

## **Community Eligibility Program (CEP) District/Charter School Low-Income Classification Sample Selection Methods – District Wide and School-Based**

All CEP districts and charter schools must verify the accuracy of a representative sample of the low-income enrollments prior to reporting to the State. This document provides directions and examples to guide CEP districts and charter schools in determining their required low-income verification sample size, and selection of that sample. Please note that the process and results will be subject to audit.

### Requirements for CEP Charter Schools:

CEP charter schools will calculate their verification sample size based upon the CEP school's low-income enrollment entered into the Charter School Enrollment System (CHE) and the sample size selection chart published on the NJDOE CEP website. For example, a CEP charter school reports 1,320 low-income students in the CHE. Use of the sample size selection chart on the NJDOE website determines the charter school must select 264 students for verification out of the 1,320 that have been classified as low-income. The charter school's confirming official must select 264 low-income students at random. Alternatively, the official may determine the sample using applying the method of every "nth" student (e.g. every 5th low-income student), by dividing the number of students reported as low-income by the required sample size. In this instance, every 5th student ( $1,320/264 = 5$ ) is selected until 264 students have been identified for verification. For detailed verification instructions, please refer to the Confirming Official's Guidance section on pages 3 through 6 of the document entitled "Detailed Procedures for Administering the NJ Household Information Survey" available on the NJDOE CEP website.

### Requirements for CEP Districts:

Calculate the required low-income verification sample size on an individual school basis and on a district wide basis. The district can use the sample size calculator on the CEP website, or use the sample size chart to locate the sample size on the Sample Size Selection Chart that corresponds to the number of low-income students on-roll at each of the district's CEP schools. This process will result in a sample size requirement for each school. Districts are encouraged to also determine the sample size requirement on a district wide basis, as the district wide sample might require fewer total verifications. Once these calculations are completed, the district may choose the sample size selection method that yields the smaller sample. Please note that non-CEP schools and students in non-CEP schools should be excluded from the CEP sample size calculations in both methods described herein.

### Individual School Basis of Sample Size Selection

Districts must determine the sample size for each CEP school individually using the CEP sample size selection table on the NJDOE CEP website available through the following link: <http://www.state.nj.us/education/finance/cep/SampleSize.pdf>. As an example, a CEP school has 1,320 low-income students on-roll as detailed on the ASSA workpapers and reported in the ASSA. The sample size chart and calculator show the corresponding range for 1,320 low-income students is 1,251-1,500, which requires the CEP school to select 264 students out of the 1,320 low-income students for verification. The school's confirming official must select a random sample, or use a selection interval (e.g. every 5th student) by dividing the number of students reported as low-income by the required sample size. In this instance every 5th student ( $1,320/264 = 5$ ) is selected for verification until 264 students have been identified for verification. For detailed verification instructions, please refer to the Confirming Official's Guidance section on pages 3 through 6 of the document entitled "Detailed Procedures for Administering the NJ Household Information Survey" available on the NJDOE CEP website.

If there are additional CEP schools in the district, the district must continue to determine the sample size for verification for each of the district's CEP schools using the same method. This process must continue until applied to each individual CEP school. The Sample Size Calculator on our website simplifies the process. You only need to enter each school's low-income enrollment and it will show the sample size needed for a school sample and a district sample.

### District Wide Basis of Sample Size Selection

A district with participating CEP schools is encouraged to determine and compare (with the individual school selection sample size) the verification sample sizes on a district wide basis. Use of the aforementioned sample size selection table results in the performance of verification procedures upon 322 low-income students in a district with a total of 18,000 low-income students reported as on-roll in all of the district's CEP schools (classified on the low-income workpapers and ASSA as low-income). A sample size of 322 is the result provided by the corresponding range for 18,000 low-income students (17,001 – 48,000) on the sample size selection chart. This result means the CEP school district is required to select 322 students out of the 18,000 low-income students for verification. To provide adequate coverage of the low-income concentrations, the sample must include pupils from each CEP school. Accordingly, the district wide sample size must then be allocated among the district's CEP schools according to the proportion of students reported as low-income in each CEP school relative to the total number of CEP students reported as low-income as shown below. This will also allow for a comparison of the required sample size for each school using the school-based vs. district wide methods for sample size selection.

The Sample Size Calculator on the NJDOE website automatically calculates the sample size needed for each school and district. The calculations for the sample school district are shown in the table below. The district wide verification selection sample size of 322 low-income students must be allocated to each of the district's 15 CEP schools based upon the relative percentage of CEP students reported on the low-income workpapers and ASSA at each CEP school. Column A represents the number of low-income CEP students on-roll in each CEP school. Column (B) represents the relative percentage of low-income CEP students in each school represented in column (A) divided by the total number of low-income CEP students in the district (total from column (A)). Column (C) represents the district wide verification sample size (322) times the percentage in Column (B).

When the district wide sample selection is utilized by the district, each school's Confirming Official must determine a random sample totaling the required number. Alternatively, the official may determine a selection interval (e.g. every 5th student) by dividing the number of students reported as low-income in the school by the required sample size for the school as determined in the sample table below. For detailed verification instructions, please refer to the Confirming Official's Guidance section on pages 3 through 6 of the document entitled "Detailed Procedures for Administering the NJ Household Information Survey" available on the NJDOE CEP website.

**Template for Determining Sample Size for Low-Income Enrollment Verification**

Enter your School Low-Income Enr totals below to find the appropriate sample sizes on the right	Individual School Basis of Sample Size Selection	District Wide Basis of Sample Size Selection
Total Low-Income Enr for Each CEP School in District	Sample Size Needed	Sample Size Needed
School 1 1,200	254	21
School 2 1,300	264	23
School 3 500	197	9
School 4 700	232	13
School 5 800	232	14
School 6 1,000	254	18
School 7 325	156	6
School 8 400	192	7
School 9 1,000	254	18
School 10 1,100	254	20
School 11 1,200	254	21
School 12 1,300	264	23
School 13 1,400	264	25
School 14 3,275	295	59
School 15 2,500	291	45