• Mill River Unified (SY19)</li> </ul>	<ul style="list-style-type: none"> <li>• Rutland Northeast (SY17)</li> <li>• Washington South (SY17)</li> <li>• White River Valley SU (SY19)</li> <li>• Windsor Southeast (SY18)</li> </ul>

### State Independent Review Report

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

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 SFAs by December 15<sup>th</sup>. More information on completing the report will be provided to these SFAs in early November 2019.

