Step by Step Instruction:
How to Conduct Direct Certification using File Upload: SSN

Released May 2014

"How to Conduct Direct Certification using File Upload: SAIS IDs" is intended for the School Food Authorities in the state of Arizona. All regulations are specific to operating the National School Lunch Program under the direction of the Arizona Department of Education.

File Upload:
SSN Format

File Upload: Social Security Number (SSN) Format

This method is recommended to search the eligibility of a large number of students.

User must:

1. Create an excel spreadsheet and enter the SSN ID of the students
2. Save the excel spreadsheet
3. User must upload the file into CNPDirectCertification system to run the report.

File Upload:
SSN Format

The Step by Step Instruction will review:

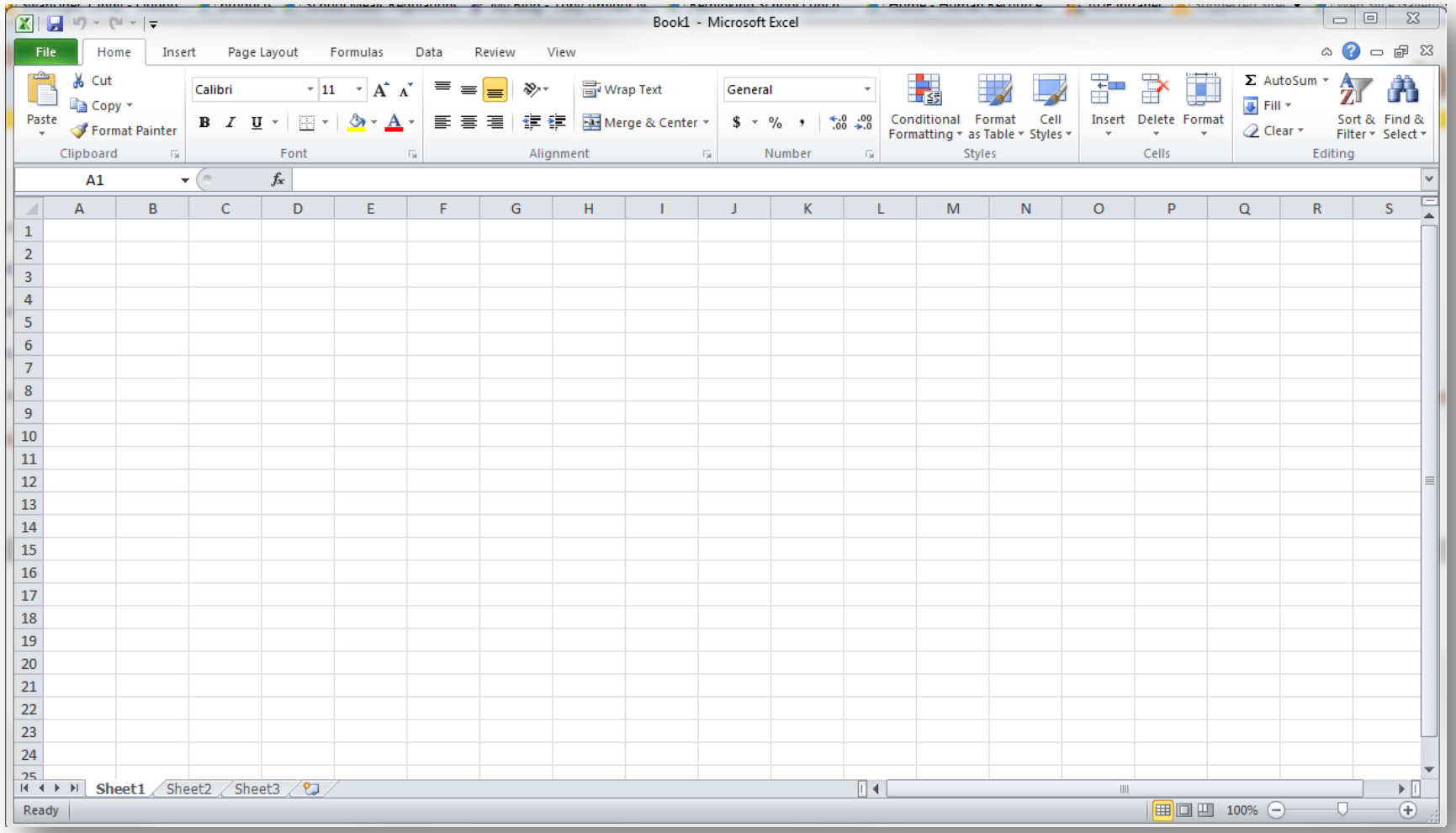
Create the Excel Spreadsheet for SSN	Slides 4-13
Log into CNP Direct Certification	Slides 14-21
Uploading the Excel Spreadsheet for SSN	Slides 22-29
Results of DC Report	Slides 30-37
Upload Errors	Slides 38-40

The following slides will only cover how-to instructions for File Upload using Social Security Numbers. ***Please refer back to the ADE webpage for other upload methods.***

Creating the Excel Spreadsheet

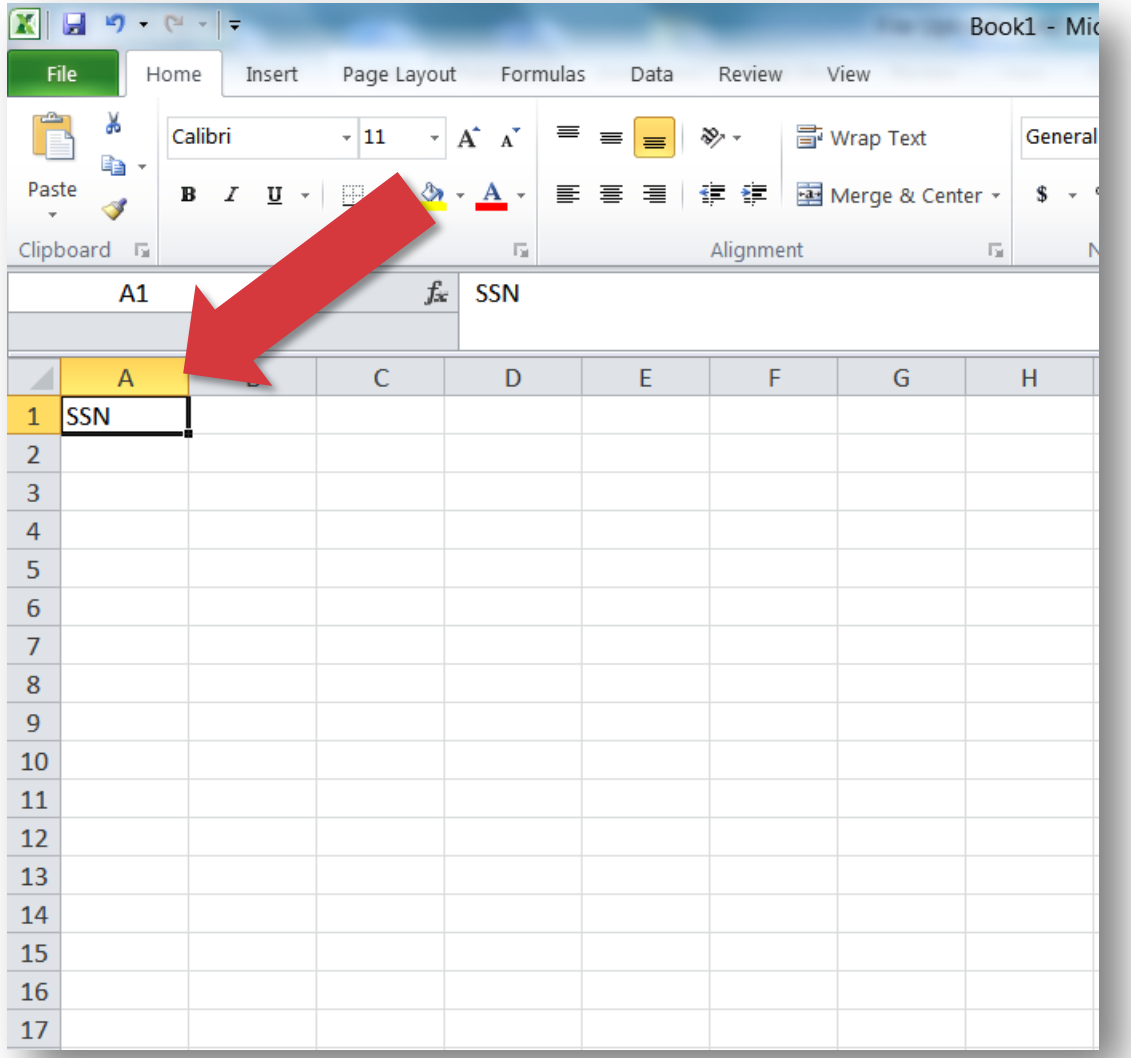
Creating a File Using SSN

1. Open the Excel application on your computer. Your screen should have a blank spreadsheet.



Creating a File Using SSN

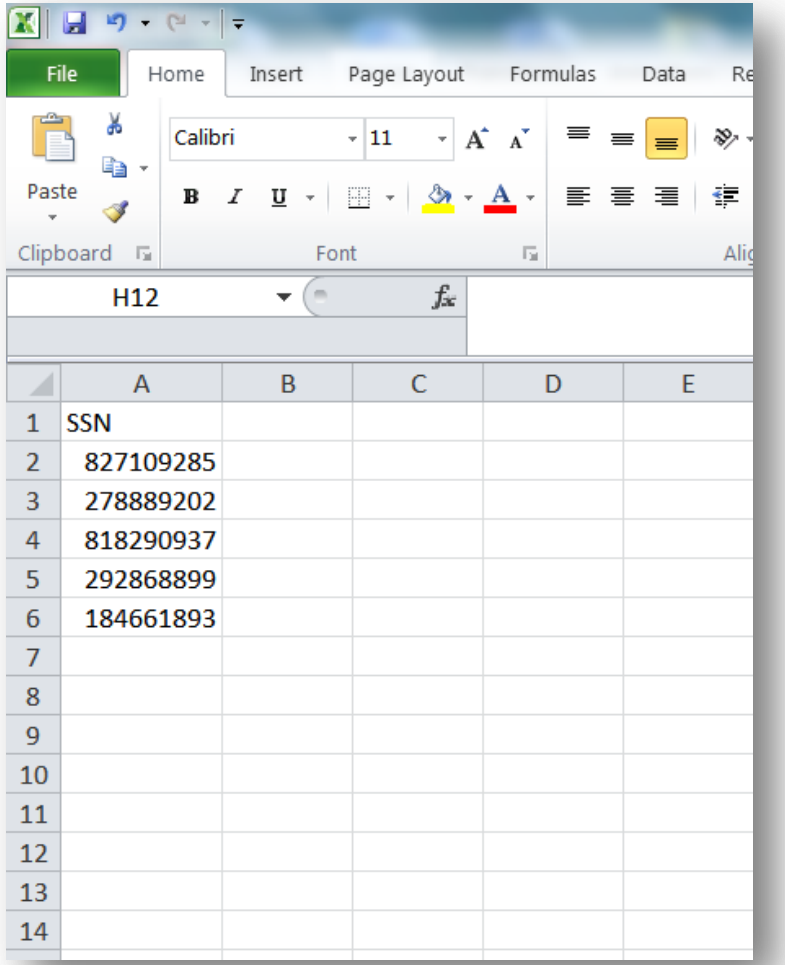
2. Type the word "SSN" entered into cell A1.



