

# *Step by Step Instruction:* How to Conduct Direct Certification using Individual Student Lookup

Professional Standards Learning Code 3120  
Length: 30 minutes



***Revised October 2016***

"Step by Step Instruction: How to Conduct Direct Certification using Individual Student Look Up" 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. [1](#)

*Step by Step  
Instruction:  
How to  
Conduct Direct  
Certification  
using Individual  
Student  
Lookup*

## **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 Individual Student Lookup 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:***
  - [Introduction to CNP Direct Certification in CNP Direct Certification/Direct Verification](#)

*Step by Step  
Instruction:  
How to  
Conduct Direct  
Certification  
using Individual  
Student  
Lookup*

## **Objectives**

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

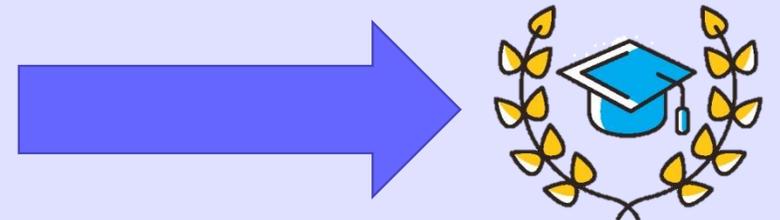
- understand how to conduct CNP Direct Certification using Individual Student Lookup;
- understand the CNP Direct Certification match results; and
- be aware of common errors that come up using this search method.

## *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 purple like you see on this slide.



*Step by Step  
Instruction:  
How to  
Conduct Direct  
Certification  
using Individual  
Student  
Lookup*

*The Step by Step Instruction will review:*

Overview of the CNP Direct Certification Process	Slides 6-11
Log into CNP Direct Certification	Slides 12-19
Individual Student Lookup:	
<i>Accessing Individual Student Lookup</i>	<i>Slides 20-25</i>
<i>Standard Format Search</i>	<i>Slides 26-28</i>
<i>SAIS ID Format Search</i>	<i>Slide 29</i>
<i>SSN Format Search</i>	<i>Slides 30-32</i>
<i>Case Number Format Search</i>	<i>Slide 33</i>
<i>Results of CNP Direct Certification</i>	<i>Slides 34-41</i>
FAQ: Results of DC Report	Slides 42-46

*The following slides will only cover how-to instructions for Individual Student Lookup. 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
  - Case Number

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/>

Case Number  
Search

# Overview of the CNP Direct Certification Process

## Case Number Search

Historically, LEAs had the ability to enter a case number provided on a household application only during the time period of annual verification activities. LEAs would enter the case number if the application was selected for Verification to attempt to directly verify the households eligibility for SNAP or TANF. LEAs may now use the CNP Direct Certification system to enter a case number provided by a household as an attempt to *directly certify* all students on the application.

