

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

Professional Standards Learning Code 3120  
Length: 1 hour



***Revised August 2016***

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

## **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 certification.
- The following slides provide guidance on how to conduct direct certification using File Upload: SSN when using the Arizona Department of Education (ADE) CNP Direct Certification matching system.
- Attendees are expected to already understand how the ADE CNP Direct Certification matches students for free meal benefits prior to reviewing this How-To-Guide. ***Please review the How-To-Guide below before continuing:***
  - [\*Step by Step Instruction: Introduction to CNP Direct Certification in CNP Direct Certification/Direct Verification\*](#)

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

## **Objectives**

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

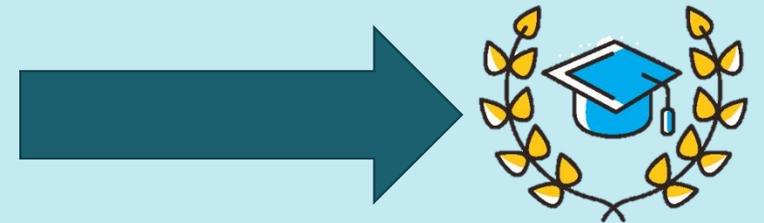
- understand how to conduct CNP Direct Certification using File Upload: SSN;
- understand the CNP Direct Certification match results; and
- be aware of common errors that come up using this search method.

## *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 blue/green like you see on this slide.



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

*The Step by Step Instruction will review:*

Overview of the CNP Direct Certification Process	Slides 6-10
Creating an Excel Spreadsheet using SSN	Slides 11-28
Log into CNP Direct Certification	Slides 29-36
File Upload: SSN	Slides 37-44
Results of CNP Direct Certification	Slides 45-52
FAQ: Results of DC Report	Slides 53-58

*The following slides will only cover how-to instructions for File Upload: SSN. Please refer back to the [ADE Online Training Library](#) for other How-To-Guides regarding other ways to search in CNP Direct Certification.*

# Overview of the CNP Direct Certification Process

# Overview of the CNP Direct Certification Process

## Direct Certification

**Direct Certification** is 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 submitting a household application.

ADE has created an online computer matching system called **CNP Direct Certification** which allows LEAs to directly obtain confirmation from such agencies to determine if their students will qualify for free meal benefits.

LEAs can access this system at any time to generate documentation that may be used to certify students for free meal benefits within the program year.

Searching For  
Students

# Overview of the CNP Direct Certification Process

## Searching for Students

1. Choose *the search method*:
  - File Upload: Create and save an Excel file that contains a list of student data. The file is then uploaded into CNP Direct Certification.
  - Individual Student Lookup: Type student data directly into the table in CNP Direct Certification.
  - State Match: If your district assigns Student Accountability Information Services (SAIS) IDs, you are able to select your site that has pre-populated enrollment information in a dropdown found in CNP Direct Certification.
2. Choose the *data format* you want to use to search for the student:
  - First Name/Last Name/Date of Birth (Standard Format)
  - Social Security Number
  - Student Accountability Information Services (SAIS) ID

SAIS Details

# Overview of the CNP Direct Certification Process

## Student Accountability Information Services ID (SAIS IDs)

**SAIS ID** - Arizona Department of Education (ADE) assigns each student with a SAIS ID that acts as a student identifier from K-12<sup>th</sup> 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](mailto:ADESupport@azed.gov)

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

File Upload: SSN

# Overview of the CNP Direct Certification Process

## File Upload: SSN

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

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 Aidaly Rodriguez

### 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 10/1/2016.
- 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

Browse...

Click here to

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

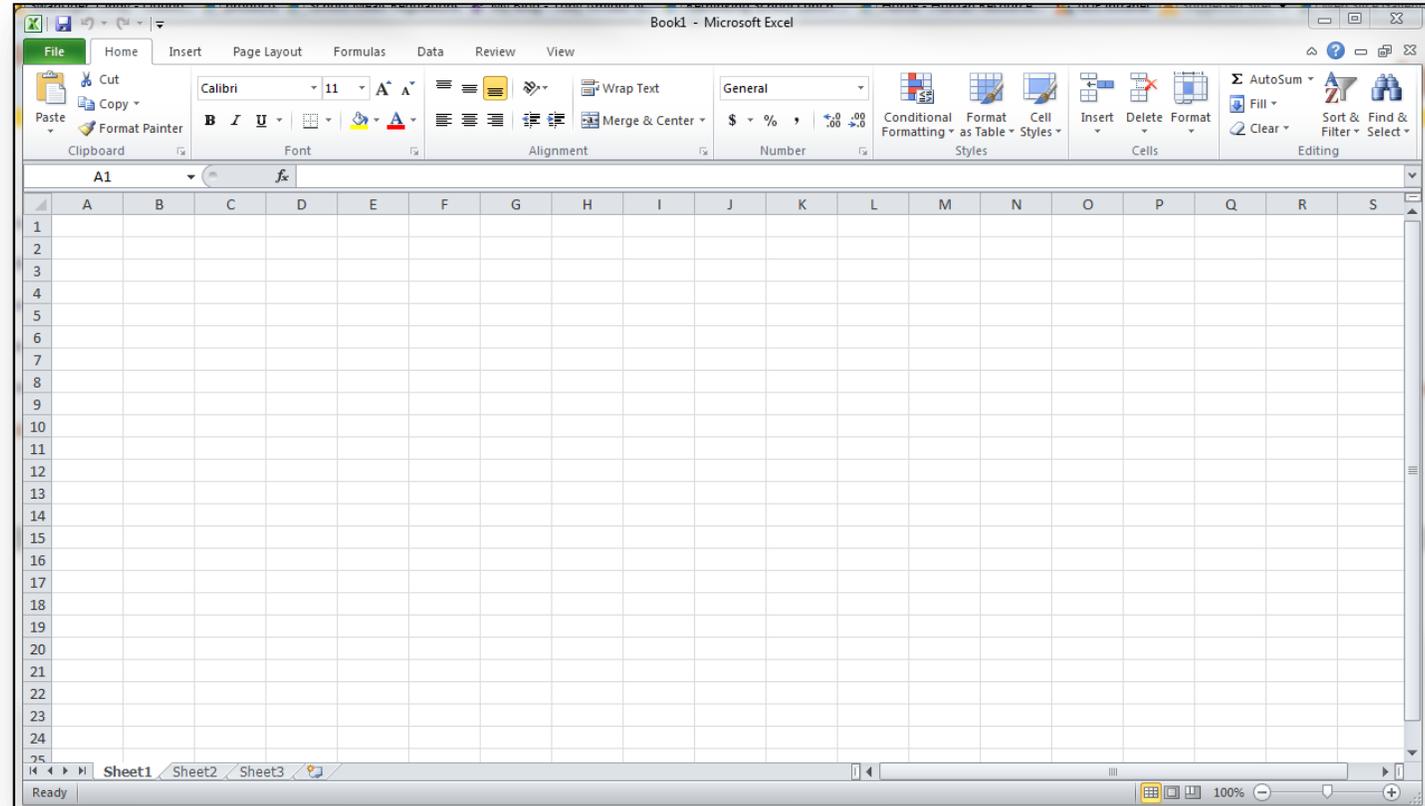
Waiting for your file upload...

Upload your  
Excel file here.

# Creating an Excel Spreadsheet using SSN

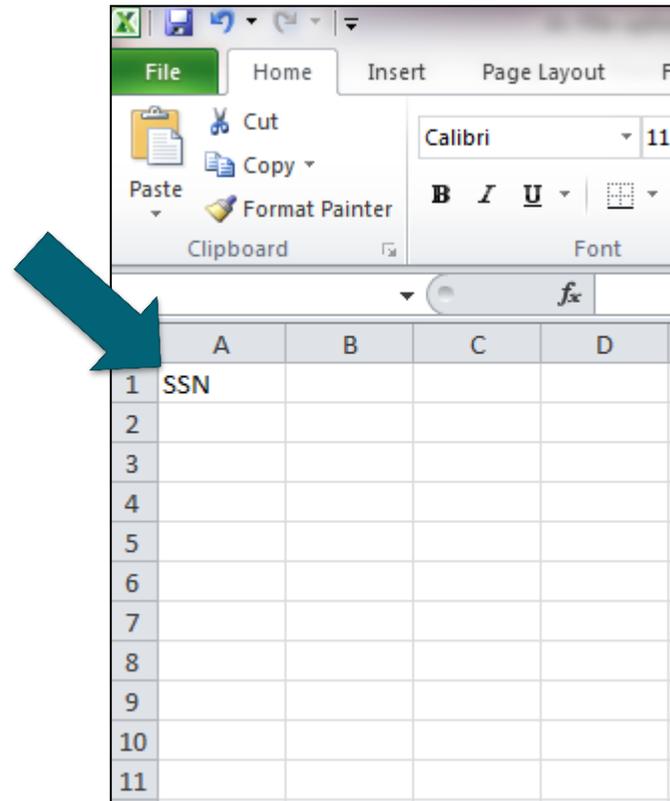
# Creating an Excel Spreadsheet using SSN

