

*Step by Step Instruction:
How to Conduct Direct Verification in CNP
Direct Certification/ Direct Verification*

Professional Standards Learning Code 3110
Length: 2 hours



Revised October 2016

"Step by Step Instruction: How to Conduct Direct Verification in CNP Direct Certification/Direct Verification" 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.

*Step by Step
Instruction:
How to
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Intended Audience and Content

- This *How-To-Guide* is intended for Local Educational Agencies (LEAs) operating the National School Lunch Program (NSLP) who are required to conduct direct verification.
- The following slides provide guidance on how to conduct direct verification using the Arizona Department of Education (ADE) CNP Direct Certification/Direct Verification system.
- Attendees are expected to already understand the process of verification. ***Please review the online course below before continuing:***
 - [Verification Overview](#)

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Objectives

At the end of this training, attendees should be able to:

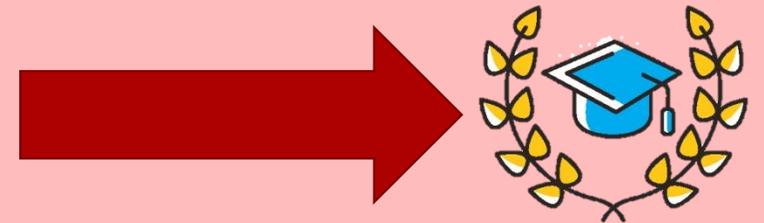
- review the term direct verification;
- explain how the CNP Direct Certification/Direct Verification matching system works;
- identify the different ways to search in CNP Direct Verification; and
- explain match and no match results.

Comprehension Check

Throughout this guide there will be comprehension quiz questions to test your knowledge and help you apply what you're learning.

Be sure to review these quiz questions and the answers, available within the guide.

This icon will indicate a comprehension quiz question, and the background of the slides will be a light red like you see on this slide.



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Definitions

CNP Direct Certification: The process of determining which children are eligible for free meal benefits based on documentation obtained directly from the appropriate state or local agency. Children directly certified will automatically receive free meal benefits without needing to submit a household application.

CNP Direct Verification: The process of *verifying* income and/or participation in assistance programs by directly obtaining documentation from the appropriate state or local agency.

Common Logon: An online portal that houses web access to different reports and program applications for multiple program areas within ADE. Throughout the program year, ADE will require LEAs to submit reports using this online portal.

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The Step by Step Instruction will review:

Overview of the CNP Direct Verification Process	Slides 7-17
Log into CNP Direct Verification	Slides 18-25
Individual Student Lookup Method	Slides 26-41
File Upload Method	Slides 42-45
Creating the Excel Spreadsheet	Slides 46-68
Saving the Excel Spreadsheet	Slides 69-78
Uploading the File	Slides 79-86
Results of CNP Direct Verification	Slides 87-100
FAQ: Results of DV Report	Slides 101-104

The following slides will only cover how-to instructions for conducting Direct Verification in CNP Direct Certification/Direct Verification. Please refer back to the [ADE Online Training Library](#) for other How-To-Guides regarding operation of the program.

Overview of the CNP Direct Verification Process

Overview of the CNP Direct Verification Process

CNP Direct Verification

Direct verification is the process of *verifying* income and/or participation in assistance programs by directly obtaining documentation from the appropriate state or local agency. Verification is only required when eligibility is determined through the application process.

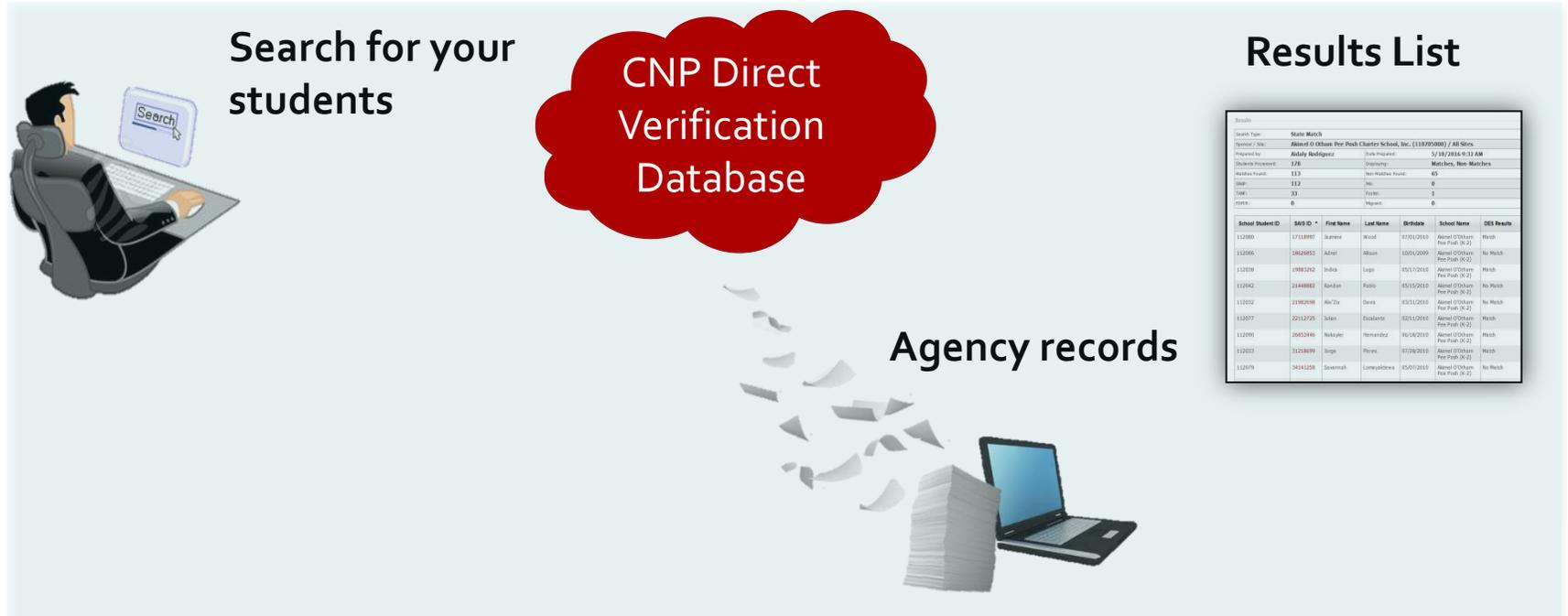
ADE has created an online computer matching system called **CNP Direct Verification** which allows LEAs to directly obtain confirmation from such agencies to verify students' eligibility status.

LEAs can only access this system during verification, which begins October 1.

Overview of the CNP Direct Verification Process

How CNP Direct Verification Works

To initiate a CNP Direct Verification search, LEAs will enter student information into the CNP Direct Verification system. The system then searches the student data against agency records. Within a few seconds, the LEA is then provided back search results that contain all students entered and a match result list indicating if they were found in the agency records or not.



Overview of the CNP Direct Verification Process

Agency Records

The CNP Direct Verification system is currently connected with seven different agency records:

- Supplemental Nutrition Assistance Program (SNAP)
- Temporary Assistance for Needy Families (TANF)
- Medicaid/Medical Assistance (MA)
- Foster Children (Foster)
- Food Distribution Program on Indian Reservations (FDPIR)
- Migrant Education Program (MIG)
- Homeless Child (HOM)

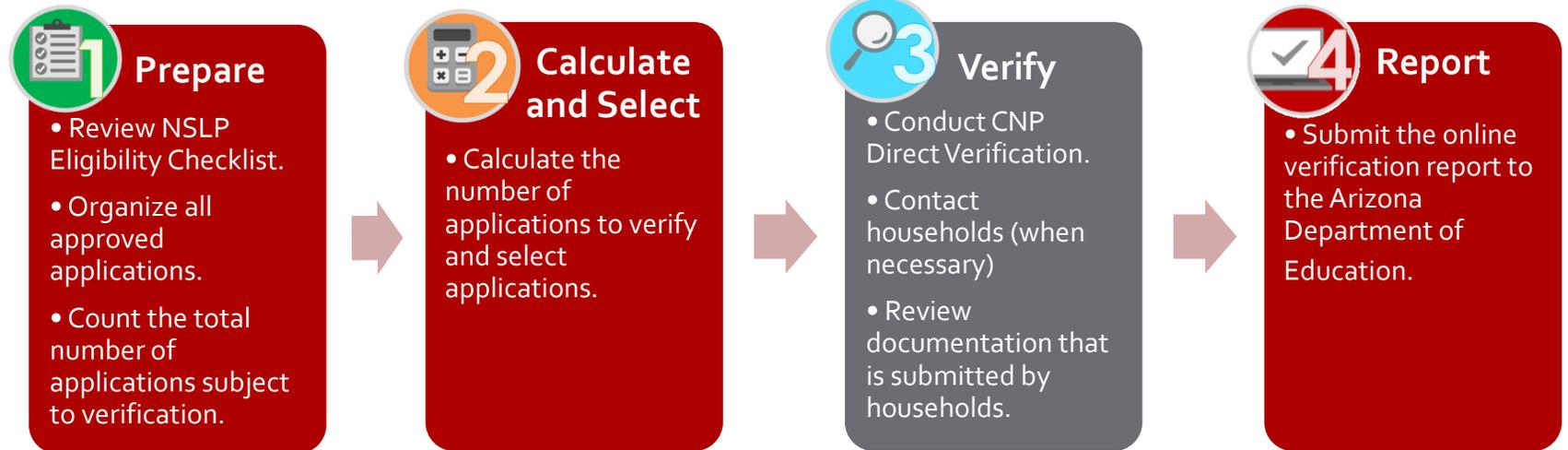
For more information regarding agency records please refer to [HNS memo #18-2015](#).

Continue

Overview of the CNP Direct Verification Process

When is direct verification conducted?

Direct verification (DV) is conducted only during verification, specifically **Phase 3: Verify**. When an LEA is in **Phase 3** of verification, the number of applications that need to be verified have already been selected. DV occurs *after* the applications have been selected and *before* the LEA contacts the household.



Overview of the CNP Direct Verification Process

Verification Resources

To assist you while completing **Phase 3** of verification, ADE has created a **Verification Tracking Form**. This form provides step by step guidance on how to conduct and track verification. ADE strongly encourages LEAs to print and attach this form to each application that is being verified.

The Verification Tracking form can be found on ADE's [Verification webpage](#).

VERIFICATION TRACKING FORM **PHASE 3: VERIFY**

Attach to each application selected for verification with a copy of all documents from household.

Number of Students on Application: _____ Error Prone: Yes No

Original Determination was (check one):

- Free Eligible Based on Categorical Eligibility (Case # SNAP/TANF/FDPIR or Foster)
- Free Eligible Based on Income/Household Size Information
- Reduced-Price Eligible

Step 1 Identify your *confirming official*. This person will double check that the application was certified correctly. Cannot be the same person who initially certified the application.
Continue to Step 2.

Results of Confirmation Review (Select **ONE**):

- Confirmed Original Determination, no change in benefits
- Changed from Reduced to Free
Notify household of increased benefits, change benefits within 3 days, continue to Step 2.
- Changed from Free to Reduced
Do not change benefits, do not contact household; continue to Step 2.
- Changed to PAID
Notify household of paid benefits, change benefits after 10 calendar days of letter sent and remove this application from verification sample. Select new application for verification. (Start again with Step 1 with new application and new tracking form.) Date eligibility status updated on BID: _____ (after 10 calendar days of letter sent)

Step 2 Conduct Direct Verification, Results (Select **ONE**):

- Matched in MA, SNAP, TANF or FDPIR: Print off results and attach to this tracking form. Verification is complete. STOP and do not contact the household. LEAs will report this application and all the students listed as Directly Verified.
- Matched in FOSTERMIGHOM: Print off results and attach to this tracking form. 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 LEA must then contact the household to verify those children.
- No Match: Print off results, attach to tracking form. Continue with Step 3.

Now contact the household

Step 3 Send First Verification Notice _____ (sent date) Requesting Documentation returned by: _____

If no response by given due date, follow up with household. Second Verification Notice/called/email _____ (date)

Follow-up official must sign and date household application

Step 4 Results of Verification (Select **ONE**):

- Responded, no change in benefits
Send Letter of Verification Results (confirming no change) and attach to this tracking form. _____ (date)
- Responded, original determination changed to Free
Send Letter of Verification Results and attach to this tracking form _____ (date)
- Responded, original determination changed to Reduced
Send Letter of Verification Results and attach to this tracking form _____ (date)
- Responded, original determination changed to Paid
Send Letter of Verification Results and attach to this tracking form _____ (date)
- No response after follow up, original determination changed to Paid
Send Letter of Verification Results and attach to this tracking form _____ (date)

*Changes in meal benefits due to Verification: Increased benefits changed within 3 days, decreased benefits changed within 10 calendar days of letter sent.

Arizona Department of Education. Released August 2015

Overview of the CNP Direct Verification Process

Do I conduct direct verification on all eligible applications for verification or only the applications selected for verification?

Direct verification should only be used for the applications selected for verification.

- *For example: Pine Grove District determined they have 2,188 total approved income applications, case number applications, and foster applications. Using the Standard Sampling Method, Pine Grove calculated 66 applications will be selected for verification. The information for students on those 66 applications must be entered through the CNP Direct Verification system.*

Based on the example above, we determined Pine Grove should not run 2,188 applications through the system. For more information regarding sampling methods, please refer to ADE's [Verification Webpage](#).

Comprehension Check

True or False: Direct verification is conducted on ALL the approved applications the LEA has on file.

- A. True. It's a requirement to make sure all the information on the applications is verified.
- B. True. Direct verification is part of the process of approving applications at the beginning of the school year.
- C. False. Direct verification is only conducted on the applications that have been selected for verification.
- D. False. Direct verification is only conducted on the applications that appear to have inaccurate information on them.



Comprehension Check

True or False: Direct verification is conducted on ALL the approved applications the LEA has on file.

- A. True. It's a requirement to make sure all the information on the applications is verified.
- B. True. Direct verification is part of the process of approving applications at the beginning of the school year.
- C. False. Direct verification is only conducted on the applications that have been selected for verification.**
- D. False. Direct verification is only conducted on the applications that appear to have inaccurate information on them.

Districts should only search the direct verification database for student information listed on the applications *selected* for verification. See slide 13 for guidance on this topic.



Overview of the CNP Direct Verification Process

What kind of information do I use to search for the student in CNP Direct Verification?

You are able to search for students in CNP Direct Verification using various search methods. If there is a case number on the application, you are able to search for the student by entering in their case number. If there is no case number listed you will search for the student by using student information such as birthdate, social security number, or SAIS ID.

Overview of the CNP Direct Verification Process

What is the difference between CNP Direct Verification and CNP Direct Certification?

CNP Direct Certification	CNP Direct Verification
Available all program year.	Available only during verification (starting Oct. 1).
Must be conducted at least three times per program year.	Required to conduct once during verification.
All enrollment must be run through the system.	Only students on the applications selected for verification may be run in the system.
Student data is run through the Department of Economic Security (DES).	Student data is run through the Department of Economic Security (DES) <i>and</i> Medical Assistance Database.

Log into CNP Direct Verification

Log into CNP
Direct
Verification

1. Go to the ADE Health and Nutrition Webpage:
<http://www.azed.gov/health-nutrition/nslp/>.

The screenshot shows the Arizona Department of Education's Health & Nutrition Services webpage. At the top, there is the Arizona Department of Education logo, social media icons for Facebook and Twitter, and the AZ.GOV logo. A search bar is located in the top right corner. Below the header is a navigation menu with links for HOME, ALL PROGRAMS, STAFF DIRECTORY, CONTACT ADE, FAQ, SCHOOL REPORT CARDS, COMMON LOGON, and ADECONNECT. The main heading is "HEALTH & NUTRITION SERVICES". Below this is a secondary navigation bar with links for Home, Child/Adult Care, School Nutrition Programs, School Health Programs, School Food Programs, Summer Food, Memos, and % Free/ Reduced. The main content area features a breadcrumb trail: "You are here: Home / National School Lunch & School Breakfast Program". The title is "National School Lunch & School Breakfast Program". There is a "Mission" section with a photo of a child eating and the text: "To safeguard the health and well-being of the nation's children by establishing good eating habits and providing adequate food for the children." Below the mission are two call-to-action buttons: "How LEAs Apply for the National School Lunch & School Breakfast Programs" and "Operating the National School Lunch & School Breakfast Programs". On the right side, there is a vertical column of yellow buttons: "Hot Topics", "Event Registration", "Financial Info", "FAQ", "Civil Rights", and "Contact Us". On the left side, there is a sidebar menu for "HNS PROGRAMS" with links for Home, Child/Adult Care, School Nutrition Programs, School Health Programs, School Food Programs, Summer Food, Memos, and % Free/ Reduced.

*Log into CNP
Direct
Verification*

2. Click on COMMON LOGON found on the upper right of the webpage.

The screenshot shows the Arizona Department of Education website. At the top left is the logo with three stylized figures and the text "Arizona Department of Education". To the right are social media icons for Facebook and Twitter, a font size selector "Font+ | Font-", and a search bar with a "SEARCH" button. A red arrow points to the "COMMON LOGON" link in the top navigation menu. Below the navigation is a banner for "HEALTH & NUTRITION SERVICES". A secondary navigation bar includes links like "Home", "Child/Adult Care", "School Nutrition Programs", "School Health Programs", "School Food Programs", "Summer Food", "Memos", and "% Free/ Reduced". The main content area features a breadcrumb trail "You are here: Home / National School Lunch & School Breakfast Program" and a heading "National School Lunch & School Breakfast Program". A "Mission" section includes a photo of a child eating and the text: "To safeguard the health and well-being of the nation's children by establishing good eating habits and providing adequate food for the children." Below this are two call-to-action buttons: "How LEAs Apply for the National School Lunch & School Breakfast Programs" and "Operating the National School Lunch & School Breakfast Programs". On the right side, there is a vertical list of yellow buttons: "Hot Topics", "Event Registration", "Financial Info", "FAQ", "Civil Rights", and "Contact Us". A left sidebar contains a "HNS PROGRAMS" menu with items like "Home", "Child/Adult Care", "School Nutrition Programs", "School Health Programs", "School Food Programs", "Summer Food", "Memos", and "% Free/ Reduced".