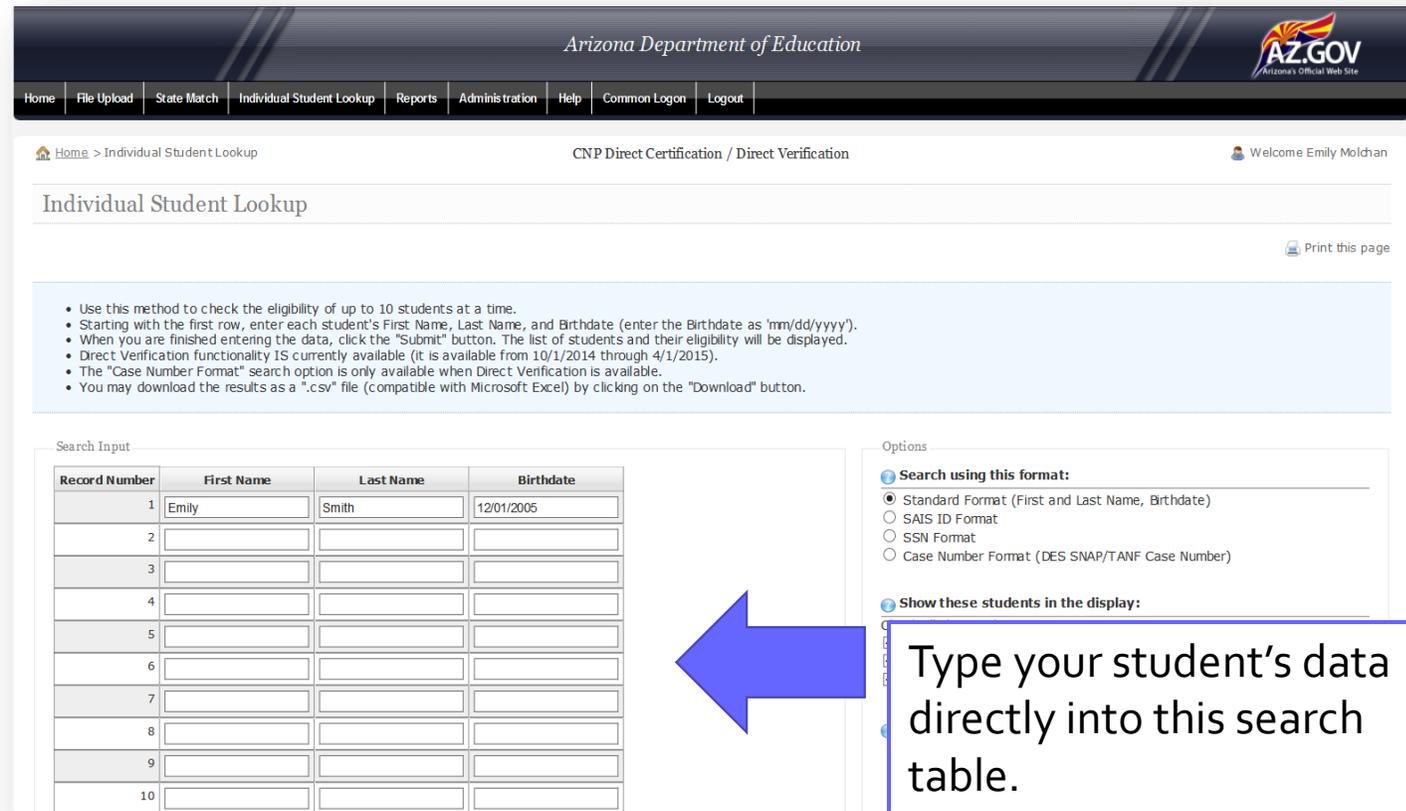
The LEA may search for the case number in the CNP Direct Certification system only **after** the case number application has been deemed complete and the household is provided free meal benefits.

- Please refer to the memorandum [HNS: 13-2016 CNP Direct Certification Enhancements](#) for further guidance on searching for case numbers.

# Overview of the CNP Direct Certification Process

## Individual Student Look Up

This method is recommended when searching a small number of students. It allows you to search up to 10 students at a time, and does not require any file uploads. This method is best utilized to conduct CNP Direct Certification when new students enroll.



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 Emily Molchan

### Individual Student Lookup

Print this page

- Use this method to check the eligibility of up to 10 students at a time.
- Starting with the first row, enter each student's First Name, Last Name, and Birthdate (enter the Birthdate as 'mm/dd/yyyy').
- When you are finished entering the data, click the "Submit" button. The list of students and their eligibility will be displayed.
- Direct Verification functionality IS currently available (it is available from 10/1/2014 through 4/1/2015).
- The "Case Number Format" search option is only available when Direct Verification is available.
- You may download the results as a ".csv" file (compatible with Microsoft Excel) by clicking on the "Download" button.

Search Input

Record Number	First Name	Last Name	Birthdate
1	Emily	Smith	12/01/2005
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:

Type your student's data directly into this search table.

# 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 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 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 Certification

2. Click on  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 text "Arizona Department of Education". To the right are social media icons for Facebook and Twitter, a font size selector, and a search bar. A blue 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 features a breadcrumb trail, a "National School Lunch & School Breakfast Program" heading, a mission statement with 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" including Home, Child/Adult Care, School Nutrition Programs, School Health Programs, School Food Programs, Summer Food, Memos, and % Free/ Reduced. 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.