Creating a File Using SSN

3. Starting on row 2, type the first SSN. Each row after must contain a single SSN. User may enter unlimited amount of SSN entrees.

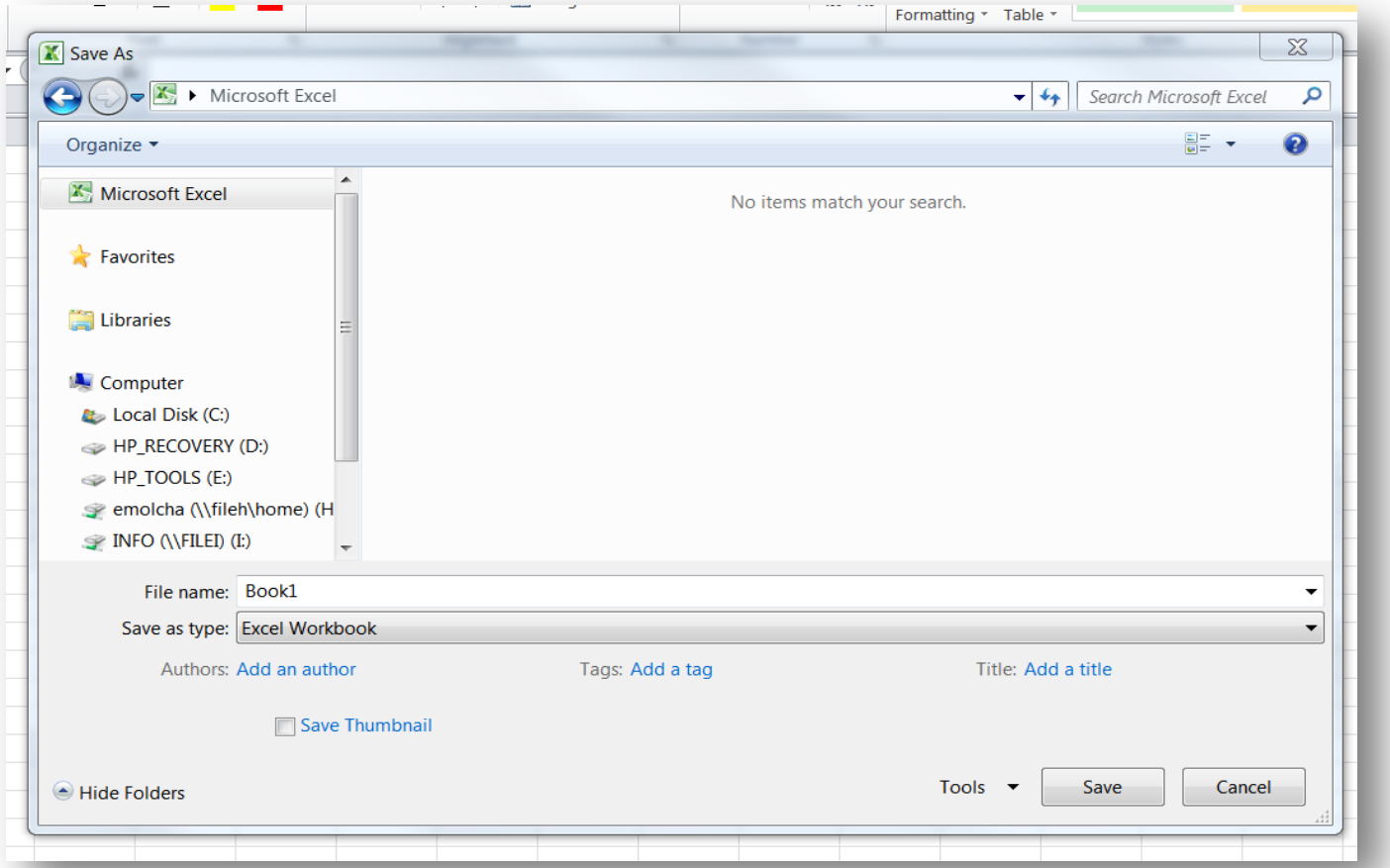
*Note: SSN are 9 digits. Do not enter hyphens between the numbers.



Creating a File Using SSN

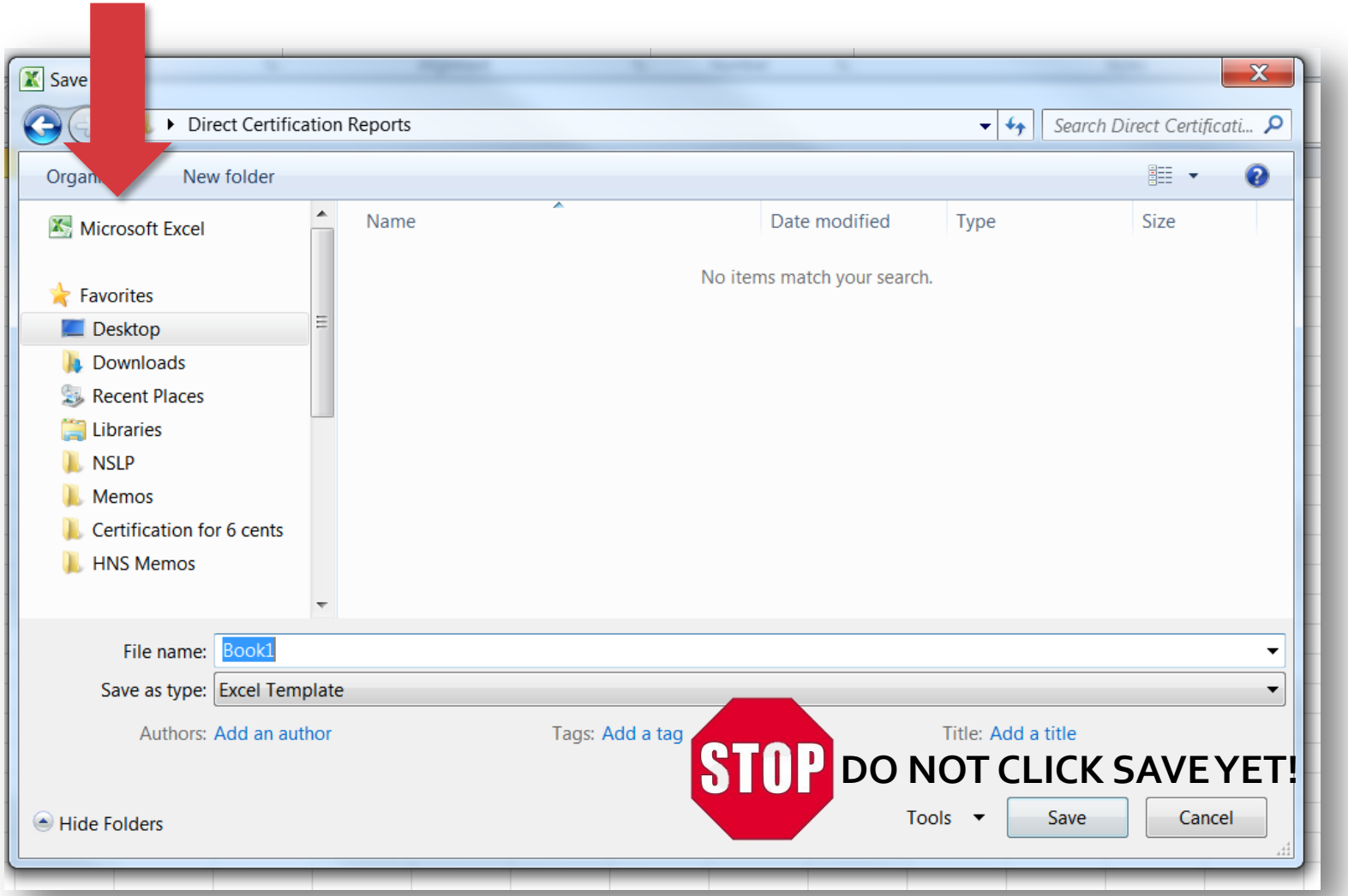
4. When all SSNs have been entered, click “File” and choose the option “Save As”. A small window should appear.

DO NOT CLICK SAVE YET!