Log into CNP Direct Verification

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

ARIZONA DEPARTMENT
of EDUCATION

COMMON LOGON

The gateway to secure data transactions and information

Username:

Password:

- Please note that our web pages have new functionality which will log you out and take you back to this page if your session remains idle for too long a period of time.
- We have changed our practices regarding passwords and user accounts. [Click here](#) for Current Password Process.
- If you have lost your password [Click here](#).
- To launch an application the user must have a valid username and password and must agree that, by using that username and password, they will abide by the [ADE Acceptable Use Policy](#).
- Any questions related to Common Logon account, please contact the ADE Support Center at (602) 542-7378 if you are in the Phoenix area. Outside the Phoenix area (866) 577-9636 or E-mail enterprise@ade.az.gov. Or [Click here](#) for more information.
- Check the [MIS Bulletin Board](#) for the latest news and information.



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

****If you do not have a username and password:***

- Complete the form *Common Logon Permissions for NSLP/Direct Certification*, requesting Direct Certification permissions, and send to ADE. This form can be found on the [ADE Program Forms Webpage](#).
- Receive a Common Logon username and password to access CNP Direct Certification/Direct Verification in 7-10 days.

Log into CNP Direct Verification

3. Enter your Username and Password.

ARIZONA DEPARTMENT
of EDUCATION

COMMON LOGON

The gateway to secure data transactions and information

Username:

Password:

- Please note that our web pages have new functionality which will log you out and take you back to this page if your session remains idle for too long a period of time.
- We have changed our practices regarding passwords and user accounts. [Click here](#) for Current Password Process.
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- Any questions related to Common Logon account, please contact the ADE Support Center at (602) 542-7378 or if you are in the Phoenix area (866) 577-9636 or E-mail enterprise@ade.az.gov. Or [Click here](#) for more information.
- Check the [MIS Bulletin Board](#) for the latest news and information.

Log into CNP Direct Verification

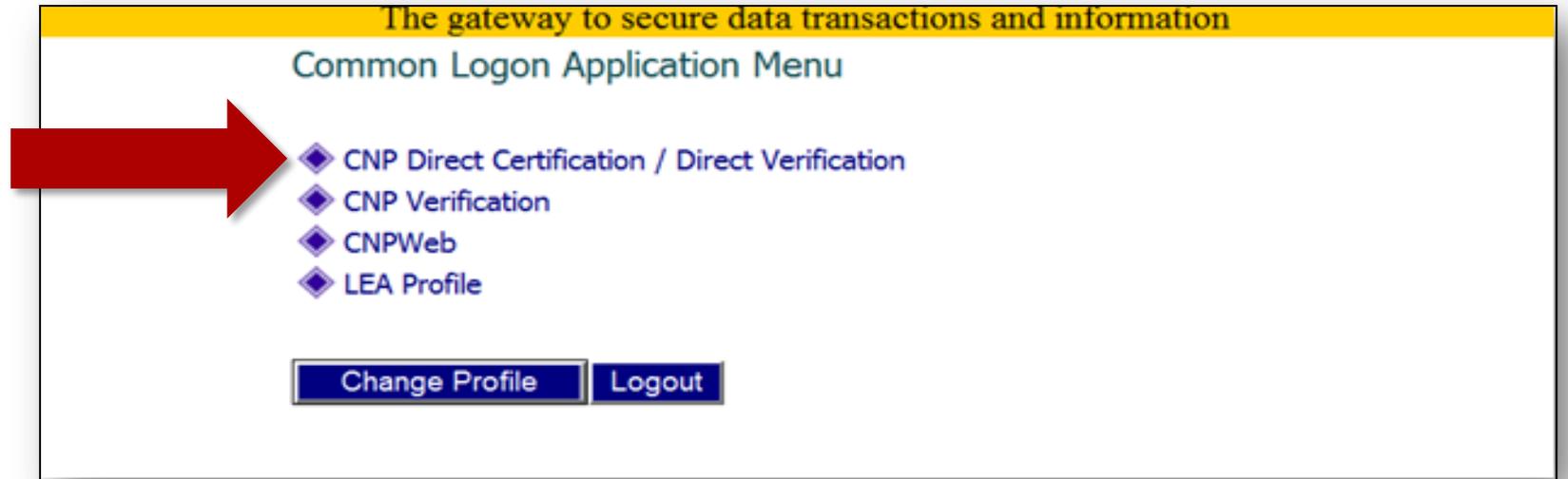
You have successfully logged into Common Logon.

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



*Log into CNP
Direct
Verification*

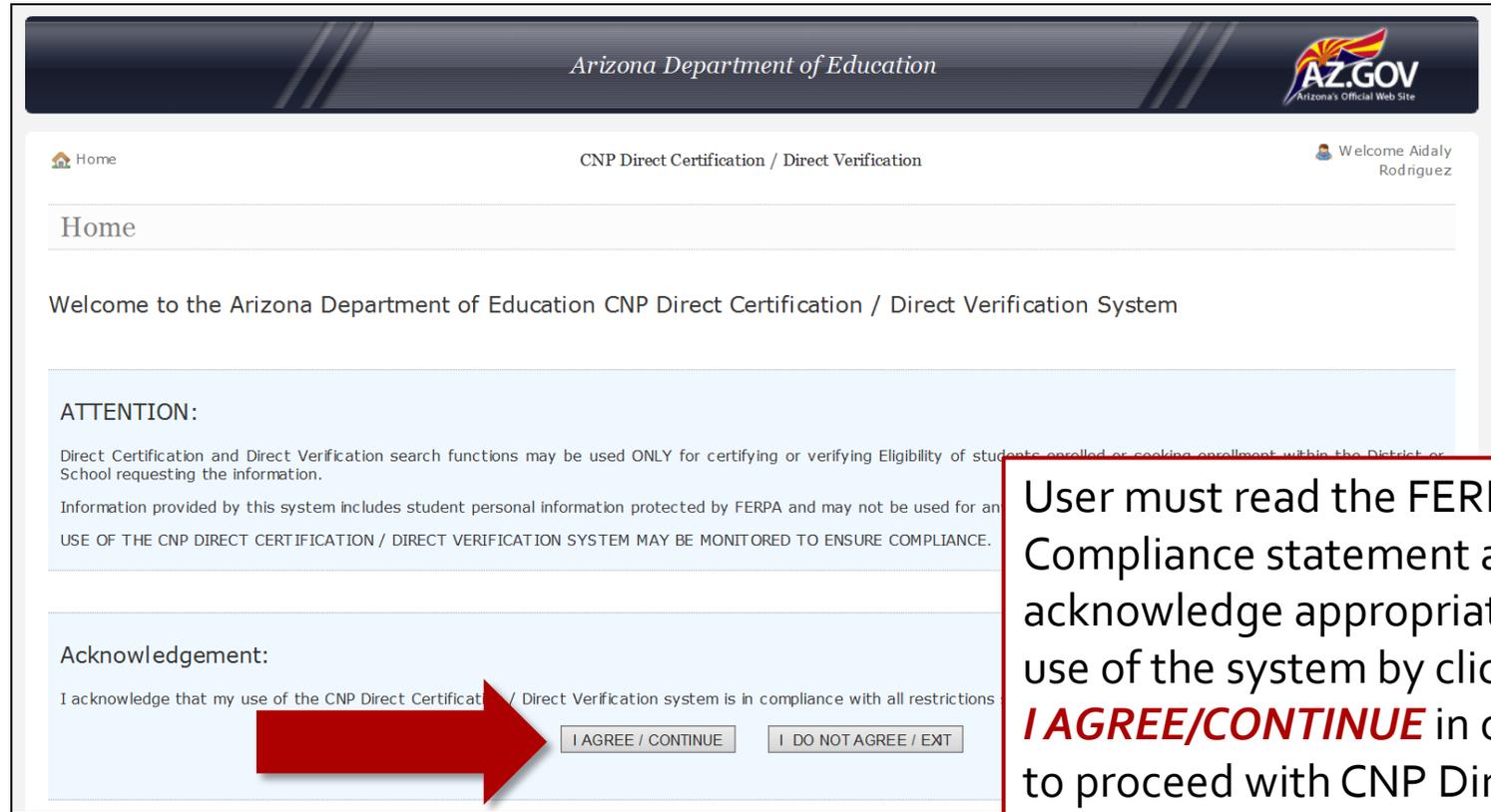
4. Click on CNP Direct Certification/Direct Verification.



Log into CNP Direct Verification

You have successfully logged into CNP Direct Certification/Direct Verification System.

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



User must read the FERPA Compliance statement and acknowledge appropriate use of the system by clicking ***I AGREE/CONTINUE*** in order to proceed with CNP Direct Verification.

Individual Student Lookup Method

Individual Student Lookup Method

Individual Student Lookup Method

This method is best utilized to conduct CNP Direct Verification when searching for case number applications, income applications, and foster applications.

Arizona Department of Education

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

Home > Individual Student Lookup CNP Direct Certification / Direct Verification Welcome Aidaly Rodriguez

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.
- THE DIRECT VERIFICATION FUNCTIONALITY IS NOT AVAILABLE AT THIS TIME. Note: Direct Verification will become available on 10/1/2016.
- 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	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>	<input type="text"/>
6	<input type="text"/>	<input type="text"/>	<input type="text"/>
7	<input type="text"/>	<input type="text"/>	<input type="text"/>
8	<input type="text"/>	<input type="text"/>	<input type="text"/>
9	<input type="text"/>	<input type="text"/>	<input type="text"/>
10	<input type="text"/>	<input type="text"/>	<input type="text"/>

Options

Search using this format:

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

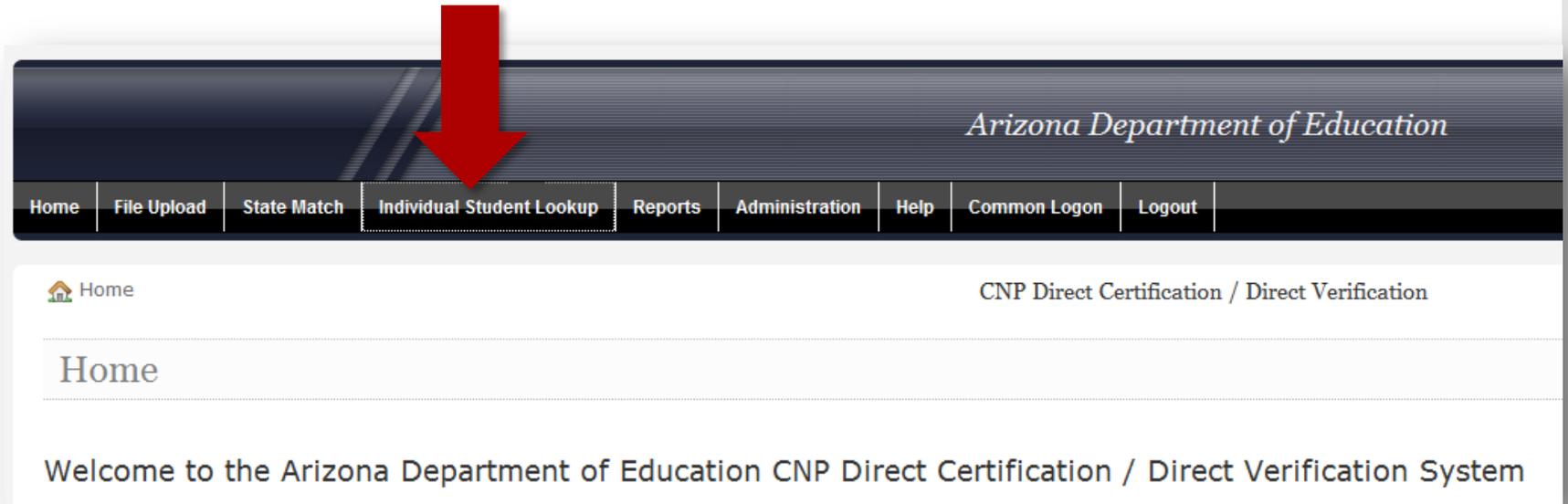
User is able to type student's data directly into this search table.

Start Individual Student Lookup

Individual Student Lookup Method

To directly verify applications, click on **Individual Student Lookup** found in the black menu bar.

Individual Student Lookup



Individual Student Lookup Method

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

The screenshot shows the 'Individual Student Lookup' page from the Arizona Department of Education. The page header includes the department name and the AZ.GOV logo. A navigation menu contains links for Home, File Upload, State Match, Individual Student Lookup, Reports, Administration, Help, Common Logon, and Logout. The main content area is titled 'Individual Student Lookup' and includes a 'Print this page' link. Below the title is a light blue box with instructions: '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. THE DIRECT VERIFICATION FUNCTIONALITY IS NOT AVAILABLE AT THIS TIME. Note: Direct Verification will become available on 10/1/2016. 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.'

The 'Search Input' section contains a table with 10 rows and 4 columns: Record Number, First Name, Last Name, and Birthdate. Each cell contains a text input field. Below the table is a 'Submit' button.

The 'Options' section on the right includes two sections: 'Search using this format:' with radio buttons for 'Standard Format (First and Last Name, Birthdate)', 'SAIS ID Format', 'SSN Format', and 'Case Number Format (DES SNAP/TANF Case Number)'; and 'Show these students in the display:' with checkboxes for 'Students that Match', 'Students that Don't Match', and 'Students with Upload Messages'. At the bottom of the options is a checkbox labeled 'Check here to do a Direct Verification search'.

- On the left side of the screen is a table titled, *Search Input*.
- On the right side of the screen are search options. You are able to choose which format to search students in and how you want the system to display your matches.
- On the bottom right you are also able to select that you want to complete a search in direct verification.

Individual Student Lookup Method

Search Formats in Individual Student Lookup

In order for a student to match, LEAs must enter identifiable student data into CNP Direct Verification.

Individual Student Lookup provides LEAs the opportunity to choose from three different data formats to determine if a student matches in CNP Direct Verification.

Search Formats:

- Case Number Format (DES SNAP/TANF Case number)
- Standard Format (First and Last Name and Birthdate)
- SAIS ID Format
- SSN Format

The following slides will guide you through each format listed above.



Case Number

Individual Student Lookup Method

Case Number Format Search

1. Under the section, **Search using this format**, click the circle next to **Case Number Format (DES SNAP/TANF Case Number)**.
2. Select how you wish to show match results by checking boxes in the section, **Show these students in the display**. To get match results for all students entered, check the boxes for **Students that match**, **Students that Don't Match**, and **Students with Upload Messages**.
3. Check the box **Check here to do a Direct Verification search**.
4. In the table, enter the case number found on the household application as shown below, with no hyphens or spaces.
5. Click **Submit**.

The screenshot shows a search interface with a table and options. Red arrows with numbers 1 through 5 point to specific elements:

- Arrow 1 points to the "Case Number Format (DES SNAP/TANF Case Number)" radio button.
- Arrow 2 points to the "Show these students in the display:" section, specifically to the checked boxes for "Students that Match", "Students that Don't Match", and "Students with Upload Messages".
- Arrow 3 points to the "Check here to do a Direct Verification search" checkbox.
- Arrow 4 points to the "Case Number" input field in the first row of the table, which contains the value "45895687".
- Arrow 5 points to the "Submit" button.

Record Number	Case Number
1	45895687
2	
3	
4	
5	
6	
7	
8	
9	
10	

Options

Search using this format:

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

Click here to submit your search:

Comprehension Check

What box should be checked to ensure you are doing a direct verification search instead of a direct certification search?

- A. Students that Match DES
- B. Students that Do Not Match DES
- C. Check here to do a Direct Verification search



Comprehension Check

What box should be checked to ensure you are doing a direct verification search instead of a direct certification search?

- A. Students that Match DES
- B. Students that Do Not Match DES
- C. Check here to do a Direct Verification search

All three boxes are important, however, if you do not check the box that says *Check here to do a Direct Verification search*, you will simply be running another direct certification search and will not meet the requirements for conducting direct verification.



Individual Student Lookup Method

Standard Format Search

1. Under the section, *Search using this format*, click the circle next to **Standard Format (First and Last Name, Birthdate)**.
2. Select how you wish to show match results by checking boxes in the section, *Show these students in the display*. To get a match result for all students entered, check the boxes for **Students that Match**, **Students that Don't Match**, and **Students with Upload Messages**.
3. Check the box **Check here to do a Direct Verification search**.
4. In the table, enter the student's first name, last name, and birthdate (MM/DD/YYYY) as shown below.
5. Click **Submit**.

The screenshot shows a search interface with a table for student input and options on the right. Red arrows with numbers 1 through 5 point to specific elements:

- Arrow 1 points to the 'Standard Format (First and Last Name, Birthdate)' radio button in the 'Search using this format:' section.
- Arrow 2 points to the checked checkboxes for 'Students that Match', 'Students that Don't Match', and 'Students with Upload Messages' in the 'Show these students in the display:' section.
- Arrow 3 points to the checked checkbox for 'Check here to do a Direct Verification search'.
- Arrow 4 points to the first row of the table, which contains the student data: Eric, Claudio, 01/25/2002.
- Arrow 5 points to the 'Submit' button at the bottom of the form.

