

## **SAMPLING DECISIONS, ASSURANCES, AND FIELDWORK PREPARATION PLAN**

### **Part 1: Sampling Decisions**

#### **1a. Selection of cases and replacement cases**

Lead Agency will select 276 cases and            monthly replacement cases

☐ Approval will be obtained from the RO before using any replacement cases

Clearly describe the Lead Agency procedure for collecting samples including samples of replacement cases

#### **1b. Random number generator**

Name the source for the Lead Agency's random number generator (the Random Number Sampling Book or software)

#### **1c. Frequency of collecting monthly sampling frames and projected start dates**

Select the Lead Agency's frequency of collecting monthly sampling frames

☐ Monthly   ☐ Quarterly   ☐ Semi-Annually   ☐ Annually

☐ Other

Projected start date for the sampling process

Projected start date for reviewing cases

### **Part 2: Assurances and Certifications**

The state assures that it will abide by the instructions contained in the *Child Care Improper Payments Data Collection Instructions*.

1. The data collection process, including sample selection and case record reviews, adhered to all requirements of the instructions and regulations for *Error Rate Reporting* at 45 CFR 98 Subpart K.
2. The reviews were not conducted by persons who make or approve eligibility determinations or who are under the supervision of persons responsible for eligibility determinations.

3. All reviewers have been trained to ensure that the review process is consistent with state policies and that there is consistency within the state in interpretation of what is an error.
4. The state agrees to retain *Record Review Worksheets*, the *State Improper Payments Report* and any revisions, and any other records pertinent to the case reviews and submission of error rate reports for five years from the date of submission of the *State Improper Payments Report* or final revision submitted, whichever date is later.
5. The state understands that this information, including the sampled case records and calculations is subject to federal review.

☐ Yes to all assurances

### **Part 3: Fieldwork Preparation Plan**

#### **3a. Identification of project leadership**

Identify by name(s), job title(s), and role(s), the leadership of the improper payments process and review team

☐ The leader(s) understands the program and has the authority to ensure timelines are met

Note: the level of authority should be comparable to that of the leader who is responsible for the submission of the state plan.

Name and job title of the person who will certify and submit the final report:

#### **3b. Inter-reviewer consistency**

Select and describe methods the Lead Agency will use to ensure inter-reviewer consistency.

Note: at a minimum, a re-review of cases must be selected and the description must include the types and number or percentage of cases to be re-reviewed.

☐ Re-review of cases to ensure inter-reviewer consistency. Describe:

☐ Group discussion of case review findings. Describe:

☐ Other, describe:

#### **3c. Review team composition**

Describe the review team by providing information about the following:

Size:

Composition:

#### **3d. Error definition**

For the purposes of the state improper payment review, define the following:

Errors:

Improper Payment errors:

Nonpayment (administrative) errors:

### **3e. Plan for review of state policies/procedures and processes**

Describe the Lead Agency's plan to ensure that customization of the RRW will use state policy in effect during the sample month:

Describe the Lead Agency's plan to ensure that reviewers consistently interpret error as defined by the state:

Describe how the Lead Agency identifies whether to apply a pooling factor and how they determine what the pooling factor will be on the *State Improper Payments Report*:

### **3f. Information systems project responsibilities**

Select tasks that the Lead Agency accomplishes through coordination with information technology staff:

- ☐ Identification of the universe of cases paid with CCDF funding
- ☐ Identification of the sample review calendar month payment amount
- ☐ Archival of the universe and sample frames files
- ☐ Use of random number generator software
- ☐ Generation of the 12 monthly sampling frames
- ☐ Selection of the monthly samples and replacement cases
- ☐ Determination of the annual amount of payments for the review period's universe of children
- ☐ Others; describe:

If these tasks are accomplished through some other means, specify which tasks and describe how they are accomplished and by whom:

Describe the process used to determine the annual amount of payments:

### **3g. Case review logistics**

Describe details of review logistics to include the following: whether electronic or physical record are reviewed, how the records (especially the physical records) are handled, where the record reading occurs (on-site, centrally, regionally, a mixture), the organization and maintenance of the review files:

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