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



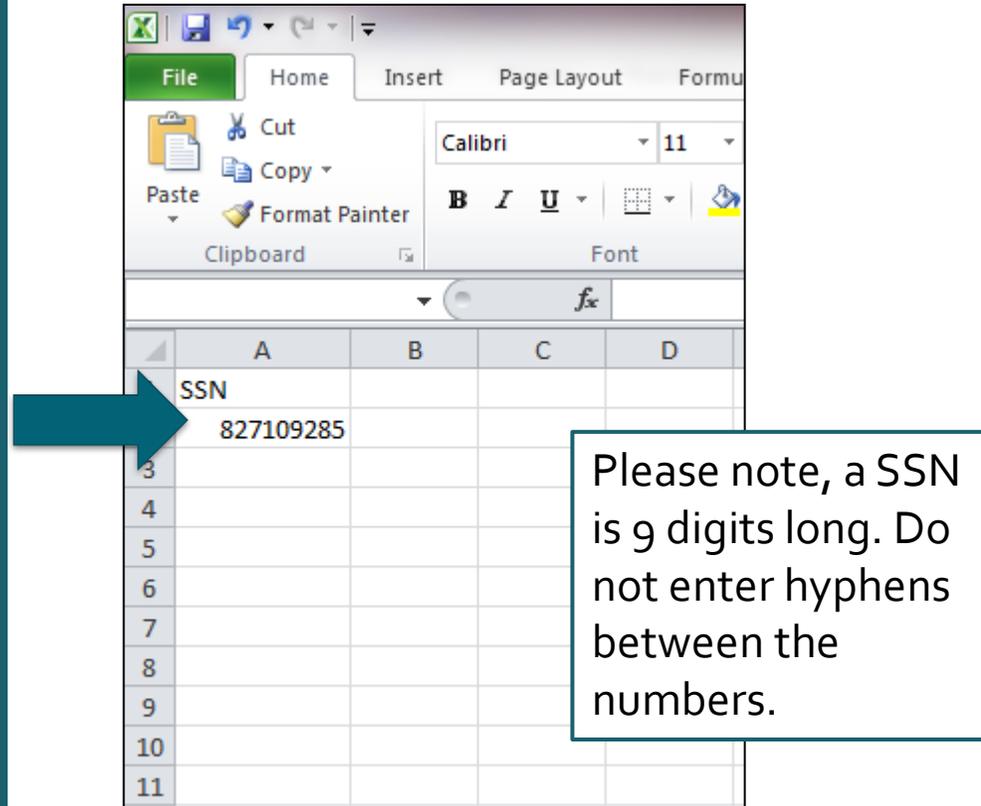
*Creating an  
Excel  
Spreadsheet  
using SSN*

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



## Creating an Excel Spreadsheet using SSN

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



The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D
2	SSN			
3		827109285		
4				
5				
6				
7				
8				
9				
10				
11				

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

## *Comprehension Check*

**What should you type in cell A1 when creating the file using Social Security Numbers?**

- A. Social Security Numbers
- B. The social security number for the first student
- C. SSN
- D. File Upload SSN



## Comprehension Check

**What should you type in cell A1 when creating the file using Social Security Numbers?**

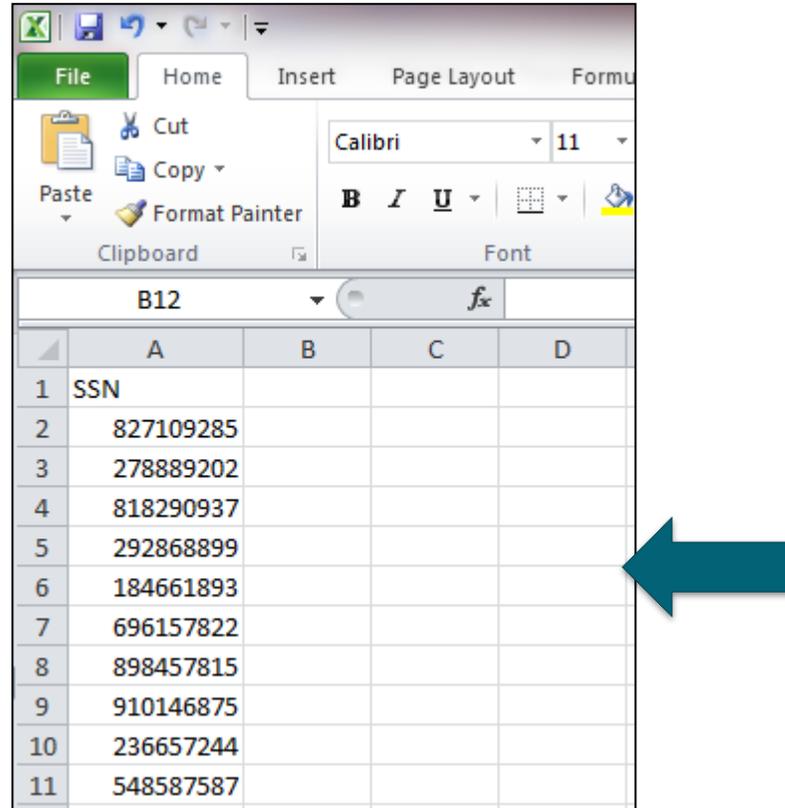
- A. Social Security Numbers
- B. The social security number for the first student
- C. SSN**
- D. File Upload SSN

**The system will only accept files that are formatted correctly. Be sure the first column, first row (cell A1) says *SSN*. Anything else in that first cell will create an error and will not produce search results.**



# Creating an Excel Spreadsheet using SSN

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			

## *Comprehension Check*

**How should the social security numbers be formatted when they are entered in the spreadsheet?**

- 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 groups (example 123/45/6789)
- D. All 9 digits with no spaces (example 123456789)



## Comprehension Check

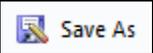
**How should the social security numbers be formatted when they are entered in the spreadsheet?**

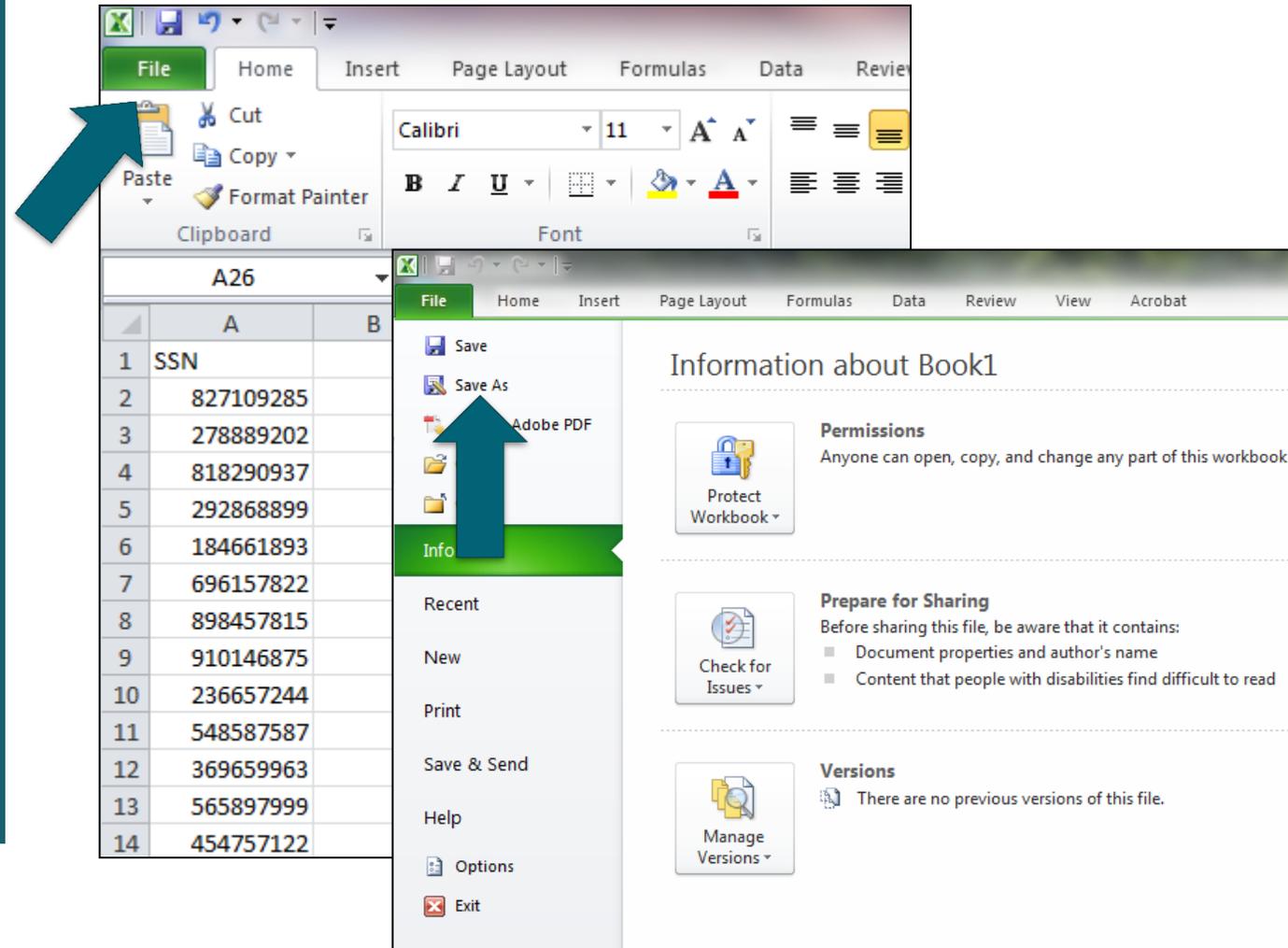
- A. All 9 digits listed with hyphens creating groups of numbers (example 123-45-6789)
- B. All 9 digits with spaces between each number (example 123 45 6789)
- C. All 9 digits with forward slashes in between the groups (example 123/45/6789)
- D. All 9 digits with no spaces (example 123456789)**

