

SAMPLE
VERIFICATION SCHEDULE AND PROCEDURES

RESPONSIBILITY	ACTIVITY	DATE
Name or title of person responsible for activity	1. Prepare necessary verification materials. (See current CNP Verification Manual for examples.)	September
	2. View Non-Response Rate Report on the ADE website. Determine sampling method - Standard Sampling or if qualified, choose from Administrative Relief Methods – Random or Focused.	September
	3. Determine total number of approved Free and Reduced-Price applications.	October 1
	4. Determine number of approved applications from SNAP, CA, FDPIR households.	October 1
	5. Separate error-prone applications (Standard Sampling & Focused Sampling)	October 1
	6. Compute number of applications to be verified: Standard: 3% of total applications (Error-Prone) Random: 3% of total applications Focused: 1/2% (.005) of SNAP, CA, FDPIR applications <i>plus (+)</i> 1% of total applications 100%: All Applications	October 2
	7. Select applications for verification. Explain the method used to randomly select applications. (Make copies of the selected applications to be kept in verification file.)	October 2

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	8. Conduct mandatory confirmation review of all applications selected. Determine if initial determination was correct.	October 3
	9. Conduct direct verification on all selected applications. Conduct Case Number Search for SANP and CA/TANF case number applications selected for verification. Conduct Medical Assistance (MA) search on all income applications selected for verification.	October 5
	10. Send a first notice of verification requesting income documentation to those applicants with an invalid case number or those applicants that could not be directly verified (all remaining applications selected for verification).	October 7
	11. Review income documentation. (Information required to verify applications may include any of the acceptable sources included in the CNP Verification Manual, Appendix C.)	Ongoing
	Indicate results of the verification on the application. Attach documentation to the application.	
	Send Notification of Adverse Action (https://www.ade.az.gov/health-safety/cnp/nsfp/verification/) to those applicants determined ineligible. (Benefits terminate 10 days from date of notice or at appeal hearing.)	
	12. Conduct mandatory follow-up to verification non-respondents (includes: mailing a follow up notice, a phone call, e-mail, or personal contact). Must maintain documentation of follow-up attempt(s).	October 15

RESPONSIBILITY	ACTIVITY	DATE
	13. Send <i>notice of termination of benefits</i> (https://www.ade.az.gov/health-safety/cnp/nslp/verification/) to nonrespondents of follow-up notice. (Benefits terminate 10 days from date of notice or at appeal hearing.)	November 3
	14. Terminate benefits for nonrespondents.	November 13
	15. Begin To Prepare verification report (Part 1) online at CNP Verification.	November 15
	16. Collect information on students terminated as a result of verification, but who were reinstated as of February 15 th .	February 15
	17. Complete Verification Report (Part II) with reinstatement data.	February 20
	18. The last day to complete Verification Report online at CNP Verification.	March 1