Rec'd Number	First Name	Last Name	Birthdate
1	Eric	Claudio	01/25/2002
2	Raymond	Gonzalez	12/10/2004
3	Alexa	Slate	05/25/2003
4			
5			
6			
7			
8			
9			
10			

Options

Search using this format:

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

Click here to submit your search:

Comprehension Check

How should the birthdate for each student be formatted when entered into the table?

- A. Month, Date, Year each spelled out (March 4, 1998)
- B. MM/DD/YYYY (03/04/1998)
- C. Month-Date-Year (3-4-98)
- D. As a set of numbers with no spaces or dashes (341998)



Comprehension Check

How should the birthdate for each student be formatted when entered into the table?

- A. Month, Date, Year each spelled out (March 4, 1998)
- B. MM/DD/YYYY (03/04/1998)**
- C. Month-Date-Year (3-4-98)
- D. As a set of numbers with no spaces or dashes (341998)

The system will search the DES database for exact matches. This means the birthdates need to be listed exactly like they are in the DES database, which is MM/DD/YYYY. The system will automatically delete unnecessary zeroes.



Individual Student Lookup Method

SAIS ID Format Search

1. Under the section, **Search using this format**, click the circle next to **SAIS ID Format**.
2. Select how you wish to show match results by checking boxes in the section, **Show these students in the display**. To get a match result for all students entered, check the boxes for **Students that Match**, **Students that Don't Match**, and **Students with Upload Messages**.
3. Check the box **Check here to do a Direct Verification search**.
4. In the table, enter the student's SAIS ID as shown below with no hyphens or spaces.
5. Click **Submit**.

The screenshot shows a search interface with two main sections: 'Search Input' and 'Options'. Red arrows with numbers 1 through 5 point to specific elements:

- Arrow 1:** Points to the 'Search using this format:' section, specifically the 'SAIS ID Format' radio button.
- Arrow 2:** Points to the 'Show these students in the display:' section, specifically the checked boxes for 'Students that Match', 'Students that Don't Match', and 'Students with Upload Messages'.
- Arrow 3:** Points to the 'Check here to do a Direct Verification search' checkbox.
- Arrow 4:** Points to the 'SAIS ID' input field in the first row of the table, which contains the value '12345678'.
- Arrow 5:** Points to the 'Submit' button at the bottom of the form.

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

Options

Search using this format:

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

Click here to submit your search:

Individual Student Lookup Method

SSN Format Search

1. Under the section, *Search using this format*, click the circle next to **SSN Format**.
2. Select how you wish to show match results by checking boxes in the section, *Show these students in the display*. To get a match result for all students entered, check the boxes for **Students that match**, **Students that don't match**, and **Students with Upload Messages**.
3. Check the box **Check here to do a Direct Verification search**.
4. In the table, enter the student's SSN as shown below with no hyphens or spaces.
5. Click **Submit**.

The screenshot shows a web interface for an SSN search. On the left is a table with 10 rows. The first three rows have SSN values: 123456789, 147852369, and 365412089. A red arrow labeled '4.' points to the first row. On the right is an 'Options' section. Under 'Search using this format:', the 'SSN Format' radio button is selected. A red arrow labeled '1.' points to this selection. Under 'Show these students in the display:', three checkboxes are checked: 'Students that Match', 'Students that Don't Match', and 'Students with Upload Messages'. A red arrow labeled '2.' points to these checkboxes. At the bottom of the options, a checkbox for 'Check here to do a Direct Verification search' is checked. A red arrow labeled '3.' points to this checkbox. At the bottom of the form is a 'Submit' button. A red arrow labeled '5.' points to this button.

Record Number	SSN
1	123456789
2	147852369
3	365412089
4	
5	
6	
7	
8	
9	
10	

Options

Search using this format:

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

Click here to submit your search:

Comprehension Check

How should the social security numbers be formatted when they are entered in the Search Input table?

- A. All 9 digits listed with hyphens creating groups of numbers (example 123-45-6789)
- B. All 9 digits with spaces between each number (example 123 45 6789)
- C. All 9 digits with forward slashes in between the numbers (example 123/45/6789)
- D. All 9 digits with no spaces (example 123456789)



Comprehension Check

How should the social security numbers be formatted when they are entered in the Search Input table?

- A.** All 9 digits listed with hyphens creating groups of numbers (example 123-45-6789)
- B.** All 9 digits with spaces between each number (example 123 45 6789)
- C.** All 9 digits with forward slashes in between the numbers (example 123/45/6789)
- D.** All 9 digits with no spaces (example 123456789)

The system cannot search the social security numbers in the database unless they are listed without any special characters or spaces. Refer to slide 38 for an example of how to format a social security number.



Individual Student Lookup Method

Different Search Formats

If you feel that entering individual data for each student will take too long, you have the option to create an Excel spreadsheet with the student data to upload into the system. This method is referred to as ***File Upload***.

The following slides will guide you step by step through how to conduct direct verification using the File Upload Method.



File Upload
Method

File Upload Method

File Upload Method

File Upload Method

This method is best utilized to conduct CNP Direct Verification when searching for students listed on income applications and foster applications which you need to verify. Rather than typing information into one field at a time, this method allows you to upload an Excel file you have already created; making the process faster. Please note, you are not able to search by case number using this file upload method.

The screenshot shows the 'File Upload' page on the Arizona Department of Education website. The page title is 'File Upload' and the breadcrumb is 'Home > File Upload'. The page is for 'CNP Direct Certification / Direct Verification' and includes a 'Welcome Emily Molchan' message. A 'Print this page' link is visible. The main content area contains instructions for file uploads, including a list of requirements and a 'Download' button. Below the instructions is a 'File Upload' section with a 'Select a File to Upload' button and a 'Browse...' button. A red arrow points to the 'Click here to upload your file:' button. To the right of the file upload section is an 'Options' section with a 'Show these students in the results:' section and a 'Check here to do a Direct Verification search' checkbox. The 'Results' section at the bottom shows 'Waiting for your file upload...'

Arizona Department of Education

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

Home > File Upload

CNP Direct Certification / Direct Verification

Welcome Emily Molchan

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.
- Direct Verification functionality IS currently available (it is available from 10/1/2014 through 4/1/2015).
- 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

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

Results

Waiting for your file upload...

Upload your Excel file here.

File Upload Method

File Upload Overview

1. Choose the *data format* you want to use to search for the student:
 - First Name, Last Name, Birthdate (Standard Format)
 - Student Accountability Information Services (SAIS ID)
 - Social Security Number (SSN)
 - Case Number Format
2. Create an Excel spreadsheet and enter the student data (Standard Format, SAIS ID, SSN, or Case Number Format).
3. Save the Excel spreadsheet as a “.CSV” (Comma delimited) file.
4. Upload the file into CNP Direct Verification system to run the report.



SAIS Details

File Upload Method

Student Accountability Information Services ID (SAIS ID)

SAIS ID: Arizona Department of Education (ADE) assigns each student with a SAIS ID that acts as a student identifier from K-12th grade.

Student data is pulled from pre-populated enrollment information in AzEDS, via the SAIS system. SAIS IDs can be utilized to conduct CNP Direct Certification only if the site uses AzEDS to send information to the SAIS division of ADE.

If your school does not report AzEDS data to ADE, the State Match option will not provide results and will show zero (0) students. This will also affect all search methods using SAIS IDs such as File Upload using SAIS IDs and Individual Student Lookup using SAIS IDs.

SAIS Support Center:

Phone: 602-542-7378

Toll Free: 1-866-577-9636

Email: ADESupport@azed.gov

<http://www.azed.gov/student-accountability/>



File Upload

Creating the Excel Spreadsheet

Creating the Excel Spreadsheet

Standard Format

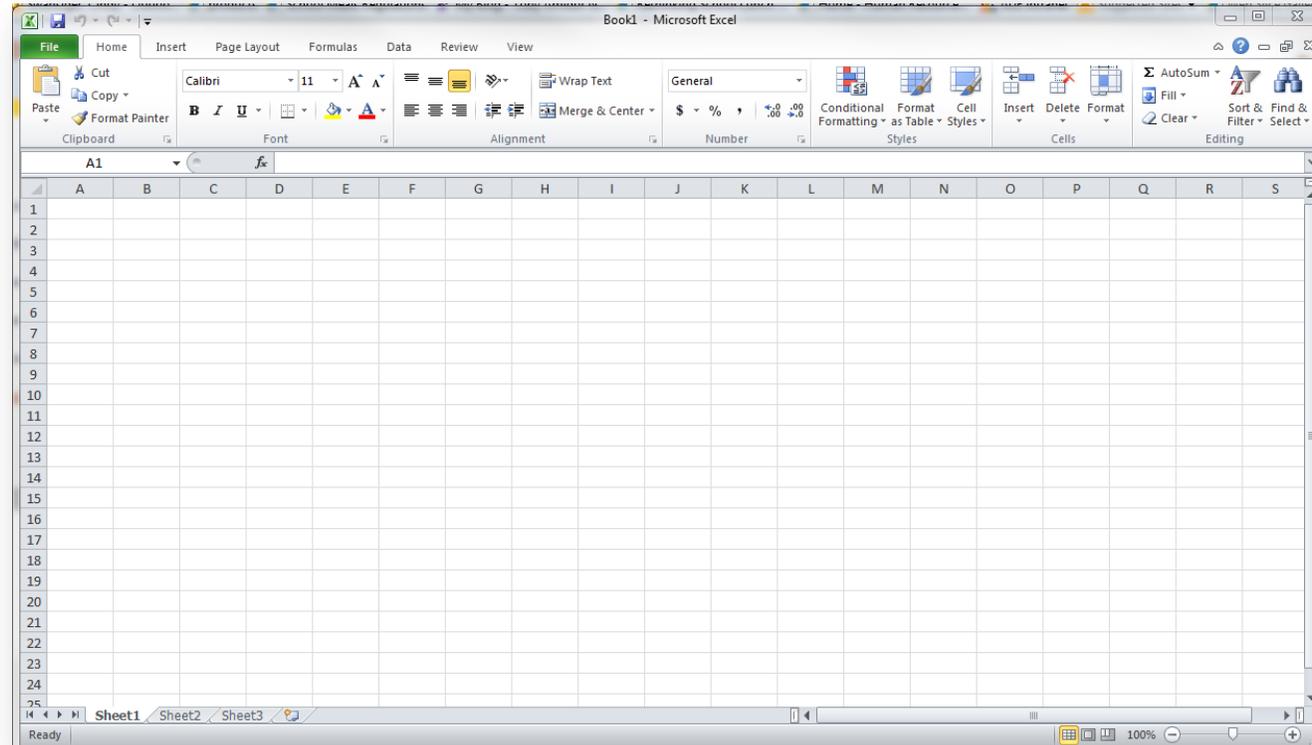
The following slides will review how to create an Excel spreadsheet using Standard Format. Please refer to slide 64 for guidance on how to save the Excel file. Please note, if the file is not saved correctly, the user will receive an error message and direct verification will not be completed.



Standard Format

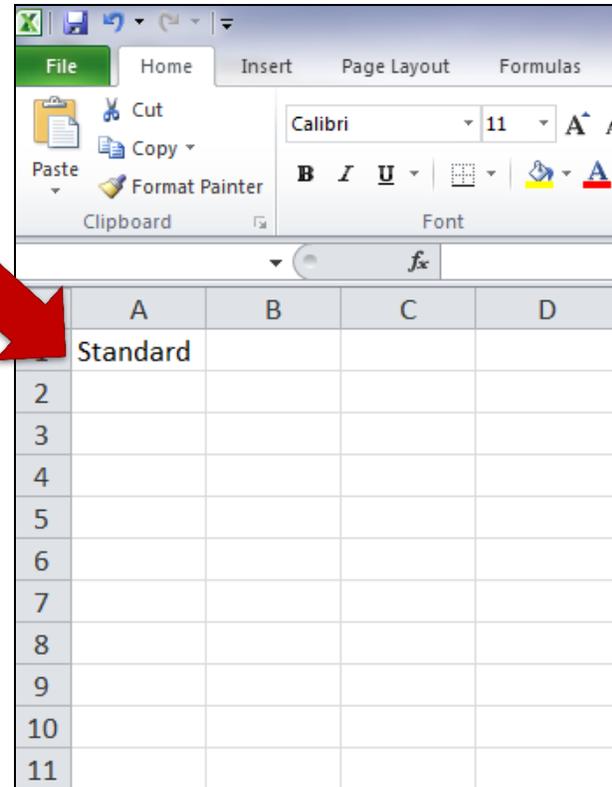
Creating the Excel Spreadsheet

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



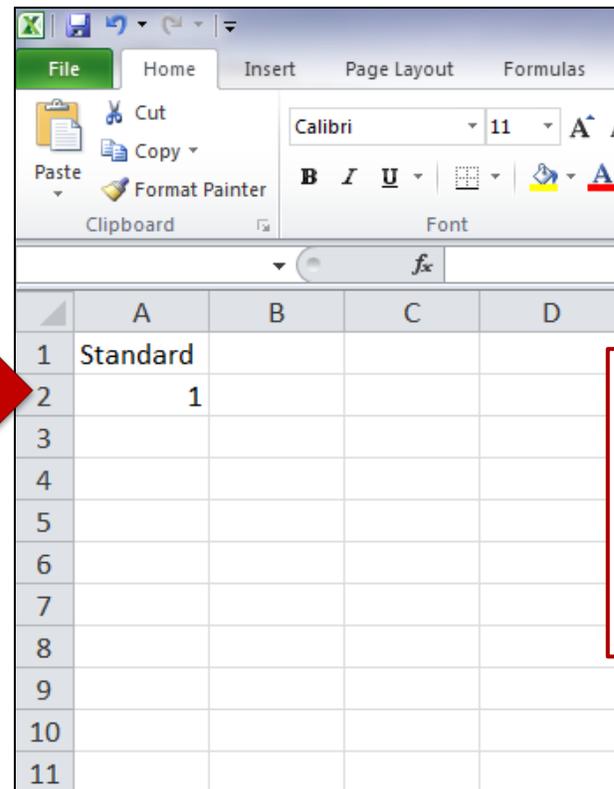
Creating the Excel Spreadsheet

2. Type *Standard* into cell A1.



Creating the Excel Spreadsheet

3. Starting on row 2, type a *record number* under the word **Standard**. A *record number* can be any number you choose. As a best practice, type the number **1** in column A.

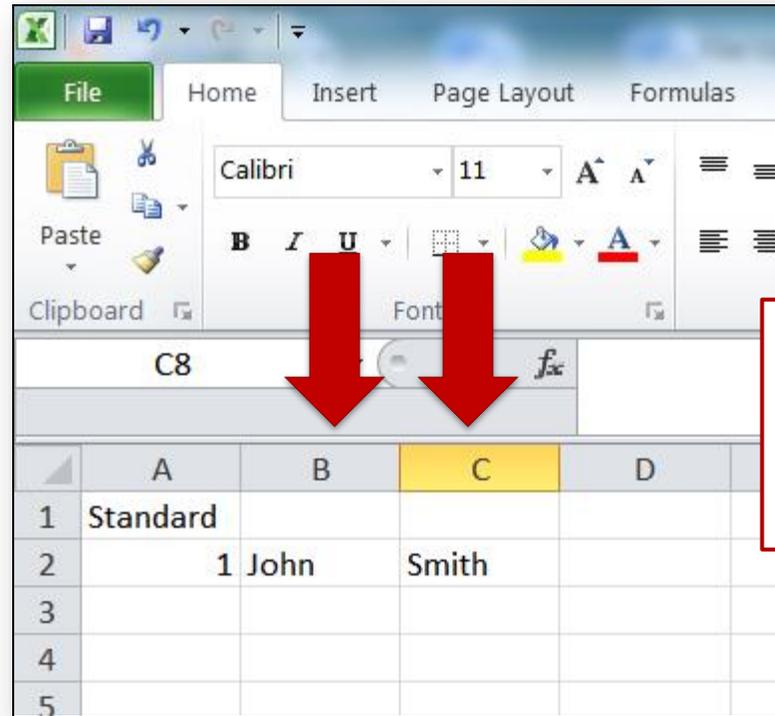


	A	B	C	D
1	Standard			
2	1			
3				
4				
5				
6				
7				
8				
9				
10				
11				

Please note, it does not matter which student name is listed next to which *record number*.

Creating the Excel Spreadsheet

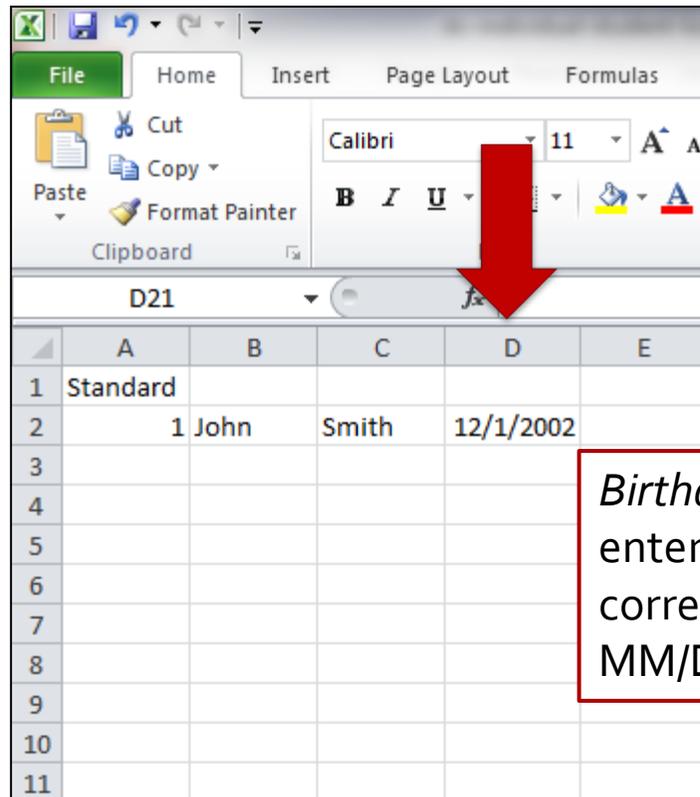
4. On row 2, type in the student's *first name* in column B and the student's *last name* in column C.