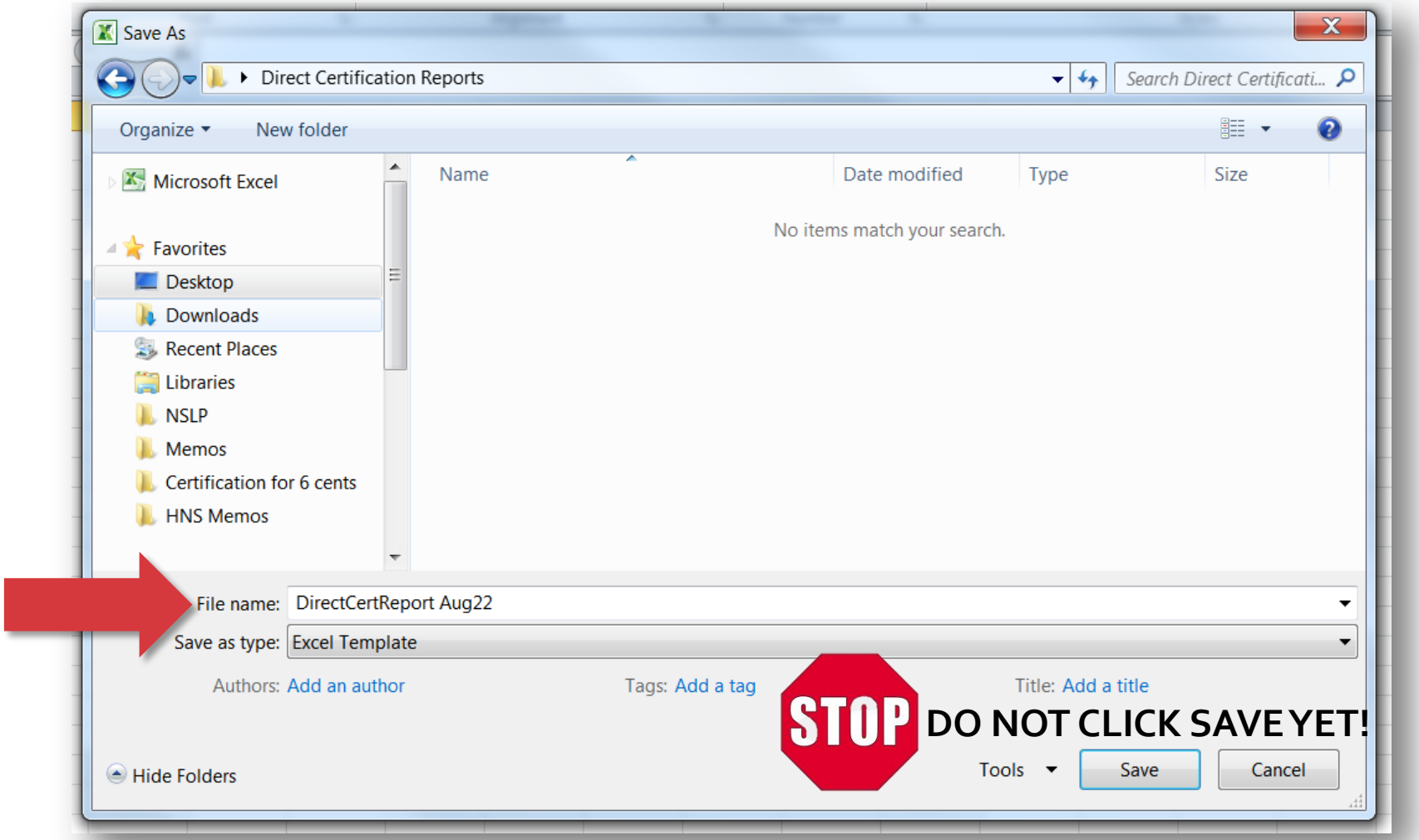
Creating a File Using SSN

5. Select the location where to save the file.



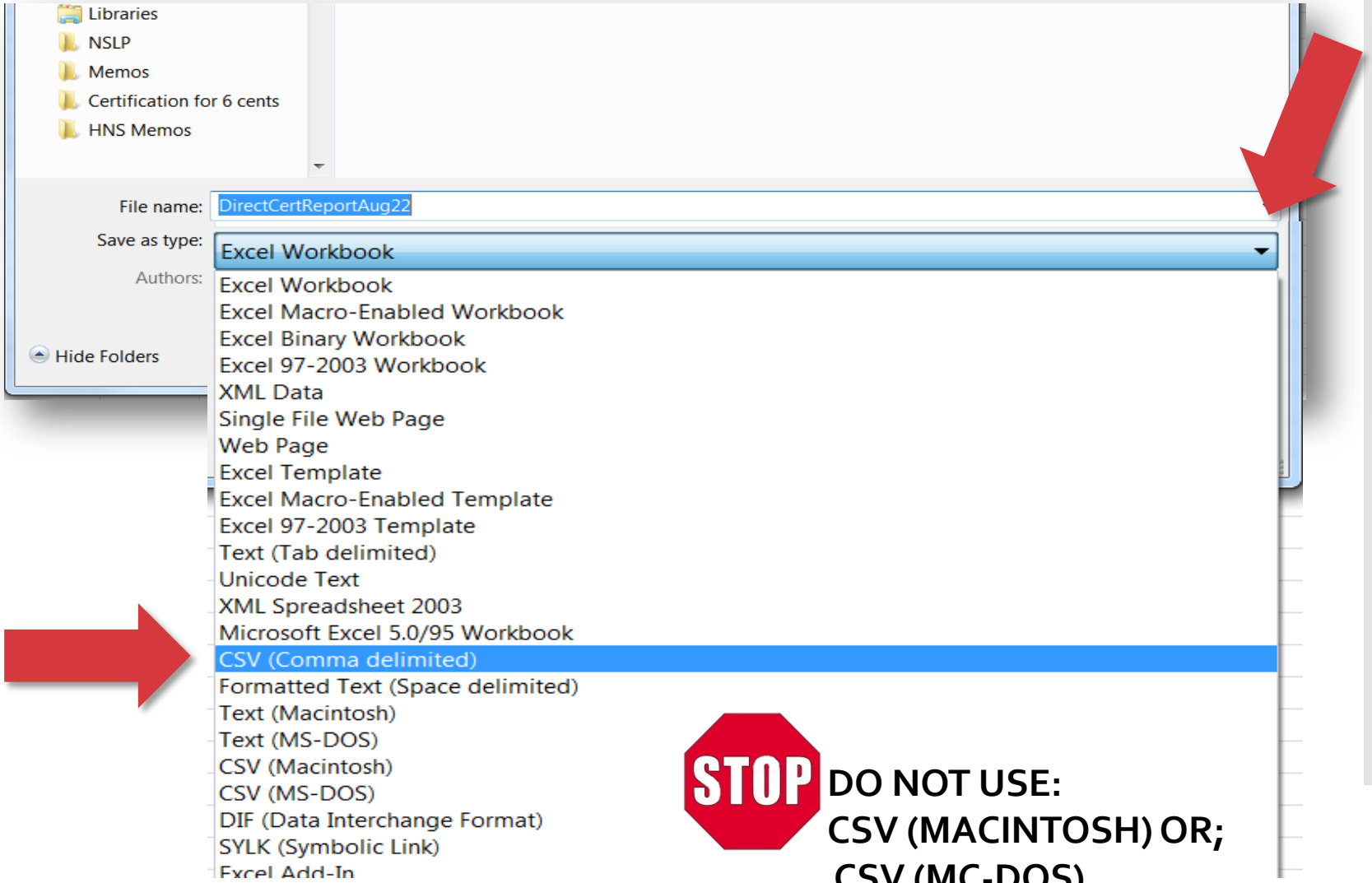
Creating a File Using SSN

6. In the field "File Name", name file. *As best practice, user may wish to include date in file name.*



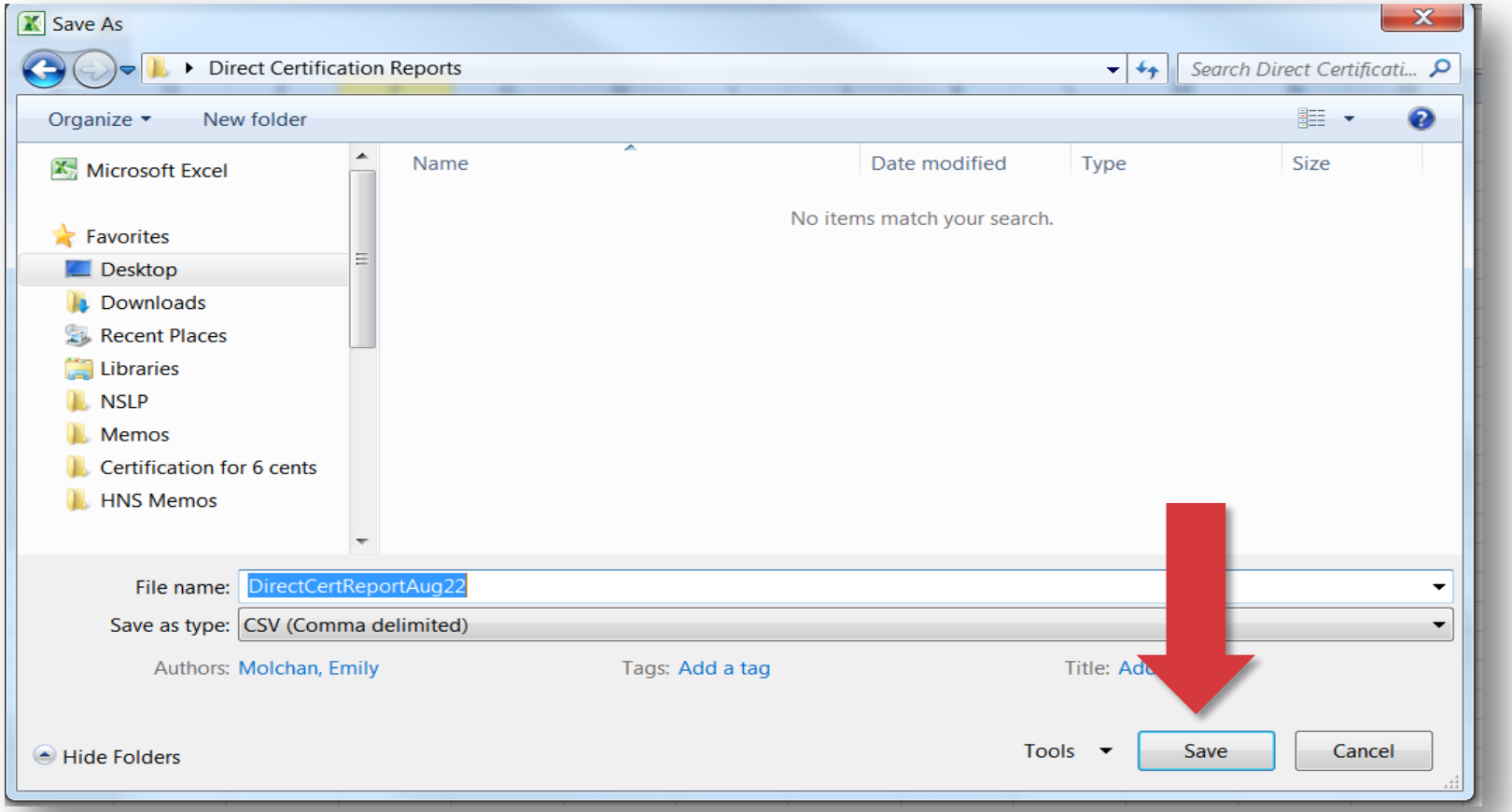
Creating a File Using SSN

7. In the field "Save as type", use the drop down to select CSV (Comma delimited).



Creating a File Using SSN

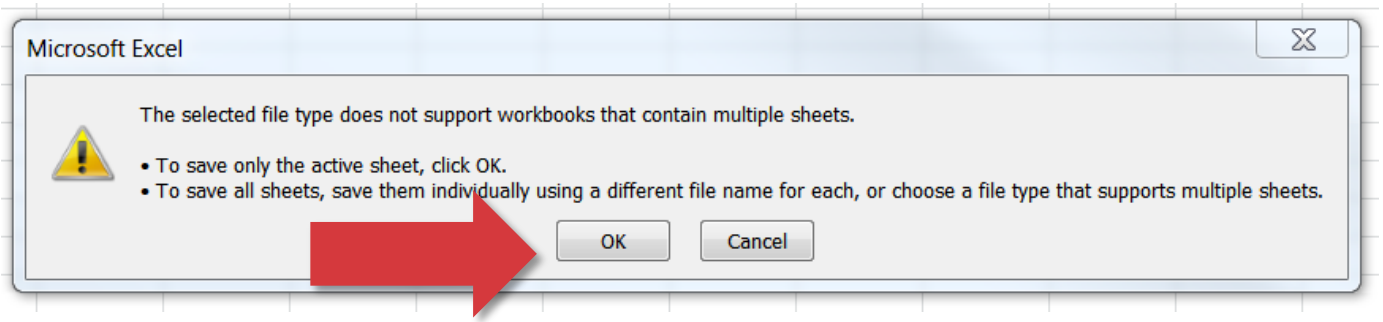
8. Click "Save"



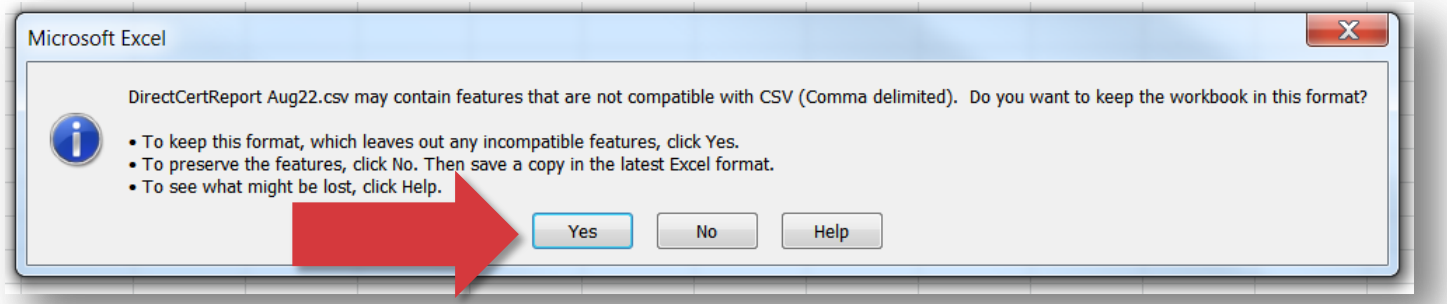
Creating a File Using SSN

Depending on the which version of excel, the following windows may pop up after clicking “Save”.

