

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

Professional Standards Learning Code 3120
Length: 30 minutes



Revised October 2016

"Step by Step Instruction: Introduction to Conducting 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.

Introduction to CNP Direct Certification in CNP Direct Certification/ Direct Verification

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 run CNP Direct Certification.
- The following slides provide guidance on how to conduct direct certification using the Arizona Department of Education (ADE) CNP Direct Certification system.

Introduction to CNP Direct Certification in CNP Direct Certification/ Direct Verification

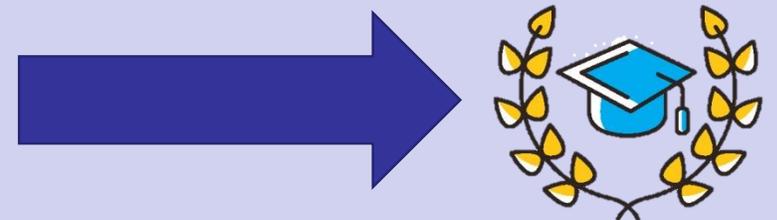
Objectives

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

- review the term Direct Certification;
- explain how the CNP Direct Certification matching system works;
- identify the different ways to search in CNP Direct Certification;
- explain match and no match results; and
- become familiar with additional resources for each 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.



Introduction to CNP Direct Certification in CNP Direct Certification/ Direct Verification

Definitions

Meal benefits: Meals are provided at no cost (free) or reduced-priced (reduced) to eligible children.

Certification: The process of assigning meal benefits to a child based on obtained documentation.

Direct Certification: 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.

CNP Direct Certification: Automated State Matching system created by Arizona Department of Education (ADE) that communicates directly with Department of Economic Security (DES). Matches are made between student enrollment records and benefit recipient records from Other Assistance Programs (i.e., SNAP, TANF, FDPIR), Migrant Education Program, and Foster care agencies.

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

*Introduction to
CNP Direct
Certification in
CNP Direct
Certification/
Direct
Verification*

The Step by Step Instruction will review:

| | |
|--|--------------|
| Overview of the Direct Certification Process | Slides 7-24 |
| Overview of Search Methods | Slides 25-36 |
| Additional Resources for Conducting Direct Certification | Slides 37-38 |

*The following slides will only cover an introduction to CNP Direct Certification. **Please refer back to the [ADE Online Training Library](#) for additional trainings on how to conduct direct certification using the various methods discussed in this presentation.***

Overview of the CNP Direct Certification Process

Overview of the CNP Direct Certification Process

Direct Certification

Direct Certification is the process of determining children who 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.

Requirements

Overview of the CNP Direct Certification Process

Direct Certification Annual Requirements

CNP Direct Certification must be conducted **at least 3 times per program year for all enrolled students**. This should be done at different intervals to ensure all households who have yet matched in CNP Direct Certification and who are participating in Assistance Programs receive free meal benefits. Direct certification should be conducted at:

- initial effort near or around the beginning of school (before sending household applications but no sooner than July 1);
- 3 months after initial effort;
- 6 months after initial effort;
- as best practice, when new students enroll; and
- before certain ADE reports.

There is no maximum number of times LEAs can conduct CNP Direct Certification.

Overview of the CNP Direct Certification Process

Access to CNP Direct Certification

- LEAs are able to search for students through CNP Direct Certification with a username and password provided by ADE.
- LEAs may request access to CNP Direct Certification by completing the form Common Logon Permissions for NSLP and checking off the box CNP Direct Certification.
- For security purposes, only those with a username and password should have access to CNP Direct Certification.

Permission
Form



Overview of the CNP Direct Certification Process

Common Logon Permissions for NSLP

- The form can be found on ADE Program Forms Webpage: <http://www.azed.gov/health-nutrition/nslp/program-forms/>.
- The form must be signed by the designated official or authorized signer (found on the LEA's Food Program Permanent Service Agreement).
- The form can be emailed to the contact information listed on the top of the form. ADE will process the request within 7-10 days and notify the individual requesting permissions.
- Contact ADE at (602) 542-8700 if you have questions completing this form.

Common Logon Permissions for NSLP
Please scan & e-mail the completed form to
ADESchoolNutrition@azed.gov

Sponsor Name (this is the name of your District, your Non-Profit, your Church, etc.) CTDS #

First Name (of person having permissions added/changed) Last Name

Username (enter if you already have a username that you use to login to the ADE Common Logon (Example: JSmith1983)) Work E-Mail Address:

Title Work Phone Number Ext.