First name must be in column B. Last name must be in column C.

Creating the Excel Spreadsheet

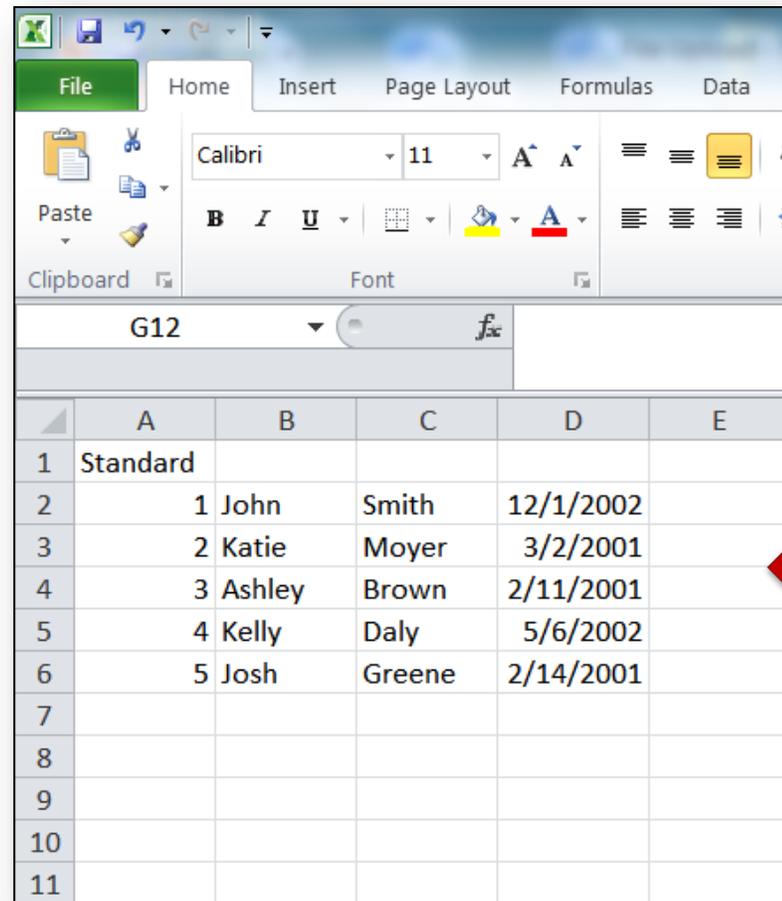
5. On row 2, enter the student's *birthdate* in column D in the format: MM/DD/YYYY. Please note, Excel will automatically remove any extra zeros for the day and month.



Birthdate must be entered using correct format: MM/DD/YYYY.

Creating the Excel Spreadsheet

6. Repeat the steps for every student. Each row must have a *record number*, *first name*, *last name*, and *birthdate*.



The screenshot shows the Microsoft Excel interface. The ribbon is set to 'Home', and the font is 'Calibri' size '11'. The spreadsheet contains the following data:

	A	B	C	D	E
1	Standard				
2	1	John	Smith	12/1/2002	
3	2	Katie	Moyer	3/2/2001	
4	3	Ashley	Brown	2/11/2001	
5	4	Kelly	Daly	5/6/2002	
6	5	Josh	Greene	2/14/2001	
7					
8					
9					
10					
11					

Creating the Excel Spreadsheet

Student Accountability Information Services (SAIS ID)

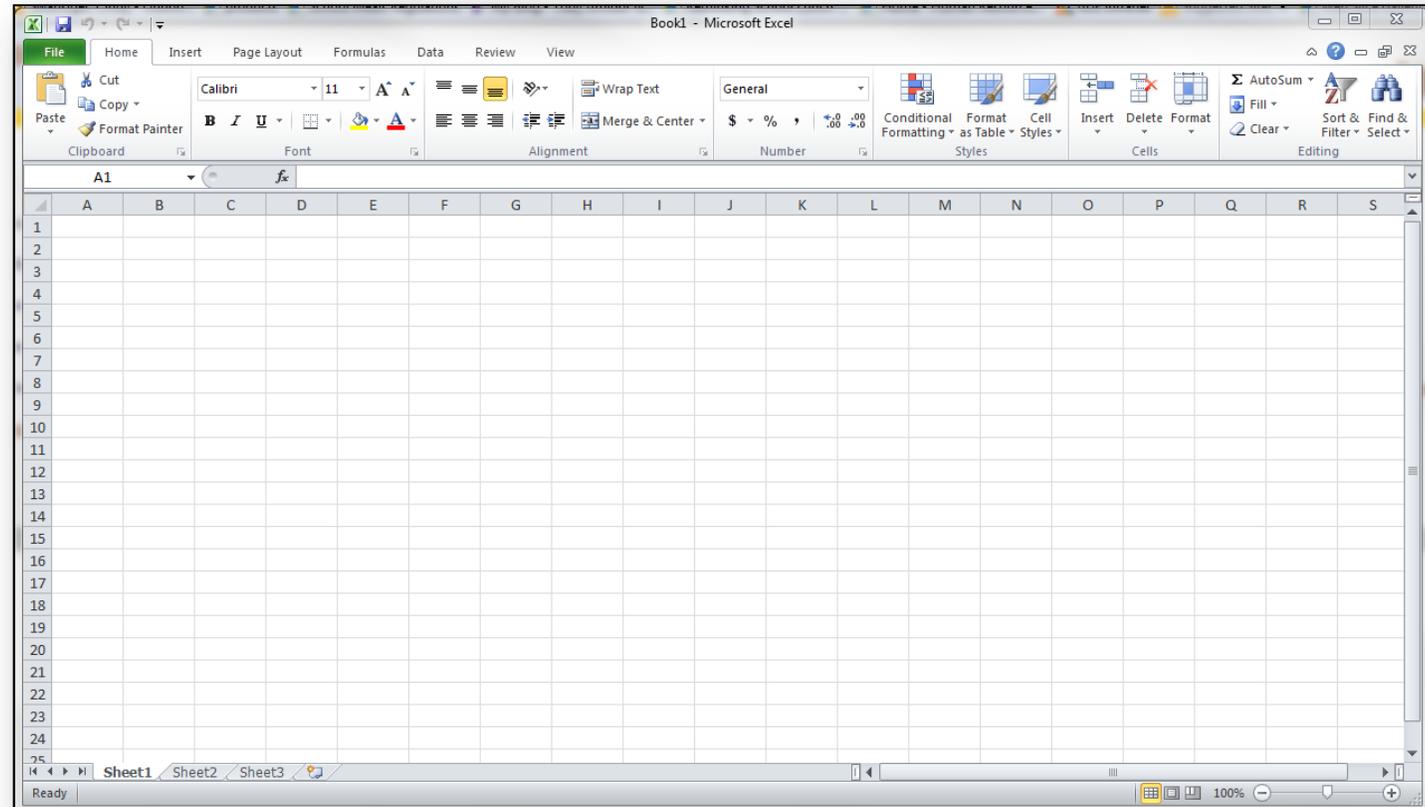
The following slides will review how to create an Excel spreadsheet using SAIS IDs. Please refer to slide 64 for guidance on how to save the Excel file. Please note, if the file is not saved correctly the user will receive an error message and direct verification will not be completed.



SAIS IDs

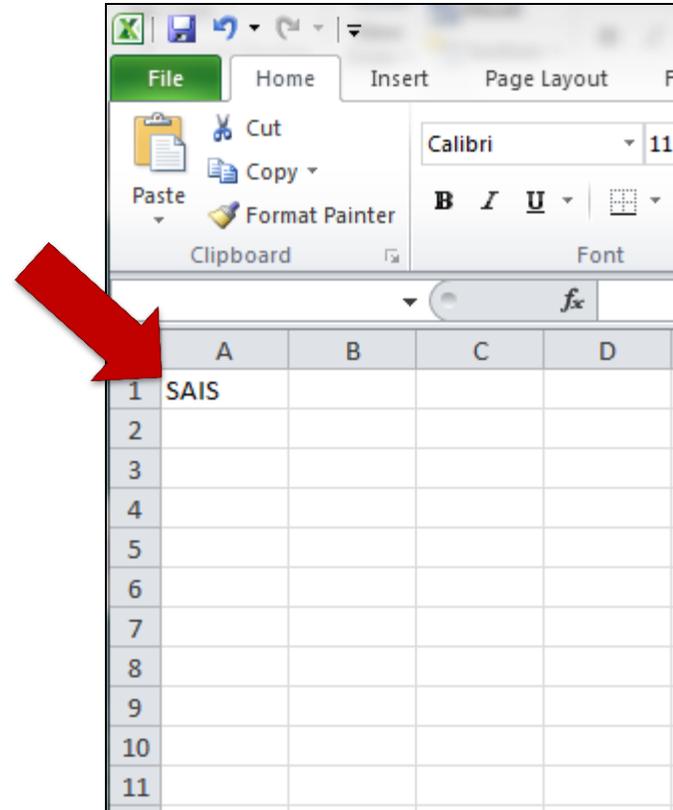
Creating the Excel Spreadsheet

1. Open the Excel application  on your computer.
Your screen should display a blank spreadsheet as shown below:



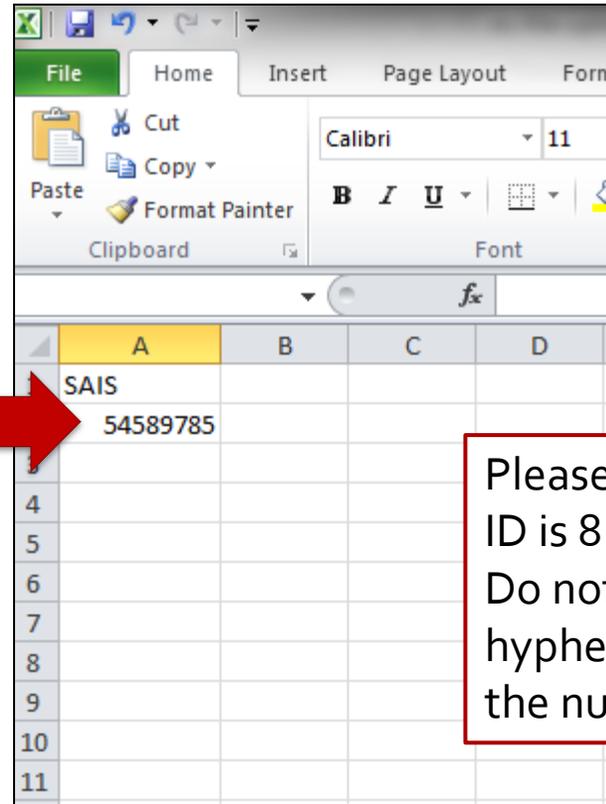
Creating the Excel Spreadsheet

2. Type **SAIS** into cell A1.



Creating the Excel Spreadsheet

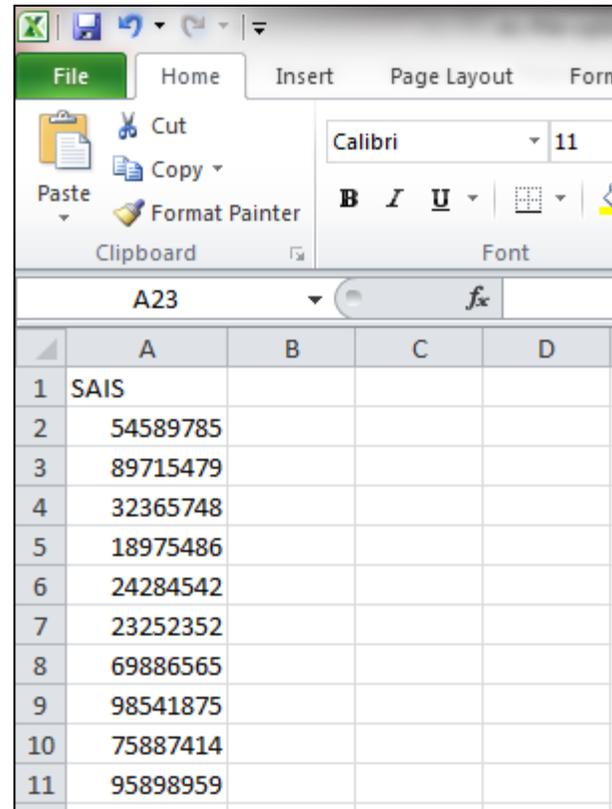
3. Starting on row 2, type the first SAIS ID. User may enter unlimited amount of SAIS ID entrees.



Please note, a SAIS ID is 8 digits long. Do not enter hyphens between the numbers.

Creating the Excel Spreadsheet

4. Repeat the steps for every student. Each row must contain a single SAIS ID.



The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D
1	SAIS			
2	54589785			
3	89715479			
4	32365748			
5	18975486			
6	24284542			
7	23252352			
8	69886565			
9	98541875			
10	75887414			
11	95898959			

Creating the Excel Spreadsheet

Social Security Numbers (SSN)

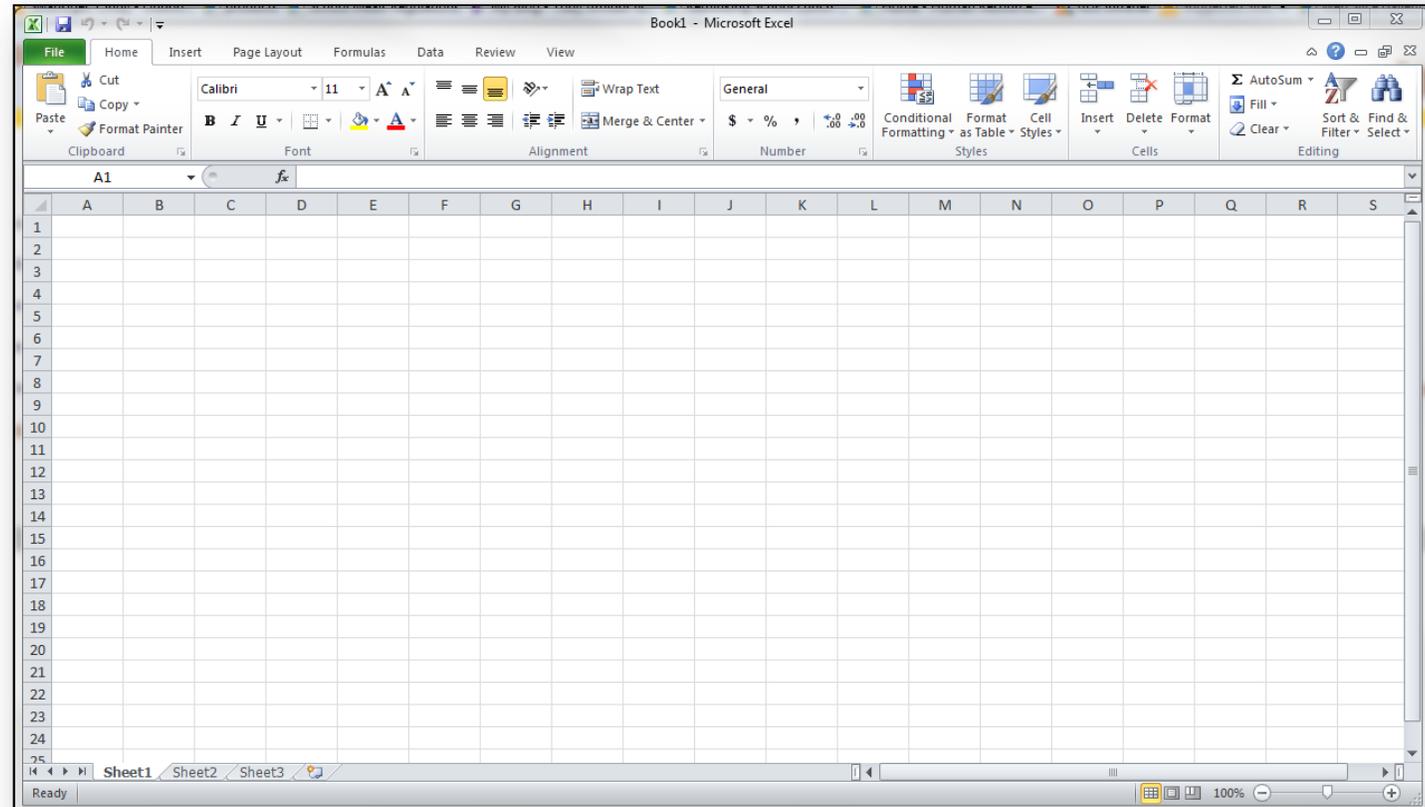
The following slides will review how to create an Excel spreadsheet using SSNs. Please refer to slide 64 for guidance on how to save the Excel file. Please note, if the file is not saved correctly the user will receive an error message and direct verification will not be considered complete.