**The system will search the DES database for exact matches. This means the social security numbers need to be listed exactly like they are in the DES database, which is 123456789. Refer back to slide 14 for a reminder about this guidance.**



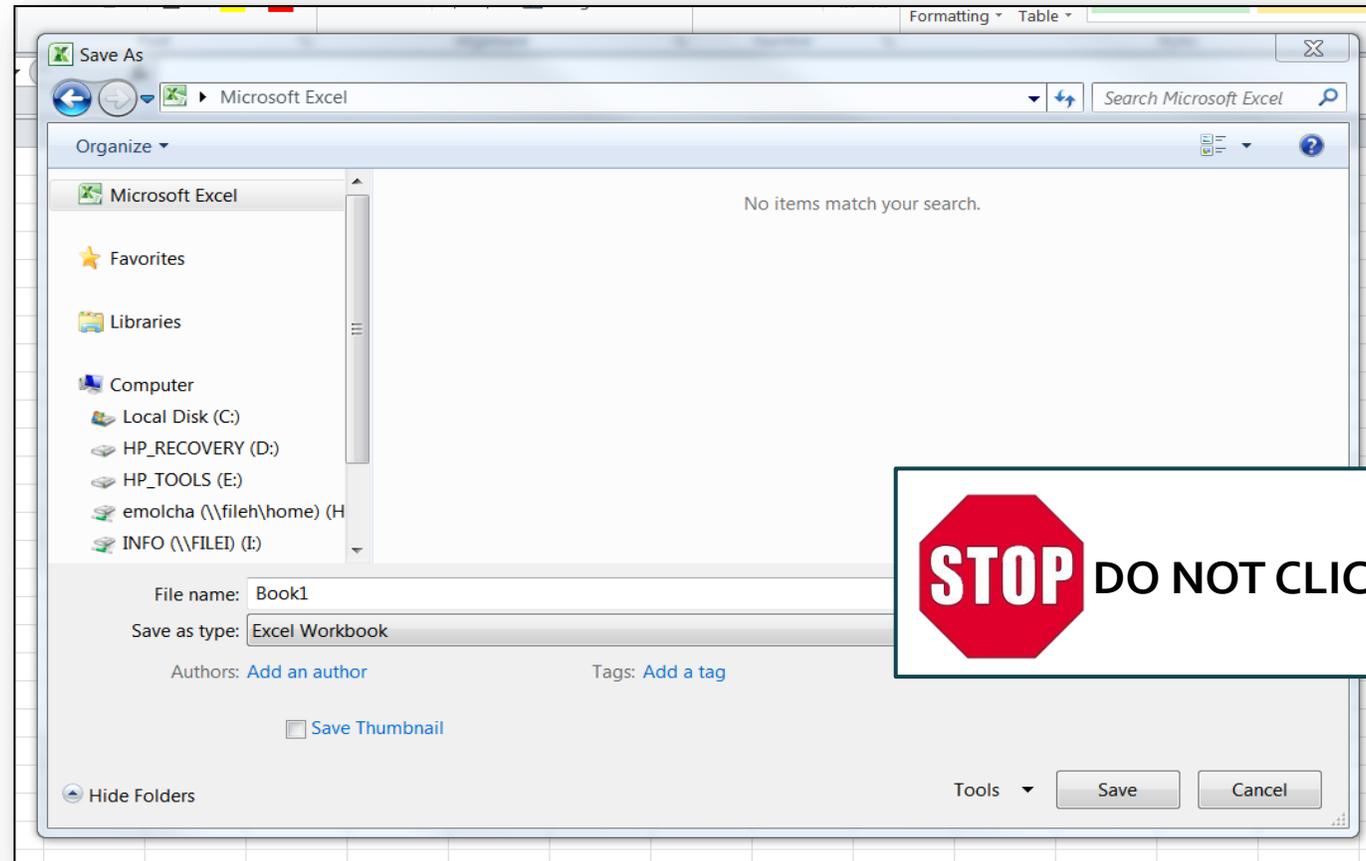
# Creating an Excel Spreadsheet using SSN

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



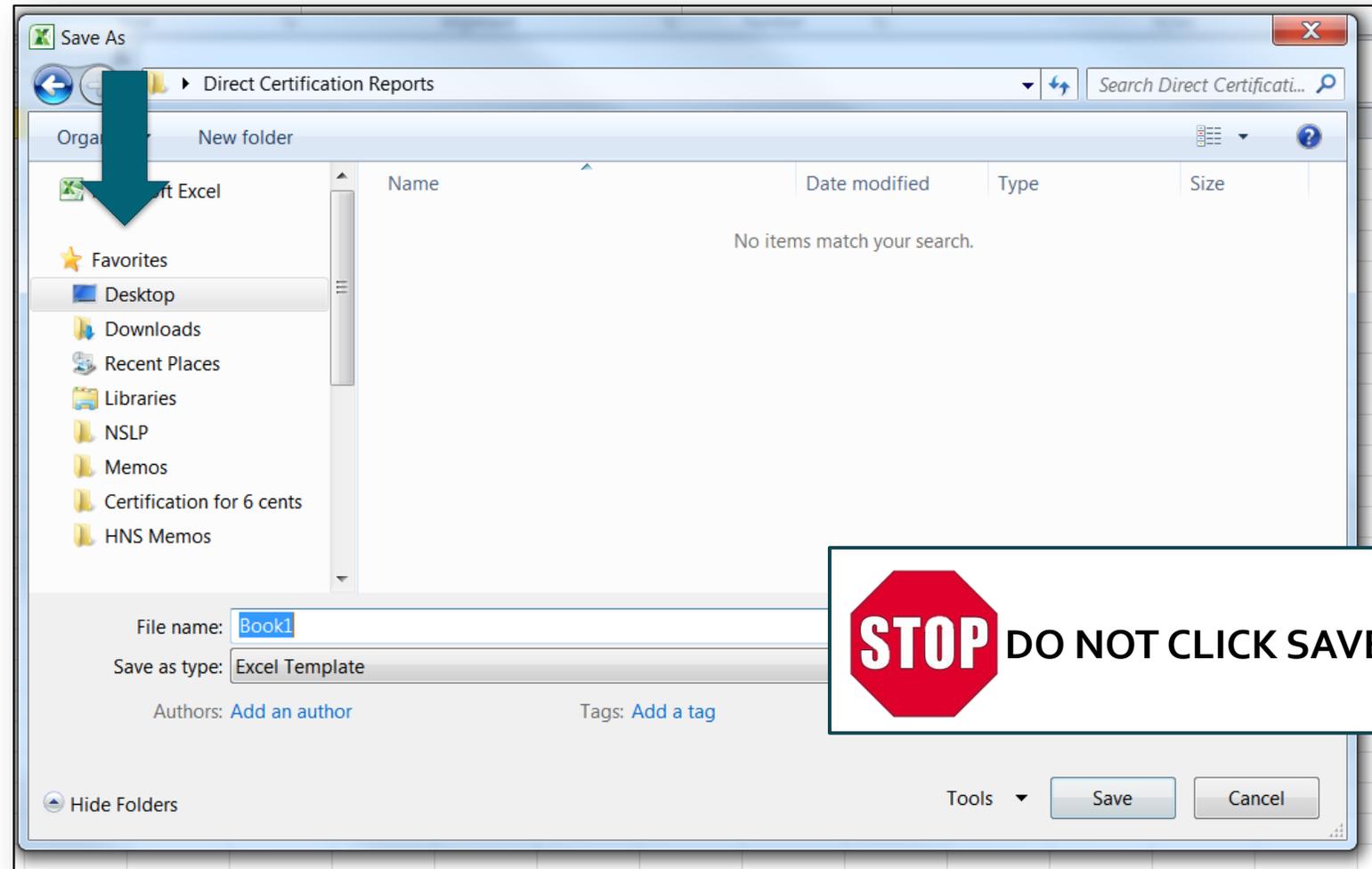
# Creating an Excel Spreadsheet using SSN