Permissions Section

Check here to request CNPWeb-NSLP permissions OR to keep them if you received them previously. Note that if left blank, permissions will be deleted if you received them previously.

Check here to request CNP Direct Certification permissions OR to keep them if you received them previously. Note that if left blank, permissions will be deleted if you received them previously.

Check here to request CNP VERIFICATION permissions OR to keep them if you received them previously. Note that if left blank, permissions will be deleted if you received them previously.

Check here if the user should be DELETED

Authorized Representative

Signature Date

Work E-Mail Address Work Phone Number Ext.

As the above named Authorized Representative, I certify that I am a Governing Board Member that is listed on the Certification Page of the ADE Food Program Permanent Service Agreement Contract, or a Designated Official/Authorized Representative that is listed on the last page of the ADE Food Program Permanent Service Agreement Contract. I understand by signing this document I am certifying that the above named User has been provided with the ADE Acceptable Use Policy; is an employee with this organization; and understands the responsibilities associated with the Common Logon Permissions for Health and Nutrition Services. Finally, I understand that it is my responsibility to request ADE to disable this user account, should this employee resign or be terminated from employment with the above named organization.

ADE USE ONLY

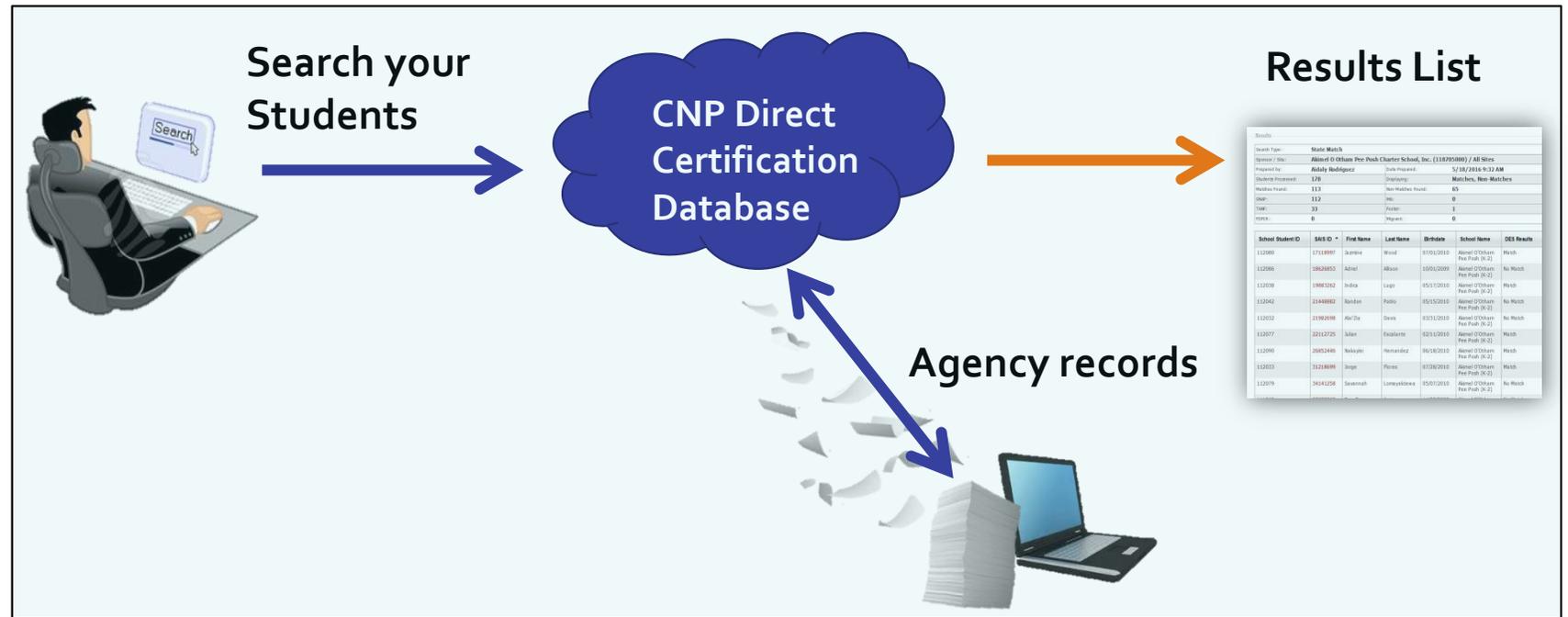
Approved By: _____ Date: _____
ADE Child Nutrition Program Representative Revised 5/18/2016

Arizona Department of Education, Health and Nutrition Services
1515 West Jefferson Street, Bin #7, Phoenix, Arizona 85007 • (602) 542-8700 • www.azed.gov

Overview of the CNP Direct Certification Process

How CNP Direct Certification Works

To initiate a CNP Direct Certification search, LEAs will enter student information into the CNP Direct Certification 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 indicating if they were found in the agency records or not.



