Identifying Error Prone and Questionable Applications

Error Prone: Applications approved for free or reduced price benefits where the reported income falls within $100 monthly or $1,200 annually of the Income Eligibility Guidelines. Error prone applications should be flagged upon approval and used in Standard and Alternate 2 verification processes.

Questionable Application: Applications with questionable information. This can include zero income applications and applications with case numbers that cannot be verified through DC Lookup. Applications with questionable information must be processed at face value prior to being verified for cause.

Incomplete Application: Applications with incomplete information. Applications received but missing required information must be corrected prior to processing or returned to the household to obtain the missing information.

Common Questions

Which applications should be included in the error prone application pool for formal verification?
Only truly error prone applications should be put into the error prone pool for verification. Questionable applications can be pulled for cause at any point in the school year.

Do I have to verify all of my error prone applications?
LEAs are only responsible for completing verification on the mandated sample size according to the verification process even when the sample size is less than the total number of error prone applications on file. LEAs may choose to verify additional applications for cause at any time in the school year.

Do I verify all questionable applications?
LEAs are responsible for completing formal verification only. LEAs may choose to verify additional applications for cause at any time in the school year, including during formal verification for questionable applications that were not pulled as part of the formal sample.

IDOE encourages the use of verification for cause as a method to address integrity concerns. Verification for cause cannot delay the approval of applications, and LEAs can begin the verification process only after the determination of eligibility has been made.

Resource: Eligibility Manual for School Meals pg. 96