



State of Arizona  
Department of Education

HNS# 56-13

MEMORANDUM

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**To:** School Health & Nutrition Program Sponsors  
**From:** Mary Szafranski, Associate Superintendent  
Arizona Department of Education, Health & Nutrition Services  
Cara Peczkowski, Director  
Arizona Department of Education, School Nutrition Programs  
**Date:** October 15, 2013  
**RE:** Verification Confirmation Review

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*Original Signed*

The memorandum CN 17-06: Verification Confirmation Review originally released in October 2005, is being reissued with updated references and web links. The purpose of this memorandum is to remind Local Education Agencies (LEAs) of the requirement to review the initial certification of benefits by a confirming official for all applications selected for verification before any other verification activity is conducted. This is known as a **Confirmation Review**.

This memo details the procedures for conducting a **Confirmation Review** and the guidelines to follow when a **Confirmation Review**, during Verification, finds an error in eligibility.

#### Conducting a Confirmation Review

- A confirmation review is the process of reviewing a household application that has been certified for free or reduced price meal benefits. The “Confirming Official” must review information provided on the household application, determine household’s eligibility benefits, and compare if eligibility matches the original eligibility determined.
- The Confirmation Review must be conducted by someone other than the determining official who made the original eligibility certification. This person is referenced as the “Confirming Official”.

*Note: The LEA must document the Confirmation Review in the ‘Office Use Only’ section of the application or utilize a comparable system that ensures a record of the Confirmation Review is on file.*

- Any LEA with a technology-based system that demonstrates a high-degree of accuracy, may apply for a Confirmation Review waiver. *The waiver must be on school letterhead addressed to their assigned School Nutrition Specialist prior to starting the Verification process. The request must include the name of software used and an explanation of how the software demonstrates a high degree of accuracy.*



## Options for Completing the Confirmation Review

The Confirmation Review may be completed in one of two ways:

1. The Confirmation Review may be conducted immediately after the initial eligibility certification is completed. This would be a good option for schools that already have a policy of double checking all eligibility certifications.
2. The Confirmation Review may be conducted as part of the verification process and only applications selected for verification would have a Confirmation Review conducted.

## Outcome of Confirmation Reviews

When a Confirmation Review is completed as part of verification, the LEA takes one of the following actions:

- **No Change in Status:** the initial eligibility status was confirmed and the LEA proceeds with verifying the application.
- **Status Change from Reduced Price to Free:** the LEA should increase the benefits immediately; notify the household of the change in benefits, and the LEA proceeds with verifying the application.
- **Status change from Free to Reduced:** the LEA should proceed with verifying the application before any notice of a change in eligibility status is given. These procedures are designed to avoid a possible unnecessary reduction in benefits.
- **Status Change from Free or Reduced to Paid:** the LEA immediately sends the household a Notice of Benefits Letter providing 10 calendar days' written advance notice of the benefit change, does not verify the application, selects another application for verification, and follows the confirmation review procedures for the newly selected application.

The procedures in this memorandum are found in the [Eligibility Manual for School Meals](#). All Verification program forms can be accessed on the [Arizona Department of Education Webpage](#).

Please contact your School Nutrition Programs Specialist for questions concerning this guidance. Contact information can be found on the CNPWeb homepage once logged into Common Logon.

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