Overview of the CNP Direct Certification Process

Match Results

Once you input the students' information and click submit, the window will refresh and display your search results below the search input table.

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

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 input table.

Results

| | | | |
|---------------------------|-----------------------------|--------------------------|---------------------------------------|
| File Upload Processed as: | Standard File Upload | | |
| Prepared by: | Aidaly Rodriguez | Date Prepared: | 8/15/2016 7:48 AM |
| Direct Verification: | No | Displaying: | Matches, Non-Matches, Messages |
| 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 |
| 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 | Alex | Connolly | 11/12/2009 | No Match | | | | | | | | | |
| 2 | Vivian | Hernandez | 08/05/2010 | No Match | | | | | | | | | |
| 3 | Alex | Rodriguez | 03/15/2010 | No Match | | | | | | | | | |

Overview of the CNP Direct Certification Process

Match Results Details

The results page includes a summary box which provides details such as:

- name of person who prepared direct certification (*example below, Jacob Smith*);
- date direct certification was run (*example below, 5/11/2016*); and
- number of records processed (*example below, 3*).

Results

| | | |
|----------------------|--------------------|--|
| Processed as: | Standard | |
| Prepared by: | Jacob Smith | Date Prepared: 5/31/2016 2:29 PM |
| Direct Verification: | No | Displaying: Matches , Non-Matches |
| Records Processed: | 3 | Validation Errors Found: 0 |
| Matches Found: | 1 | Non-Matches Found: 2 |
| SNAP Matches: | 1 | MA Matches: 0 |
| TANF Matches: | 0 | Foster Matches: 0 |
| BIA Matches: | 0 | Migrant Matches: 0 |

| Record Number ^ | First Name | Last Name | Birthdate | DES Results | DES Decision Date | SNAP | TANF | MA | FOSTER | FDPIR | MIG | HOM | Upload Message |
|-----------------|------------|-----------|------------|-------------|-------------------|------|------|----|--------|-------|-----|-----|----------------|
| 1 | Alex | Connolly | 11/12/2009 | No Match | | | | | | | | | |
| 2 | Vivian | Corsaro | 08/05/2010 | Match | 08/31/2015 | Y | | | | | | | |
| 3 | Alex | Rodriguez | 03/10/2010 | No Match | | | | | | | | | |

Overview of the CNP Direct Certification Process

CNP Direct Certification Match Results

The system is currently connected with six different agency records. When a student is found to be a match in one of these records, the word **Match** will be listed next to the individual student and the letter **Y** will indicate which agency record(s) the student's information matched in. The following agency records are connected with CNP Direct Certification:

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

| 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 | | | | | |

For example, Vivian Corsaro was a match due to matching in SNAP records.

Overview of the CNP Direct Certification Process

Effective Date of CNP Direct Certification Match Results

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 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 | | | | | |

For example, Vivian Corsaro was a match due to matching in SNAP records. The LEA will certify Vivian for free meal benefits on the day the CNP Direct Certification was conducted; not on the DES Decision Date of 8/31/2015.

Overview of the CNP Direct Certification Process

CNP Direct Certification Match Results

Since eligibility lasts all year long, once a child results as a match in CNP Direct Certification, the system will retain the match result and continue to display a match for the child all program year. In other words, once a child matches in the program year, the LEA will not see the match change to a no match in that program year.

| 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 | | | | | | | | |

For example, the LEA conducted direct certification on October 1, and Brian Peterson matched in the SNAP and TANF column. Brian will continue to appear as a match in the DES Results column for the remainder of the program year (July 1-June30) due to matching in October.

Overview of the CNP Direct Certification Process

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 | | | | | | | | |

Overview of the CNP Direct Certification Process

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.

Comprehension Check

The CNP Direct Certification process looks for matches between information for students in your district and which of the following?