SSNs

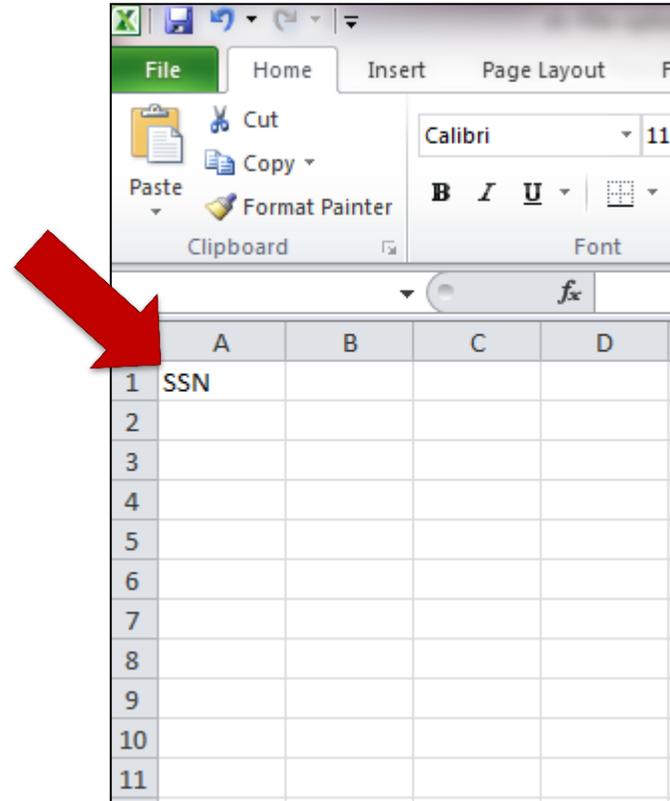
Creating the Excel Spreadsheet

1. Open the Excel application  on your computer.
Your screen should display a blank spreadsheet as shown below:



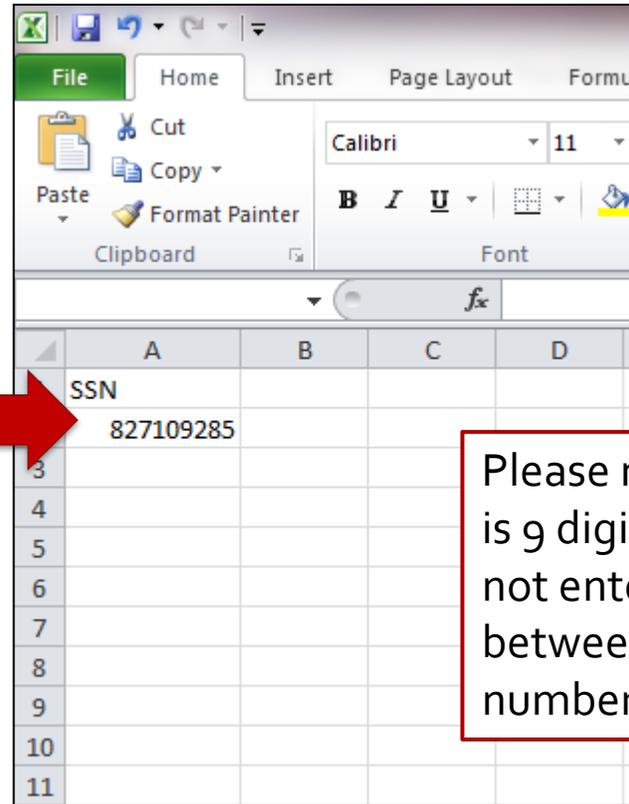
*Creating the
Excel
Spreadsheet*

2. Type **SSN** into cell A1.



Creating the Excel Spreadsheet

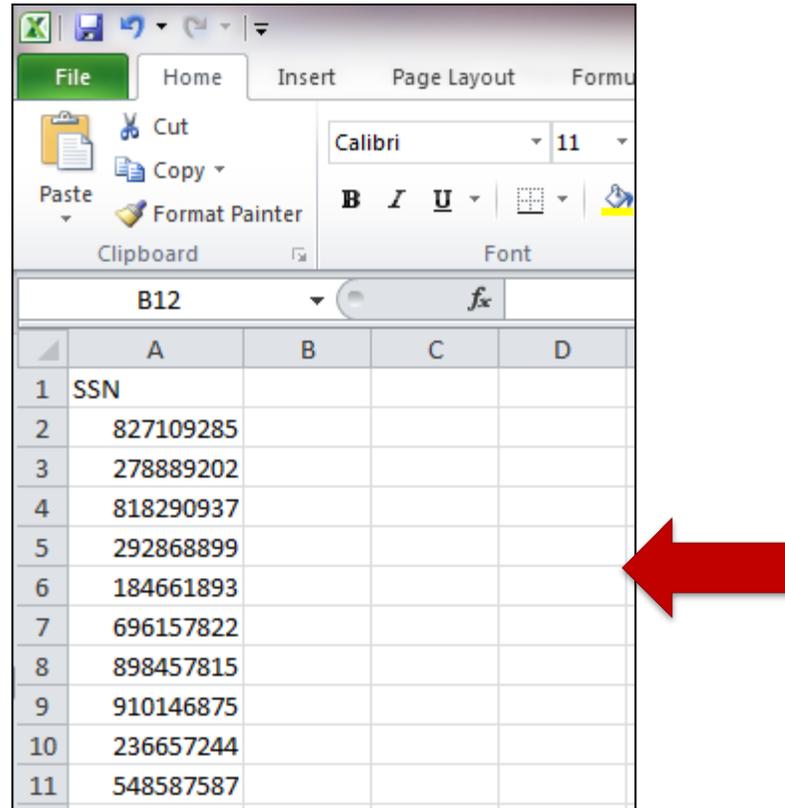
3. Starting on row 2, type the first SSN. User may enter unlimited amount of SSN entrees.



Please note, a SSN is 9 digits long. Do not enter hyphens between the numbers.

Creating the Excel Spreadsheet

4. Repeat the steps for every student. Each row must contain a single SSN.



The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D
1	SSN			
2	827109285			
3	278889202			
4	818290937			
5	292868899			
6	184661893			
7	696157822			
8	898457815			
9	910146875			
10	236657244			
11	548587587			

Creating the Excel Spreadsheet

Case Number Format

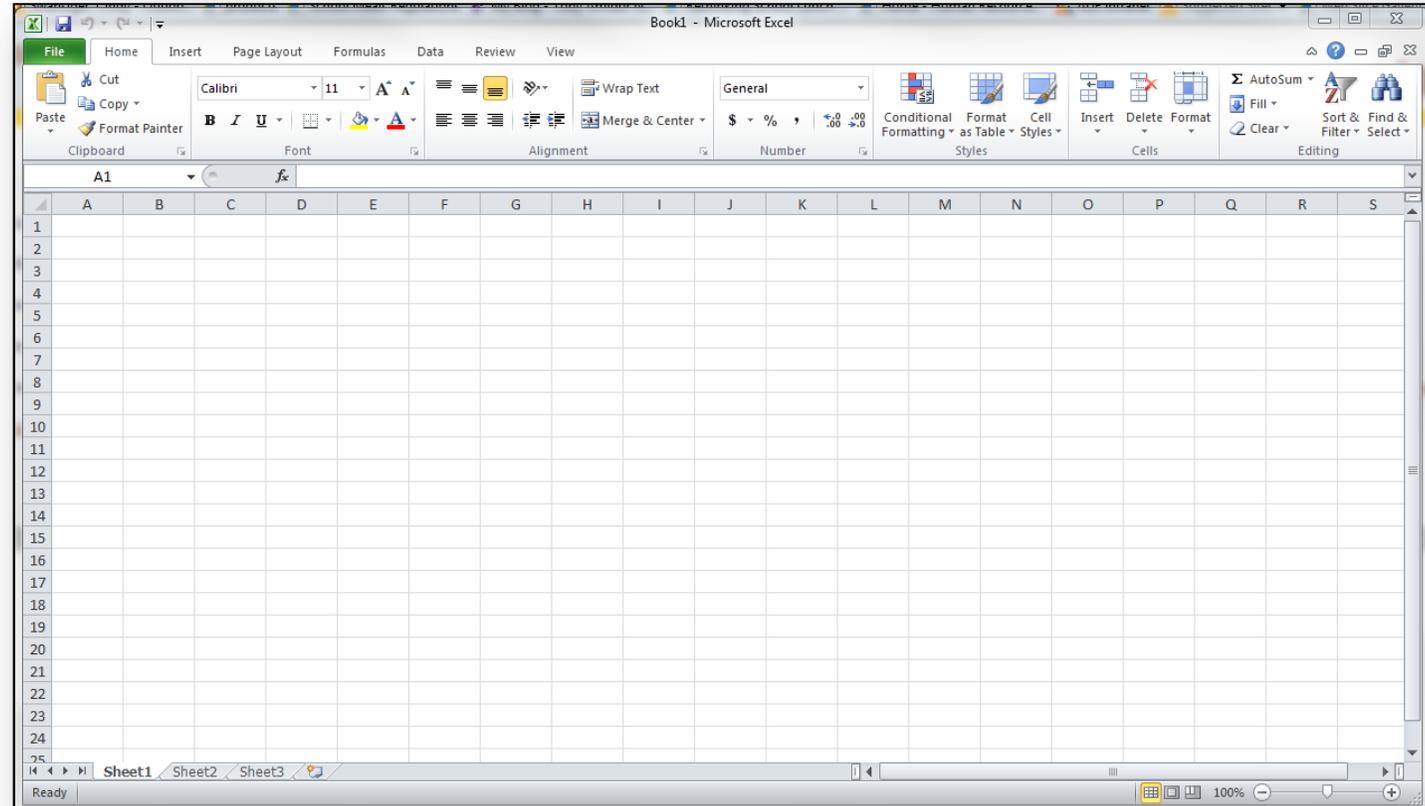
The following slides will review how to create an Excel spreadsheet using the Case Number Format. Please refer to slide 64 for guidance on how to save the Excel file. Please note, if the file is not saved correctly the user will receive an error message and direct verification will not be considered complete.



Case Number
Format

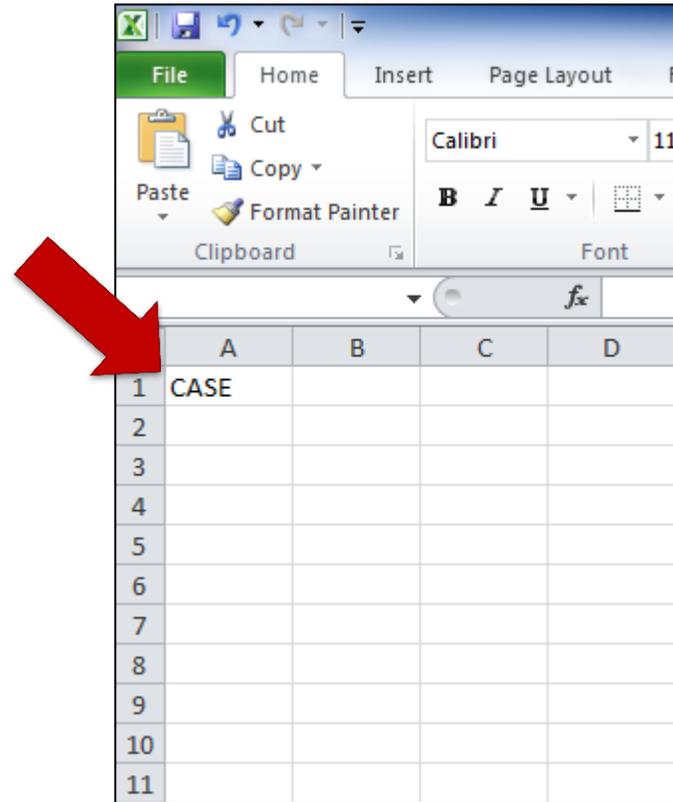
Creating the Excel Spreadsheet

1. Open the Excel application  on your computer.
Your screen should display a blank spreadsheet as shown below:



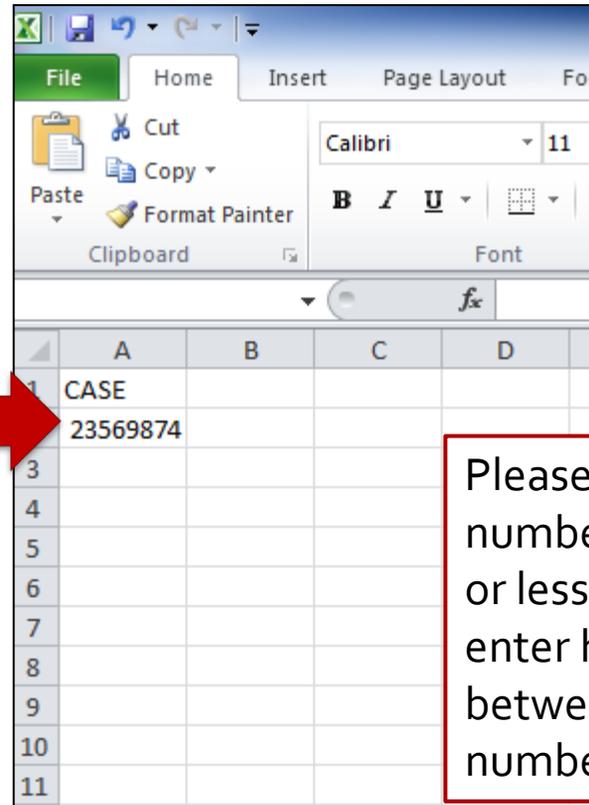
*Creating the
Excel
Spreadsheet*

2. Type the word **CASE** into cell A1.



Creating the Excel Spreadsheet

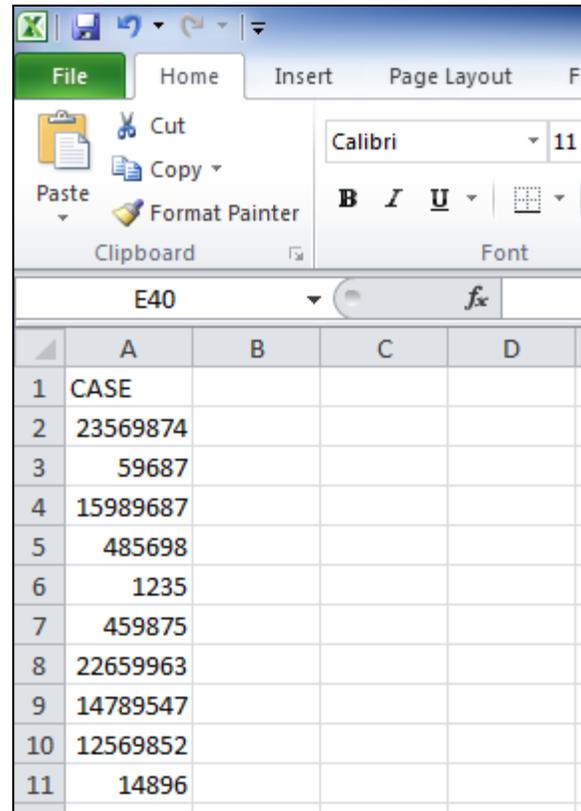
3. Starting on row 2, type the first case number. Please note, Excel will automatically remove any leading zeros. Once the file is uploaded, the CNP Direct Verification system will automatically add them back.



Please note, a case number is 8 digits or less. Do not enter hyphens between the numbers.

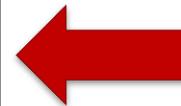
*Creating an
Excel
Spreadsheet
using Case
Numbers*

4. Repeat the steps for each case number. Each row must contain a single case number.



The screenshot shows an Excel spreadsheet with the following data:

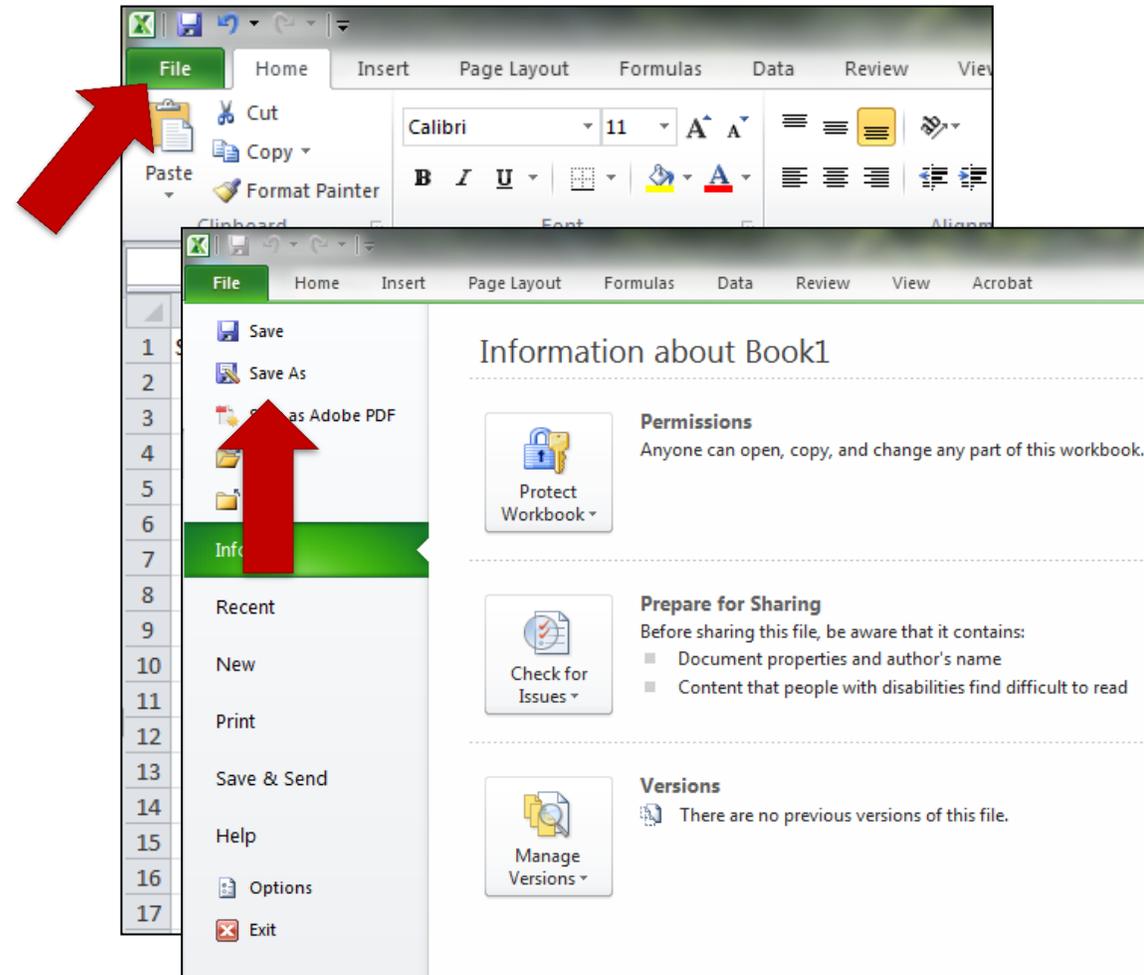
	A	B	C	D
1	CASE			
2	23569874			
3	59687			
4	15989687			
5	485698			
6	1235			
7	459875			
8	22659963			
9	14789547			
10	12569852			
11	14896			