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



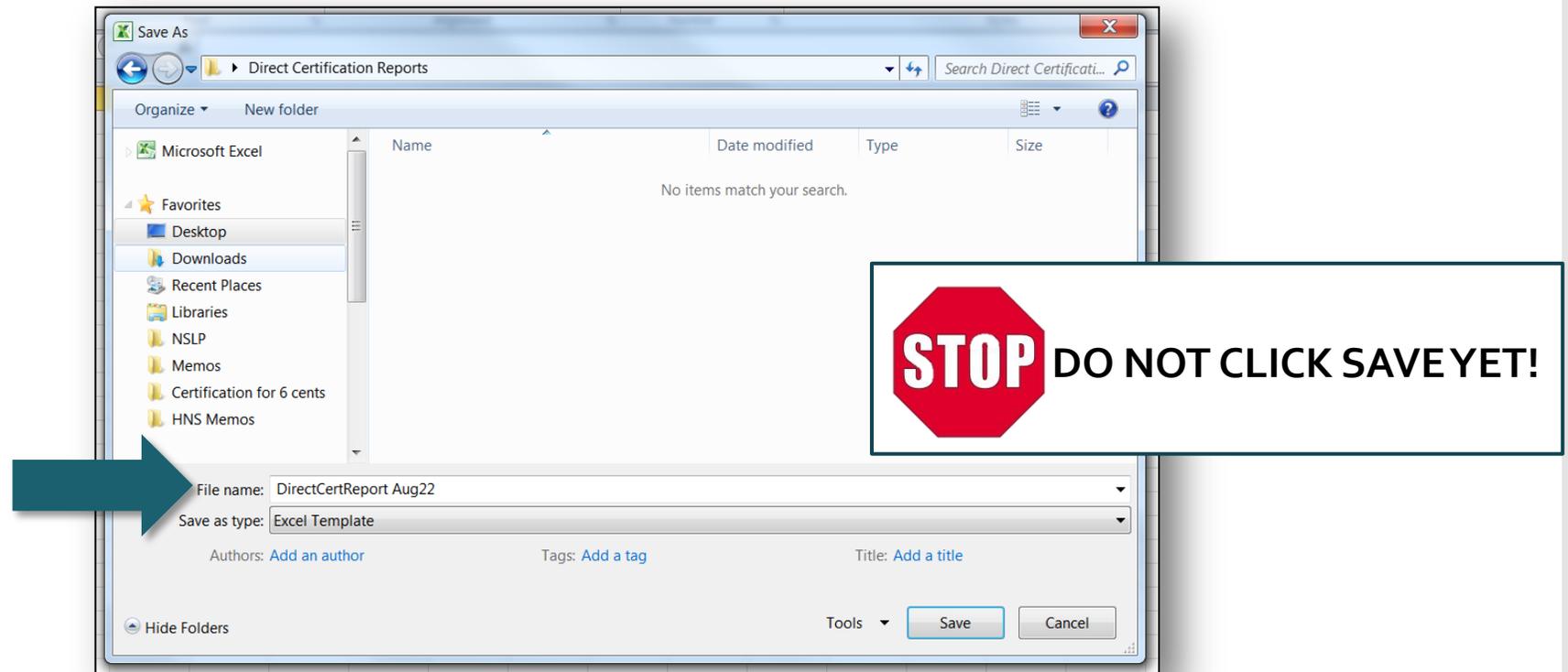
*Creating an  
Excel  
Spreadsheet  
using SSN*

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



# Creating an Excel Spreadsheet using SSN

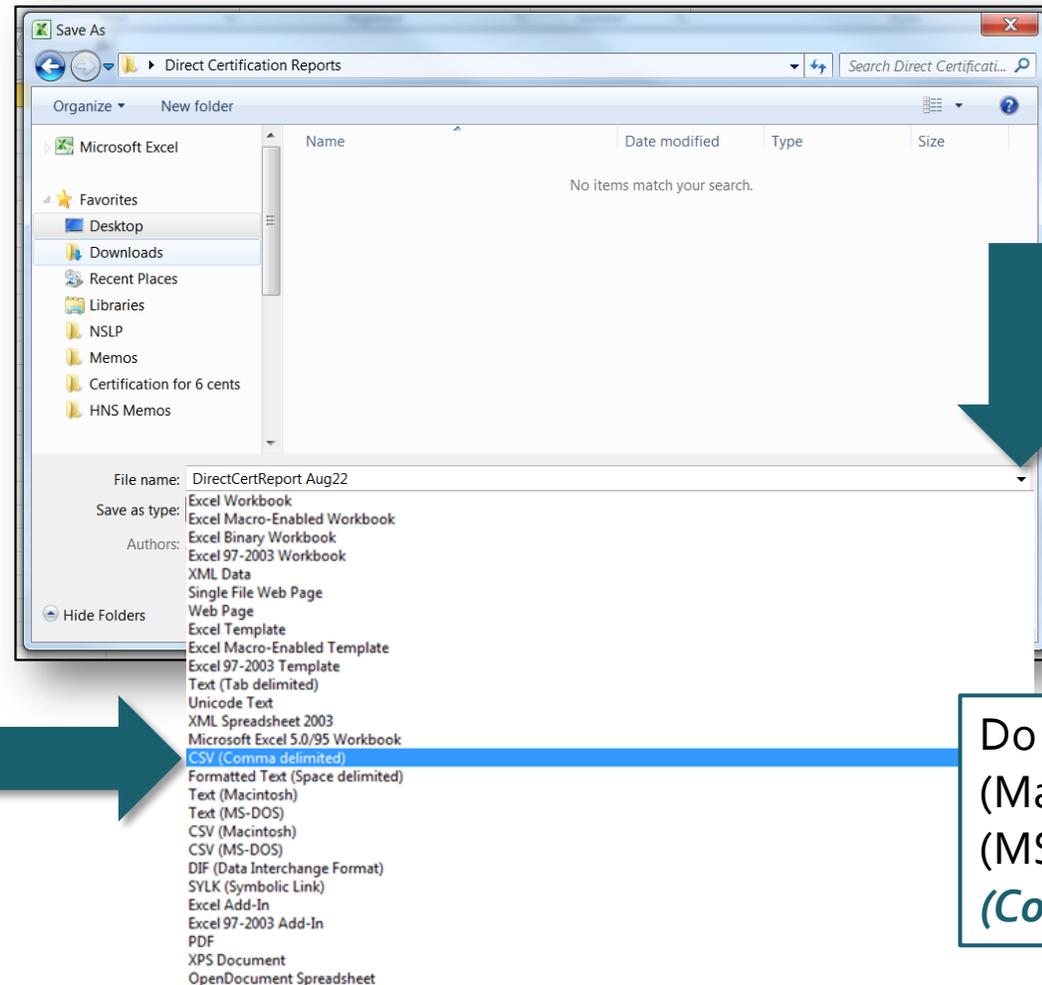
7. In the field **File name**, enter the name of the file. As a best practice, you should include the date you created the file within the file name.



For example, on the image above the file was created on August 22, so the file name *DirectCertReportAug22* was used.

