Verification Tool: Standard Sample Size Calculation Worksheet

3% Error-Prone Verification Process

To determine the number of applications that must be verified, follow the steps below:

Count the total number of approved applications for the current school year as of **October 1**

|  |  |
| --- | --- |
| \_\_\_\_\_\_\_\_\_\_\_\_ | Total # of approved applications on file for the current year as of October 1 |
|  | (EXCLUDE Direct Certified with SNAP, Direct Certified Foster, Migrant, McKinney-Vento, Head Start, Even Start, FDPIR from tribal list, and Oregon Expanded Income Guideline) |
| \_\_\_\_\_X.03\_\_\_ | Multiply by 3 percent |
|  |  |
| **=\_\_\_\_\_\_\_\_\_\_\_\_** | Number to be verified (ROUND ALL DECIMALS UPWARD to the next whole number) |

OR 3,000 applications (whichever is less)

### Sample Selection

Error prone applications are those applications with income listed within $1,200 yearly; $100 monthly; $50 twice a month; $46 every two weeks and $23 weekly of the free and reduced-price income eligibility levels.

If there are not enough error-prone applications to meet the sample size requirement, randomly select additional applications from both income and case number applications until the sample size is reached.