



Food and  
Nutrition  
Service

Park Office  
Center

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DATE: November 27, 2015

MEMO CODE: SP 14 - 2016

SUBJECT: Flexibility for CEP Certification Document Review during  
SY 2015-2016 Administrative Reviews

TO: Regional Directors  
Special Nutrition Programs  
All Regions

State Directors  
Child Nutrition Programs  
All States

In the SY 2015-2016 Administrative Review Manual, as part of the certification documentation review for CEP schools, State agencies were instructed to “obtain the list of all students used to derive the ISP and select a minimum of 10% of student names at random to verify that those students can be found on source documentation that certifies free eligibility.” This memo supersedes the instruction noted above, in the Administrative Review Manual, tool, and forms.

In response to feedback from State agencies and Regional Offices expressing concerns on the time it could take to review the potential number of student names, the following flexibility will be allowed for administrative reviews conducted for SY 2015-2016.

As part of the certification documentation review for CEP schools, State agencies may select 10% of identified student names at random or a statistically valid sample (see chart below). However, if more than 10% of the reviewed sample cannot be properly verified on source documentation, the SFA must still be required, as part of their Corrective Action Plan, to provide source documentation for every student used to establish the free claiming percentage.

<b>Sample Size Chart</b>			
Total # of students in the SFA ISP calculation	SAMPLE SIZE (99%)	Total # of students in the SFA ISP calculation	SAMPLE SIZE (99%)
1-100	All	1251-1500	450
101-250	75%	1501-1750	475
251-500	60%	1751-2000	490
501-750	50%	2001-3000	525
751-1000	380	3001-4000	560
1001-1250	420	4001-5000	580
		5000+	590

Note: State agencies can select 10% of student names at random or a statistically valid sample.

Regional Directors

State Directors

Page 2

State agencies must distribute this memorandum to Program operators. Program operators with questions should contact their State agency. State agencies with questions may contact the appropriate FNS Regional Office.

Sincerely,

A handwritten signature in blue ink, appearing to read "Sarah Smith-Holmes".

Sarah Smith-Holmes

Division Director

Program Monitoring and Operational Support