



# Verification Review for School Year 2025-2026

## QUESTIONS & ANSWERS

Answers to the questions asked in HNS' [Verification Review for School Year 2025-2026 webinar](#). Please note, operators are responsible for remaining up-to-date on program guidance/regulations. The following answers reflect the information available at the time of the live webinar and may be subject to change.

**Q: Do School Food Authorities (SFAs) operating Community Eligibility Provision (CEP) have to conduct Verification?**

A: CEP operators do not conduct Verification. You will only complete the Verification Summary Report (VSR) between November 16-February 1. For more information, please register and attend HNS' *Submitting the Verification Report for SFAs that did not Collect Household Applications*, which covers how to submit the VSR for CEP operators, on December 11. To register, please click [here](#).

**Q: Do CEP operators need to collect income application forms?**

A: SFAs with all sites on an active Provision 2/3 non-base year or Community Eligibility Provision cycle are prohibited from collecting school meal applications. If operators of a Special Provision Option (SPO) plan to collect individual student income data, they may use the Alternative Form for Income-based Eligibility. The Alternative Form for Income-based Eligibility is distributed by ADE Title 1-A Division and can be utilized as an alternative means to collect income eligibility information from the student's household. This form can increase Title I-A program eligibility when eligibility cannot be obtained through SNAP, direct certification, or the household meal application. The Alternative Form for Income-based Eligibility is available for LEAs that operate an SPO (Provision 2, Provision 3, or the Community Eligibility Provision - CEP), and nonprofit private schools participating in equitable services that do not have food programs may use the form for Title I-A income eligibility. Use of this form is not a Title 1-A requirement for LEAs operating an SPO. It is important that the district does NOT associate this form with the National School Lunch Program (NSLP)/ School Breakfast Program (SBP), or students' eligibility for free or reduced-price meals. This form is NOT subject to verification. For more information on using this form, please see the instruction: [Using the Alternative Form for Income-based Eligibility when Operating a Special Provision Option](#)

**Q: How do SFAs apply for a Confirmation Review waiver?**

A: SFAs using a technology-based system with a high level of accuracy in processing an initial eligibility determination may request a Confirmation Review Waiver by submitting documentation to ADE HNS. For thorough information, please review the following: [Step-By-Step: How to Submit a Verification Confirmation Review Waiver](#).

**Q: Are SFAs supposed to use the direct verification on case number applications before we get our count of applications for verification?**

A: No, you are not required to run all case number applications through direct verification prior to beginning verification. You will want to run your student population through direct certification prior to beginning verification to ensure you have captured all students receiving these benefits, thus potentially decreasing your verification sample pool. You will only run those chosen for verification through direct verification. Please see this instruction: [Step-by-Step Instruction: How to Conduct Direct Verification](#).



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**Q: Where do SFAs store documents acquired during all phases of verification?**

A: Verification documentation is reviewed during an Administrative Review so keeping all verification documents together is best practice. Where the file is kept would be up to the SFA.

**Q: 2 of our 9 schools are CEP. Do I need to submit a separate VSR for the 2 CEP schools?**

A: No, you will submit one VSR that will include information for all school sites.

**Q: If you have an application that is temporary free due to zero income reported and due date for new application is September 30, which is the 40th day, do we include them in the verification process or wait until a new application is submitted as they may go to paid.**

A: Temporary free is no longer a valid practice when collecting income applications. When no income is provided for any of the adult household members, the application is still considered complete. This application would be subject to verification or could be flagged for verification for cause.

**Q: If we are CEP, are we still required to enter the data in our SIS?**

A: CEP schools must follow this guidance for reporting information to AzEDs [Guidance on Reporting Income Eligibility 1 or 2 Needs and Student School Food Service Program](#). CEP schools do not distribute NSLP applications and therefore should **not** be indicating free or reduced eligibility status *based on income applications* in the Student School Food Service. DC students (and any SNAP/TANF/FDPIR/Medicaid Free or Medicaid Reduced matched extended household members of directly certified students) should be reported.



### Thank you for participating in the webinar!

In the event you have questions that were not answered, please contact your assigned Health and Nutrition Services Specialist and they will be happy to assist you.