

STUDENT ELIGIBILITY CHECKLIST

PHASE 1: PREPARE

1. At least one person at our site has access to Common Logon and can use CNP Direct Certification/Direct Verification. Yes No
2. Our site ran direct certification for our entire enrollment. Yes No
Search method used: _____
 - a. Our site extended eligibility benefits to siblings of students who matched on SNAP and/or TANF. Yes No
 - b. Our site extended eligibility benefits to siblings of students who matched on foster. Yes No
 - c. Our site sent notification letters home to families of all students who matched on SNAP/TANF and Foster Yes No
3. Our site printed or saved the CNP Direct Certification Match results and dated it. Yes No
4. Our site collected and reviewed documentation about students who are connected with a homeless liaison. Yes No
5. Our site collected and reviewed documentation about which students are connected with a migrant education program liaison. Yes No
6. Our site collected and reviewed documentation about which students are enrolled in the Head Start Program. (Leave blank if you do not have a Head Start program) Yes No
7. Our site sent home the parent letter and the household application to all students who were not matches in DC. Yes No
8. Our site processed all applications checking for completeness. Yes No
 - a. We utilized a date stamp to indicate when applications were received Yes No
 - b. We validated all case numbers were active, represented by the number being 8 digits or less. Yes No
 - c. We ensured the no income box was checked and that there was Social Security Number information on all income applications. Yes No
 - d. We ensured all applications contain an adult signature Yes No
 - e. For all applications checked Homeless, Migrant or Runaway, we have confirmed with our Homeless, Migrant and/or Runaway liaisons Yes No
9. Our site sent notifications home to all families who applied for meal benefits (paper applications and Direct Certification) Yes No
10. Our site sorted all paper applications according to their eligibility categories and methods of certification. Yes No
 - a. We categorized all paper applications for students who are direct certification matches with the Direct Certification list. Yes No
 - b. We categorized all paper applications for foster students who provided Notice to Provider with their Notice to Provider. Yes No
 - c. We have labeled all applications for students who have withdrawn from school. Yes No
11. Our site created a BID based on all eligibility documentation. Yes No
 - a. Our BID indicates the method of certification for each student. Yes No
 - b. Our BID indicates the date of approval/effective date of benefits Yes No