Saving the Excel Spreadsheet

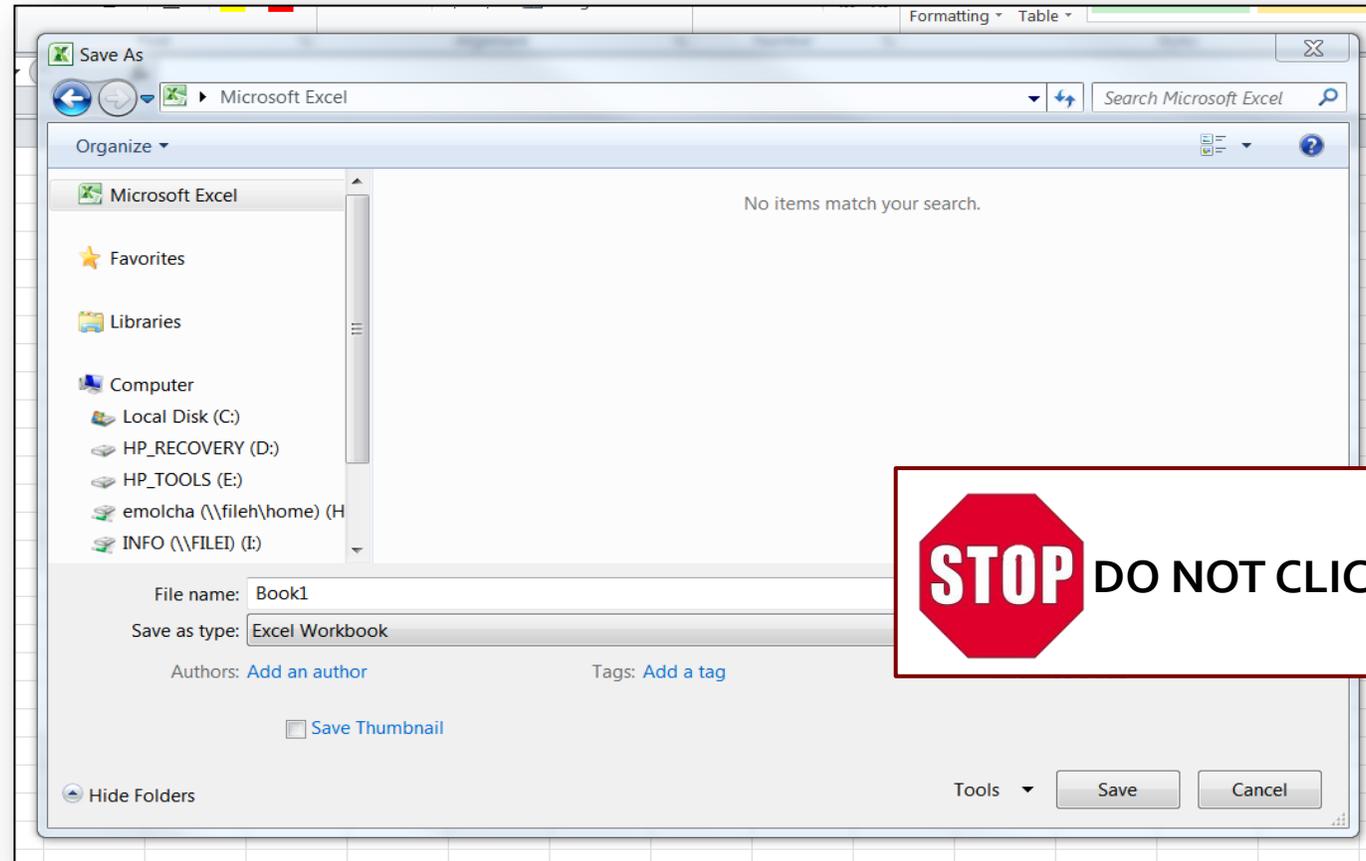
Saving the Excel Spreadsheet

1. When all of the students have been entered, click  found on the top Excel menu, and choose the option .



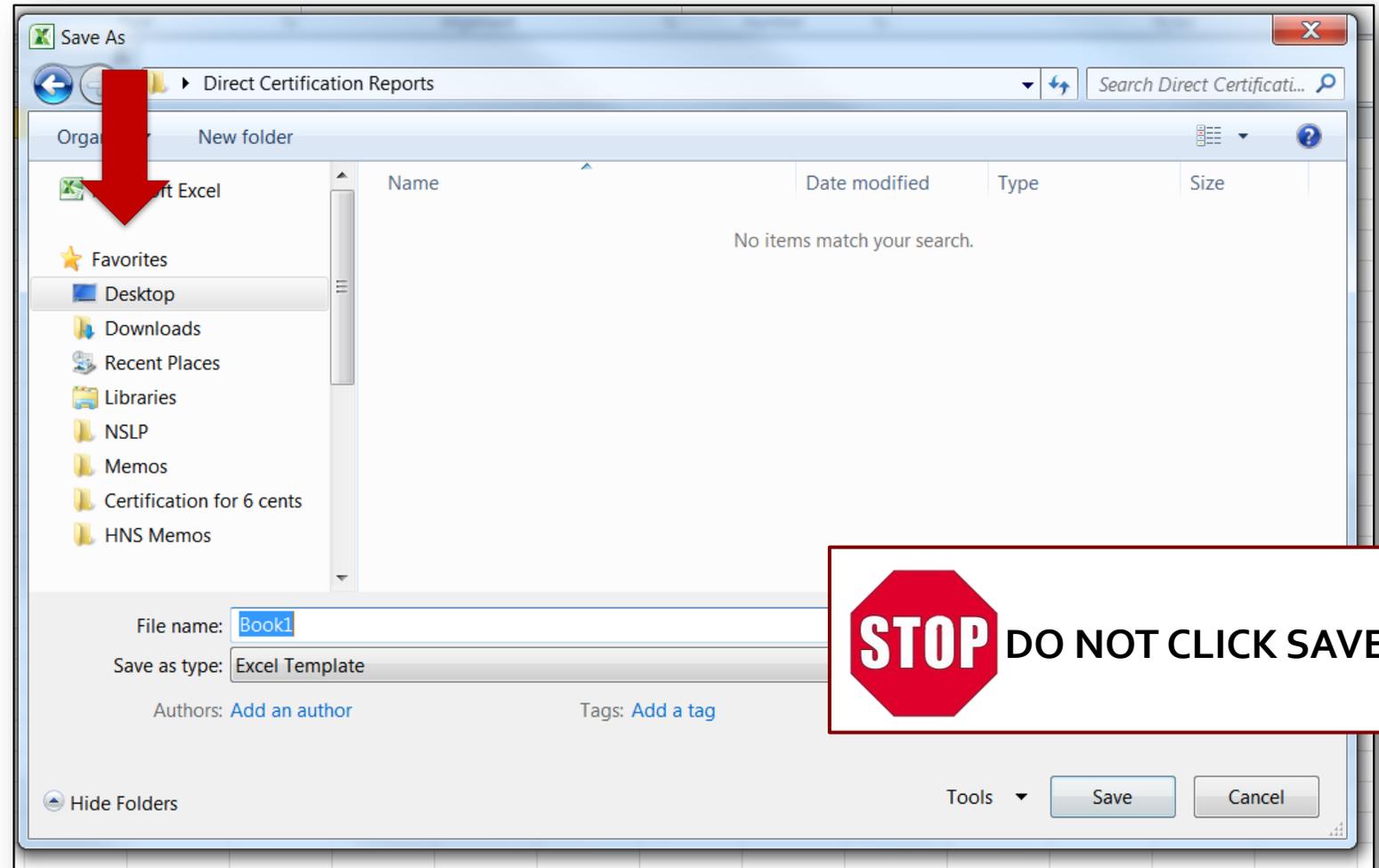
Saving the Excel Spreadsheet

A new window will appear. It should look like this:



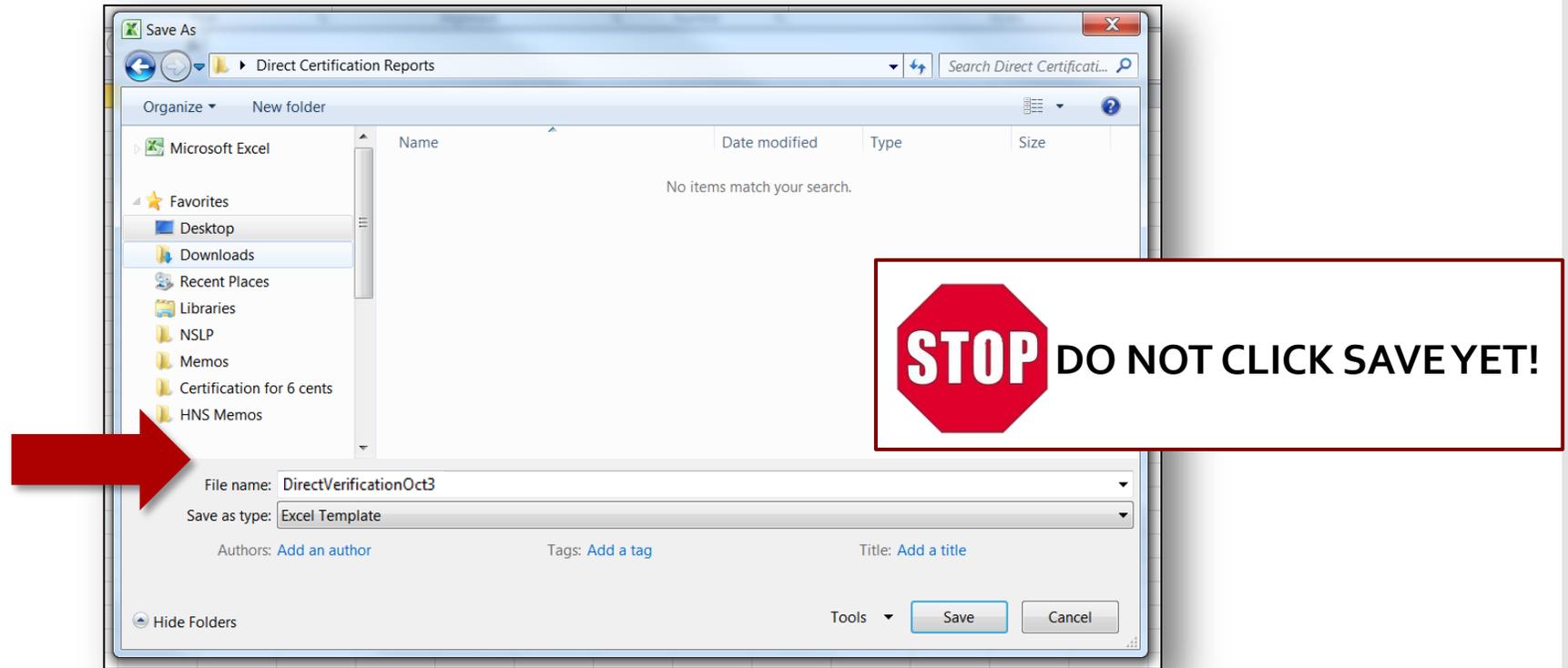
*Saving the
Excel
Spreadsheet*

2. Select the location where you want to save the file.



Saving the Excel Spreadsheet

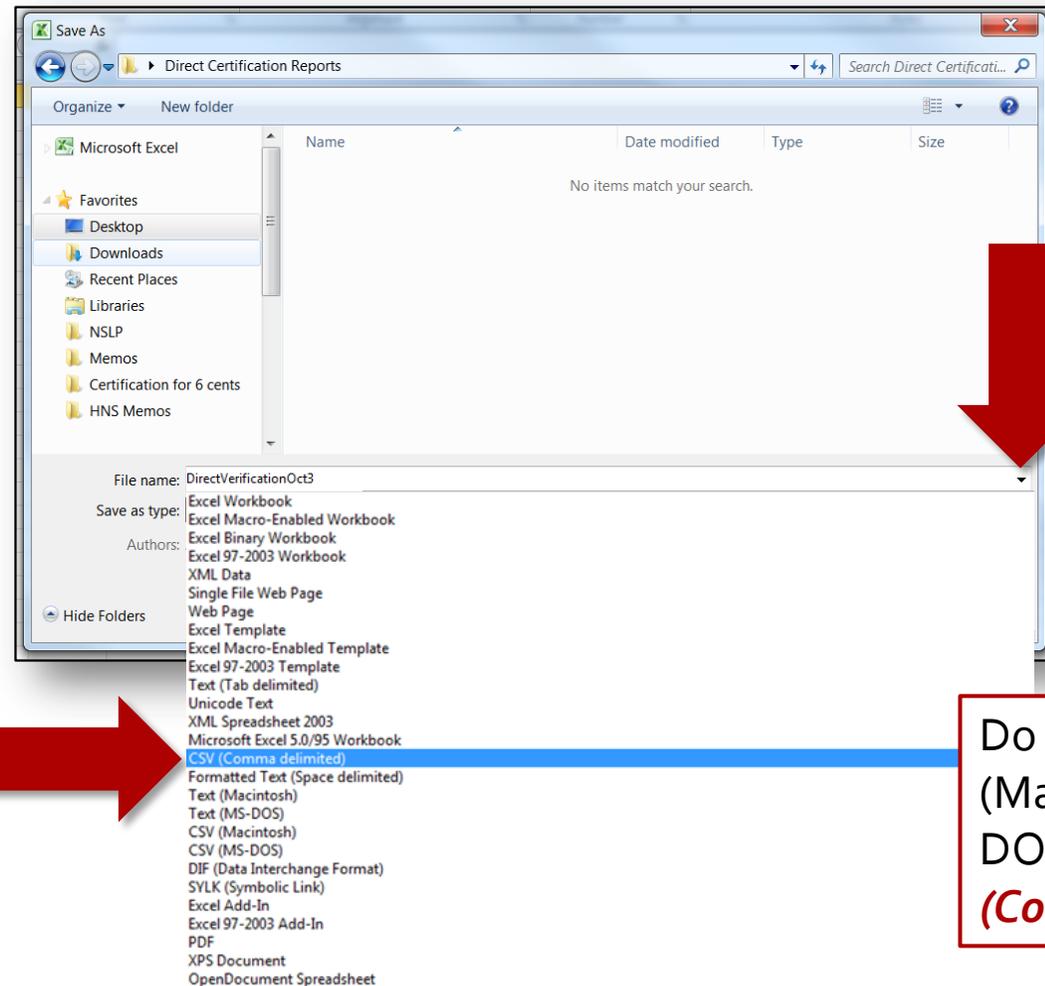
3. In the field **File name**, enter the name of the file. As a best practice, you should include the date you created the file within the file name.



For example, the direct verification file was created on October 3, so the file name *DirectVerificationReportOct3* was used.

Saving the Excel Spreadsheet

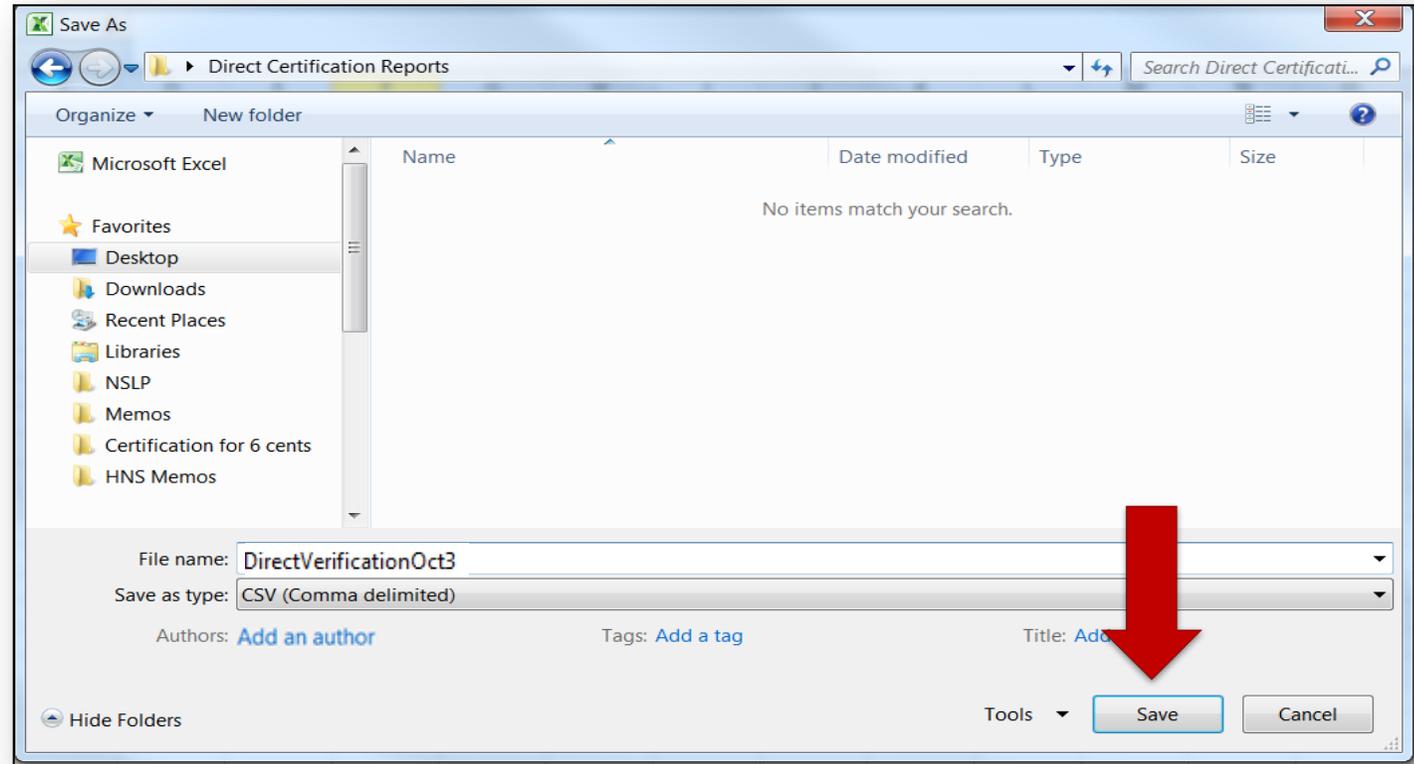
4. In the field **Save as type**, use the drop down to select **CSV (Comma delimited)**.