# Creating an Excel Spreadsheet using SSN

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

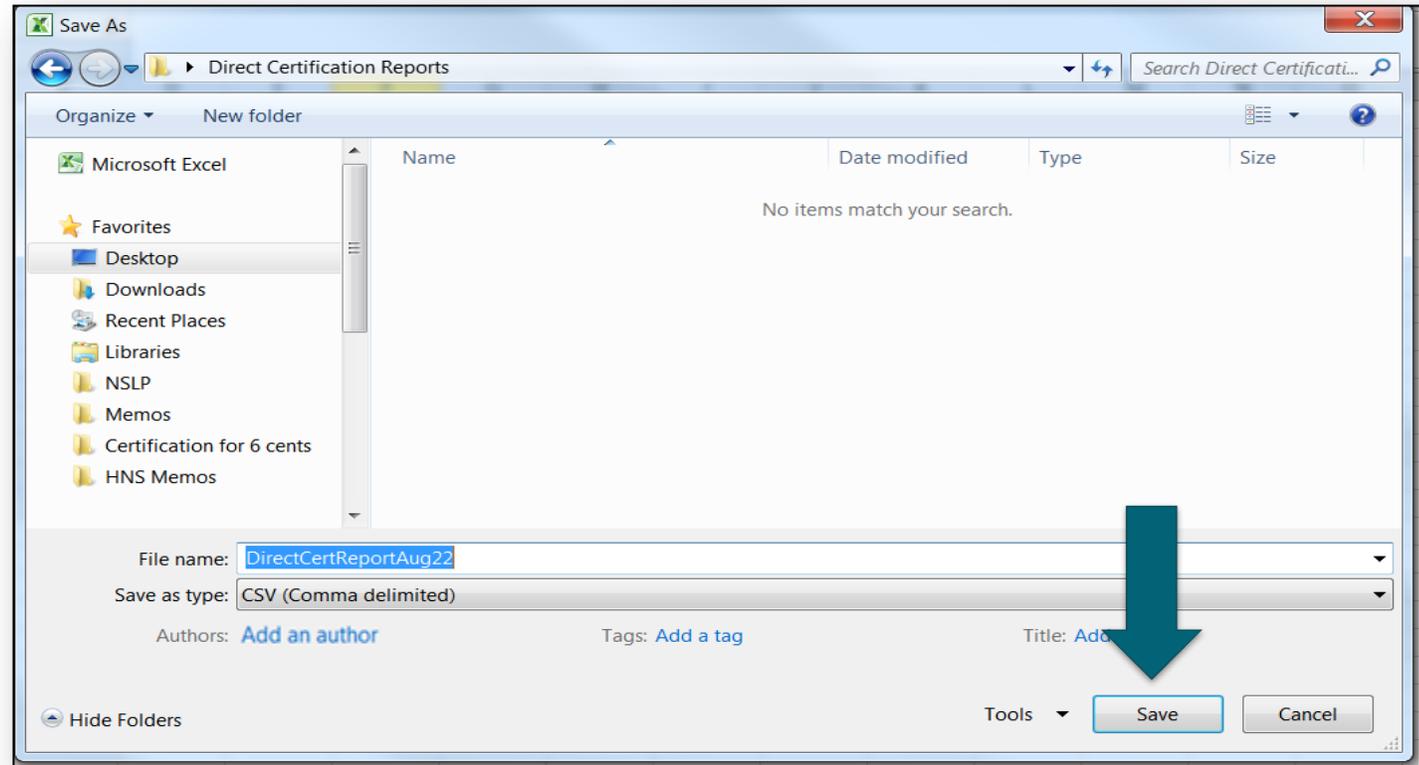


Do not use CSV (Macintosh) or; CSV (MS-DOS) only use *CSV (Comma delimited)*.

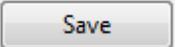
# Creating an Excel Spreadsheet using SSN

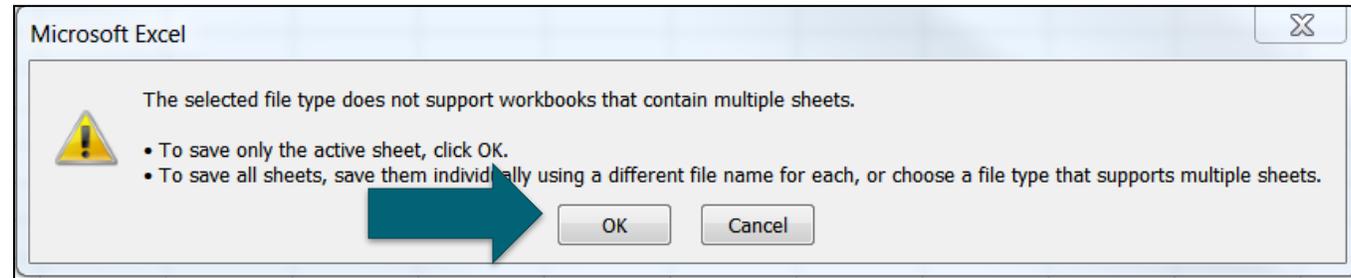
9. After you select *CSV (Comma delimited)* click

Save

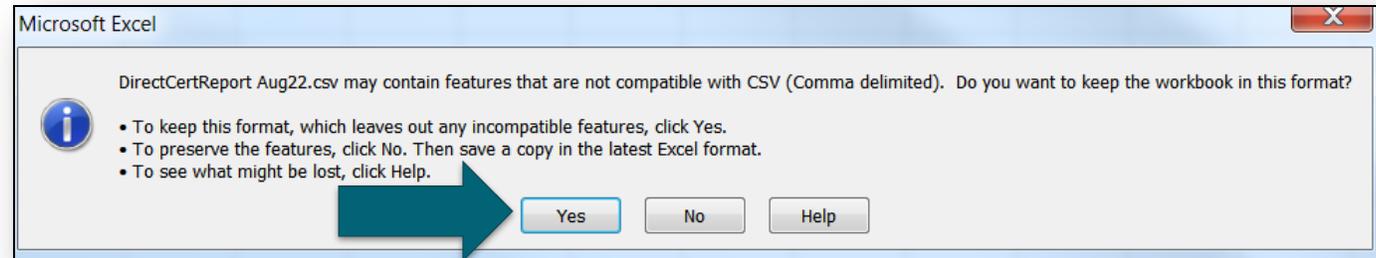


# Creating an Excel Spreadsheet using SSN

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.



# Log into CNP Direct Certification

# Log into CNP Direct Certification

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 breadcrumb trail: Home | Child/Adult Care | School Nutrition Programs | School Health Programs | School Food Programs | Summer Food | Memos | % Free/ Reduced. The main content area is titled "National School Lunch & School Breakfast Program". It includes a "Mission" statement: "To safeguard the health and well-being of the nation's children by establishing good eating habits and providing adequate food for the children." There 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 "Hot Topics" sidebar with buttons for "Event Registration", "Financial Info", "FAQ", "Civil Rights", and "Contact Us". A "Click for" button is visible at the bottom left.

# Log into CNP Direct Certification

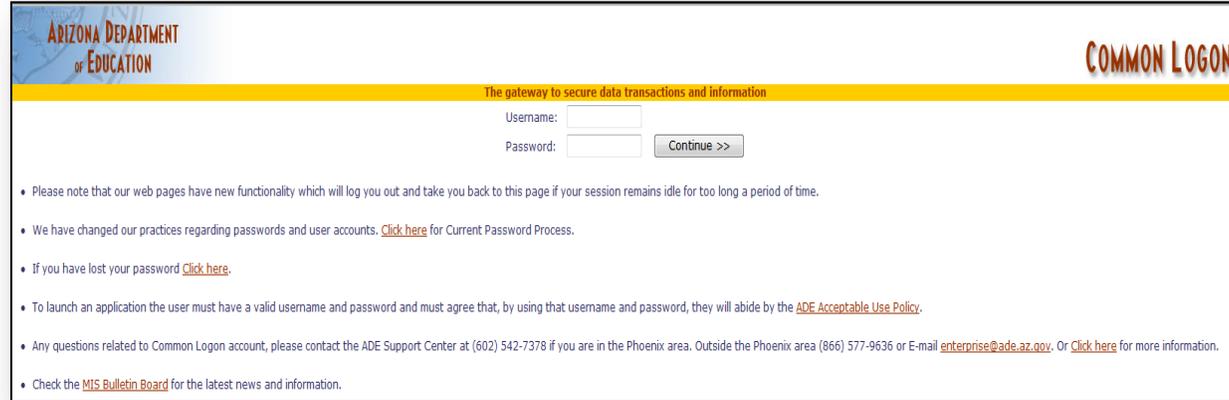
2. Click on [COMMON LOGON](#) found on the upper right of the webpage.



The screenshot shows the Arizona Department of Education website. At the top left is the logo with the word "Arizona" in red and "Department of Education" in blue. To the right are social media icons for Facebook and Twitter, a font size selector, and a search bar. A red arrow points to the "COMMON LOGON" link in the top navigation menu. Below the navigation is a banner for "HEALTH & NUTRITION SERVICES". The main content area is titled "National School Lunch & School Breakfast Program" and includes a mission statement, a photo of a child eating, and 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". A sidebar on the left lists "HNS PROGRAMS" with sub-links like "Home", "Child/Adult Care", "School Nutrition Programs", etc. A right sidebar contains buttons for "Hot Topics", "Event Registration", "Financial Info", "FAQ", "Civil Rights", and "Contact Us".

# Log into CNP Direct Certification

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](mailto: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 Certification

## 3. Enter your Username and Password.

ARIZONA DEPARTMENT  
OF EDUCATION

COMMON LOGON

The gateway to secure data transactions and information

 Username:   
Password:

- 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](mailto: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 Certification

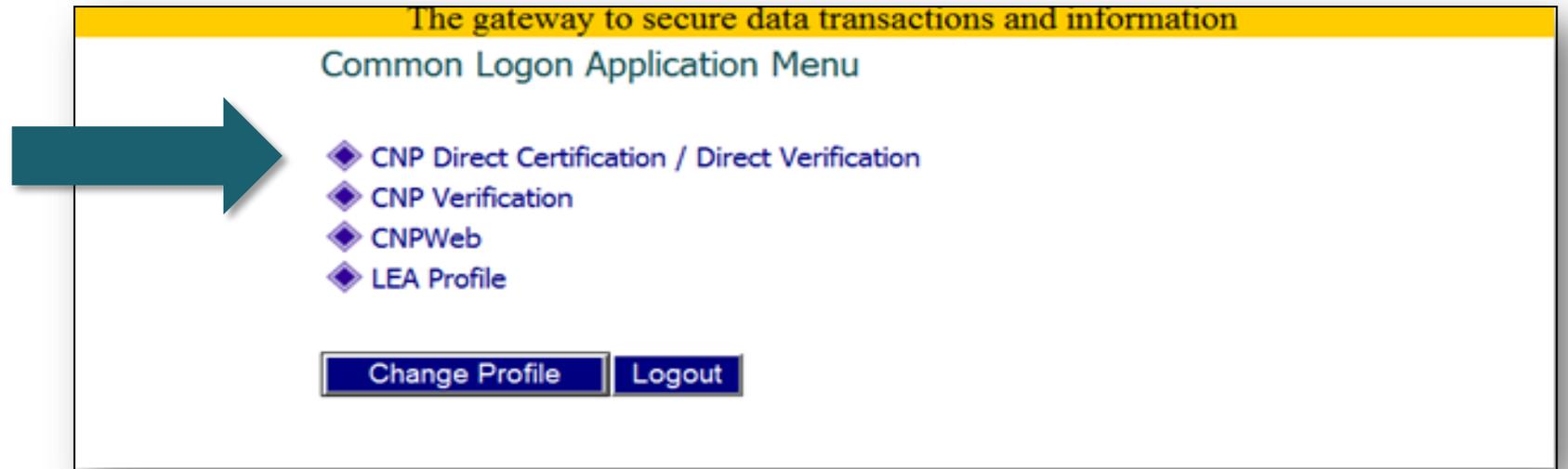
You have successfully logged into Common Logon.

