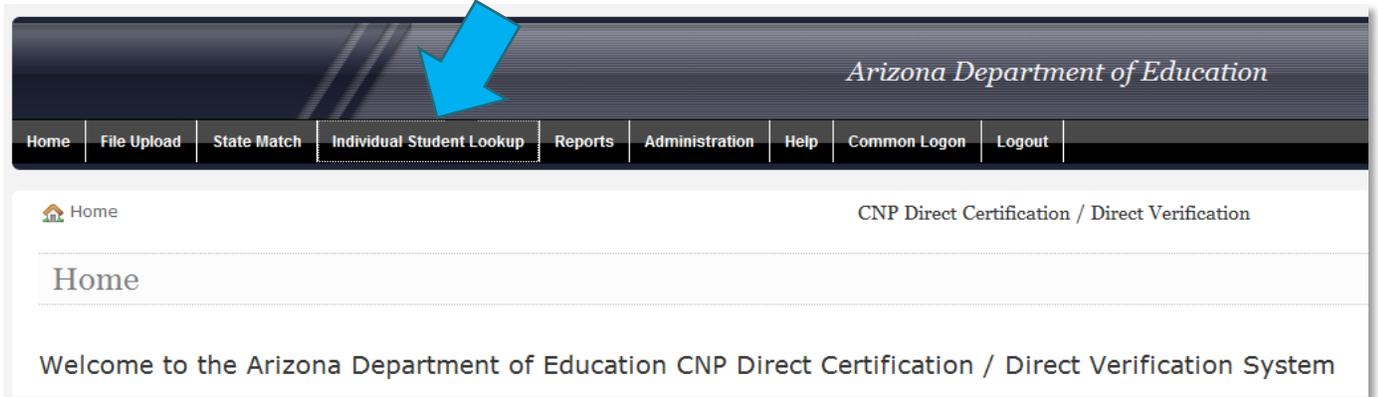


DIRECTLY VERIFYING INCOME AND FOSTER APPLICATIONS

PHASE 3: VERIFY

Begin by clicking on the Individual Student Lookup tab



Arizona Department of Education

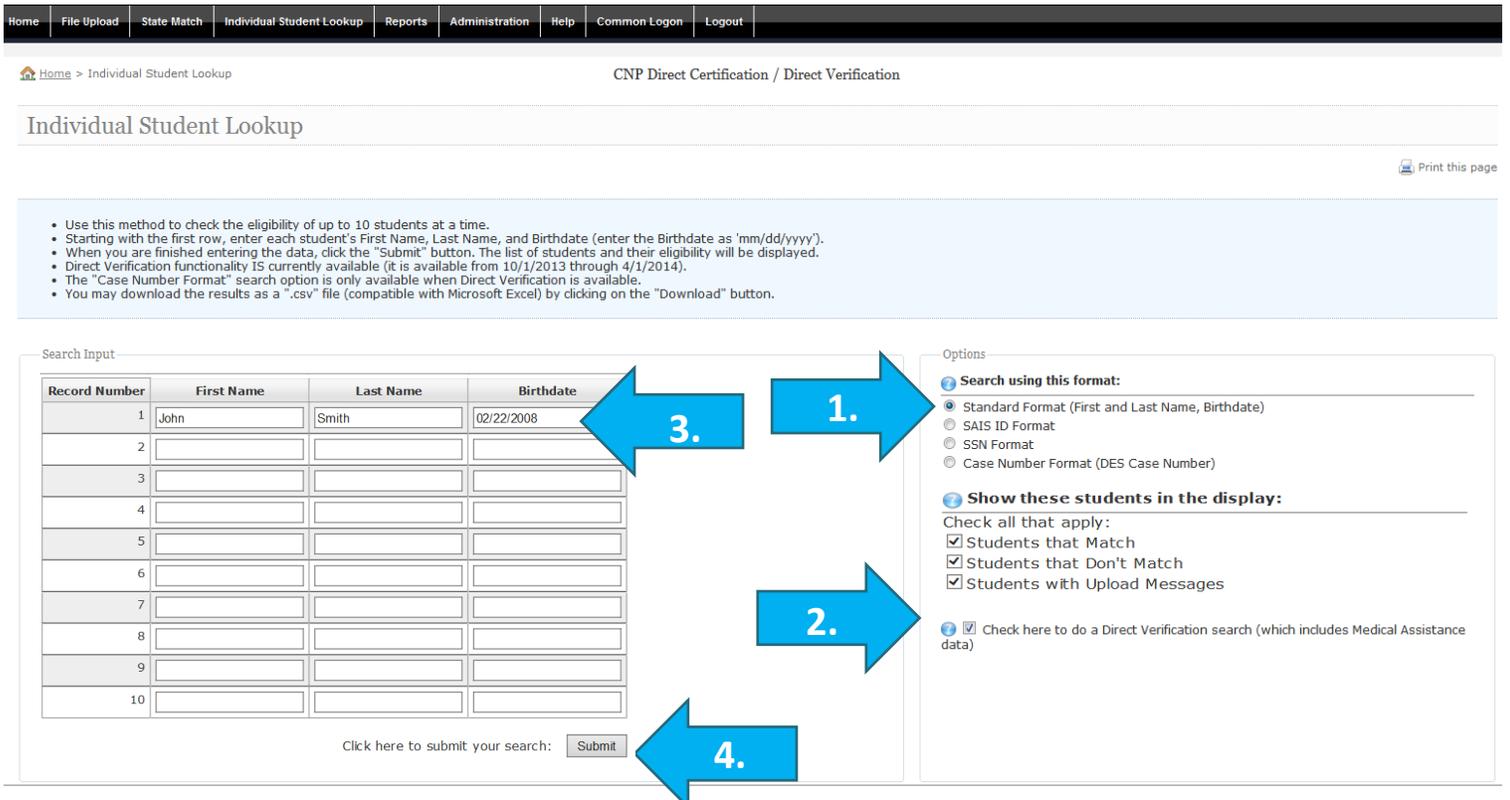
Home | File Upload | State Match | **Individual Student Lookup** | Reports | Administration | Help | Common Logon | Logout

