

**At-Risk Count**

**Audit Documentation Quick Reference**

The following is a summarization of the audit process and documentation requirements outlined in the **At-Risk Count Audit Resource Guide,** which canfound at the following url: <http://www.cde.state.co.us/cdefinance/auditunit_atrisk_freeandreduced>.

When engaging a district for audit, the School Auditing Office will provide the district with an At-Risk Count sample spreadsheet which lists each student for whom documentation evidencing free or reduced-price lunch eligibility is required for review. The sample spreadsheet will be uploaded to the “At-Risk Count” subfolder found in the district’s audit Syncplicity folder (District Code\_District Name\_Audit\_FAST).

For each student who appears on the sample list, the district must provide documentation which demonstrates that the student was eligible for free or reduced-price lunch as of the Pupil Enrollment Count Date for that year. This documentation may include:

* **Direct Certification list dates**
* **Application for Free or Reduced-Price School Meals**
* **Family Economic Data Survey (FEDS) form**
* **Extended Eligibility documentation**
* **Categorical Eligibility Determination lists (such as district migrant, homeless, Head Start, runaway, and/or foster child lists)**

For districts that collect Applications for Free or Reduced-Price School Meals electronically (i.e., online applications), the following reports are acceptable for at-risk audit purposes:

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| **Vendor** | **Software/Platform** | **Report** |
| Horizon | One Source/Salona | **Application Detail** |
| Infinite Campus | FRAM | **Processed Application Detail** |
| PrimeroEdge | PrimeroEdge | **“Export to Excel” button from the Master Index Page** |
| Harris School Solutions | Etrition/EZMealApp | **Application Form** |
| PaySchools | PaySchools | **Reports🡪Applications🡪New Applications** |
| MCS/Heartland | Franklin | **Application Detail** |
| Titan School Solutions | Titan School Solutions | **Reports🡪Eligibility🡪Application** |

All relevant documentation is subject to review for any, and all, students included in the district’s at-risk count sample. **This list is not exhaustive, and additional documentation may be requested during the course of the audit.**