

Module 3 – Establishing the Sample Review

Confirmation Review

Initial Determination	Confirmation Review	CE Action
Free Eligibility	Reduced Eligibility	Leave eligibility status at initial determination. Proceed with the verification process.
Reduced Eligibility	Free Eligibility	Change eligibility immediately and notify household. Proceed with the verification process.
Free or Reduced Eligibility	Paid	Send adverse action letter to household and replace application.

Replacing Applications

Replace or Keep?

- Household's home burned down recently.
 - ❖ Replace application with one similar (If error-prone, replace with error-prone)
- Household says they are not going to respond.
 - ❖ Keep application and continue with verification
- Household says a guardian has the flu.
 - ❖ Keep application and continue with verification
- Household guardian was in an accident and is in hospital indefinitely
 - ❖ Replace application with one similar

Direct Verification

Initial Determination	Direct Verification	CE Action
Free	Free	Print results and complete verification. Do not contact household
Free	Reduced	Proceed with verification
Free	No Match	Proceed with verification

Direct Verification

Initial Determination	Direct Verification	CE Action
Reduced	Free	Print results and increase eligibility. Contact household with eligibility change, not for verification.
Reduced	Reduced	Print results and complete verification. Do not contact household
Reduced	No Match	Proceed with verification