



Department for Children  
and Families

# Quality Control

## Active and Negative Action Sampling Plan

Updated 07/01/2024

**State of Kansas**  
**Quality Control Active and Negative Action Case Sampling Plan**  
**Supplemental Nutrition Assistance Program (SNAP)**  
**Federal Fiscal Year 2025**

**I. Introduction**

This Quality Control (QC) sampling plan serves as the foundation for the State of Kansas Supplemental Nutrition Assistance Program (SNAP) procedures relating to the quality control system. The SNAP program in Kansas is called Food Assistance. Quality control reviews are conducted to identify and measure incorrect food assistance issuance and give the State information needed to develop corrective actions to reduce these errors. Kansas will use systematic random sampling in accordance with Federal regulations to pull the quality control sample of food assistance cases. These cases will be identified monthly. The case relevant data is contained in the Kansas Eligibility Enforcement System (KEES).

Cases are selected and placed into two different selection strata:

1. Food Assistance Active (1)
2. Food Assistance Negative (9)

Kansas will retain all supporting documents regarding universe and sample frame information for a minimum of three years. These documents will be available for FNS review upon request. Error rate results, based on the quality control reviews, are compiled, and reported each month during the fiscal year.

Kansas acknowledges the timeliness standards of the 310 Handbook and assures 100% review completion within one hundred fifteen (115) days. Completion, for these purposes, is defined as released by the QC Manager in the Federal SNAP-QCS reporting system.

**II. Definition of a Case**

A case is defined as all those individuals whose needs, income, and resources are considered together in determining eligibility and amount of benefit.

Case identification is accomplished by assigning to the case an eight-digit case identification number. Each individual client will have a unique identification number.

Eligibility determinations are completed at the local office by the eligibility worker using the KEES eligibility system.

Negative actions consist of denials of applications and terminations of ongoing benefits. All negative action decisions are completed at the local office by the eligibility worker using the KEES eligibility system.

### **III. Definition of the Universe**

#### Active Cases:

The sample frame is constructed based on food assistance case data stored in the Kansas Eligibility Enforcement System (KEES). The active sample frame must contain all households that received Food Assistance benefits during the sample month, including newly approved applications, regular on-going cases, and approved recertification cases. Case data is updated daily by Eligibility Workers in local offices statewide. The frame is in random order. Since all eligibility determinations for food assistance cases are executed through KEES, the frame is all inclusive.

Cases from KEES have 8-digit case numbers assigned via computer.

- Cases will be dropped from the sample by the reviewers according to instructions found in FNS Handbook 310, dated October 1, 2022, Chapter 3, Section 330 (Cases not subject to review), pages 3-7 through 3-9 inclusive.
- Households selected more than once during the year will be reviewed in each instance (reference Section 3221, FNS Handbook 311).

#### Negative Cases:

The negative sample frame must contain all actions taken to deny an application or close a household prior to the end of its certification period. The KEES system does not include a suspend option. This includes all actions taken during the sample month where the case record shows the generic program valid value is “Food Assistance,” and the Status Code is “Denied” or “Discontinued.” In January 2019, the KEES sampling programming was updated to exclude end of certification actions from the Negative sample.

A case may have more than one negative action per month. All negative actions for a case will be included in the frame.

- Denials: All Status Code “Denied” actions taken in sample month are included.
- Closures: All Status Code “Discontinued” actions taken in the month are included.

Cases will be dropped from the sample by the reviewers according to instructions found in FNS Handbook 310, dated October 1, 2022, Chapter 13, Section 1332, Actions not subject to review, pages 13-3 through 13-5 inclusive.

#### **IV. Source and Time Availability of the Universe and Universe Construction**

The Active Universe is constructed based on food assistance case data stored in the Kansas Eligibility Enforcement System (KEES). Case data is updated daily by Eligibility Workers in local offices statewide. The SNAP Active Universe consists of households receiving food assistance benefits for the sample month, with a program status of Active. The universe includes issuances made on newly approved applications, regular on-going cases, and approved re-certifications.

The SNAP Universe is constructed from KEES cases with an Aid Code of Food Assistance (FA), a benefit type of Regular, and an Issuance type of Routine or Immediate.

The Negative Universe is constructed based on food assistance case data stored in KEES. Case data is updated daily by Eligibility Workers in local offices statewide. The SNAP Negative Universe consists of all actions taken to deny an application or terminate benefits for a household. The KEES system does not include a suspend option. This includes all actions taken during the sample month where the case record shows the program value is “Food Assistance,” and the Status Code is “Denied” or “Discontinued.”

Prior to the last working day of the month, designated QC staff will access the KEES QA Request Sample, enter the Random Start and Interval Numbers as indicated in the sampling parameters document. The batch will run overnight on the first working day of the month. The sample frame will be available for review the following morning or second workday of the month.

Upon completion of the batch program, the FR300 Quality Control Universe Statistical Data Report and FR301 Integrated Quality Control (IQCS) Sample Reports are created and returned in KEES. FR300 and FR301 reports are created for both the Active and Negative Samples for the sample month. The sample reports are available the second workday of the month to the QC supervisors for assignment to the reviewers under their supervision.

Copies of the FR300 Quality Control Universe Statistical Data Report and the FR301 Sample List for both Active and Negative Samples will be securely emailed to the USDA/FNS Mountain Plains Regional Office statistician within 10 days of sample selection.

Kansas will retain all supporting documents regarding universe and sample frame information for a minimum of three years after fiscal closure, in their original order and composition. Documentation will be available for FNS review upon request.

## **V. Procedure for Correction for Under Sampling or Over Sampling**

Correction for over sampling or under sampling can be accomplished by using procedures required for fixed interval random sampling.

Procedures for correction of the FS active case sample and negative action samples are contained in FNS Handbook 311 Revisions, dated October 30, 1990, Section 3410 Sampling Corrections.

Kansas quality control will seek guidance from the MPRO statistician should correction for under or over sampling become necessary.

## **VI. Sample Size**

The Sampling Parameters document provided by FNS is used in the determination of the sampling intervals for each fiscal year. This is based on historical trends and upon estimation techniques, with consideration given to program, economic and other factors which may influence caseload size. The random start numbers are generated using [RANDOM.ORG - True Random Number Service](https://www.random.org). This worksheet is submitted annually to FNS for approval.

#### Active Cases:

As specified in 7CFR275.11(b)(1)(iii), the minimum number of active cases to review during the annual period is 1020, based on an average monthly caseload of 60,000 and over. Kansas has opted for the smaller annualized sample. By electing this option, the Combined Payment Error Rate (CPER) based on this reduced sample may have less precision than the error rate produced by the standard sample size. Because of this possible effect, the State waives the right to challenge the precision of the resulting CPER based on the reduced sample size.

#### Negative Actions:

The State of Kansas elects to exercise the option to reduce the standard Food Assistance Negative Action Sample by determining the minimum sample size based on 7CFR275.11(b)(2)(ii). Kansas average reviewable negative caseload is over 5,000 per month indicating a minimum sample size of 680 annually. By electing this option, the Case and Procedural Error Rate (CAPER) based on this reduced sample may have less precision than the error rate produced by the standard sample size. Because of this possible effect, the State waives the right to challenge the precision of the resulting CAPER based on the reduced sample size.

## **VII. Attachments:**

State Sampling Parameters Document

