Attachment F - Rolling assignment procedure works

heet

OMB Number: 0584-0524
Expiration Date: 06/30/2016

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0584-0524. The time required to complete this information collection is estimated to average two (2) minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

Worksheet: Rolling Assignment Procedure

Purpose: This workbook is meant to help you determine which approved, **error-prone** applications must be verified as part of the Verification Improvement Pilot.

Instructions:

Step 1: Fill in the cells below that are highlighted in orange, like this:

Step 2: As you begin to process applications for free or reduced-price meals, record all approved, error-prone applications in the "Verification List" tab of this workbook.

Step 3: As you enter an approved, error-prone application, the Verification List tab will tell you whether or not you need to verify this application by displaying a "YES" or a "no."

YES: send this letter [linked] to the household right away in order to notify them o acceptance of their application, and to request verification.

no: send your standard acceptance letter to the household in order to notify them acceptance of their application.

Step 4: On October 1st, fill in the cell below that is highlighted in blue, like this:

Step 5: Conduct final verification by sending verification letters to all remaining households selected for verification
Send this letter [linked] to the households in order to notify them of the acceptance o

Expected total number of approved applications:

If you do not expect major changes in the number of applicants to the NSLP or SBP this year, use t of approved applications from 2014/2015.

Expected number of approved applications that will need to be verified:

Expected total number of approved error-prone applications:

If you do not expect major changes in the number of applicants to the NSLP or SBP this year, use t of approved error-prone applications from 2014/2015.

FINAL number of approved applications:

As of October 1, count the total number of approved applications and enter that number here

As of October 1, count the total number of approved applications and enter that number here:

Number of remaining applications to be verified:

Randomly draw 0 applications from among the applications that you have not listed on the 'Verfication List' worksheet (the next worksheet).

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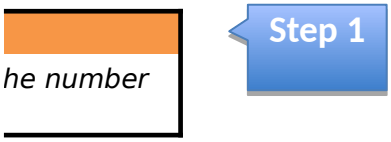
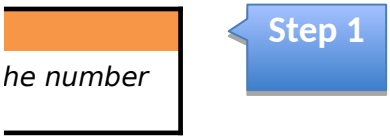
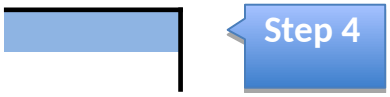
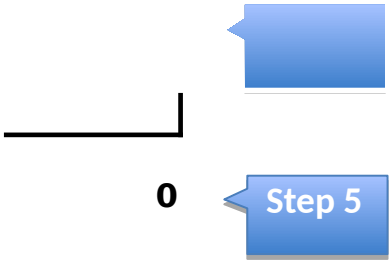
of their application, and to request verification.



0






0
Step 5

Step 2 Step 3

Error-prone application #	Head of household Jane Doe	Verify?	Date of application review	Date of 1st verification attempt	Date of 2nd verification attempt (if needed)	Date of 3rd verification attempt (if needed)	Date that verification documentation was provided

Final
outcome of
verification