Click “OK” to confirm saving the file.



Click “Yes” to confirm saving the file.



Log into CNP Direct Certification

Log into CNP Direct Certification

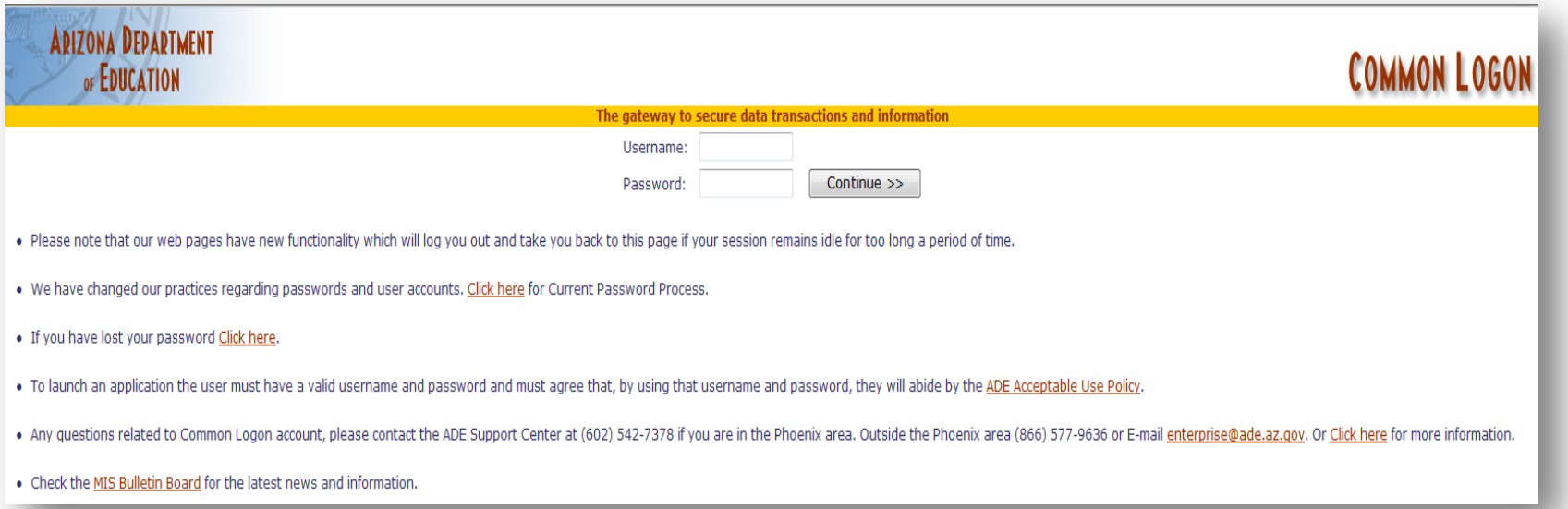
9. Go to the ADE health and Nutrition Webpage: http://www.azed.gov/health-nutrition/

Log into CNP Direct Certification

10. Locate "Common Logon" on the upper right of the webpage. Click on the Common Logon link.

Log into CNP Direct Certification

A new webpage will load. It should look like this screen.



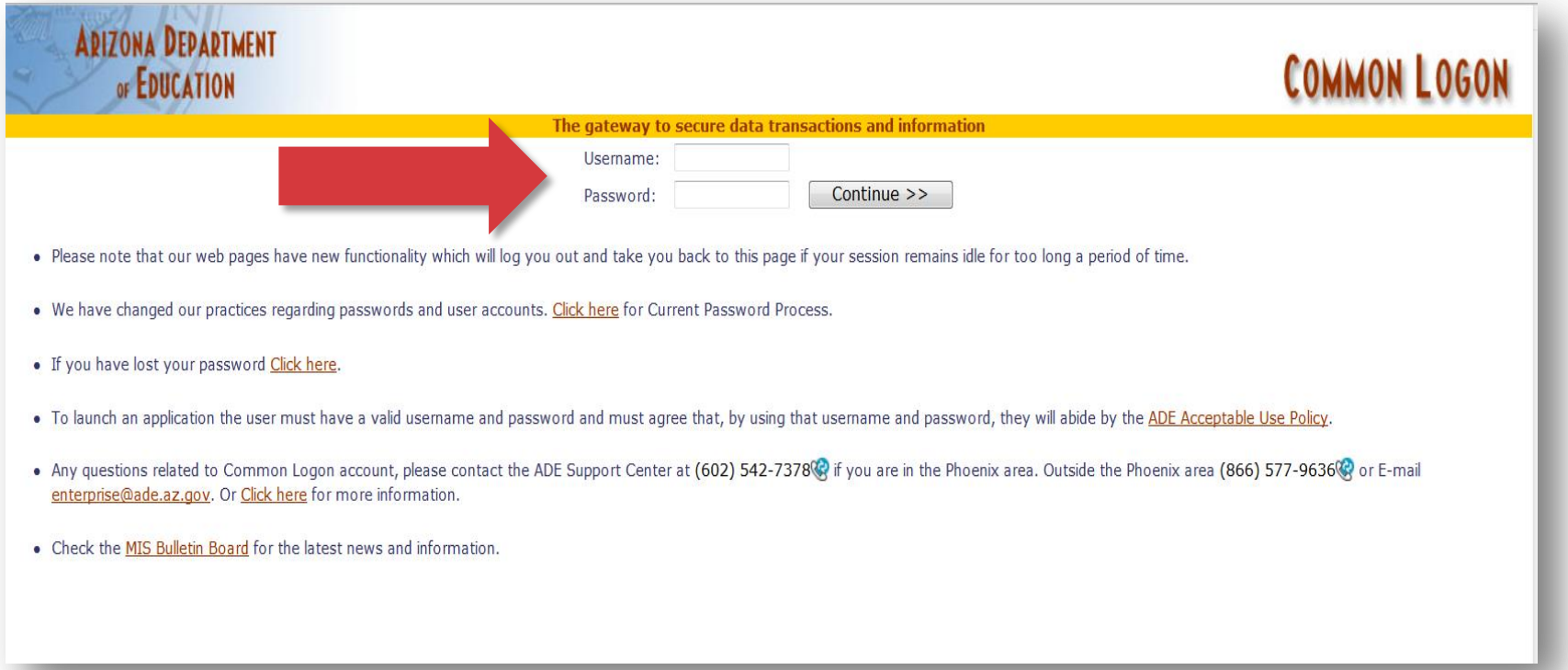
You must have a user name and password in order to access Common Logon.

