

Approval for Alternate Verification Method

T.C.A § 245.6a(c)(7)(d)

School System: _____

School Year: _____

A local educational agency (LEA) may annually qualify to use an alternate sample size to conduct Income Verification if its non-response rate for the preceding year is less than 20 percent.

If you determine that your LEA is eligible to use an alternate sample size and you wish to use an alternate sample size, **you must indicate below which alternate method you will use. Sign and date this memo and return to your Regional Consultant prior to September 15. You will receive a copy of the approval for your files.**

____ **Alternate One:**

Three percent of all applications selected at random from applications approved by the LEA as of October 1 of the school year.

____ **Alternate Two:**

The sample size equals the lesser of the sum of:

One percent of all applications approved by the LEA as of October 1 of the school year, selected from error prone applications

Plus

One half of one percent of applications approved by the LEA as of October 1 of the school year that provide a case number in lieu of income information.

Signature of School Nutrition Director

Date

Signature of Regional Consultant

Date

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail:
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;

2. fax:
(833) 256-1665 or (202) 690-7442 or

3. email:
Program.Intake@usda.gov

This institution is an equal opportunity provider.