Home | CNP Direct Certification / Direct Verification

Home

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

1. Choose to search using the format: **Standard Format (First and Last Name, Birthdate)**
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 student’s first name, last name, and birthdate. *(You may enter up to 10 students at a time)*
4. Click Submit



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

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

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 First Name, Last Name, and Birthdate (enter the Birthdate as ‘mm/dd/yyyy’).
- 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 10/1/2013 through 4/1/2014).
- 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	First Name	Last Name	Birthdate
1	John	Smith	02/22/2008
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)

File Upload Processed as:	Standard File Upload		
Prepared by:	Emily Thege	Date Prepared:	8/16/2016 1:47 PM
Direct Verification:	Yes	Displaying:	Matches, Non-Matches, Messages
Records Processed:	1	Validation Errors Found:	0
Matches Found:	1	Non-Matches Found:	0
SNAP Matches:	0	MA Matches:	0
TANF Matches:	1	Foster Matches:	0
FDPIR Matches:	0	Migrant Matches:	0
Homeless Matches:	0		

Click here to download your results: 

Record Number ^	First Name	Last Name	Birthdate	Results	Decision Date	SNAP	TANF	MA	FOSTER	FDPIR	MIG	HOM	Upload Message
1	John	Doe	01/18/2006	Match			Y						

Print Results page.

Understanding the Results

If the child has a match in the column DES Results column, identify what category the child matched in.

Match:

- SNAP/TANF/FDPIR/MA: If any child resulted in a “Match” in the SNAP, TANF, FDPIR or MA column– Verification is considered complete and you do not contact the household. SFAs will report this application and all the students listed as Directly Verified.
- FOSTER/MIG/HOM: If any child resulted in a “Match” in either the Foster, Migrant or Homeless column– Verification is considered complete for only the child who matched. If there are other children on the application, and the children did not match through Direct Verification, the SFA must then contact the household to verify those children.

If Verification results in higher benefits for example a child who is moved from the reduced price to free category, the change is effective immediately and must be implemented no later than three operating days from the date Verification was completed. Parents should be promptly notified through whatever channels the LEA uses to notify the household of approval for benefits.

No Match: If none of the enrolled children in the household match, Verification is NOT complete and the SFA must continue to verify the application. A “No Match” means the child in the household is not recognized by the Direct Verification system. At this time do not change benefits.

Best Practice: Continue to search by SAIS ID or by Social Security Number by using the same steps and choosing “SAIS ID Format” or SSN Format”.