At http://www.azed.gov/health-nutrition/nslp/program-forms/

1. Read the Online Training Manual
2. Complete the Requesting Common Logon Permissions for NSLP/Direct Certification, requesting Direct Certification permissions, and send to ADE.
3. Receive Common logon username and password in 7-10 days

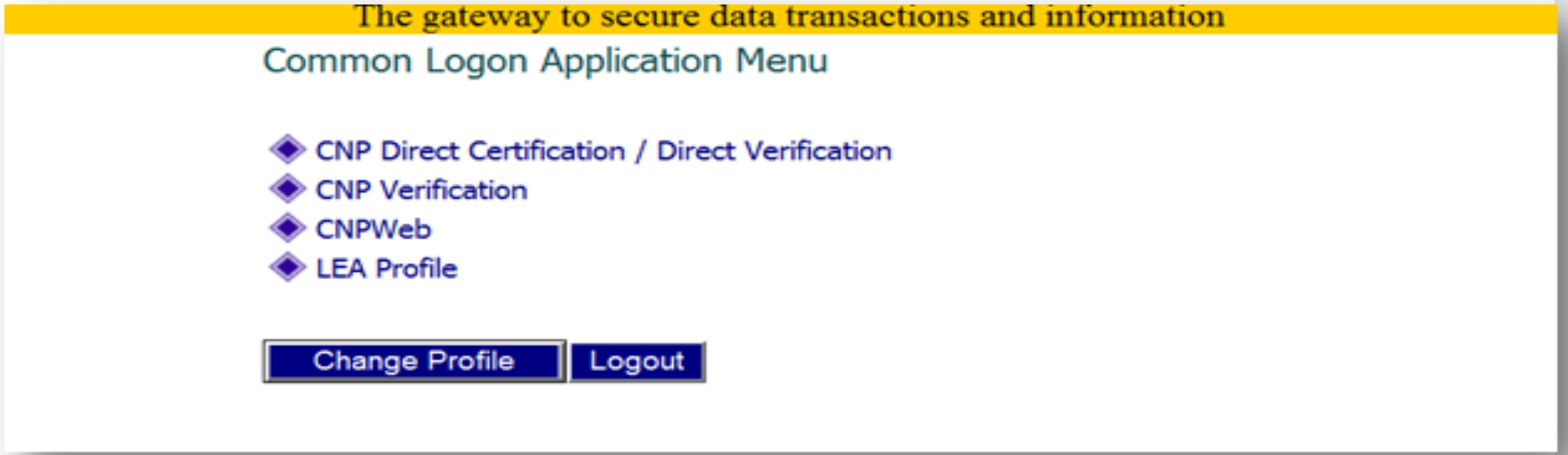
Log into CNP Direct Certification

11. Enter your Username and Password.



Log into CNP Direct Certification

Once logging in, your webpage will show all Common Logon Applications you have access to.



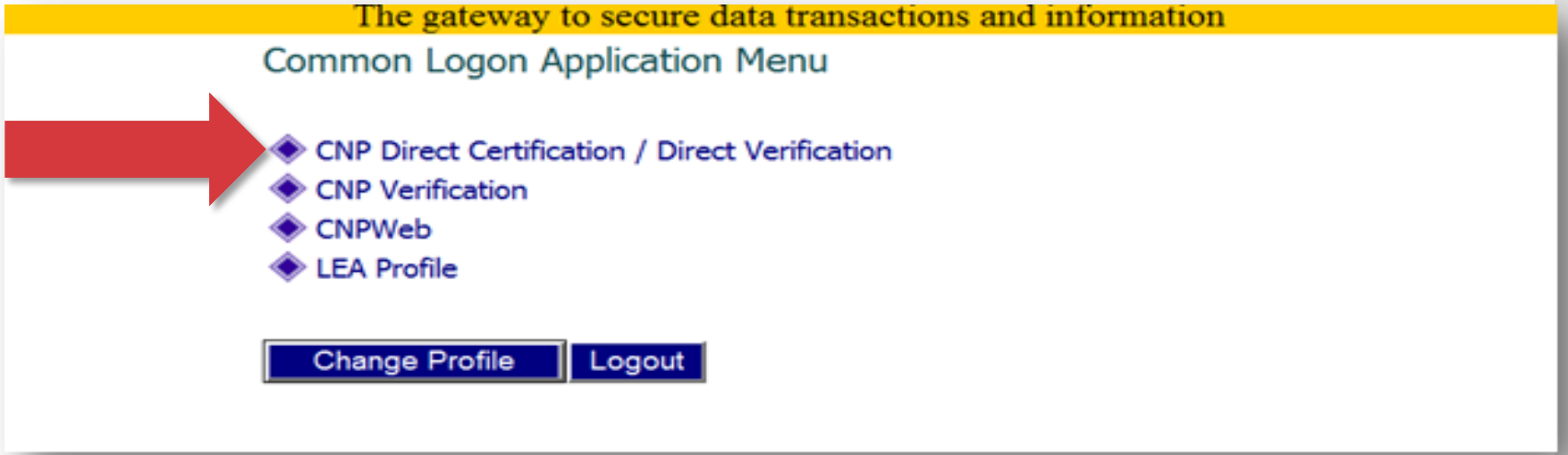
You must have access CNP Direct Certification/Direct Verification.
This is an *additional* option on the Common Logon Permissions form.

If you already have a user name and password, but do not see the CNP Direct Certification/ Direct Verification option:
At http://www.azed.gov/health-nutrition/nslp/program-forms/

1. Complete the Requesting Common Logon Permissions for NSLP/Direct Certification to ADD the Direct Certification permission. Send to ADE.
2. Receive CNP Direct Certification/ Direct Verification access in 7-10 days.

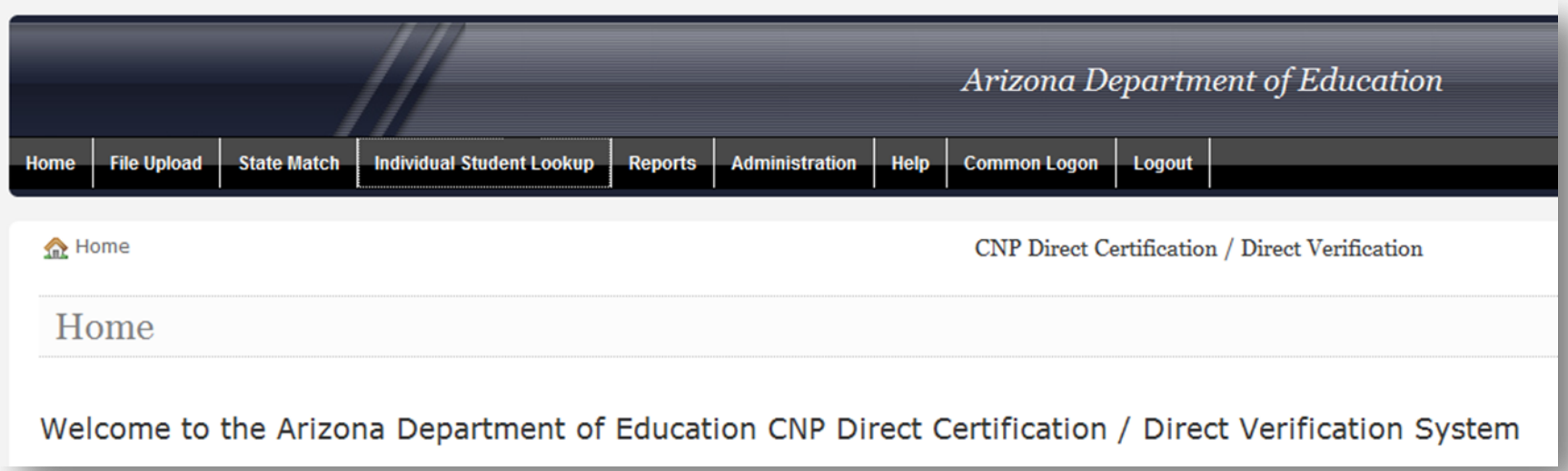
Log into CNP Direct Certification

12. Click on CNP Direct Certification/Direct Verification



Log into CNP Direct Certification

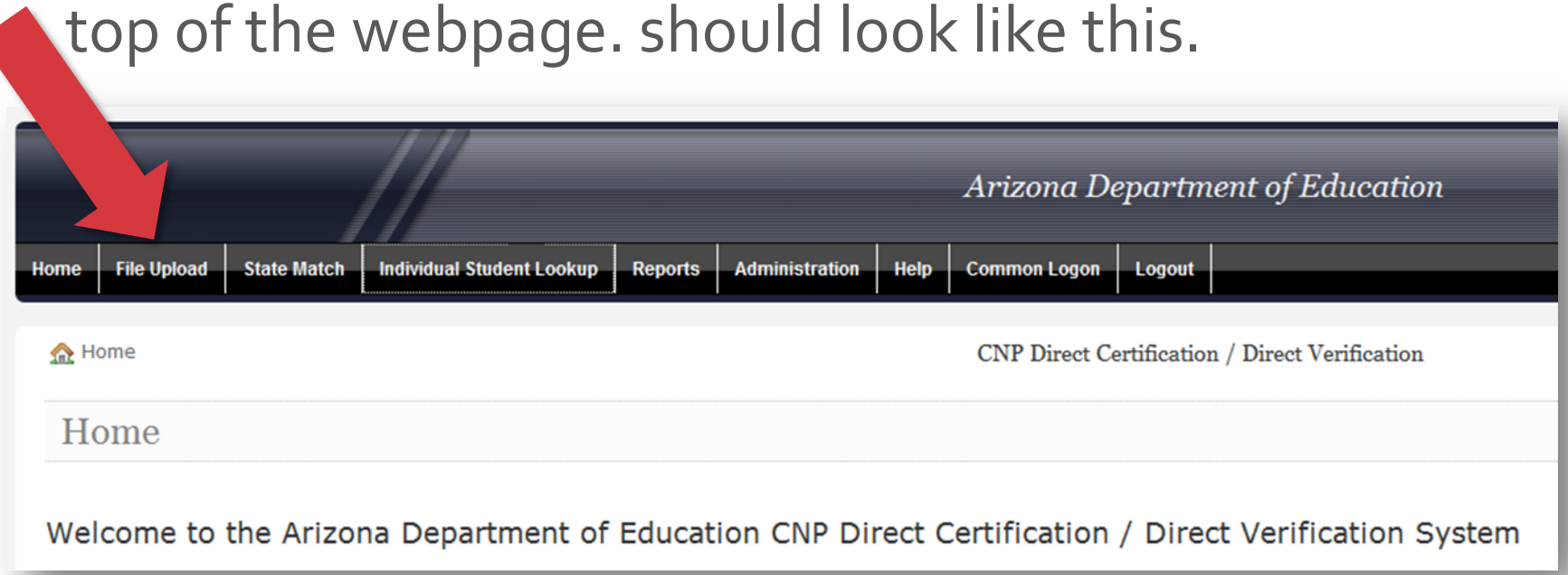
A new screen will load. It should look like this.