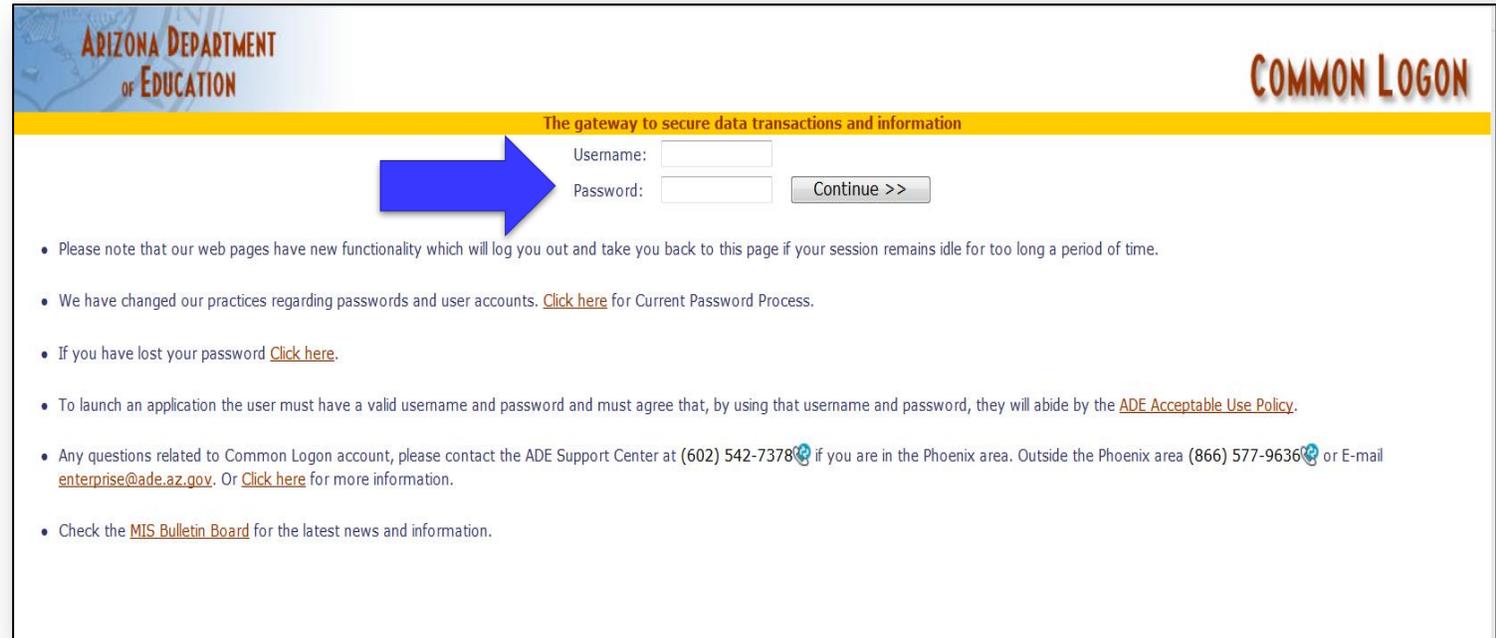
**You must have a username and password in order to access Common Logon.**

***\*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:

- 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.

