

## Verification Tool 4: 3% Random 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 **less than 20%** may use the 3% Random Sampling method (*Tool 4*)

### 3% RANDOM SAMPLE SIZE

\_\_\_\_\_ Total number of approved applications on file on 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

Randomly select the required number of applications. In a random selection, all applications must have an equal chance of selection (including applications approved through income or categorical eligibility [Basic Food/Temporary Assistance for Needy Families (TANF)/Food Distribution Program on Indian Reservations (FDPIR)], or foster children without documentation from state or local foster care agency).

Calculate the selection interval by dividing the total number of applications on file by the required sample size. For example, if there are 210 applications on file and seven (7) applications must be verified. Divide 210 by 7. This equals 30 (the selection interval). You will go through the stack of applications and select every 30th application. This will provide 7 applications that have been randomly selected from the total applications on file.