



**INDEPENDENT REVIEW OF APPLICATIONS 14-15 SCHOOL YEAR**

**DIRECTIONS (instructions for completing form on second page)**

Fax or email the completed form to: Food and Nutrition Services Section at (573) 526-3897 or email to [schoolfoods@dese.mo.gov](mailto:schoolfoods@dese.mo.gov)

**Subject: Independent Review of Applications**

The Healthy, Hunger-Free Kids Act (HHFKA) included several provisions to help increase effectiveness and integrity in Child Nutrition Programs. As part of an effort to decrease certification errors during the eligibility determination process, certain Local Education Agencies (LEAs) must conduct an independent review of applications for free and reduced price meal benefits before eligibility determinations are made.

Questions regarding this form contact (573) 751-3526 or [schoolfoods@dese.mo.gov](mailto:schoolfoods@dese.mo.gov)

**LEA INFORMATION**

LEA AGREEMENT NUMBER	LEA NAME	
AUTHORIZED REPRESENTATIVE NAME	PHONE NUMBER	EMAIL ADDRESS

**SECTION I**

TOTAL NUMBER OF SCHOOLS IN LEA		TOTAL NUMBER OF ENROLLED STUDENTS IN LEA	
TOTAL NUMBER OF APPLICATIONS <i>(BOTH ELIGIBLE AND INELIGIBLE)</i>		TOTAL NUMBER OF APPLICATIONS WITH CHANGED ELIGIBILITY DETERMINATIONS <i>REPORT ALL APPLICATIONS RESULTING IN A CHANGED ELIGIBILITY DETERMINATION DUE TO THE SECOND REVIEW PROCESS</i>	

**SECTION II**

**RESULTS OF SECOND REVIEW OF INITIAL ELIGIBILITY – NO CHANGE (NUMBER OF APPLICATIONS)**

FREE		REDUCED PRICE		PAID	
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**SECTION III**

BENEFIT TYPE	RESULTS OF SECOND REVIEW BY INITIAL ELIGIBILITY <b>INCOMPLETE APPLICATION ERROR</b>	RESULTS OF SECOND REVIEW BY INITIAL ELIGIBILITY <b>CATEGORICAL ELIGIBILITY ERROR</b>	RESULTS OF SECOND REVIEW BY INITIAL ELIGIBILITY <b>GROSS INCOME CALCULATION ERROR</b>	RESULTS OF SECOND REVIEW BY INITIAL ELIGIBILITY <b>OTHER ERROR</b>
FREE TO REDUCED PRICE				
FREE TO PAID				
REDUCED PRICE TO FREE				
REDUCED PRICE TO PAID				
PAID TO FREE				
PAID TO REDUCED PRICE				

AUTHORIZED REPRESENTATIVE SIGNATURE	AUTHORIZED REPRESENTATIVE TITLE	DATE
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## INDEPENDENT REVIEW OF APPLICATIONS 14-15 SY INSTRUCTIONS

### SECTION I

Total number of schools within LEA.

Total number of enrolled students in LEA.

Total number of reviewed applications (includes all applications, both those determined eligible and ineligible in the initial application review).

Total number of applications in the LEA whose eligibility determinations changed as a result of the Second Review of applications. This includes the count of changes in eligibility determinations for applications, both those determined eligible and ineligible in the initial application review.

### SECTION II

The total number of applications, by initial eligibility determination, that did not result in a change in eligibility determination or benefit level.

### SECTION III

**This section captures information about the results from the second review of applications. All applications with a change in eligibility must be reported in this section (e.g. Applications that were determined ELIGIBLE and INELIGIBLE during the INITIAL application review).**

For each initial eligibility determination, report the number of applications for each result category. For applications with a changed initial eligibility determination, report the number of applications in each error source category that resulted in the eligibility determination change (only report in one error source category for each application). In some scenarios, one or more of the error sources may not be relevant.

**Error sources are as follows:**

**Incomplete application errors** include: lack of application signature, lack of SSN (last four digits), missing income value for household member(s), missing case numbers (i.e. SNAP), and other missing information that is necessary for an eligibility determination.

**Categorical eligibility errors** include: invalid case numbers/identifiers, categorical eligibility claims known to be false, and invalid categorical standards.

**Gross income calculation errors** 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 errors** include: any errors that are not included in the other categories that caused a change in eligibility determination or benefit level during the second review of applications.