

# DIRECTLY VERIFYING SNAP AND TANF CASE NUMBER APPLICATIONS

PHASE 3: VERIFY

Begin by clicking on the Individual Student Lookup tab



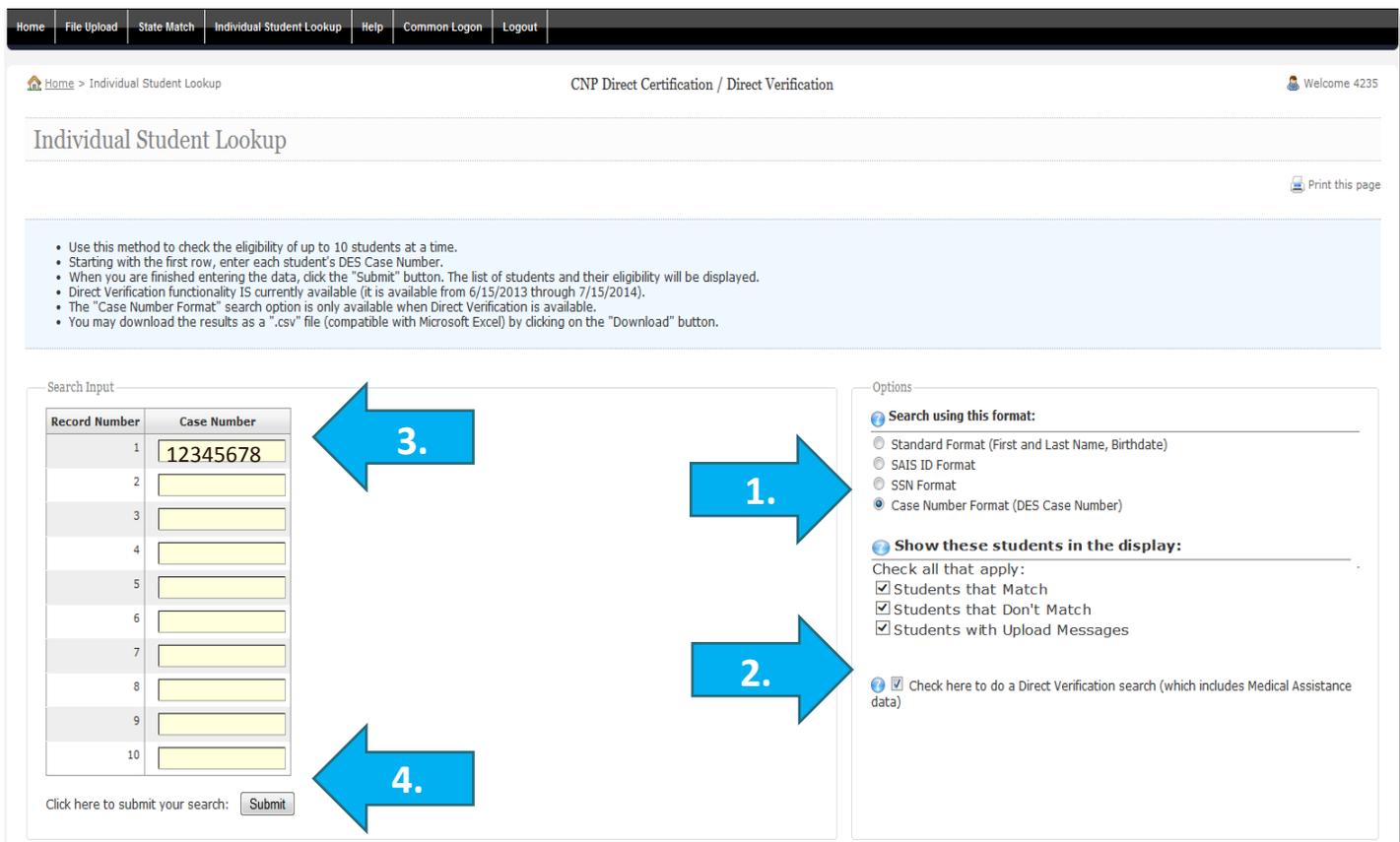
Arizona Department of Education

Home | File Upload | State Match | Individual Student Lookup | Reports | Administration | Help | Common Logon | Logout

Home | CNP Direct Certification / Direct Verification

Welcome to the Arizona Department of Education CNP Direct Certification / Direct Verification System

1. Choose to search using the format: **Case Number Format (DES Case Number)**
2. Choose to display students: “Students that Match”, “Students that Don’t Match”, “Students with Upload Messages” and “Check here to do a Direct Verification search”.
3. Enter the SNAP or TANF Case numbers into the field. *(You may enter up to 10 case numbers at a time) \*Note: You cannot search FDPIR case numbers.*
4. Click Submit.



Home > Individual Student Lookup | CNP Direct Certification / Direct Verification | Welcome 4235

### Individual Student Lookup

Print this page

- Use this method to check the eligibility of up to 10 students at a time.
- Starting with the first row, enter each student's DES Case Number.
- When you are finished entering the data, click the "Submit" button. The list of students and their eligibility will be displayed.
- Direct Verification functionality IS currently available (it is available from 6/15/2013 through 7/15/2014).
- The "Case Number Format" search option 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.

Search Input

Record Number	Case Number
1	12345678
2	
3	
4	
5	
6	
7	
8	
9	
10	

Click here to submit your search:

Options

**Search using this format:**

- Standard Format (First and Last Name, Birthdate)
- SAIS ID Format
- SSN Format
- Case Number Format (DES Case Number)

**Show these students in the display:**

Check all that apply:

- Students that Match
- Students that Don't Match
- Students with Upload Messages
- Check here to do a Direct Verification search (which includes Medical Assistance data)

## Print Results page.

Processed as:	Case Number		
Prepared by:	IntQA1_1 User1	Date Prepared:	9/22/2014 2:16 PM
Direct Verification:	Yes	Displaying:	Matches , Non-Matches
Records Processed:	1	Validation Errors Found:	0
Matches Found:	1	Non-Matches Found:	0
SNAP Matches:	1	MA Matches:	1
TANF Matches:	0	Foster Matches:	0

Click here to download your results: 

Record Number ^	Case Number	Birthdate	DES Results	DES Decision Date
1		12345678 02/22/2008	Match	03/01/2011

### Understanding the Results

Look only at the column DES Results.

**Match:** If any case number resulted in a “Match” – Verification is completed.

- *Reminder: If one child results in a “Match”, all children in that household are considered verified.*

**No Match:** If any case number resulted in a “No Match”, Verification is NOT completed.

- *Best Practice: Continue to search by using either the Standard, SAIS ID, or SSN format in the individual student lookup before requesting documentation from household.*