- A. Household W-2 forms
- B. Agency records for participation in SNAP, TANF, FDPIR, Foster or Migrant Education Program
- C. AZ Department of Health records



Comprehension Check

The CNP Direct Certification process looks for matches between information for students in your district and which of the following?

- A. Household W-2 forms
- B. Agency records for participation in SNAP, TANF, FDPIR, Foster or Migrant Education Program**
- C. AZ Department of Health records

CNP Direct Certification looks for students who live in households that receive SNAP, TANF, or FDPIR assistance, or are part of the Foster Care System or part of the Migrant Education Program.



Results of CNP Direct Certification

Standard

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 six agency records (SNAP, TANF, FDPIR, Foster, MIG, HOM) 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, MIG, or HOM 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 | | | | | | | | |

Overview of Search Methods

Search Methods

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

Student Data: SAIS ID

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-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/>

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 household's 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.

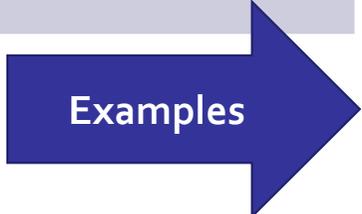
The LEA may search for the case number in the CNP Direct Certification system only **after** the case number application has been deemed complete and the household is provided free meal benefits.

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

Search Methods

Reviewing Search Methods and Type of Student Data

| Searching Method | | Data Format (Choose ONE) |
|----------------------------------|--|--|
| File Upload | Create a list of student data to upload into the search bar | <ul style="list-style-type: none">• Name/Birthdate or;• SSN• SAIS ID or;• Case number |
| Individual Student Lookup | Type student data directly into the search table | <ul style="list-style-type: none">• Name/Birthdate or;• SSN• SAIS ID or;• Case number |
| State Match | Find your organization within a drop down, enrollment is pre-populated | <ul style="list-style-type: none">• SAIS ID |



Search Methods

File Upload

This method is recommended to search the eligibility of a large number of students. 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. This method is best utilized to conduct CNP Direct Certification throughout the school year.

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

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 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

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

Upload your Excel
file of students
here.

Search Methods

Individual Student Lookup

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.

Search Methods

State Match

This method is recommended to search the eligibility of a large number of students. Enrollment is pre-populated, therefore you do not need to upload any files or data*. This method is best utilized to conduct CNP Direct Certification throughout the school year.

* If your school does not report AzEDS data to ADE, the State Match method will not provide results and will show zero (0) students and matches.

Comprehension Check

Which of the following is not a method for HOW you can search for students in CNP Direct Certification?

- A. Enrollment Scan
- B. File Upload
- C. State Match
- D. Individual Student Lookup



Comprehension Check

Which of the following is not a method for HOW you can search for students in CNP Direct Certification?

- A. Enrollment Scan
- B. File Upload
- C. State Match
- D. Individual Student Lookup

There's no search method where you can use an enrollment scan. You must decide if you will use File Upload, State Match, or Individual Student Lookup. Refer to slide 29 for descriptions of each method.



Comprehension Check

Which of the following is not a type of data you can enter into the CNP Direct Certification system?

- A. Standard (first name, last name, birthdate)
- B. SAIS IDs
- C. Home address
- D. Social Security Number (SSN)



Comprehension Check

Which of the following is not a type of data you can enter into the CNP Direct Certification system?

- A. Standard (first name, last name, birthdate)
- B. SAIS ID
- C. Home address
- D. Social Security Number

The CNP Direct Certification system does not have capabilities to search for home addresses. You are only able to use the identifiers such as student names and birthdates, SAIS ID numbers, or Social Security Numbers in order to search in CNP Direct Certification.



Additional Resources for Conducting Direct Certification

Additional Resources

The following are available How-To-Guides for each of the following search methods in CNP Direct Certification:

- [Step by Step Instruction: How to Conduct Direct Certification using File Upload: SAIS IDs](#)
- [Step by Step Instruction: How to Conduct Direct Certification using File Upload: Social Security Numbers \(SSN\)](#)
- [Step by Step Instruction: How to Conduct Direct Certification using File Upload: Standard Format](#)
- [Step by Step Instruction: How to Conduct Direct Certification using File Upload: Case Numbers](#)
- [Step by Step Instruction: How to Conduct Direct Certification using Individual Student Lookup](#)
- [Step by Step Instruction: How to Conduct Direct Certification using State Match](#)

End of Training

Congratulations!

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

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

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