# Log into CNP Direct Certification

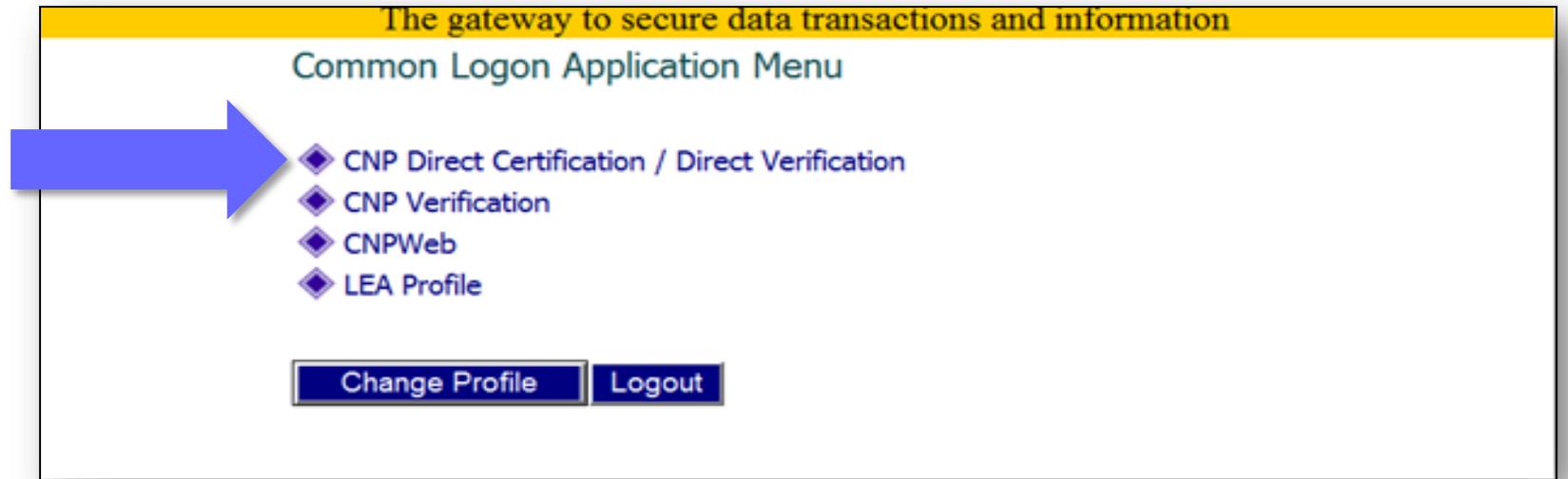
You have successfully logged into Common Logon.

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



*Log into CNP  
Direct  
Certification*

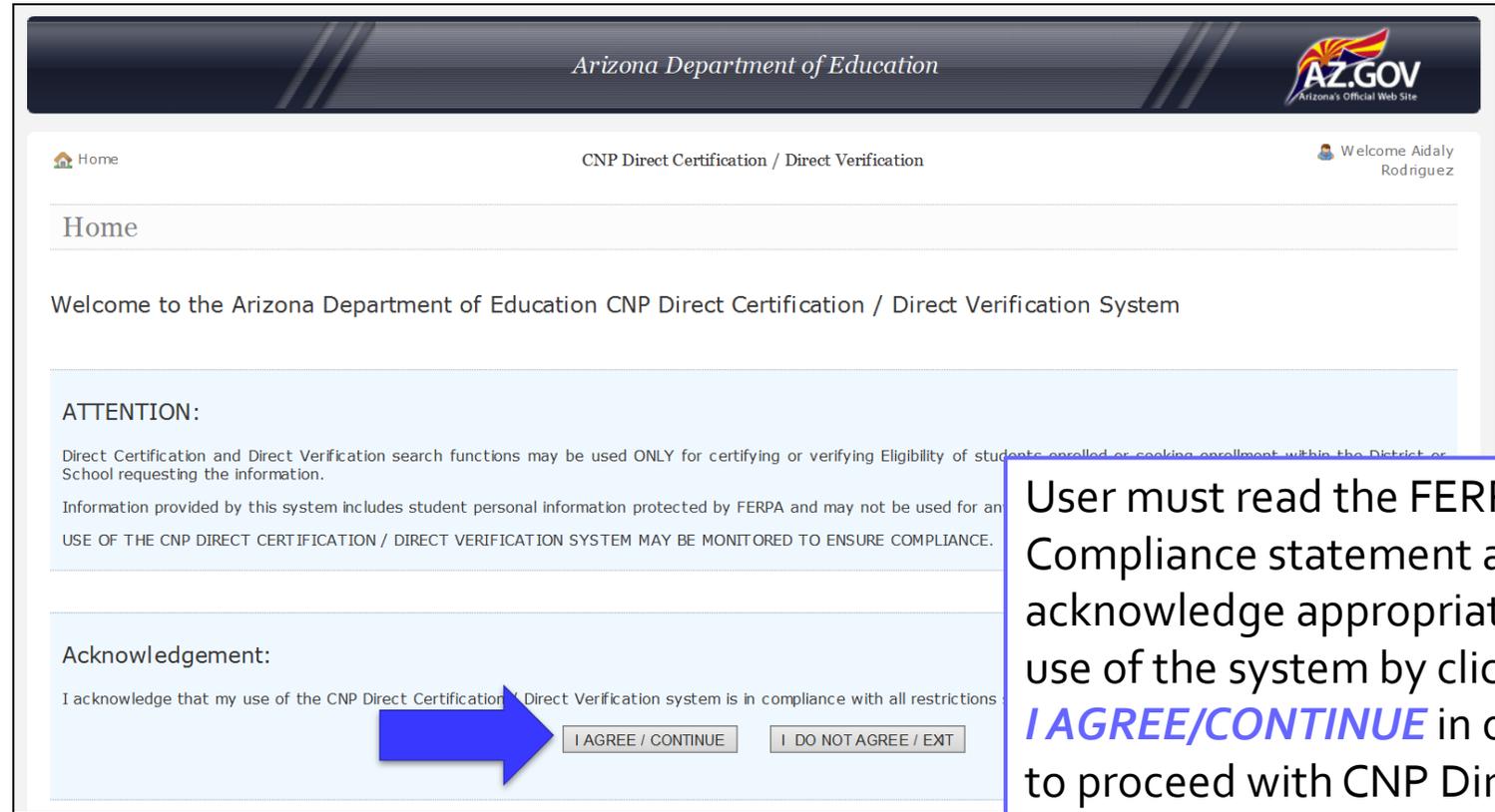
4. Click on CNP Direct Certification/Direct Verification.



