



Wisconsin Department of Public Instruction
**LOCAL EDUCATIONAL AGENCY
 SECOND REVIEW OF
 APPLICATIONS REPORT**
 PI-1458 (Rev. 07-23)

INSTRUCTIONS: SFAs notified by the DPI as being selected to conduct a second review of applications must submit this form to the DPI by December 1.

Email to: karrie.isaacson@dpi.wi.gov

Required under 7 CFR 245.11(b)(1)(i-iv)

GENERAL INFORMATION		
G1. Agency Code	G2. SFA/LEA Name	G3. School Year 20__ - __
G4. Person Completing Report	G5. Email	G6. Telephone (10 digit)

OVERVIEW			
O1. Total Number of schools in SFA:		O2. Total number of enrolled students in SFA:	
O3. Total number of applications received by October 31:		O4. Total number of applications with changed eligibility determinations:	

RESULTS OF SECOND REVIEW

Results of Second Review by Initial Eligibility Determination: For each initial eligibility determination (A, B, & C), report the number of applications for each result category (1, 2, & 3), and error-source categories (a, b, c, & d).

A. FREE		B. REDUCED PRICE		C. PAID	
A1. No Change		B1. No Change		C1. No Change	
A2. Changed to REDUCED PRICE:		B2. Changed to FREE:		C2. Changed to FREE:	
a. Incomplete application error:		a. Incomplete application error:		a. Incomplete application error:	
b. Categorical eligibility error:		b. Categorical eligibility error:		b. Categorical eligibility error:	
c. Gross income calculation error:		c. Gross income calculation error:		c. Gross income calculation error:	
d. Other error:		d. Other error:		d. Other error:	
A3. Changed to PAID:		B3. Changed to PAID:		C3. Changed to REDUCED PRICE:	
a. Incomplete application error:		a. Incomplete application error:		a. Incomplete application error:	
b. Categorical eligibility error:		b. Categorical eligibility error:		b. Categorical eligibility error:	
c. Gross income calculation error:		c. Gross income calculation error:		c. Gross income calculation error:	
d. Other error:				d. Other error:	

INSTRUCTIONS FOR REPORTING

General Information (G1-G6): For SFAs selected to conduct the second reviews of applications, enter the SFA agency code, name of SFA, and the appropriate school year and contact information for the person completing the form.

Overview:

O1: Total number of schools in SFA.

O2: Total number of enrolled students in SFA.

O3: The total number of reviewed applications (includes all applications, **both those determined eligible and ineligible** in the initial application review). Value should equal the sum of the categories (O4 + A1 + B1 + C1).

O4: The total number of applications in the SFA whose eligibility determinations changed as a result of the Second Review of applications. This includes the count of changes in eligibility determinations for all applications, **both those determined eligible and ineligible** in the initial application review. Value should equal the sum of the following categories: (A2(a-d); A3(a-d); B2(a-d); B3(a-c); C2(a-d); C3(a-d)).

Results of Second Review:

This section captures information about the results from the second review of applications. All applications reported in O3 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 (**A, B, & C**), report the number of applications for each result category (**1, 2, & 3**) – **See Table on next page**. 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:

a. Incomplete application error examples

- lack of application signature,
- lack of SSN (last four digits),
- missing income value for household member(s),
- missing case numbers (i.e., Food Share or W-2 Cash Benefits),
- other missing information that is necessary for an eligibility determination.

b. Categorical eligibility error examples

- invalid case numbers/identifiers,
- categorical eligibility claims known to be false,
- invalid categorical standards.

c. Gross income calculation error examples

- 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,
- other income computation errors.

d. Other errors

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.

TABLE OF INITIAL AND REVIEWED APPLICATION STATUSES

	Initial Determination FREE	Initial Determination REDUCED PRICE	Initial Determination PAID
Second Review FREE	A1	B2	C2
Second Review REDUCED PRICE	A2	B1	C3
Second Review PAID	A3	B3	C1

A1, B1, & C1: The total number of applications, by initial eligibility determination, that did not result in a change in eligibility determination or benefit level.

A2: The total number of applications Determined as FREE during the initial review of applications that changed to REDUCED PRICE due to the second review. Value should equal the sum of the error source categories under 1-5A2 (a, b, c, & d).

A2a-d: The number of applications with changes in eligibility determination by each error source.

A3: The total number of applications Determined as FREE during the initial review of applications that changed to PAID due to the second review. Value should equal the sum of the error source categories under 1-5A3 (a, b, c, & d).

A3a-d: The number of applications with changes in eligibility determination by each error source.

B2: The total number of applications Determined as REDUCED PRICE during the initial review of applications that changed to FREE due to the second review. Value should equal the sum of the error source categories under 1-5B2 (a, b, c, & d).

B2a-d: The number of applications with changes in eligibility determination by each error source.

B3: The total number of applications Determined as REDUCED PRICE during the initial review of applications that changed to PAID due to the second review. Value should equal the sum of the error source categories under 1-5B3 (a, b, & c).

B3a-c: The number of applications with changes in eligibility determination by each error source.

C2: The total number of applications Determined as PAID during the initial review of applications that changed to FREE due to the second review. Value should equal the sum of the error source categories under 1-5C2 (a, b, c, & d).

C2a-d: The number of applications with changes in eligibility determination by each error source.

C3: The total number of applications Determined as PAID during the initial review of applications that changed to REDUCED PRICE due to the second review. Value should equal the sum of the error source categories under 1-5C3 (a, b, c, & d).

C3a-d: The number of applications with changes in eligibility determination by each error source.