Purpose
This Policy Alert accompanies Policy Alert NSLP/SBP 2005-18, “Verification Procedures: Required Confirmation Reviews of Selected Applications” and provides additional guidance and clarification for the confirmation reviews of applications selected for verification.

Implementation
Confirmation review process must be implemented for use beginning with School Year 2005-2006.

Procedure
School food authorities (SFA) are required to review all applications selected for verification prior to conducting any other verification activity. This Policy Alert clarifies what takes place when a confirmation review finds an error in the eligibility determination after a household has been initially notified of its status.

Reminder: A confirmation review must be conducted by someone other than the person who made the initial determination.

Timing of a Confirmation Review
The confirmation review can occur in one of two ways:

1. It can occur immediately after the initial review and be part of the certification process. This is recommended for SFAs that routinely double-check the eligibility determination of all applications before validating the eligibility determination.

2. The other approach would be to conduct the confirmation review as part of the verification process, and only to double-check those applications selected for verification. In this situation, the household has already been notified of their eligibility decision. When the confirmation review is part of the verification process, the following requirements apply:

continued
Procedure
continued

Timing of notification to the household of its changed eligibility status:

<table>
<thead>
<tr>
<th>If the Confirmation Review indicates...</th>
<th>Then the SFA...</th>
</tr>
</thead>
<tbody>
<tr>
<td>that the new eligibility status increases the household’s benefits,</td>
<td>makes the change to the meal benefits as soon as possible and proceeds with verification.</td>
</tr>
<tr>
<td>that there should be a decrease in the household’s benefits,</td>
<td>proceeds with and completes verification before any notification of the new eligibility status is given. This procedure is designed to avoid any unnecessary reduction in benefits.</td>
</tr>
</tbody>
</table>

Verification Notice
The verification notice requirements are not changed by the conduction of the confirmation review. SFAs should use Form H4524-A (English) and H4524-AS (Spanish), “We Must Check Your Application” to notify households that they have been selected for verification.

Waiver of Confirmation Review
The confirmation review requirement may be waived if the SFA has a technology-based system that demonstrates a high-degree of accuracy. An SFA that has an automated system for processing applications must contact their Area Program Office to determine if their system qualifies.

Adverse Action
SFAs must continue to follow the appropriate adverse action requirements outlined in Section 2, “Eligibility and Application Requirements,” under “Determining Household Eligibility” in the NSLP/SBP Handbook when verification activities result in a reduction of benefits or if the household fails to cooperate with verification efforts.

Contact
If you have any questions please contact your Area Program Office.