# 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:*

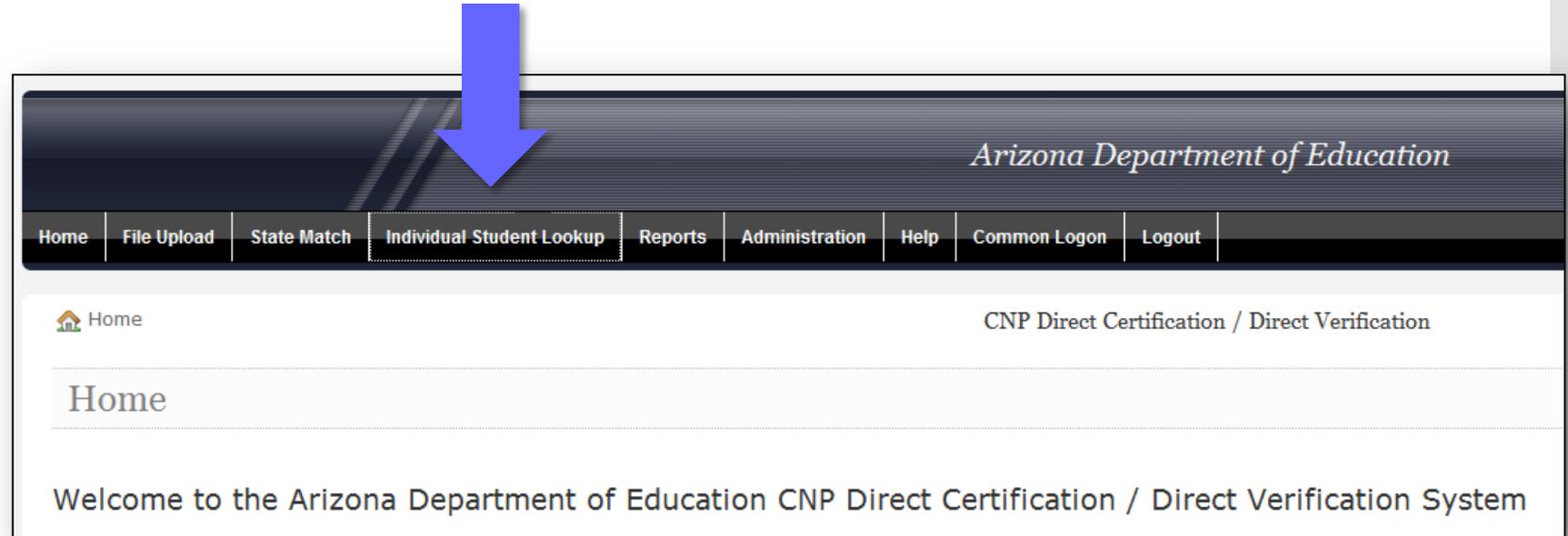


User must read the FERPA Compliance statement and acknowledge appropriate use of the system by clicking ***I AGREE/CONTINUE*** in order to proceed with CNP Direct Certification.

