

ACTION BY: Regional Directors
Special Nutrition Programs

SOURCE CITATION: Section 226.23(h)

Verification of Eligibility Procedures
in the Child and Adult Care Food Program

The purpose of this FNS Instruction is to provide guidance regarding the number of applications that must be reviewed by State agencies conducting verification of eligibility for free and reduced price meals under the Child and Adult Care Food Program (CACFP).

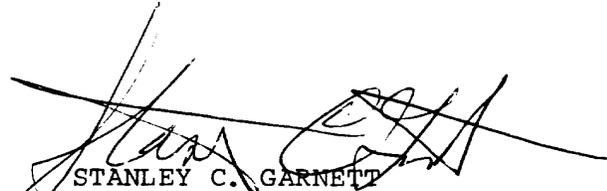
Section 226.23(h) of Program regulations requires that State agencies perform verification of free and reduced price meal eligibility determinations in individual institutions no less frequently than once every 4 years. For nonpricing programs, verification includes the review of all approved applications. Section 226.23(h) also states that, "Any State may, with the written approval of FNSRO, use alternative approaches in the conduct of verification, provided that the results achieved meet the requirements of this part."

Review of all free and reduced price eligibility determinations made by an institution is the most accurate method for conducting verification. However, particularly in the case of institutions which operate numerous sites and serve a large number of children, alternative methods of verification (methods which permit a review of less than all applications) may be permitted in accordance with the regulatory provision cited above. Verification of a statistically valid sample of applications would be an acceptable alternative method. Guidelines for implementing a statistically valid sample method are attached to this Instruction as Exhibit A.

Any State agency wishing to implement a statistically valid sample method or any other alternative method for verification must submit a plan to its regional office which describes at a minimum the reasons for the request, the specific methodology to be employed, and the characteristics of the institutions to which the plan will be applied. The State's plan must be approved in writing by the regional office before the State agency may implement it. In implementing this policy, regional offices and

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State agencies should be aware that the review of all applications remains the preferred method for verification of eligibility determinations.



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Attachment

STATISTICALLY VALID SAMPLE

The following information provides specific guidelines for sampling procedures which ensure a 95 percent confidence level. To ensure that the sample universe is complete, all approved applications for the month under review must be included in the universe.

The attached table should be used to determine the SIZE OF YOUR SAMPLE. This will provide a 95% confidence level. Using this table, "N" represents the UNIVERSE (or the total number) of applications. To determine the sample size (S) required, find the number of applications for the month being reviewed under column N. The number to its right under column "S" is the SAMPLE SIZE you will need. For example, if there are 500 approved applications, 217 must be verified.

If the number of applications falls between two population sizes, use the higher N to determine the sample size. For instance, if there are 522 applications, the sample size would be based on 550 sales. In this case, 226 applications must be verified.

To select the actual sample, a systematic method of selection should be used:

Step 1 - ESTABLISH A SKIP INTERVAL. To calculate the skip interval, divide the total number of approved applications by the required sample size (for example, if you have 900 applications in a UNIVERSE with a required sample size of 269, the skip interval is "3" (900 divided by 269)).

Step 2 - SELECT A RANDOM STARTING POINT. The starting point must fall between 1 and the skip interval. In the above example a starting point would be chosen randomly from 1 through 3, e.g. "2". The "2nd Application" would then become your Starting Point (or the 1st sample record).

Step 3 - SELECT REMAINDER OF SAMPLE. To select additional sample applications, count forward (Skip Interval) three applications beginning with the Starting Point determined in Step 2. Since the 2nd application was selected as the starting point in our example, then the 5th application would be the next application sampled. Continue to select applications in this manner until the required sample size is reached. In our example, you would select the 2nd, 5th, 8th, 11th, 14th, etc., applications until the required sample size of 269 applications is obtained.

Step 4 - RETURN TO STARTING POINT. If you should reach the end of the applications from which you are drawing your sample and you still do not have the required sample size, continue by going back to the beginning of your applications. You would proceed with the sample selection as specified in Steps 1-3 until you have obtained an adequate sample.

Sample Size Table

Table for Determining Sample Size from a Given Population

{ "N" = POPULATION SIZE and "S" = SAMPLE SIZE }

N	S	:	N	S	:	N	S	:	N	S	:	N	S
10	10	:	100	80	:	280	162	:	800	260	:	2,800	338
15	14	:	110	86	:	290	165	:	850	265	:	3,000	341
20	19	:	120	92	:	300	169	:	900	269	:	3,500	346
25	24	:	130	97	:	320	175	:	950	274	:	4,000	351
30	28	:	140	103	:	340	181	:	1,000	278	:	4,500	354
35	32	:	150	108	:	360	186	:	1,100	285	:	5,000	357
40	36	:	160	113	:	380	191	:	1,200	291	:	6,000	361
45	40	:	170	118	:	400	196	:	1,300	297	:	7,000	364
50	44	:	180	123	:	420	201	:	1,400	302	:	8,000	367
55	48	:	190	127	:	440	205	:	1,500	306	:	9,000	368
60	52	:	200	132	:	460	210	:	1,600	310	:	10,000	370
65	56	:	210	136	:	480	214	:	1,700	313	:	15,000	375
70	59	:	220	140	:	500	217	:	1,800	317	:	20,000	377
75	63	:	230	144	:	550	226	:	1,900	320	:	30,000	379
80	66	:	240	148	:	600	234	:	2,000	322	:	40,000	380
85	70	:	250	152	:	650	242	:	2,200	327	:	50,000	381
90	73	:	260	155	:	700	248	:	2,400	331	:	75,000	382
95	76	:	270	159	:	750	254	:	2,600	335	:	100,000	384

*/ Robert V. Krejcie and Daryle W. Morgan, "Determining Sample Size for Educational and Psychological Measurement, 1970.