Uploading the Excel Spreadsheet

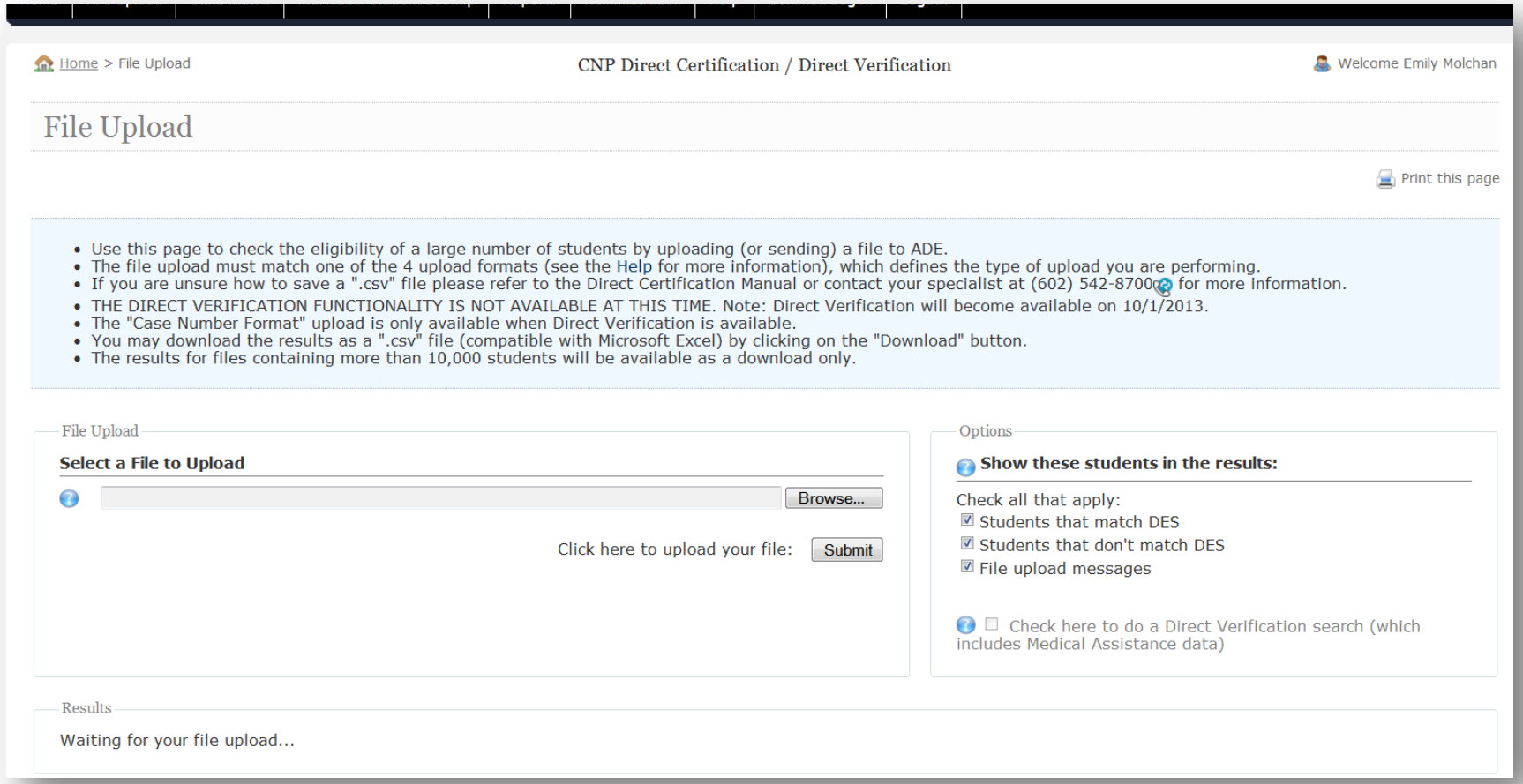
Uploading the Excel Spreadsheet

13. Click on the option in "File Upload" found at the top of the webpage. should look like this.



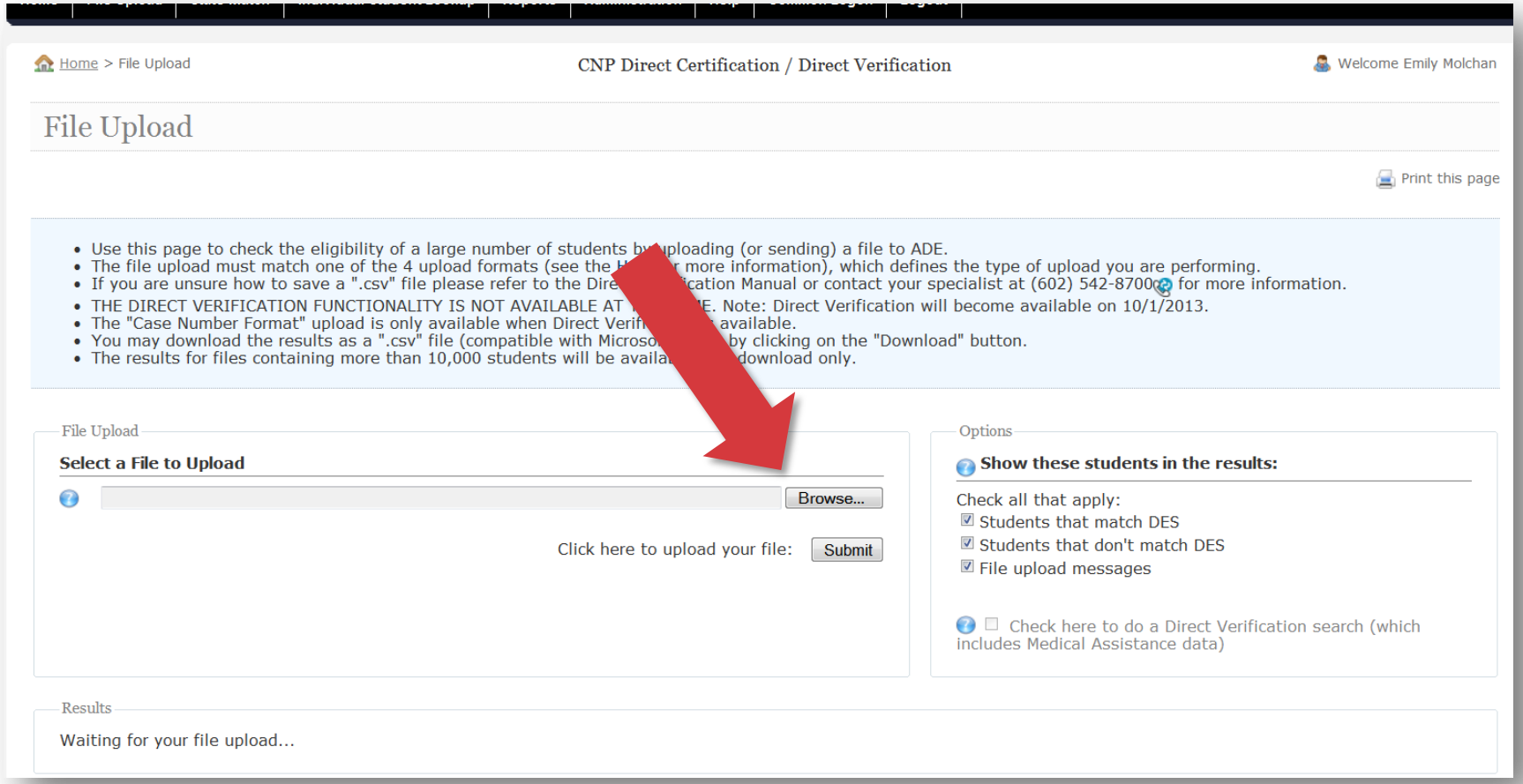
Uploading the Excel Spreadsheet

Once you have selected "File Upload", the webpage should look like this:



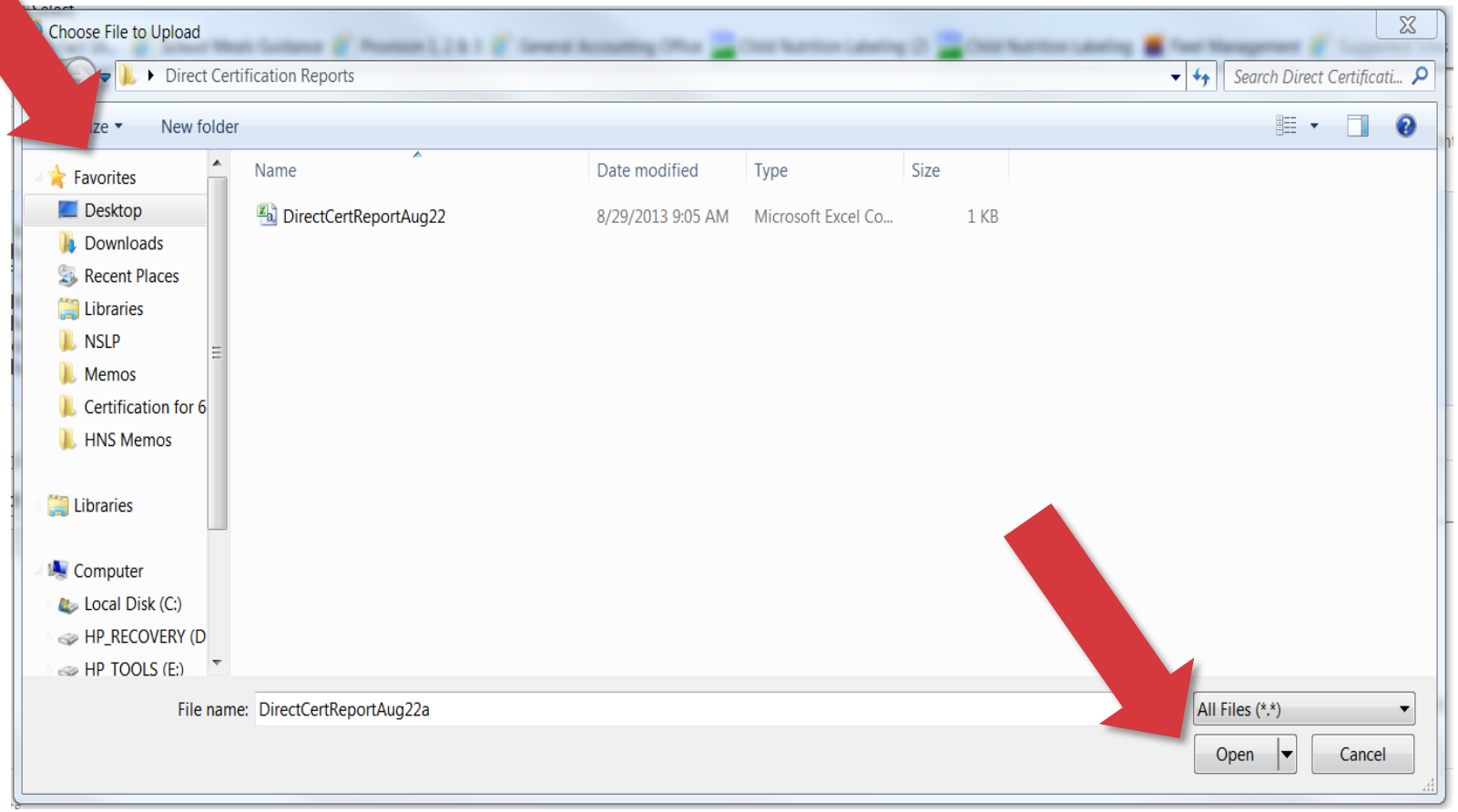
Uploading the Excel Spreadsheet

14. Click on the "Browse" button to upload the excel file created above.



Uploading the File

15. By clicking "Browse" a window will come up that looks like this. Find where you saved the excel file. Click "Open".



Uploading the Excel Spreadsheet

The field below should be filled with the file.

Home > File Upload

CNP Direct Certification / Direct Verification

Welcome Emily Molchan

File Upload

Print this page

- Use this page to check the eligibility of a large number of students by uploading (or sending) a file to ADE.
- The file upload must match one of the 4 upload formats (see the Help for more information), which defines the type of upload you are performing.
- If you are unsure how to save a ".csv" file please refer to the Direct Certification Manual or contact your specialist at (602) 542-8700 for more information.
- THE DIRECT VERIFICATION FUNCTIONALITY IS NOT AVAILABLE AT THIS TIME. Note: Direct Verification will become available on 10/1/2013.
- The "Case Number Format" upload is only available when Direct Verification is available.
- You may download the results as a ".csv" file (compatible with Microsoft Excel) by clicking on the "Download" button.
- The results for files containing more than 10,000 students will be available as a download only.

File Upload

Select a File to Upload

C:\Users\emolcha\Desktop\Direct Certification Reports\DirectCertReportAug22.csv Browse...

Click here to upload your file: Submit

Options

Show these students in the results:

Check all that apply:

- ☑ Students that match DES
- ☑ Students that don't match DES
- ☑ File upload messages

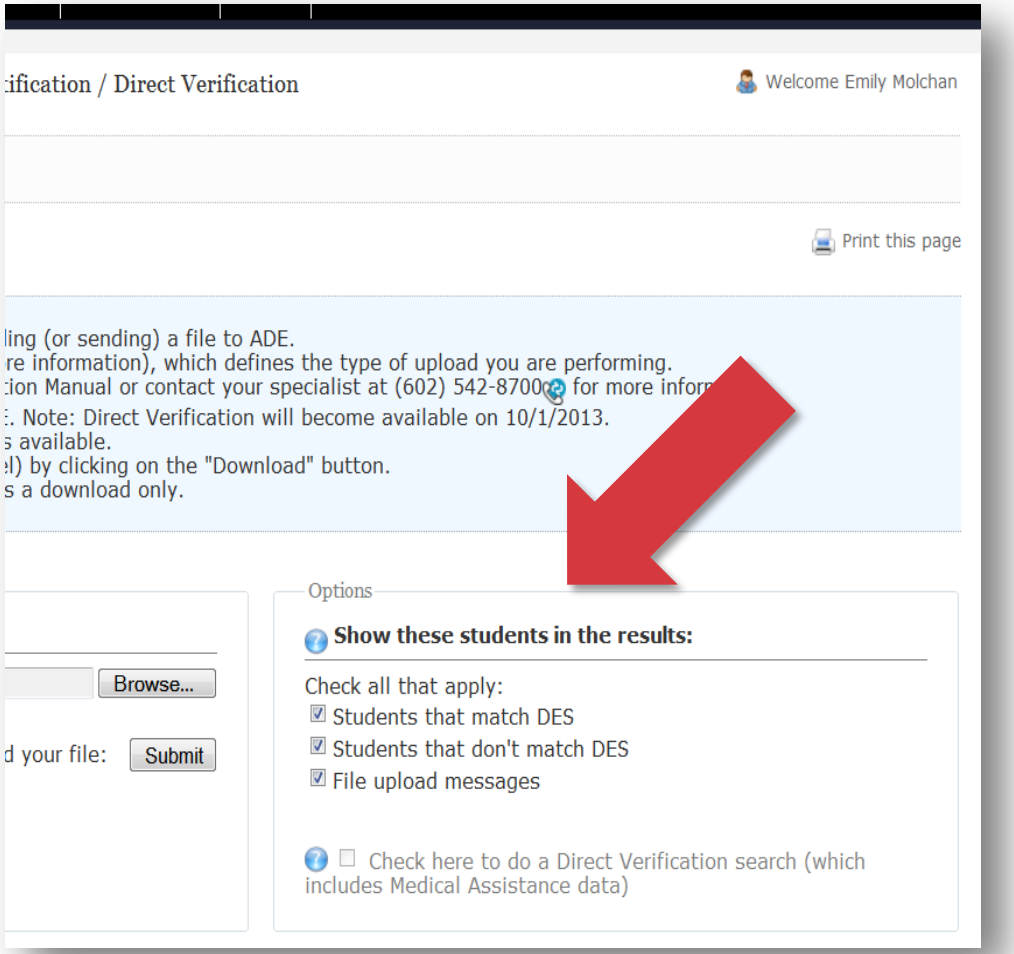
☐ Check here to do a Direct Verification search (which includes Medical Assistance data)

STOP

The file MUST be a CSV file. Check the end of your file name in the field. It must have a ".csv".
If it is a ".xls", the report will not run.

Uploading the Excel Spreadsheet

16. Choose how you want to view your results.



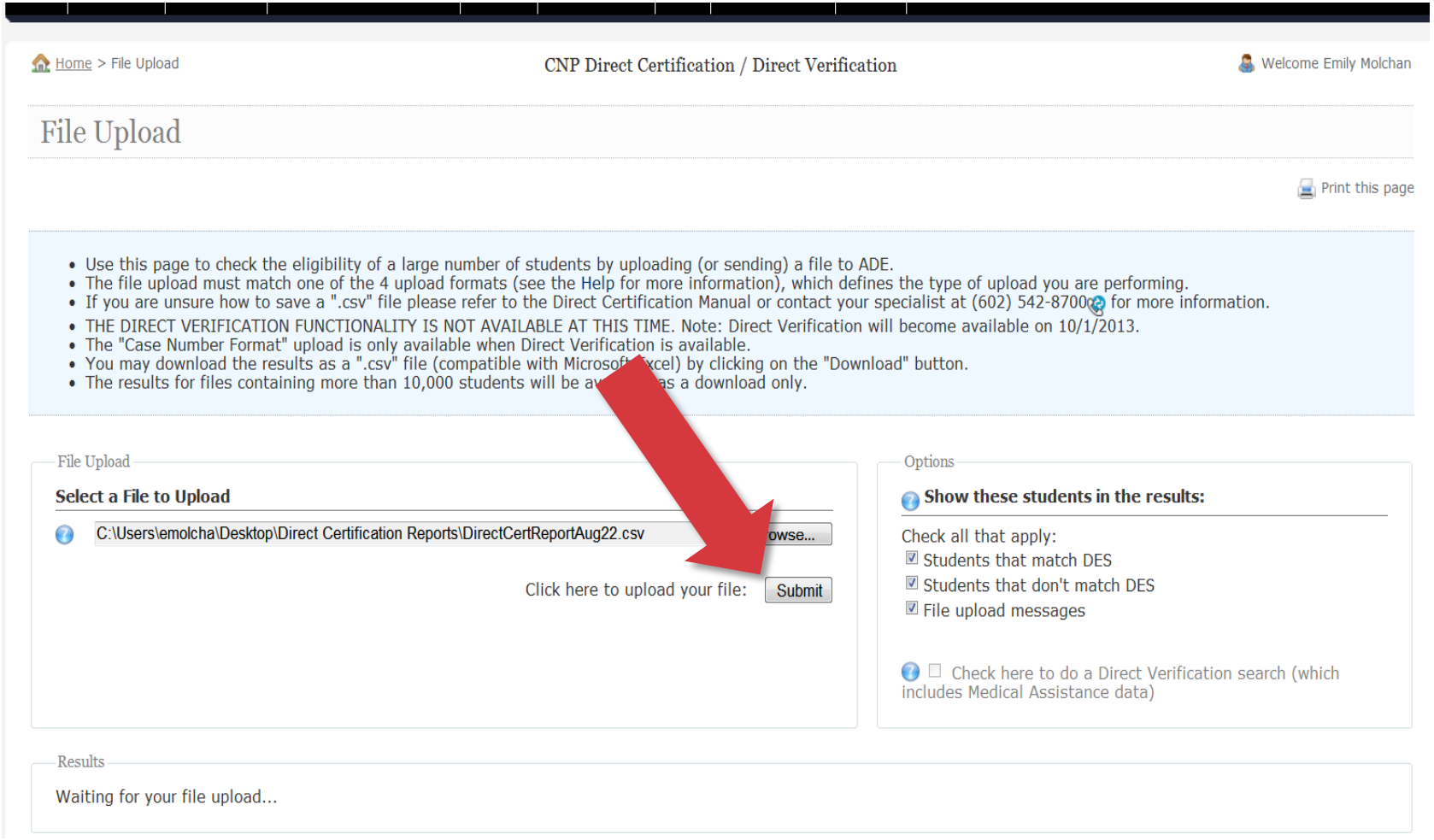
- **By choosing only "Students that match DES" the report will show matches.**
- **By choosing only "Students that don't match DES" the report will show no matches.**
- **By choosing both boxes, the report will provide matches and no-matches.**
- **By choosing "File upload messages", the report will provide error messages associated with upload.**

You may choose all three boxes.