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



# Log into CNP Direct Certification

4. Click on ◆ CNP Direct Certification / Direct Verification.



# Log into CNP Direct Certification

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

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

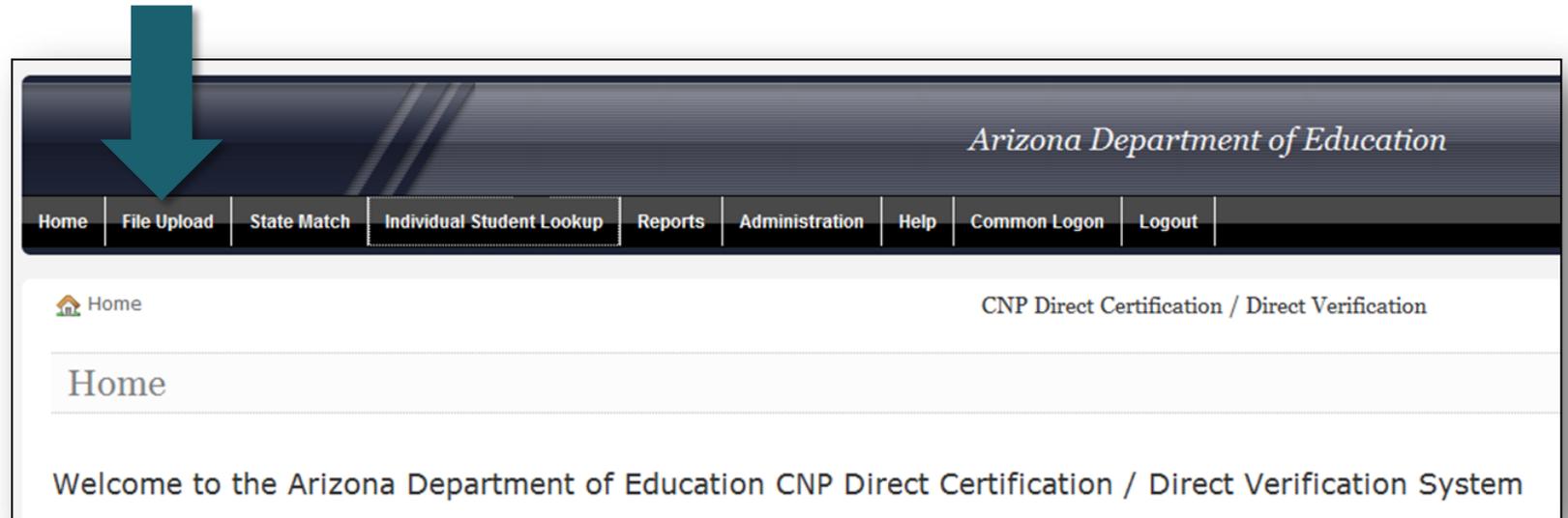
The screenshot shows the Arizona Department of Education website header with the logo and 'AZ.GOV' text. Below the header, there is a navigation bar with 'Home' and 'CNP Direct Certification / Direct Verification' links, and a user greeting 'Welcome Aidaly Rodriguez'. The main content area features a 'Home' heading and a welcome message. A light blue box contains an 'ATTENTION:' section with text regarding FERPA compliance and system usage. Below this, an 'Acknowledgement:' section contains a statement of agreement and two buttons: 'I AGREE / CONTINUE' and 'I DO NOT AGREE / EXT'. A large teal arrow points to the 'I AGREE / CONTINUE' button.

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 Certification.

# File Upload: SSN

# File Upload: SSN

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



# File Upload: SSN

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

The screenshot shows a web application interface for "File Upload" under the heading "CNP Direct Certification / Direct Verification". The user is logged in as "Emily Molchan". The page contains a "File Upload" section with a "Select a File to Upload" field and a "Submit" button. To the right, there are "Options" for "Show these students in the results:" with checkboxes for "Students that match DES", "Students that don't match DES", and "File upload messages". There is also a checkbox for "Check here to do a Direct Verification search (which includes Medical Assistance data)". A "Results" section at the bottom indicates "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.

# File Upload: SSN

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

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**

**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

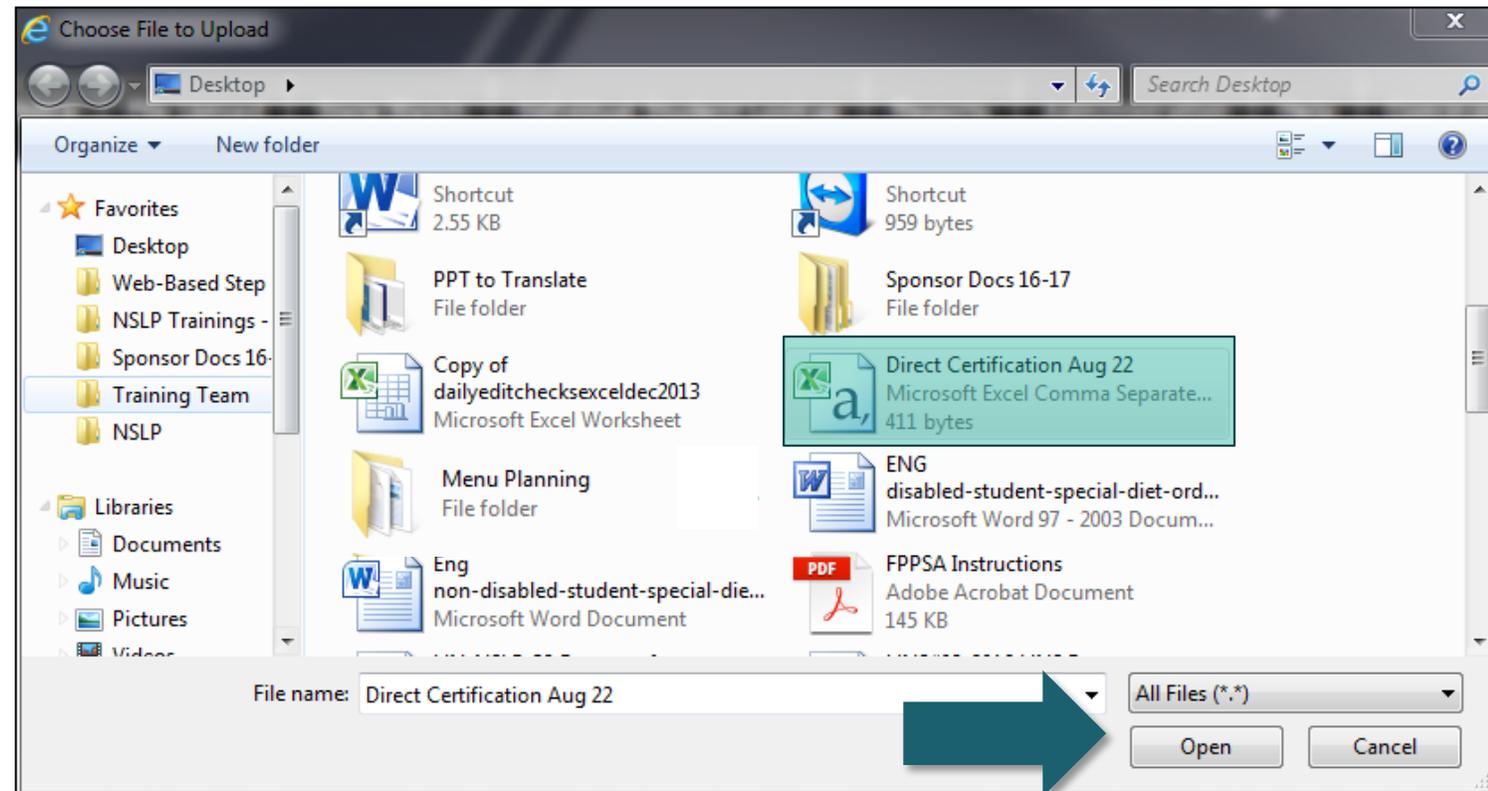
Check here to do a Direct Verification search (which includes Medical Assistance data)

Results

Waiting for your file upload...