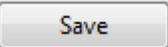
Do not use CSV (Macintosh) or CSV (MS-DOS). Only use **CSV (Comma delimited)**.

Saving the Excel Spreadsheet

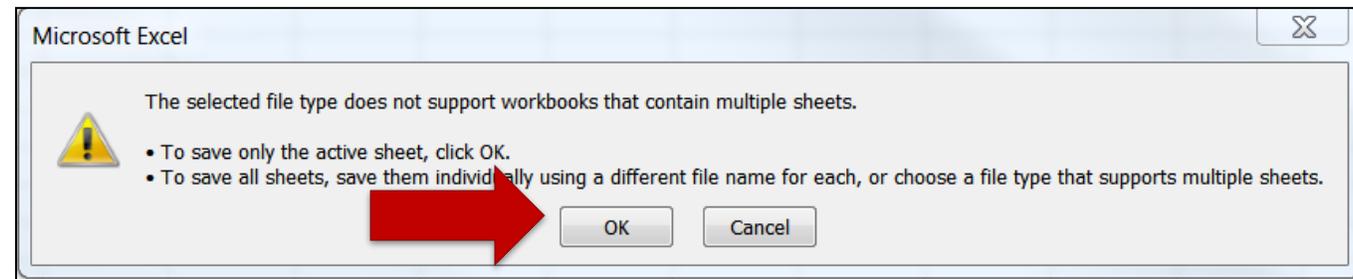
5. After you select *CSV (Comma delimited)* click .



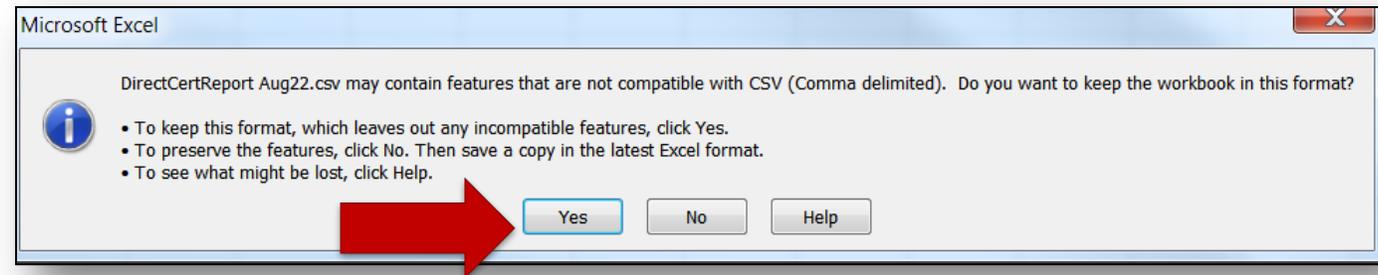
Saving the Excel Spreadsheet

Depending on which version of Excel is being used, the following windows *may* appear after clicking  .

Click **OK** to confirm saving the file.



Click **Yes** to confirm saving the file.



Comprehension Check

Can you save the Excel file by clicking the save icon ?

- A. Yes. As long as you know where you save the Excel file, it can be uploaded.
- B. Yes. That icon automatically saves the Excel file in the format needed for the search.
- C. No. You have to click Save As and choose a .csv file before you save it.
- D. No. That icon doesn't save the Excel file anywhere on your computer.



Comprehension Check

Can you save the Excel file by clicking the save icon ?

- A. Yes. As long as you know where you save the Excel file, it can be uploaded.
- B. Yes. That icon automatically saves the Excel file in the format needed for the search.
- C. No. You have to click Save As and choose a .csv file before you save it.**
- D. No. That icon doesn't save the Excel file anywhere on your computer.

The icon shown will save the file in .xls format. In order to use the Excel file for direct certification file upload, the file must be in .csv format. The *Save As* feature must be used in order to change the file format.

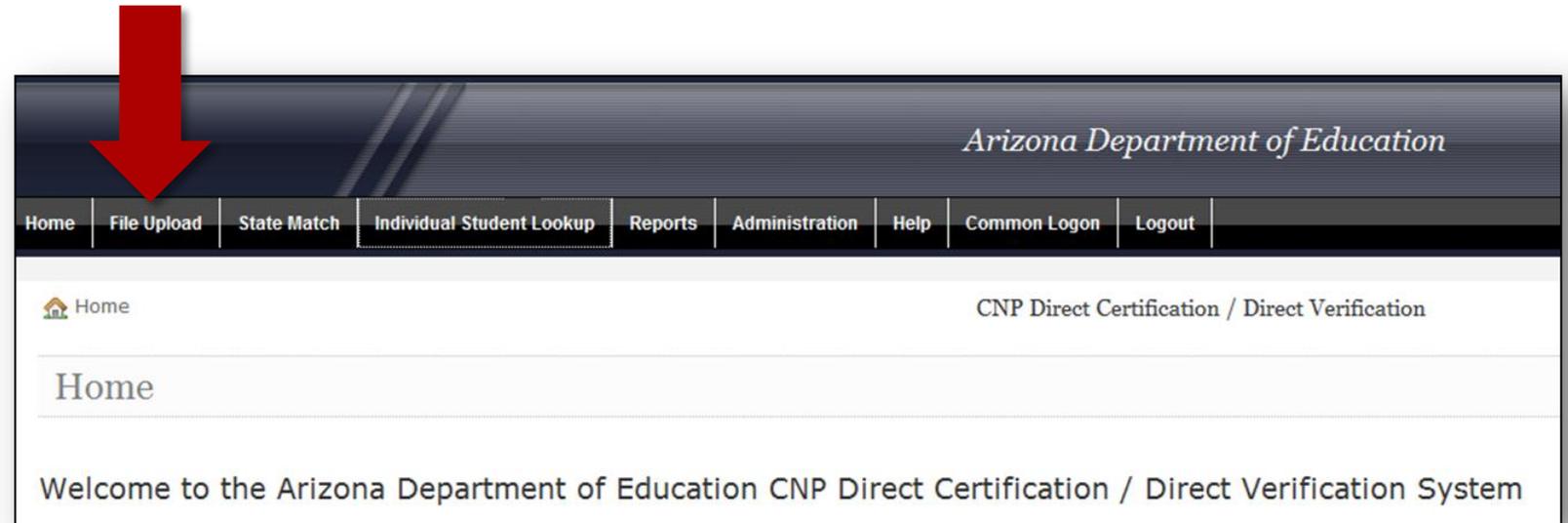


Uploading the File

Uploading the File

To start a search using the File Upload method, click on **File Upload** found in the black menu bar.

File Upload



Uploading the File

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

The screenshot shows a web page titled 'File Upload' under the heading 'CNP Direct Certification / Direct Verification'. The page includes a breadcrumb trail 'Home > File Upload' and a user greeting 'Welcome Emily Molchan'. A 'Print this page' link is visible in the top right. A light blue box contains instructions: '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.'

The main content area is divided into two sections: 'File Upload' and 'Options'. The 'File Upload' section has a 'Select a File to Upload' label, a file selection input with a 'Browse...' button, and a 'Submit' button with the text 'Click here to upload your file:'. The 'Options' section is titled 'Show these students in the results:' and includes a 'Check all that apply:' section with three checked checkboxes: 'Students that match DES', 'Students that don't match DES', and 'File upload messages'. Below this is an unchecked checkbox labeled 'Check here to do a Direct Verification search (which includes Medical Assistance data)'. At the bottom, a 'Results' section displays 'Waiting for your file upload...'.

- On the left side of the screen is a search bar titled, *File Upload*. You are able to upload the file you created and saved on your computer.
- On the right side of the screen are search options. You are able to choose which format to search students in and how you want the system to display your matches.
- On the bottom right you are also able to select that you want to complete a search in direct verification.

Uploading the File

1. Click **Browse...** to upload the Excel file you created.

Arizona Department of Education

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

Home > File Upload

CNP Direct Certification / Direct Verification

File Upload

- 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.
- Direct Verification functionality IS currently available (it is available from 7/1/2016 through 7/15/2017).
- 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

Click here to upload your file: **Browse...**

Options

Show these students in the results:

Check all that apply:

- Students that Match
- Students that Don't Match
- Students with Upload Messages

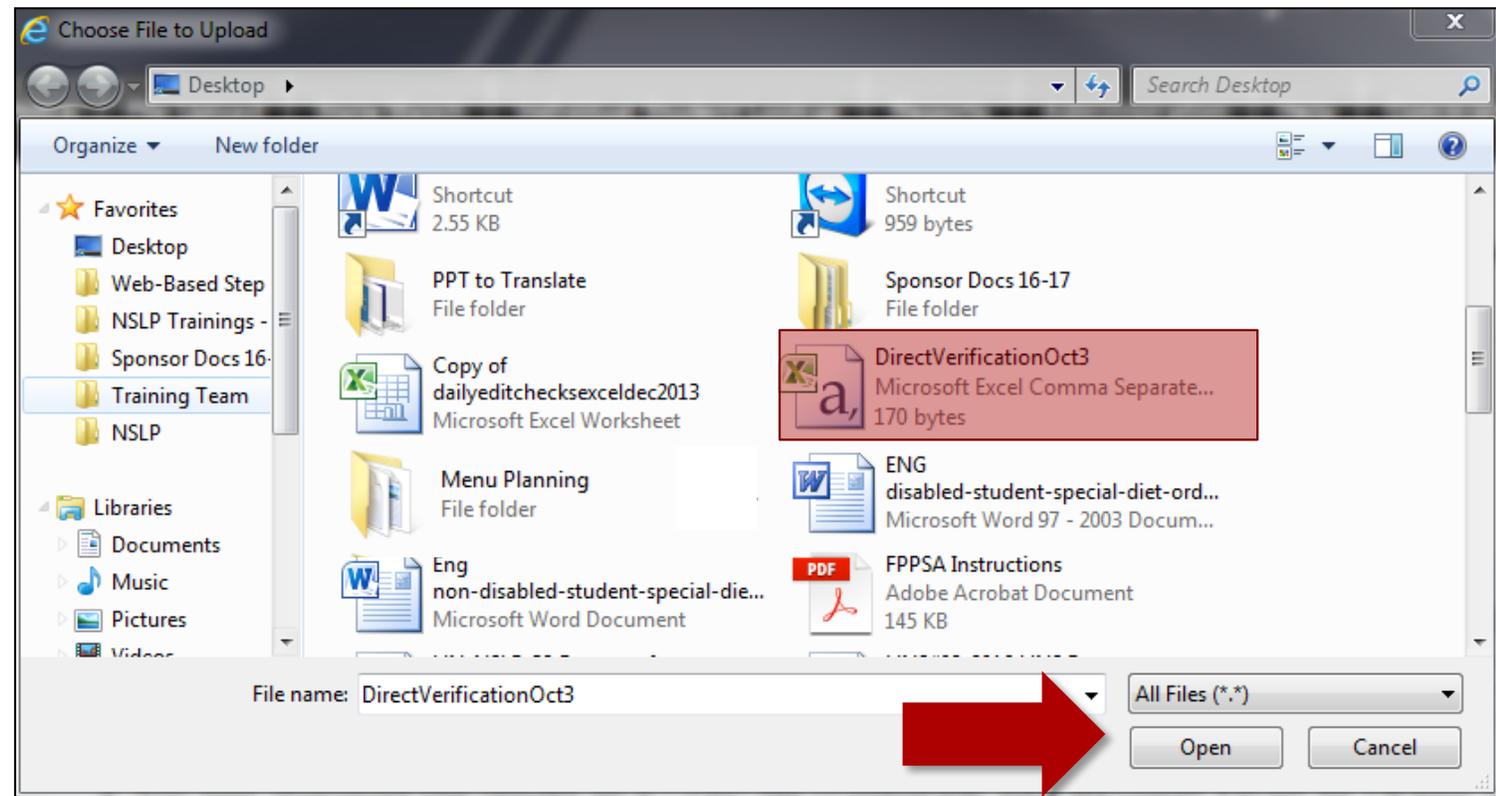
Check here to do a Direct Verification search

Results

Waiting for your file upload...

Uploading the File

2. After you click you will see a new window appear. At this time you will locate the Excel file you created, and click .



Uploading the File

Your **File Upload** search bar will show the Excel file you created. The field should show the file name ending in **.CSV** as shown below:

Home > File Upload

CNP Direct Certification / Direct Verification

Welcome IntQA1_1
User1

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.
- Direct Verification functionality IS currently available (it is available from 8/1/2016 through 7/15/2017).
- 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

Browse...

Click here to upload your file:

Options

Show these students in the results:

Check all that apply:

- Students that Match
- Students that Don't Match
- Students with Upload Messages

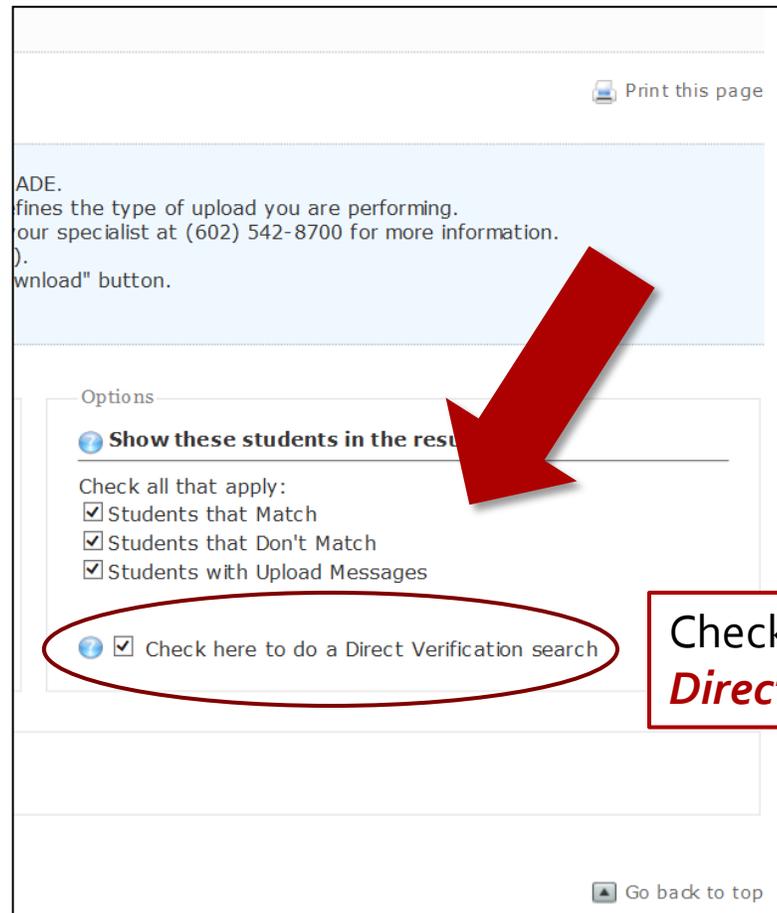
Results

Waiting for your file upload...

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

Uploading the File

3. Select how you wish to show match results by checking boxes in the section, **Show these students in the results**.



Print this page

ADE.
fines the type of upload you are performing.
our specialist at (602) 542-8700 for more information.
)
wnload" button.

Options

Show these students in the results

Check all that apply:

- Students that Match
- Students that Don't Match
- Students with Upload Messages

Check here to do a Direct Verification search

Go back to top

To get a match result for all students entered, check the boxes for :

- **Students that Match;**
- **Students that Don't Match;** and
- **Students with Upload Messages.**

Check the box **Check here to do a Direct Verification search**

Uploading the File

4. Click  to run the report.

Home > File Upload CNP Direct Certification / Direct Verification Welcome IntQA1_1 User1

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.
- Direct Verification functionality IS currently available (it is available from 8/1/2016 through 7/15/2017).
- 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\arodrig\Desktop\DirectVerificationOct3.csv Browse...

Click here to upload your file: Submit

Options

 **Show these students in the results:**

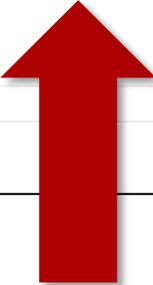
Check all that apply:

- Students that Match
- Students that Don't Match
- Students with Upload Messages

 Check here to do a Direct Verification search

Results

Waiting for your file upload...



Results of CNP Direct Verification

Results of CNP Direct Verification

Match Results

Once you input or upload the students' information and click , the window will refresh and display your results below the search bar.

