

CONTINUING ELIGIBILITY FOR USE OF AN ALTERNATE SAMPLE SIZE

The LEA must annually determine if it is eligible to use one of the alternate sample sizes. If the LEA determines it is eligible, it must contact its State agency in accordance with any procedures established by the State agency for approval prior to use of alternate sample sizes.

STATE AGENCY RESPONSIBILITIES

Each State agency must establish a procedure for LEAs to designate use of an alternate sample size. The State agency may also establish criteria for reviewing and approving the use of an alternate sample size, including deadlines for submissions.

A. POST SELECTION PROCEDURES

There are two procedures that the LEA completes prior to contacting the household to obtain documentation of eligibility. These are the required confirmation reviews and the optional replacement of certain applications.

CONFIRMATION REVIEWS

Prior to any other verification activity, an LEA official, other than the official who made the initial eligibility determination, must review each approved application selected for verification to ensure that the initial determination was accurate.

This requirement is waived if the LEA uses a technology-based system that demonstrates a high level of accuracy in processing an initial eligibility determination. LEAs must contact the State agency to determine if their system qualifies them for this waiver.

Further, any LEA that conducts a confirmation review of all applications at the time of certification is not required to conduct confirmation reviews prior to verification.

OUTCOME OF CONFIRMATION REVIEWS

Depending on the outcome of each confirmation review, the LEA takes one of the following actions.

No Change in Status

If the initial eligibility status was correct, the LEA verifies the application.

Status Change From Reduced Price to Free

The LEA:

- Makes the increased benefits available immediately;
- Notifies the household of the change in benefits; and
- Verifies the application.

If verification reduces the level of benefits (from free to reduced price or paid), the household is sent a notice of adverse action.

Status Change From Free to Reduced Price

The LEA:

- Does not change the child's status; and
- Verifies the application.

If the child's free status is verified, the LEA does not notify the household. However, if the child's status changes from free to either reduced price or paid, the household is sent a notice of adverse action.

Status Change From Free or Reduced Price to Paid

The LEA:

- Immediately sends the household a notice of adverse action;
- Does not verify the application;
- Selects a similar application (for example, another error-prone application) for verification; and
- Follows the confirmation review procedures for the newly selected application.