

Attachment N.16. Other Eligibility Certification and Benefit Issuance Errors Worksheet (SFA-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.

**Administrative Review
Other Eligibility Certification and Benefit Issuance Error Worksheet**

SFA:					
Student Name	School	Error Type	Description of Error(s)	Corrective Action Required	Date of Correction

ERROR TYPES:
ID - Incorrectly Denied
VE - Verification Error
OHM - Other Household Member
AI - Annual Income

OTHER ELIGIBILITY CERTIFICATION AND BENEFIT ISSUANCE ERROR WORKSHEET INSTRUCTIONS

GENERAL COMMENTS This form is used to record denied application errors, verification errors, and other household members certified or issued benefits in error whose eligibility or benefit issuance must be corrected as a result of the Certification and Benefit Issuance review.

If the review did not identify any of these errors, check [] N/A.

SFA Enter the name of the SFA being reviewed

STUDENT NAME Enter the student's name or other identifier such as student identification number or application number. When an identifier other than the student's name is used, adequate information must be provided to the SFA/school to identify the student(s) in error for corrective action purposes.

SCHOOL Enter the name of the school which the student in error attends.

ERROR TYPE Indicate the type of error. Use I.D. for Incorrectly Denied, V.E. for Verification Error, and O.H.M. for Other Household Member.

DESCRIPTION OF ERROR Describe the error.

Incorrectly Denied Application

Examples of incorrectly denied application errors include denying an application for a lack a signature when there was a valid signature, denying an application for lacking the SSN (last four digits) when the application contained the required SSN (last four digits), denying an application for missing income when the income was listed correctly, denying an application for having a missing case numbers (i.e. SNAP) when a case number was entered, and denying an application because of other information was determined to be missing but the application was complete.

Incorrectly denied applications also include: errors in gross income calculation, incorrectly calculating household size, incorrectly determining the frequency of income, not converting multiple income sources to annual income, not counting the correct number of household members, incorrect arithmetic, misclassifying reportable income, and other income computation errors.

Verification Error

Verification errors occur when the final determination of a verified application is incorrect based on verification documentation. Categorical eligibility errors in verification documentation include: invalid case numbers, categorical eligibility claims known to be false, and invalid categorical standards.

Gross income calculation errors in the verification process 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.

OTHER ELIGIBILITY CERTIFICATION AND BENEFIT ISSUANCE ERROR WORKSHEET INSTRUCTIONS

Other errors in the verification process include: any errors that are not included in the above categories that cause a change in eligibility determination or benefit level as identified by the SA.

Other Household Member

For other household members certified or issued benefits in error whose eligibility or benefit issuance must be corrected as a result of the Certification and Benefit Issuance review, record the certification or benefit issuance error.

Annual Income

The household provides annual income on the application but the circumstances surrounding the reporting of annualized income do not meet the special situations identified in the Eligibility Manual.

CORRECTIVE ACTION
REQUIRED

Enter the corrective action necessary to resolve the identified error.

DATE OF CORRECTIVE ACTION

Enter the date of corrective action.