# Individual Student Lookup

# Individual Student Lookup

To start a search using the Individual Student Lookup method, click on **Individual Student Lookup** found in the black menu bar.



# Individual Student Lookup

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

The screenshot shows the 'Individual Student Lookup' page on the Arizona Department of Education website. The page header includes the department name and the AZ.GOV logo. A navigation menu is visible at the top. The main content area is titled 'Individual Student Lookup' and includes a 'Print this page' link. Below the title, there are instructions for using the lookup tool. The 'Search Input' section contains a table with 10 rows for entering student information. The 'Options' section on the right allows users to select search formats and display preferences.

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.
- The "Case Number Format" search option is only available when Direct Verification is available.
- You may download the results as a ".csv" file (compatible with Microsoft Excel) by clicking on the "Download" button.

Search Input

Record Number	First Name	Last Name	Birthdate
1	<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)

**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:

- On the left side of the screen is a table titled, *Search Input*. You are able to search up to 10 students at a time.
- 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.

## *Comprehension Check*

**When using Individual Student Lookup, how many students can be entered at a time?**

- A. 5 students
- B. 10 students
- C. 50 students
- D. Total enrollment



## *Comprehension Check*

When using Individual Student Lookup, how many students can be entered at a time?

- A. 5 students
- B. 10 students**
- C. 50 students
- D. Total enrollment

When doing Individual Student Lookup, 10 students are searched at a time. Refer back to slide 11 to see the search table displaying 10 lines where information can be entered.



# *Individual Student Lookup*

## **Search Formats in Individual Student Lookup**

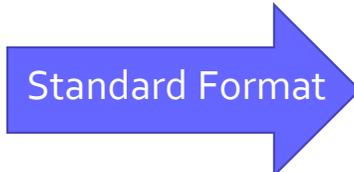
In order for a student to match, LEAs must enter identifiable student data into CNP Direct Certification.

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

Searching Formats:

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

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



Standard Format

# Individual Student Lookup

## 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. In the table, enter the student's first name, last name and birthdate (using MM/DD/YYYY) as shown below.
4. Click **Submit**.

The screenshot shows a search interface with a table and options. Blue arrows with numbers 1 through 4 point to specific elements: 1 points to the selected search format, 2 points to the display options, 3 points to the first row of the table, and 4 points to the Submit button.

Record Number	First Name	Last Name	Birthdate
1	Peter	Goldstitch	12/01/2001
2	Emma	Smith	03/11/2000
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*

**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

## 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. In the table, enter the student's SAIS ID as shown below with no hyphens or spaces.
4. Click **Submit**.

The screenshot shows a search interface with two main sections: 'Search Input' and 'Options'. The 'Search Input' section contains a table with 10 rows. The first row has 'Record Number' 1 and 'SAIS ID' 12345678. The other rows have empty SAIS ID input fields. A blue arrow labeled '3.' points to the first row. The 'Options' section has two sub-sections. The first, 'Search using this format:', has four radio button options: 'Standard Format (First and Last Name, Birthdate)', 'SAIS ID Format' (which is selected), 'SSN Format', and 'Case Number Format (DES SNAP/TANF Case Number)'. A blue arrow labeled '1.' points to the 'SAIS ID Format' option. The second sub-section, 'Show these students in the display:', has a heading 'Check all that apply:' followed by three checked checkboxes: 'Students that Match', 'Students that Don't Match', and 'Students with Upload Messages'. A blue arrow labeled '2.' points to this section. At the bottom of the 'Search Input' section, there is a 'Submit' button. A blue arrow labeled '4.' points to this button. Below the table, there is a link that says 'Click here to submit your search:'.

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

## 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. In the table, enter the student's SSN as shown below with no hyphens or spaces.
4. Click **Submit**.

The screenshot shows a web form for searching by SSN format. It includes a table for entering SSNs, a section for selecting the search format, and a section for selecting display options. Blue arrows with numbers 1 through 4 point to the corresponding steps in the instructions.

