Verification Tool 3: 3% Focused Sampling Worksheet

To determine the number of applications that must be verified, follow the steps below.

Local Education Agencies (LEAs) with a verification non-response of **20% or greater must** use the 3% Focused Sampling method *(Tool 3).*

Local Education Agencies (LEAs) with a verification non-response of **less than 20%** may choose to use the 3% Focused Sampling method *(Tool 3).*

3% FOCUSED SAMPLE SIZE

_____ Total number of approved applications on file for the current school year as of October 1

(**Exclude** direct certified, Migrant, Homeless, and foster children with documentation from a state or local foster care agency, Head Start, Even Start, and ECEAP.)

X .03 Multiply by 3 percent

= _____ Number to be verified (ROUND ALL DECIMALS UPWARD TO THE NEXT WHOLE NUMBER)

OR

3,000 Applications (whichever is less)

Sample Selection

Error prone applications in the required amount to verify must be selected. Error prone applications are those applications with income listed within $1,200 yearly; $100 monthly; $50 twice a month; $46 every two weeks and $23 weekly of the free and reduced-price eligibility levels.

If there are not enough error prone applications to meet the sample size requirement, randomly select additional applications from both income and case number applications until the required sample size is reached.