# File Upload: SSN

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



# File Upload: SSN

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

Home > File Upload CNP Direct Certification / Direct Verification Welcome Aidaly Rodriguez

## 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 10/1/2016.
- 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:

Options

**Show these students in the results:**

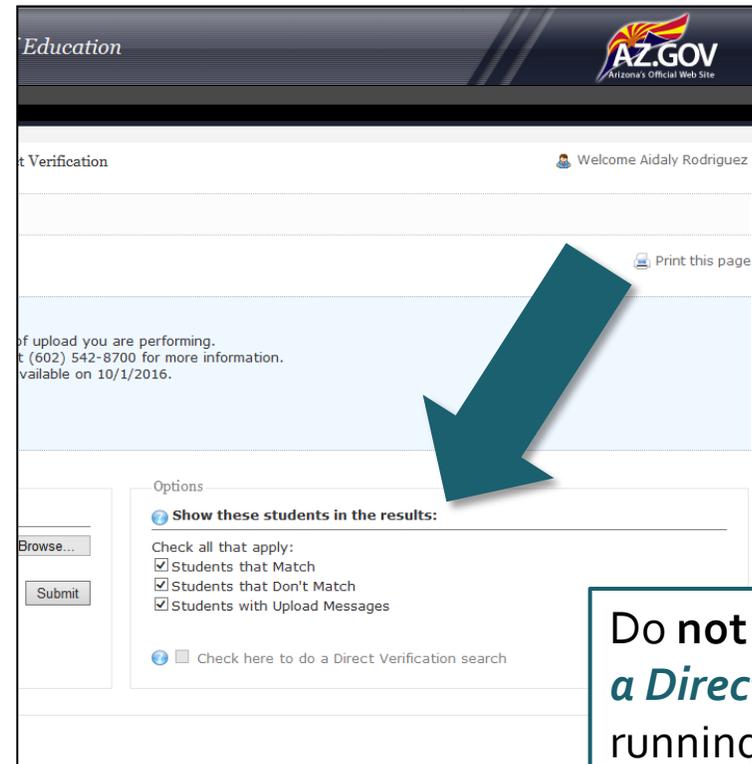
Check all that apply:

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

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.

# File Upload: SSN

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



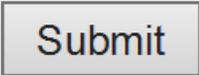
The screenshot shows the 'Education' section of the AZ.GOV website. The page title is 'Education' and the logo is 'AZ.GOV Arizona's Official Web Site'. The user is logged in as 'Welcome Aidaly Rodriguez'. The page content includes a 'Print this page' link and a section for 'Options'. The 'Options' section has a heading 'Show these students in the results:' and a list of checkboxes: 'Check all that apply:', 'Students that Match' (checked), 'Students that Don't Match' (checked), 'Students with Upload Messages' (checked), and 'Check here to do a Direct Verification search' (unchecked). A large teal arrow points to the 'Show these students in the results:' section.

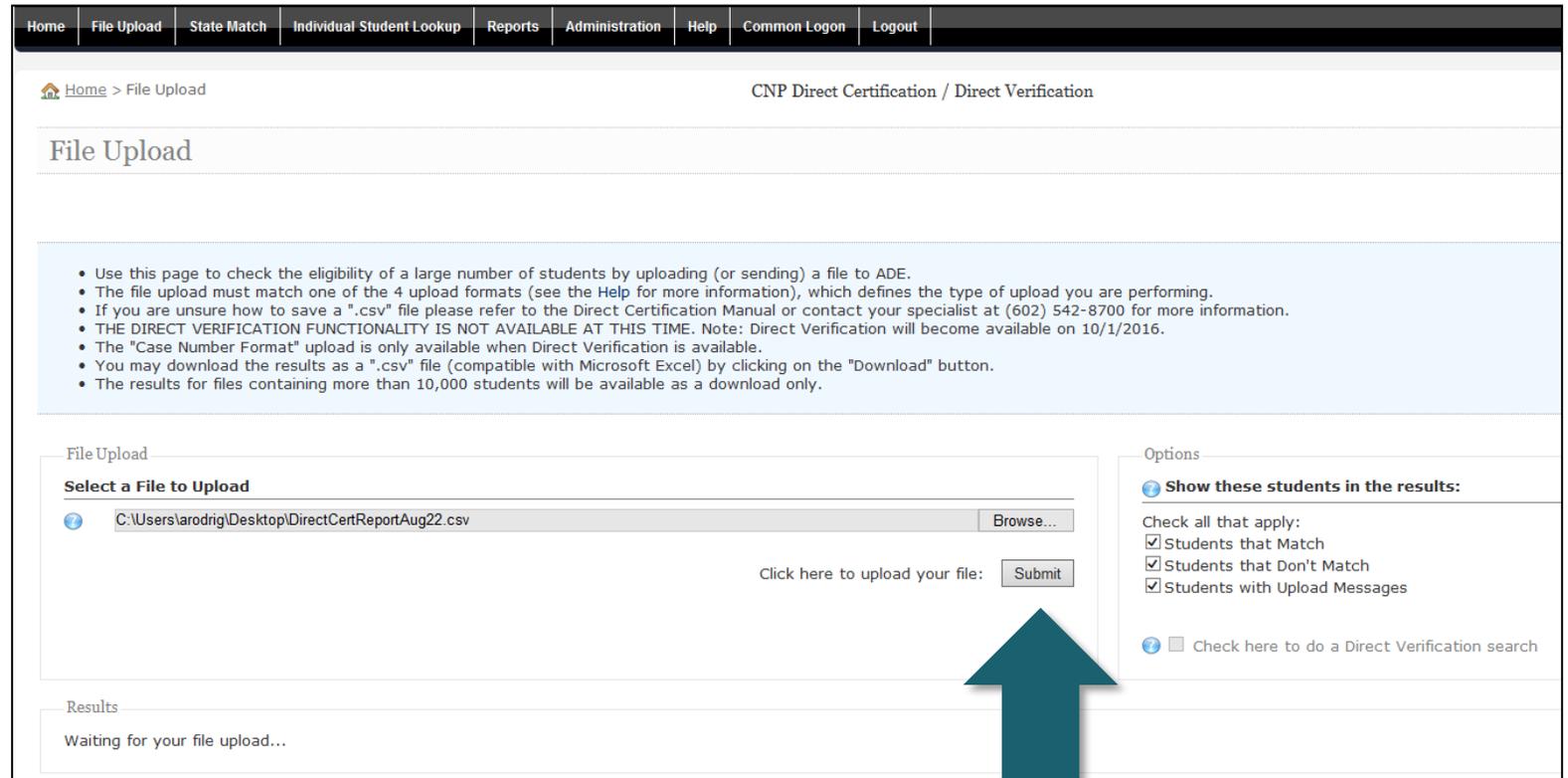
To get a match result for all students entered, check the boxes for :

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

Do not select the **Check here to do a Direct Verification search** when running a direct certification report. This option is only to be used during Verification activities.

# File Upload: SSN

4. Click  to run the report.



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.
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- 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 10/1/2016.
- 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\larodrig\Desktop\DirectCertReportAug22.csv

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

  Check here to do a Direct Verification search

**Results**

Waiting for your file upload...

# Results of CNP Direct Certification

# Results of CNP Direct Certification

## Match Results

Once you upload the file and click **Submit**, the window will refresh and display your search results below the file upload search bar.

**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

Check here to do a Direct Verification search

Click here to download your results:

**Results**

File Upload Processed as:		<b>Standard File Upload</b>	
Prepared by:	<b>Aidaly Rodriguez</b>	Date Prepared:	<b>8/16/2016 9:37 AM</b>
Direct Verification:	<b>No</b>	Displaying:	<b>Matches, Non-Matches, Messages</b>
Records Processed:	<b>15</b>	Validation Errors Found:	<b>0</b>
Matches Found:	<b>5</b>	Non-Matches Found:	<b>10</b>
SNAP Matches:	<b>5</b>	MA Matches:	<b>0</b>
TANF Matches:	<b>0</b>	Foster Matches:	<b>0</b>
FDP/IR Matches:	<b>0</b>	Migrant Matches:	<b>0</b>
Homeless Matches:	<b>0</b>		

Record Number ^	First Name	Last Name	Birthdate	Results	Decision Date	SNAP	TANF
1	John	Smith	12/01/2002	Match	01/25/2016	Y	
2	Katie	Moyer	03/02/2001	Match	08/15/2015	Y	
3	Ashley	Brown	02/11/2001	No Match			
4	Kelly	Daly	05/06/2002	Match	08/31/2015	Y	
5	Josh	Greene	02/14/2001	No Match			
6	John	Lopez	09/05/2003	No Match			
7	Alex	Rodriguez	08/05/2001	No Match			
8	Lexy	Grey	03/13/2004	No Match			
9	Meredith	Grey	07/15/2000	Match	07/25/2016	Y	
10	Mark	Sloan	01/25/1999	No Match			
11	Christina	Yang	08/20/1999	No Match			
12	Preston	Burke	11/23/2001	Match	05/20/2016	Y	
13	George	O'Malley	11/14/2003	No Match			
14	Callie	Torres	12/24/2004	No Match			
15	Arizona	Robbins	12/31/2002	No Match			

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 of CNP Direct Certification

## Saving Search Results

Match results must be kept on file to support why free meal benefits were provided to students. 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 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 certification was conducted within the file name.