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 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 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 30 for an example of how to format a social security number.**



# Individual Student Lookup

## 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. In the table, enter the case number found on the household application as shown below, with no hyphens or spaces.
4. Click *Submit*.

The screenshot shows a search interface with a table and options. Blue arrows with numbers 1 through 4 point to specific elements:

- Arrow 1 points to the "Case Number Format (DES SNAP/TANF Case Number)" radio button in the "Search using this format" section.
- 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 "Case Number" input field in the first row of the table, which contains the value "45895687".
- Arrow 4 points to the "Submit" button at the bottom of the form.

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

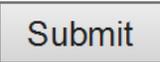
Check here to do a Direct Verification search

Click here to submit your search:

# Results of CNP Direct Certification

# Results of CNP Direct Certification

## Match Results

Once you input 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	Alex	Connolly	11/12/2009
2	Vivian	Hernandez	08/05/2010
3	Alex	Rodriguez	03/15/2010
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 to do a Direct Verification search

Results

File Upload Processed as:	<b>Standard File Upload</b>		
Prepared by:	<b>Aidaly Rodriguez</b>	Date Prepared:	<b>8/15/2016 7:48 AM</b>
Direct Verification:	<b>No</b>	Displaying:	<b>Matches, Non-Matches, Messages</b>
Records Processed:	<b>3</b>	Validation Errors Found:	<b>0</b>
Matches Found:	<b>0</b>	Non-Matches Found:	<b>3</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>		

Record Number	First Name	Last Name	Birthdate	Results	Decision Date	SNAP	TANF	MA	FOSTER	FDPIR	MIG	HOM	Upload Message
1	Alex	Connolly	11/12/2009	No Match									
2	Vivian	Hernandez	08/05/2010	No Match									
3	Alex	Rodriguez	03/15/2010	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, MIG) 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 MIG does not extend free meal benefits to other household members.



Example

# 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. 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								

# Results of CNP Direct Certification

## If a Case Number Does Not Match

When a case number is not found in the agency's SNAP or TANF database, the words *No Match* will be listed next to the case number. Please note, this does **not** make the household's eligibility paid. The categorical application remains in effect as do the free meal benefits for the household members.

Households are given the opportunity to provide a case number either for the child or for any household member. The categorical eligibility of any household member in an Assistance Program conveys free meal benefits through the Child Nutrition Programs to all children in that household.

The CNP Direct Certification system only searches for case numbers for individuals between the ages of 3 and 21. If the household provides a case number on the household application that belongs to a member 21 years or older, the system will **not** be able to identify it and the case number will appear as a *No Match*.

- Please refer to the memorandum [HNS Memo 13-2016 CNP Direct Certification Enhancements](#) as well as the [Eligibility Manual for School Meals](#) for further guidance on searching for case numbers.

*Results of CNP  
Direct  
Certification*

## **File Upload Method**

If you feel that entering individual data for each student will take too long, you have the option to create a list of all students with their student data to upload into the system. This method is called File Upload.

Please refer back to the [\*\*ADE Online Training Library\*\*](#) for How-To-Guides on File Upload Methods.

# FAQ: Results of DC Report

## 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 36 for details on how to print or download results.

Results														
Processed as:	SSN													
Prepared by:	Jacob Smith	Date Prepared:	5/27/2016 6:56 AM											
Direct Verification:	No	Displaying:	Matches , Non-Matches											
Records Processed:	3	Validation Errors Found:	0											
Matches Found:	0	Non-Matches Found:	3											
SNAP Matches:	0	MA Matches:	0											
TANF Matches:	0	Foster Matches:	0											
BIA Matches:	0	Migrant Matches:	0											
Record Number ^	SSN	First Name	Last Name	Birthdate	DES Results	DES Decision Date	SNAP	TANF	MA	FOSTER	FDPIR	MIG	HOM	Upload Message
1	515651234				No Match									
2	689524566				No Match									
3	210653699				No Match									

Click here to download your results: 

## *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.

# 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 Individual Student Look up.***

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 Individual Student Look up***
- Learning Code: 3120
- Key Area: 3000- Administration
- Length: 30 minutes

*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 Individual Student Look up***

Professional Standards Learning Code: **3120**

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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).*

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