1. Determine the sample type based on the prior year's non-response rate​.
2. Establish the number of approved applications on file as of October 1.​
3. Select the applications to be verified based on the sample size option selected.​
4. Complete confirmation reviews.​
5. Check the Statewide Look Up in SNO to see if any application can be verified.

* If verifying an application with a case number, this is direct verification.
* If verifying an income application, this is direct certification.​

1. Notify households selected for verification.
2. Review household documentation.

* Must account for all income reported on the application or confirms the receipt of benefits from an assistance program.
* Must be current documentation.​

1. Follow up with households that have not responded and/or those that haven’t provided   
   all the needed information.​

* At least one follow-up attempt is required.

1. Notify households of the results of verification.
2. If verification results in a change in benefits, update the point of service roster in the required timeline.​
3. Maintain records that document the verification process and all communication with   
   the households. Remember all verification activities must be completed before or by   
   November 15. ​
4. Lastly, submit the Verification Collection Report (FNS-742) it to the state agency by the last operating date in December.

​