Search Input

Record Number	First Name	Last Name	Birthdate
1	Eric	Claudio	05/22/2016
2	Raymond	Gonzalez	12/10/2004
3	Alexa	Slate	05/25/2003
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 SNAP/TANF 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



Please note, if you do not see your results immediately on your screen, continue to scroll down as search results are displayed underneath the search bar.

Results

File Upload Processed as: Standard File Upload	
Prepared by: Aidaly Rodriguez	Date Prepared: 8/26/2016 7:13 AM
Direct Verification: Yes	Displaying: Matches, Non-Matches, Messages
Records Processed: 2	Validation Errors Found: 0
Matches Found: 0	Non-Matches Found: 1
SNAP Matches: 2	MA Matches: 0
TANF Matches: 0	Foster Matches: 0
FDPIR Matches: 0	Migrant Matches: 0
Homeless Matches: 0	

Record Number	First Name	Last Name	Birthdate	Results	Decision Date	SNAP	TANF	MA	FOSTER	FDPIR	MIG	HOM	Upload Message
1	Eric	Claudio	01/25/2002	Match	08/15/2016	Y							
2	Raymond	Gonzalez	12/10/2004	No Match									
3	Alexa	Slate	05/25/2003	Match	05/22/2016	Y							

Results of CNP Direct Verification

My results look very similar to those of direct certification, did I make a mistake?

Users are able to confirm that direct verification was conducted by reviewing their summary box. The field titled **Direct Verification** should indicate **Yes**, as shown below:

File Upload Processed as:		Case Number File Upload	
Prepared by:	Aidaly Rodriguez	Date Prepared:	8/24/2016 8:52 AM
Direct Verification:	Yes	Displaying:	Matches, Non-Matches, Messages
Records Processed:	3	Validation Errors Found:	0
Matches Found:	3	Non-Matches Found:	0
SNAP Matches:	2	MA Matches:	0
TANF Matches:	1	Foster Matches:	0
FDPIR Matches:	0	Migrant Matches:	0
Homeless Matches:	0		

Comprehension Check

How can you tell from your results that you conducted direct verification?

- A. You will have at least 1 match.
- B. It will say **Yes** next to *Direct Verification* in the summary box.
- C. Student names will appear in the results section.
- D. There is no way to tell if you've done a direct verification search.



Comprehension Check

How can you tell from your results that you conducted direct verification?

- A. You will have at least 1 match.
- B. It will say *Yes* next to *Direct Verification* in the summary box.**
- C. Student names will appear in the results section.
- D. There is no way to tell if you've done a direct verification search.

Matches are not guaranteed in direct verification, and student names will appear in both direct certification and direct verification. The only way to tell if you've correctly conducted direct verification is to look for the word *Yes* next to *Direct Verification* in your summary box. Refer to slide 85 for additional guidance.



Results of CNP Direct Verification

Agency Records

As a reminder, the CNP Direct Verification system is currently connected with seven different agency records:

- Supplemental Nutrition Assistance Program (SNAP)
- Temporary Assistance for Needy Families (TANF)
- Medicaid/Medical Assistance (MA)
- Foster Children (Foster)
- Food Distribution Program on Indian Reservations (FDPIR)
- Migrant Education Program (MIG)
- Homeless Child (HOM)

Continue

Results of CNP Direct Verification

Understanding the Results

The **Results** column should be used to determine if a student is a **Match** or **No Match**. This will determine if a student is considered directly verified and if **Phase 3** of verification is complete.

When a student is found to be a match, the letter **Y** will indicate which agency record(s) the student's information matched in. Please see examples below:

Record Number ^	Case Number	Results	Decision Date	SNAP	TANF	MA	FOSTER	FDPIR	MIG	HOM	Upload Message
1	89825678	Match	08/15/2016	Y							
2	69874535	Match	04/28/2016		Y						
3	32362591	No Match									

Record Number ^	First Name	Last Name	Birthdate	Results	Decision Date	SNAP	TANF	MA	FOSTER	FDPIR	MIG	HOM	Upload Message
1	Eric	Claudio	01/25/2002	Match	01/25/2016	Y							
2	Raymond	Gonzalez	12/10/2004	No Match									
3	Alexa	Slate	05/25/2003	Match	08/15/2016	Y							

Results of CNP Direct Verification

How do I document my CNP Direct Verification results?

To assist you while completing **Phase 3** of verification, ADE has created a **Verification Tracking Form**. This form provides step by step guidance for how to conduct and track verification. ADE strongly encourages LEAs to print and attach this form to each application that is being verified.

The Verification Tracking form can be found on ADE's [Verification webpage](#).

VERIFICATION TRACKING FORM **PHASE 3: VERIFY**

Attach to each application selected for verification with a copy of all documents from household.

Number of Students on Application: _____ Error Prone: Yes No

Original Determination was (check one):

- Free Eligible Based on Categorical Eligibility (Case # SNAP/TANF/FDPIR or Foster)
- Free Eligible Based on Income/Household Size Information
- Reduced-Price Eligible

Step 1 Identify your confirming official. This person will double check that the application was certified correctly. Cannot be the same person who initially certified the application.
Continue to Step 2.

Results of Confirmation Review (Select **ONE**):

- Confirmed Original Determination, no change in benefits
- Changed from Reduced to Free
Notify household of increased benefits, change benefits within 3 days, continue to Step 2.
- Changed from Free to Reduced
Do not change benefits, do not contact household; continue to Step 2.
- Changed to PAID
Notify household of paid benefits, change benefits after 10 calendar days of letter sent and remove this application from verification sample. Select new application for verification. (Start again with Step 1 with new application and new tracking form.) Date eligibility status updated on BID: _____ (after 10 calendar days of letter sent)

Step 2 Conduct Direct Verification, Results (Select **ONE**):

- Matched in MA, SNAP, TANF or FDPIR: Print off results and attach to this tracking form. Verification is complete. STOP and do not contact the household. LEAs will report this application and all the students listed as Directly Verified.
- Matched in FOSTER/MIG/HOM: Print off results and attach to this tracking form. 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 LEA must then contact the household to verify those children.
- No Match: Print off results, attach to tracking form. Continue with Step 3.

Now contact the household

Step 3 Send First Verification Notice _____ (sent date) Requesting Documentation returned by: _____
 If no response by given due date, follow up with household. Second Verification Notice/called/email _____ (date)
 Follow-up official must sign and date household application

Step 4 Results of Verification (Select **ONE**):

- Responded, no change in benefits
Send Letter of Verification Results (confirming no change) and attach to this tracking form. _____ (date)
- Responded, original determination changed to Free
Send Letter of Verification Results and attach to this tracking form _____ (date)
- Responded, original determination changed to Reduced
Send Letter of Verification Results and attach to this tracking form _____ (date)
- Responded, original determination changed to Paid
Send Letter of Verification Results and attach to this tracking form _____ (date)
- No response after follow up, original determination changed to Paid
Send Letter of Verification Results and attach to this tracking form _____ (date)

*Changes in meal benefits due to Verification: Increased benefits changed within 3 days, decreased benefits changed within 10 calendar days of letter sent.

Arizona Department of Education. Released August 2015



Results of CNP Direct Verification

Verification Tracking Form

Step 2 of the **Verification Tracking Form** will assist you in understanding your direct verification results. The next slides will also provide guidance regarding these results.

Step 2 Conduct Direct Verification, Results (Select ONE):

- Matched in MA, SNAP, TANF or FDPIR:** Print off results and attach to this tracking form. Verification is complete. **STOP** and do not contact the household. LEAs will report this application and all the students listed as Directly Verified.
- Matched in FOSTER/MIG/HOM:** Print off results and attach to this tracking form. 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 LEA must then contact the household to verify those children.
- No Match:** Print off results, attach to tracking form. Continue with Step 3.

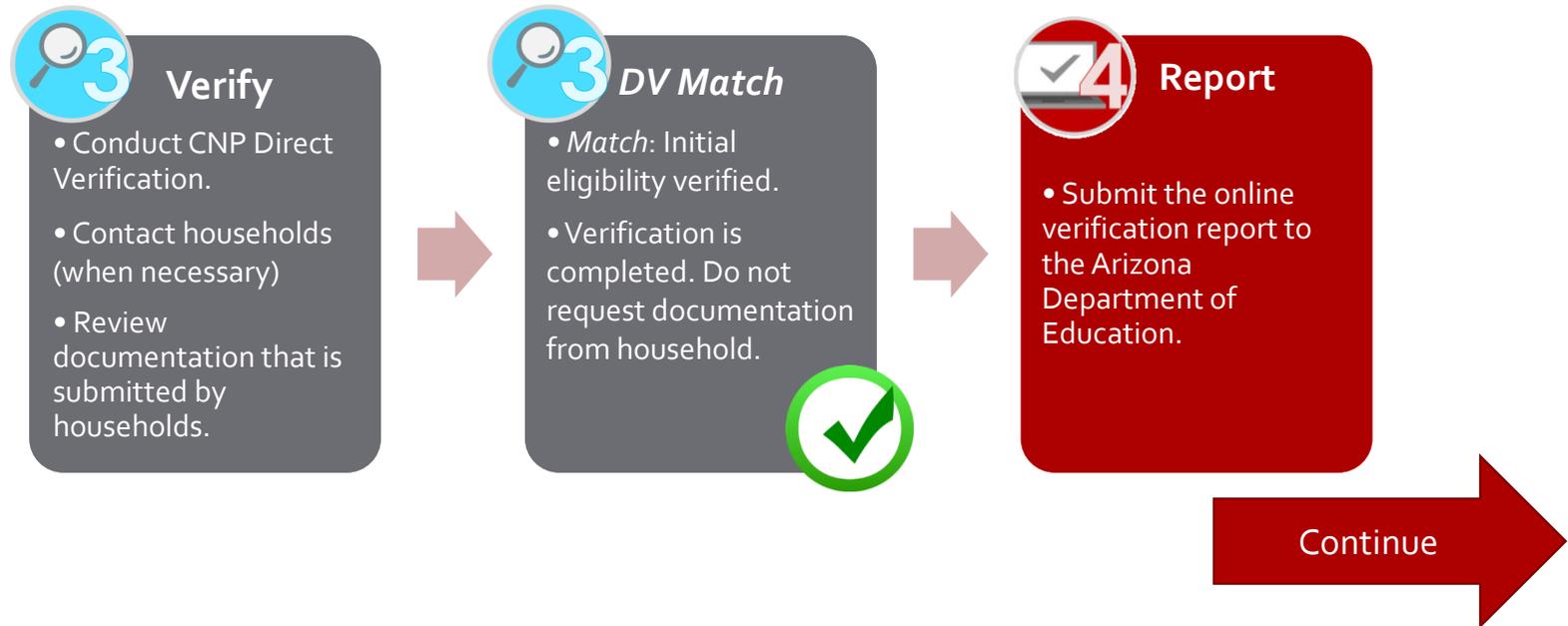
Continue 

Results of CNP Direct Verification

Extending Verification

If any student resulted in a **Match** in SNAP, TANF, MA, and/or FDPIR, all students in that household are considered verified. **Phase 3** of verification is complete, and you may move on to **Phase 4: Report**.

If any student resulted in a **Match** in Foster, MIG, or HOM, he/she is the only household member considered verified, other students in that household are not considered verified.



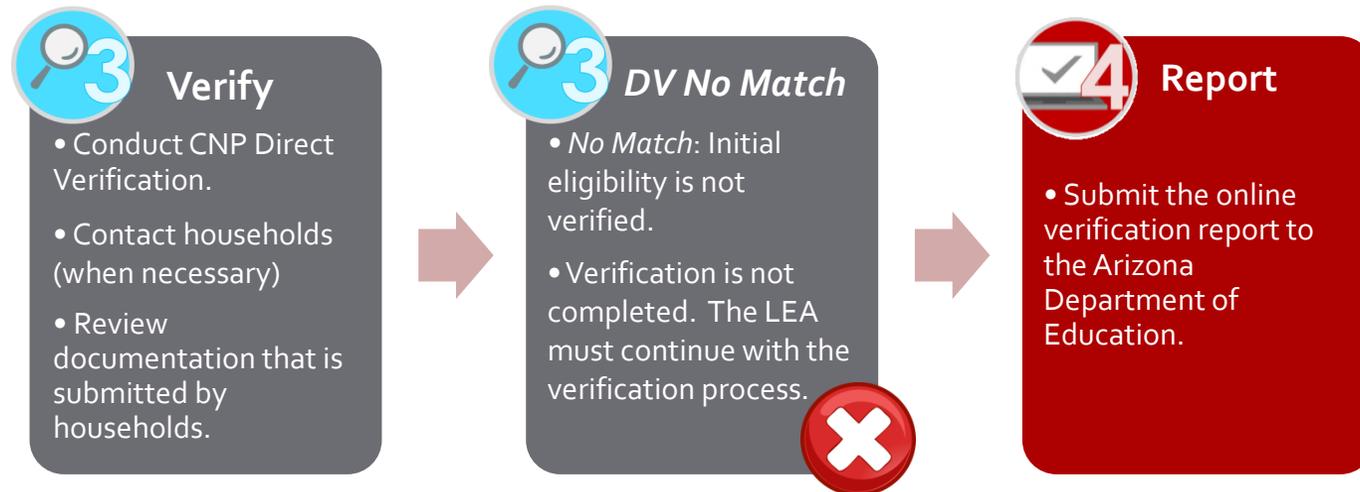
Results of CNP Direct Verification

If a Student is a No Match

When a student is not found in any of the agency records, the words **No Match** will be listed next to the student's name. If a student resulted in a *No Match*, verification is not completed.

As a best practice, before requesting documentation from the household, the LEA should search for the student in CNP Direct Verification using all formats reviewed in this guide.

Do not move on to **Phase 4** until documentation from the household has been obtained and verified.



Results of CNP Direct Verification

Saving Search Results

Match results must be kept on file to support verification. Please make sure to print or download these results, as you will not be able to retrieve them once you close the computer window. Results are not saved in the CNP Direct Certification/Direct Verification system.

 Print this page

To **print** results, click the icon *Print this page* found at the top of the screen. This print will include the results and a summary box that contains information such as *prepared by* and *date prepared*.

Click here to download your results: 

To **download** results, click the icon *Click here to download your results* found directly above the match results displayed on the computer screen. Match results will be downloaded as an Excel file. Please note, when downloading results, the summary box that contains information such as *prepared by* and *date prepared* will not be included.

If results are downloaded, as a best practice you should include the date direct verification was conducted within the file name.

For example: Direct Verification is conducted on October 3, your file name should be DVresultsOct32016.

Comprehension Check

Is direct verification complete when you see *Match* or *No Match*?

- A. Yes. You simply need to run a CNP Direct Verification search and look for matches.
- B. No. You still need to look at the column where the student matched to see if further steps are needed. You should also try other search methods if you get a ***No Match***.



Comprehension Check

Is direct verification complete when you see *Match* or *No Match*?

- A. Yes. You simply need to run a CNP Direct Verification search and look for matches.
- B. No. You still need to look at the column where the student matched to see if further steps are needed. You should also try other search methods if you get a *No Match*.

Running a search is the first step in direct verification, but you need to review, understand, and apply the results. Review slides **82-95** for detailed information about how to understand the results of direct verification.



FAQ: Results of DV Report

FAQ: Results of DV Report

*What happens if a student is currently receiving reduced-price benefits and he/she results in a **Match** in SNAP, or TANF?*

- This means that the student's benefits will increase from reduced-price to free, and the entire household is considered verified. The change in benefits is effective immediately and must be implemented no later than three operating days from the date verification was completed. Parents should be notified promptly.

For more information regarding students matching in agency records please refer to [HNS memo #18-2015](#).

FAQ: Results of DV Report

*What happens if a student is currently receiving reduced-price benefits and he/she results in a **Match** in Foster, Migrant, or Homeless?*

This means that **only** that student is a match, and his/her benefits will increase from reduced-price to free. The application is not considered verified due to the other students in the household not being a match.

The change in benefits for the student that matched in Foster/Migrant/Homeless is effective immediately and must be implemented no later than three operating days from the date verification was completed. Parents should be notified promptly.

FAQ: Results of DV Report

*What happens if a student is currently receiving reduced-price benefits and he/she results in a **Match** in MA?*

The acronym MA stands for Medical Assistance. If any child resulted in a **Match** in the MA column, verification is considered complete and the student is verified as reduced-price. A match in MA only confirms eligibility, it does not change eligibility for a reduce-price eligible student.

For more guidance about a **Match** in MA, please refer to [USDA's Eligibility Manual for School Meals](#).

Technical Assistance

If you have any questions on verifying applications with Direct Verification, refer to:

The Eligibility Manual for School Meals found at:

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

or visit the NSLP Verification webpage at:

<http://www.azed.gov/health-nutrition/nslp/verification/>

You can also contact your NSLP Specialist for further Technical Assistance

End of Training

Congratulations!

You have completed the Step by Step Instruction: ***How to Conduct Direct Verification in CNP Direct Certification/Direct Verification*** .

In order to count this training towards your Professional Standards training hours, the training content must align with your job duties.

Information to include when documenting this training for Professional Standards:

- Training Title: Step by Step Instruction: ***How to Conduct Direct Verification in CNP Direct Certification/Direct Verification***
- Learning Code: 3110
- Key Area: 3000- Administration
- Length: 2 hours

Please note, attendees must document the amount of training hours indicated on the training despite the amount of time it takes to complete it.

**Request a
Certificate**

End of Training

Requesting a Training Certificate

Please click on the link below to complete a brief survey about this training. Once the survey is complete, ADE will create a certificate of completion and email it to you within 10 business days.

<https://www.surveymonkey.com/r/OnlineHowToGuides>

The information below is for your reference when completing the survey.

Training Title: Step by Step Instruction: ***How to Conduct Direct Verification in CNP Direct Certification/Direct Verification***

Professional Standards Learning Code: ***3110***

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