

## Attachment T21. Seamless Summer Option Eligibility Certification Form (SSO S-2)

This information is being collected from State agencies, school food authorities, schools. This is a revision of a currently approved information collection. The Richard B. Russell National School Lunch Act (NSLA) 42 U.S.C. § 1758, as amended, authorizes the National School Lunch Program (NSLP). This information is required to administer and operate this program in accordance with the NSLA. Under the Privacy Act of 1974, any personally identifying information obtained will be kept private to the extent of the law. 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 0584-0006. The time required to complete this information collection is estimated to average 47.5 hours of reporting burden per response. The burden consists of the time it takes for the State agency to conduct the off-site portion of the review which includes scheduling of the review and the completion of the Off-site Assessment, Resource Management Risk Indicator, and Site Selection Tools. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: U.S. Department of Agriculture, Food and Nutrition Services, Office of Policy Support, 3101 Park Center Drive, Room 1014, Alexandria, VA 22302, ATTN: PRA (0584-0006). Do not return the completed form to this address.





## ELIGIBILITY CERTIFICATION AND BENEFIT ISSUANCE ERROR WORKSHEET –SSO S-2

### GENERAL

**COMMENTS** This form is to be used to record errors identified during the review of certification and benefit issuance. Only list reviewed students in error. Other household members certified in error whose eligibility must be corrected are listed on Form SFA-2.

The worksheet must be completed for both the 100 % review of eligibility certifications and the statistical sample method. A copy of the completed worksheet will be provided to the LEA so that corrective action on each error can be implemented. If the review did not identify errors, check  NA.

**LEA** Enter the name of the local educational agency. Check if SFA has an enrolled site or camp.

**STUDENT** The student's name or other identifier such as a student identification number or application number is recorded in this space. When an identifier other than the student's name is used, adequate information must be provided to the LEA/school to identify the student(s) in error for corrective action purposes.

**ELIGIBILITY DETERMINATION** free (F) or reduced-price (R).

**START DATE OF ERROR** If there is no date on the eligibility certification document, attempt to determine the date or approximate date of approval. This may be accomplished by asking the individual(s) responsible for the maintenance of the documents to provide an approval date, or by using the date the application was signed by the parent or received by the LEA/school. If direct certification, enter the date the certification was made. If it is not possible to determine an approval date, the document may still be considered valid for the time period being reviewed. In those situations where the start date of error is not known, enter a dash (-) in the space.

**DIRECT CERTIFICATION** Enter  if the student was directly certified.

**ELIGIBILITY BASED ON DOCUMENTATION** Enter  if the student was determined eligible for free meal benefits based on migrant, homeless, runaway, Headstart, foster child or EvenStart status.

**TYPE OF ERROR** Check the space(s) which identifies each type of application or benefit issuance error. More than one error may be identified for a student.

MISSING INFORM ATION	Check the space that includes the missing information. Incomplete applications errors include missing child or household name (CH HH NM), lack of adult signature (AD SIG), lack of social security number last four digits (SS#) , missing income amount or source (INC AMT SRC), missing case numbers (CS #) , or other missing information that is necessary for an eligibility determination.
MISCAT- EGORIZED	Miscategorized applications include: incorrectly calculating household size, incorrectly determining the frequency of receipt of income, not converting multiple income sources to annual income, not counting the child in the list of household members or counting the child twice, incorrect arithmetic, misclassifying reportable income, and other income computation errors. Indicate the miscategorization, F/R, F/D, R/D or R/F.
BENEFIT ISSUANCE ERRORS	<p>Compare the eligibility certification documents (i.e., household applications, direct certification, other categorically eligible student documentation) to the benefit issuance document(s) used at the point of service to ensure students are receiving the benefits for which they were approved.</p> <p>An error exists when a free or reduced-price student is listed on the benefit issuance document in an eligibility category other than the category for which that student was approved, regardless of the correctness of the approval, or the LEA does not have proper documentation for a student receiving free or reduced-priced benefits.</p> <p>When an error is found in eligibility certification that is offset by an error in benefit issuance, neither error contributes to a Performance Standard 1 violation or results in fiscal action. For example, when a student is incorrectly certified for free benefits but should have received reduced-price benefits and is listed on the BI document as reduced-price, there is no error in Performance Standard 1. However, corrective action must be completed.</p>
PS 1 VIOLATIONS	For each student listed on the worksheet, determine if the error was caused by a free or reduced- price student being listed incorrectly on the BI roster.
DATE OF CORRECTION	<p>Technical assistance and corrective action will be required for all benefit issuance errors. Corrective action will be applied to all schools to ensure that previously deficient practices and procedures are revised system-wide. Corrections will be made to the eligibility of other affected household members when discovered during administrative review. As mentioned, record these names on form SFA-2.</p> <p>Documented corrective action is required for any degree of violation in an administrative review. This may be completed at the time of the review; however, it shall be postmarked or submitted to the SA no later than 30 days from the deadline for completion of each required corrective action. The SA shall maintain any documented corrective action on file for review by FNS.</p>
[ ] 100%	Check if 100 % of the eligibility determinations is reviewed.

[V] IF VERIFIED Check if this students application was verified. This application counts toward the 10% verification sample. Record the verification also on SFA-2 under "Verification Errors."

COMMENTS Enter appropriate comments related to eligibility certification, benefit issuance and corrective action.

FISCAL ACTION Based on the review of the eligibility determinations and basis of issuance documentation from the statistically valid sample or the 100 % review, the reviewer will determine the information to be transferred to the Fiscal Action Workbook.

The State agency must establish a count of the total number of reviewed students that the SFA certified for free meals and reduced-price meals. This is either the statistically valid sample or the total free and reduced price students when 100 % of the names are reviewed.

The State agency must establish its own validated count of the correct total number of reviewed students certified for free meals and reduced-price meals.