Do not select the "Check here to do a Direct Verification search" when running a Direct Certification report. This option is ONLY to be use during Verification activities.

Uploading the Excel Spreadsheet

17. Click “Submit” to run the report.



Results of CNP Direct Certification

Changes to Results of CNP Direct Certification view effective May 2014

- ADE's CNP Direct Certification/Direct Verification system has been updated. Specifically, the match results now include additional data columns with program participation information. These new columns have been added to ensure LEAs can accurately report student eligibility information when it is required for the CNP Verification Summary Report. The new columns are SNAP, TANF, MA, and Foster. The DES Results column (Match or No Match) is still displayed. **LEAs must continue to utilize the DES Results column to determine if a student is Directly Certified**. Please note, students participating in more than one program will only be counted once in the total "Matches Found" section of the Results box. Please visit our website www.azed.gov/health-nutrition/nslp/programguidance/ to view Step-by-step Instruction for using the CNP Direct Certification system.

File Upload Results

Your results page will look like this for the SSN format:

Results

Processed as:	SSN		
Prepared by:	Mia Calamia	Date Prepared:	5/28/2014 8:47 AM
Direct Verification:	No	Displaying:	Matches , Non-Matches
Records Processed:	3	Validation Errors Found:	0
Matches Found:	0	Non-Matches Found:	3
SNAP Matches:	0	MA Matches:	0
TANF Matches:	0	Foster Matches:	0

Click here to download your results:

Record Number	SSN	First Name	Last Name	Birthdate	DES Results	DES Decision Date	SNAP	TANF	MA	FOSTER	Upload Message
1	111551235			01/01/1900	No Match						
2	538145890			01/01/1900	No Match						
3	531286816			01/01/1900	No Match						

Do NOT close the window. Go to the next slide for two options to save the report.

File Upload Results

You must keep this report for your records.

#1. Print report directly from webpage, **OR**

#2. Download the report to save on your computer to access at any time.

Results

Processed as:	SSN		
Prepared by:	Mia Calamia	Date Prepared:	5/28/2014 8:47 AM
Direct Verification:	No	Displaying:	Matches , Non-Matches
Records Processed:	3	Validation Errors Found:	0
Matches Found:	0	Non-Matches Found:	3
SNAP Matches:	0	MA Matches:	0
TANF Matches:	0	Foster Matches:	0

Click here to download your results:

Record Number	SSN	First Name	Last Name	Birthdate	DES Results	DES Decision Date	SNAP	TANF	MA	FOSTER	Upload Message
1	111551235			01/01/1900	No Match						
2	538145890			01/01/1900	No Match						
3	531286816			01/01/1900	No Match						

The CNPWeb Direct Certification application does NOT save your full report. The webpage only records a report has been run. Once user closes out of window, user must re-upload the file to get the results.

Report Results FAQ

Do I need to download my results or can I just print the webpage?

Whichever method works better for the user. Upon request, the SFA must provide a copy of the original report and the date it was collected. ***Please note: when downloaded, the top summary bar (including date report was run) is not included. ADE recommends noting the date within the file.***

Results

Processed as:	SAIS ID		
Prepared by:	Mia Calamia	Date Prepared:	5/28/2014 8:45 AM
Direct Verification:	No	Displaying:	Matches , Non-Matches
Records Processed:	4	Validation Errors Found:	0
Matches Found:	0	Non-Matches Found:	4
SNAP Matches:	0	MA Matches:	0
TANF Matches:	0	Foster Matches:	0

Click here to download your results:

Record Number	SAIS ID	School Student ID	First Name	Last Name	Birthdate	DES Results	DES Decision Date	SNAP	TANF	MA	FOSTER	Upload Message
1	1231231				01/01/1900	No Match						
2	9878944				01/01/1900	No Match						
3	5254782				01/01/1900	No Match						
4	23659984				01/01/1900	No Match						

Report Results FAQ

Q2. Would ADE accept my Direct Certification report if I copied the results of "Match and No Match" information onto an excel spreadsheet?

ADE will ask to see the original report created from the search. The SFA must keep the original search results format from the webpage or downloaded results. As long as the SFA has at least one copy in its original form, the SFA can copy the results into their own format.

Report Results FAQ

Q3. Why is the student show up more than once?

The may have been given multiple School Student IDs (i.e. transferred schools). The database will list ALL School Student IDs given to that student who has is only granted one SAIS ID. However, the DES result will be the same for all different School Student IDs.

Results

Processed as:	SAIS ID		
Prepared by:	Mia Calamia	Date Prepared:	5/29/2014 9:25 AM
Direct Verification:	No	Displaying:	Matches , Non-Matches
Records Processed:	7	Validation Errors Found:	0
Matches Found:	0	Non-Matches Found:	7
SNAP Matches:	0	MA Matches:	0
TANF Matches:	0	Foster Matches:	0

Click here to download your results:

Record Number	SAIS ID	School Student ID	First Name	Last Name	Birthdate	DES Results	DES Decision Date	SNAP	TANF	MA	FOSTER	Upload Message
1	12345678	1238536	Anthony	Burch	01/01/1900	No Match						
2	12345678	12386	Anthony	Burch	01/01/1900	No Match						
3	12345678	12386548536	Anthony	Burch	01/01/1900	No Match						
4	12345678	1238536	Anthony	Burch	01/01/1900	No Match						
5	12345678	1238551	Anthony	Burch	01/01/1900	No Match						
6	21345789	1238536	Anthony	Burch	01/01/1900	No Match						
7	65854566	1238536	Anthony	Burch	01/01/1900	No Match						

Report Results FAQ

Q4. On my results page, is it ok if the column "Decision Date" is blank?

Yes, it is ok if the column Decision Date is blank on the results report.

Results

Processed as:	SAIS ID		
Prepared by:	Mia Calamia	Date Prepared:	5/29/2014 9:25 AM
Direct Verification:	No	Displaying:	Matches , Non-Matches
Records Processed:	7	Validation Errors Found:	0
Matches Found:	0	Non-Matches Found:	7
SNAP Matches:	0	MA Matches:	0
TANF Matches:	0	Foster Matches:	0

here to download your results:

Record Number	SAIS ID	School Student ID	First Name	Last Name	Birthdate	DES Results	DES Decision Date	SNAP	TANF	MA	FOSTER	Upload Message
1	12345678	1238536	Anthony	Burch	01/01/1900	No Match						
2	12345678	12386	Anthony	Burch	01/01/1900	No Match						
3	12345678	12386548536	Anthony	Burch	01/01/1900	No Match						
4	12345678	1238536	Anthony	Burch	01/01/1900	No Match						
5	12345678	1238551	Anthony	Burch	01/01/1900	No Match						
6	21345789	1238536	Anthony	Burch	01/01/1900	No Match						
7	65854566	1238536	Anthony	Burch	01/01/1900	No Match						

Report Results FAQ

Q5. On my results page, if there is a "Decision Date" next to the student, does their FREE meal benefits start at that date?

No, the student is directly certified and begins receiving free meal benefits the date the report was run and the first time they are "Matched" within the program year.

Results

Processed as:	SAIS ID		
Prepared by:	Mia Calamia	Date Prepared:	5/28/2014 8:35 AM
Direct Verification:	No	Displaying:	Matches , Non-Matches
Records Processed:	72	Validation Errors Found:	0
Matches Found:	0	Non-Matches Found:	72
SNAP Matches:	0	MA Matches:	0
TANF Matches:	0	Foster Matches:	0

Click here to download your results:

Record Number	SAIS ID	School Student ID	First Name	Last Name	Birthdate	DES Results	DES Decision Date	SNAP	TANF	MA	FOSTER	Upload Message
1	1235268	0023526231	Anthony	Roberts	11/10/1996	11/15/00	12/15/2013					

Upload Errors

Upload Error Messages

Invalid File Format value detected

Results

File Upload Processed as:	Invalid File Format value detected		
Prepared by:	Emily Molchan	Date Prepared:	8/30/2013 8:13 AM
Direct Verification:	No	Displaying:	Matches, Non-Matches, Messages
Records Processed:	0	Validation Errors Found:	0
Matches Found:	0	Non-Matches Found:	0

Click here to download your results:

Status

File Upload Status

- Uploading your file...
- Your file was uploaded successfully.
- The file name is: Book1.csv.
- The file size is: 60 bytes.
- The file took 00:00:00.007 (hours : minutes : seconds.tenths of a second) to upload.

File Processing Status

- Processing your file...
- Your file has been processed.
- The file took 00:00:00.000 (hours : minutes : seconds.tenths of a second) to process.
- One or more errors were encountered while processing your file. Any error information is displayed above.

If you receive this error:

- Ensure the file you have uploaded has the word “SSN” is typed in the first row, first column (cell A1)

Technical Assistance

If you have any questions on the eligibility when certifying children with Direct Certification, use:

The Eligibility Manual for School Meals found at:

http://www.azed.gov/health-nutrition/nslp/manuals/

For other Direct Certification upload methods, refer back to the ADE webpage