*For example: Direct Certification is conducted on August 23, your file name should be DCresultsAug232016.*

# Results of CNP Direct Certification

## Extending Eligibility

If an individual student matches in any of the five agency records (SNAP, TANF, FDPIR, Foster, MEP) the child automatically qualifies for free meal benefits.

A student with a match in SNAP, TANF, and/or FDPIR will qualify him/herself and will also qualify all enrolled household members for free meal benefits. This is referred to as ***extending eligibility***.

Please note, a match in Foster or MEP does not extend free meal benefits to other household members.

# Results of CNP Direct Certification

## Extending Eligibility

*Example 1: Harry Potter matched in the Foster column. Although Harry is in the same household as Dudley, we do not automatically certify Dudley as being free since a match in Foster cannot be extended to other household members.*

First Name	Last Name	Birthdate	Results	Decision Date	SNAP	TANF	MA	FOSTER	FDPIR	MIG	HOM
Dudley	Dursley	11/12/1997	No Match								
Harry	Potter	07/31/1997	Match	05/30/2001				Y			

*Example 2: Mary Kate matched in the SNAP column. Mary Kate and Ashley are siblings and are in the same household; therefore, we extend free meal benefits to Ashley since SNAP qualifies all enrolled household members for free meal benefits.*

First Name	Last Name	Birthdate	Results	Decision Date	SNAP	TANF	MA	FOSTER	FDPIR	MIG	HOM
Mary Kate	Olsen	08/25/1999	Match	08/25/2016	Y						
Ashley	Olsen	08/25/1999	No Match								

# Results of CNP Direct Certification

## If a Student Does Not Match

When a student is not found in any of the agency records, the word **No Match** will be listed next to the student's name. This does not change the student's eligibility.

LEAs should continue to search for non-matching students throughout the program year to determine if they are new participants in any of the agency's programs.

*For example: Hunter Smith was a No Match in DC. This means that his name/record was not found in any of the assistance programs. This does not change Hunter's eligibility to paid. This means he will have to qualify for meal benefits in another way (i.e. homeless liaison list, household application, etc.)*

First Name	Last Name	Birthdate	DES Results	DES Decision Date	SNAP	TANF	MA	Foster	FDPIR	MIG	HOM
Hunter	Smith	11/12/2009	No Match								
Vivian	Corsaro	08/05/2010	Match	08/31/2015	Y						
Brian	Peterson	03/10/2010	Match	09/11/2015	Y	Y					
Roselynn	Martinez	06/21/2010	No Match								

## *Comprehension Check*

**True or False: Once you see the results, you are done with direct certification.**

- A. True.
- B. False. You have to email ADE to let them know you did direct certification. Once you do that, you are done.
- C. False. You must download or print your report and keep it on file. Once you have downloaded and/or printed the results, you are done conducting direct certification



## Comprehension Check

**True or False: Once you see the results on the screen, you are done with direct certification.**

- A. True.
- B. False. You have to email ADE to let them know you did direct certification. Once you do that, you are done.
- C. False. You must download or print your report and keep it on file. Once you have downloaded and/or printed the results, you are done conducting direct certification**

**All LEAs must keep these results on file. They can be downloaded and saved electronically, printed out, or both. The key is that you must be able to access the results at any time.**



# FAQ: Direct Certification Results

# FAQ: Results of DC Report

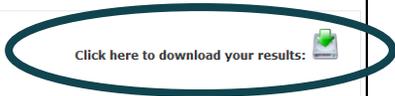
*Do I need to download my results or can I just print the webpage?*

- Whichever method works better for the user. Upon request, the LEA must provide to ADE a copy of the original report and the date CNP Direct Certification was conducted. If you run multiple searches in Individual Student Lookup, you must print and/or save the results from each search. Please see slide 47 for details on how to print or download results.

Results													
File Upload Processed as:		<b>Standard File Upload</b>											
Prepared by:	<b>Aidaly Rodriguez</b>			Date Prepared:	<b>8/16/2016 9:37 AM</b>								
Direct Verification:	<b>No</b>			Displaying:	<b>Matches, Non-Matches, Messages</b>								
Records Processed:	<b>15</b>			Validation Errors Found:	<b>0</b>								
Matches Found:	<b>5</b>			Non-Matches Found:	<b>10</b>								
SNAP Matches:	<b>5</b>			MA Matches:	<b>0</b>								
TANF Matches:	<b>0</b>			Foster Matches:	<b>0</b>								
FDPIR Matches:	<b>0</b>			Migrant Matches:	<b>0</b>								
Homeless Matches:	<b>0</b>												

Record Number ^	First Name	Last Name	Birthdate	Results	Decision Date	SNAP	TANF	MA	Foster	FDPIR	MIG	HOM	Upload Message
1	John	Smith	12/01/2002	Match	01/25/2016	Y							
2	Katie	Moyer	03/02/2001	Match	08/15/2015	Y							
3	Ashley	Brown	02/11/2001	No Match									
4	Kelly	Daly	05/06/2002	Match	08/31/2015	Y							
5	Josh	Greene	02/14/2001	No Match									
6	John	Lopez	09/05/2003	No Match									
7	Alex	Rodriguez	08/05/2001	No Match									
8	Lexy	Grey	03/13/2004	No Match									
9	Meredith	Grey	07/15/2000	Match	07/25/2016	Y							
10	Mark	Sloan	01/25/1999	No Match									
11	Christina	Yang	08/20/1999	No Match									
12	Preston	Burke	11/23/2001	Match	05/20/2016	Y							
13	George	O'Malley	11/14/2003	No Match									
14	Callie	Torres	12/24/2004	No Match									
15	Arizona	Robbins	12/31/2002	No Match									



## *FAQ: Results of DC Report*

*Would ADE accept my CNP Direct Certification report if I copied the Match and No Match results onto an Excel spreadsheet?*

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

## FAQ: Results of DC Report

*On my results page, if there is a Decision Date next to the student, do their free meal benefits begin on that date?*

- No. When the system provides a match under the column, *DES Results*, it also provides a date listed under the column titled, *DES Decision Date*. For purposes of certifying students for free meal benefits, we disregard the *DES Decision Date* and record the date the CNP Direct Certification was conducted.

First Name	Last Name	Birthdate	DES Results	DES Decision Date	SNAP	TANF	MA	Foster	FDPIR	MIG	HOM
Hunter	Smith	11/12/2009	No Match								
Vivian	Corsaro	08/05/2010	Match	08/31/2015	Y						
Brian	Peterson	03/10/2010	Match	09/11/2015	Y	Y					

## *FAQ: Results of DC Report*

*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. For purposes of certifying students for free meal benefits, we disregard the DES Decision Date and record the date the CNP Direct Certification was conducted.

# FAQ: Results of DC Report

*My results page states my file is invalid, what do I do?*

- If you receive this error you must ensure the following is correct:
  - the file you uploaded has the word *Standard* typed in the first row first column (cell A1);
  - student's birthdates were entered in the correct format mm/dd/yyyy;
  - student's names were entered correctly: first name, last name; and
  - your file was saved as a CSV (Comma delimited) file.

Results			
File Upload Processed as:	<b>Invalid File Format value detected</b>		
Prepared by:	<b>Aidaly Rodriguez</b>	Date Prepared:	<b>8/16/2016 10:33 AM</b>
Direct Verification:	<b>No</b>	Displaying:	<b>Matches, Non-Matches, Messages</b>
Records Processed:	<b>0</b>	Validation Errors Found:	<b>0</b>
Matches Found:	<b>0</b>	Non-Matches Found:	<b>0</b>
SNAP Matches:	<b>0</b>	MA Matches:	<b>0</b>
TANF Matches:	<b>0</b>	Foster Matches:	<b>0</b>
FDPIR Matches:	<b>0</b>	Migrant Matches:	<b>0</b>
Homeless Matches:	<b>0</b>		

# Technical Assistance

If you have any questions about directly certifying students for meal benefits, use:

- The Eligibility Manual for School Meals and the various other How To Guides at:  
[http://www.azed.gov/health\\_nutrition/nslp/programguidance/](http://www.azed.gov/health_nutrition/nslp/programguidance/)

*For other questions about Direct Certification, please contact your School Nutrition Program Specialist.*

## *End of Training*

# Congratulations!

You have completed the Step by Step Instruction: ***How to Conduct Direct Certification using File Upload: SSN.***

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 Certification using File Upload: SSN***
- Learning Code: 3120
- Key Area: 3000- Administration
- Length: 1 hour

*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 Certification using File Upload: SSN***

Professional Standards Learning Code: ***3120***

*In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.*

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*To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).*

*This institution is an equal opportunity provider.*