

# **A Guide to Conducting Rolling Verification for 2025 SUN Bucks**

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Opportunities for All Branch (OFAB)  
California Department of Education (CDE)



# How to use this resource

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Here we explore the process of verification activities for 2025 SUN Bucks. Verification will be done monthly, on a rolling basis, from July 1 to September 2, 2025.

Note: This resource was created for Local Education Agencies (LEAs) and is not intended to be distributed to households.



# Rolling verification sample selection (1)

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- California LEAs will be required to conduct rolling verification of Universal Benefits Applications (UBAs)/SUN Bucks compliant applications for 2025 SUN Bucks. LEAs will pull three [3] percent of approved applications on the following dates:
  - July 1, 2025
  - August 1, 2025
  - September 2, 2025
- Each of the three sample pools must include only applications approved since the last sample.



# Rolling verification sample selection (2)

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- First two samples on July 1, 2025 and August 1, 2025:
  - Select three [3] percent of approved applications for each sample period, rounding down to the nearest whole number.
  - If rounding down equals zero, no applications are verified in that period. Those applications must be included in the three [3] percent calculation for the next sample period.



# Rolling verification sample selection (3)

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- Final sample on September 2, 2025:
  - Select three [3] percent of approved applications, only including applications approved since the last sample period.
  - Add up all applications already selected for verification (including this final sample pool).
  - Calculate three [3] percent of all approved applications as of September 2, rounding up to the nearest whole number.



# Rolling Verification Sample Selection (4)

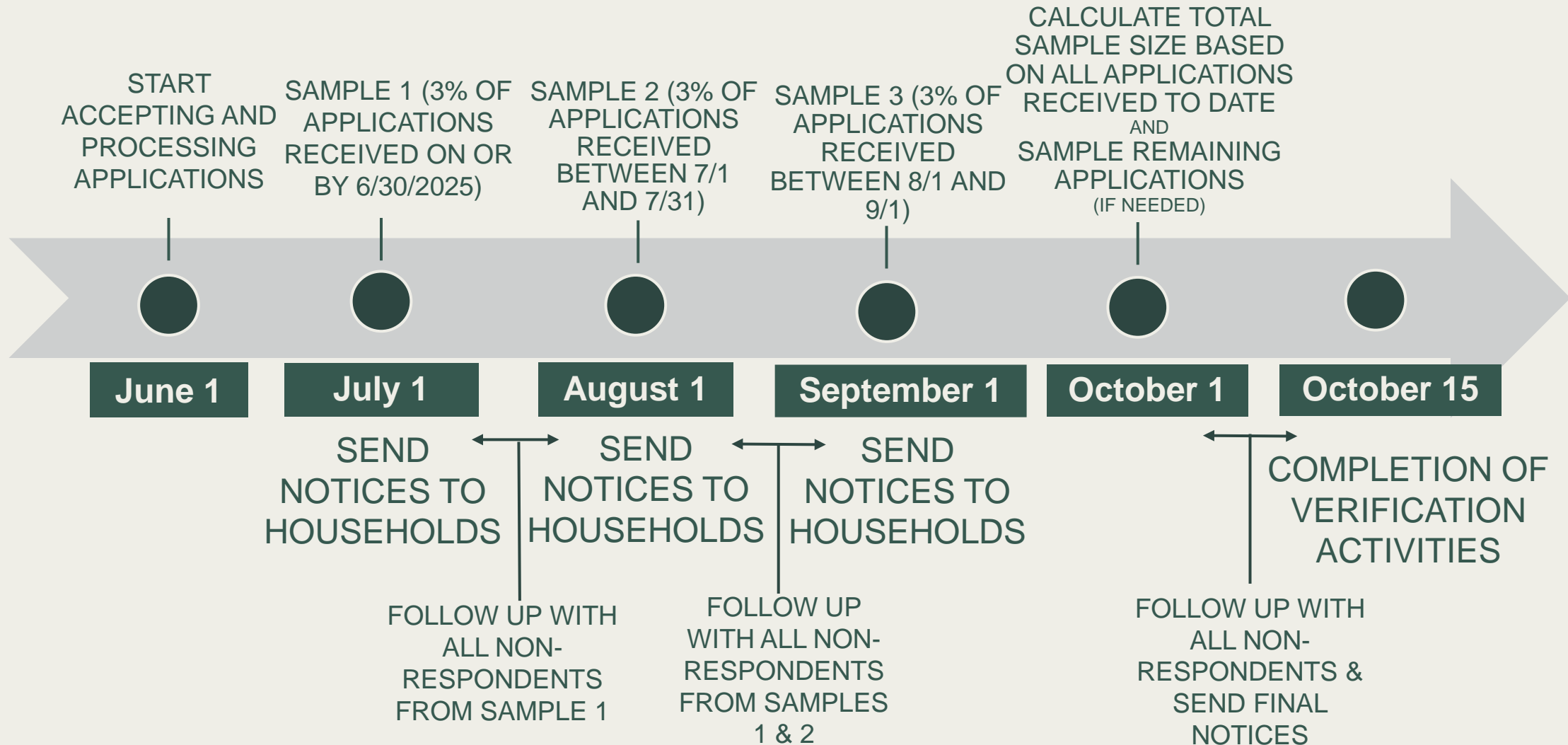
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- If the total number of applications selected for verification from all three sample pools equals less than three [3] percent of all approved applications as of September 2, LEAs must randomly select more applications from the August 1-September 2 pool to ensure a total of three [3] percent of approved applications are verified.



# Rolling verification sampling

Example Timeline of Sampling 3 Times and Conducting Follow Up after September 1



# Let's look at the numbers

## A Mathematical Example of Continuous Sampling

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An LEA conducting standard verification samples 3% of approved applications once a month from July 1 until September 2, or 3 times (see table below).

Time Frame	6/1-6/30	7/1-7/31	8/1-9/2	TOTAL
Approved applications in the timeframe	197	226	549	972
Apps selected for verification	5	6	18	29

On September 2, the LEA had approved 972 applications, so the 3% sample should be 29 applications. The LEA only sampled 27 applications thus far, so the LEA will need to randomly select two more applications from approved applications received between August 1 and September 2.





# Important note (1)

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Per federal regulations, SUN Bucks benefits cannot be issued to families whose applications are selected for verification until after the verification has been completed and the approval has been substantiated. This means that LEAs should not upload SUN Bucks eligibility data to the Education Data Collection System for these children until **after** their eligibility has been verified.





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