

*Step by Step Guide:*

# How to Conduct Direct Verification



*Released October 2014*

"How to Conduct 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.

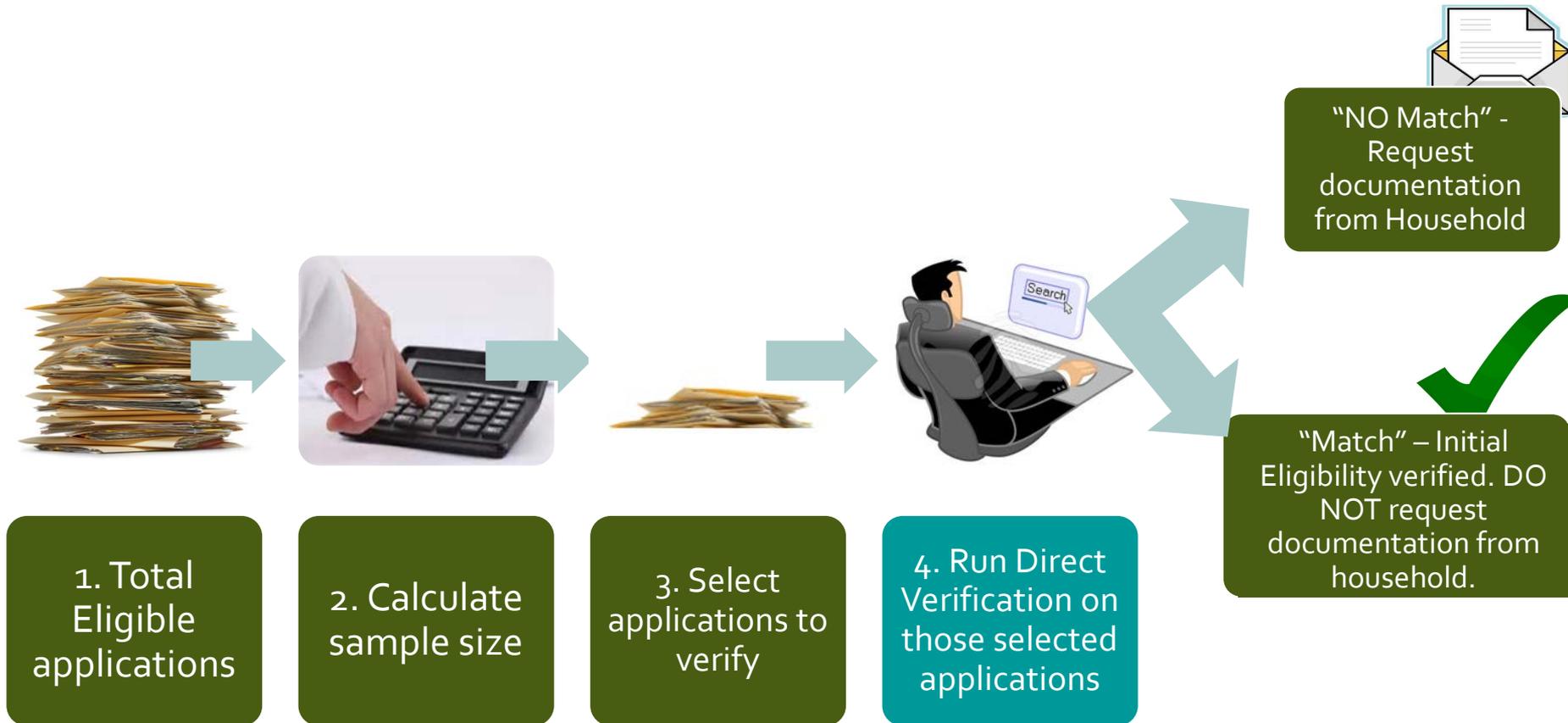
# Direct Verification

## Purpose

- Direct Verification is using records from public agencies to **verify** income and/or program participation with assistance programs **without needing to contact the household.**
- **If the database “matches” a child’s participation in one of the assistance programs, no additional verification is required. The free or reduced price eligibility is confirmed. There is no status change.**

# When is Direct Verification conducted?

- Direct Verification **must** be conducted AFTER the Local Educational Agency (LEA) has selected the number of applications to verify and BEFORE contacting the household for documentation.



# Direct Verification

Do I conduct Direct Verification on all eligible applications for Verification or only the applications selected for Verification?

- Direct Verification is ONLY used for the applications SELECTED for Verification.

*Example: Pine Grove District determined 2,188 approved income applications, case number applications and foster applications. Using the Standard Sampling Method, Pine Grove calculated 66 applications will be selected for Verification.*

*The 66 applications MUST be entered through the Direct Verification system. Pine Grove SHOULD NOT run 2,188 applications through the system.*

# Direct Verification

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

Direct Certification	Direct Verification
Available all school year.	Available only during Verification (starting Oct. 1).
Required to conduct at least three times during the school year.	Required to conduct once during Verification.
All enrollment must be run through the system.	ONLY students on the applications selected for Verification may be run in the system.
Results a "Match" = student and all household members are FREE.	Results a "Match" = student and all household members are verified. Eligibility does not change.
Runs student data through the Department of Economic Security (DES).	Runs student data through the Department of Economic Security (DES) and Medical Assistance Database.
Cannot search case numbers provided on applications	Can search case numbers provided on applications

# Direct Verification

## Step by Step Guide

- *The following slides will show you how to access and run the different options for Direct Verification depending on the type of application selected for Verification:*

Slides # 8-14	<b>Accessing the Direct Verification Database</b>
Slides # 15-18	<b>Directly Verifying SNAP and TANF Case Number Applications</b>
Slides #19-39	<b>Directly Verifying Income Applications (free and reduced), Foster, and any case number applications with “No Match”</b>

# Accessing the Direct Verification Database

# Accessing Direct Verification

1. Go to the ADE Health and Nutrition  
Webpage:

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

The screenshot shows a web browser window displaying the Arizona Department of Education's Health and Nutrition Services page. The browser's address bar shows the URL <http://www.azed.gov/health-nutrition/>. The page features the Arizona Department of Education logo at the top left, social media icons for Facebook and Twitter, and the AZ.GOV logo at the top right. A navigation menu includes links for HOME, FIND A SCHOOL, ALL PROGRAMS, STAFF DIRECTORY, CONTACT US, FAQ, and COMMON LOGON. Below the navigation menu is a banner with five images of children and the text "HEALTH & NUTRITION SERVICES". A breadcrumb trail reads: Home | Child/ Adult Nutrition Programs | School Nutrition Programs | School Health Programs | School Food Programs | Memos | Reports. The main content area is divided into three columns. The left column, titled "HNS PROGRAMS", lists: Home, Child/ Adult Nutrition Programs, School Nutrition Programs, School Health Programs, School Food Programs, and Memos. The middle column, titled "Overview of Health & Nutrition Services", includes the text: "The function of Health and Nutrition Services is to administer federally funded Health and Nutrition Programs through the Coordinated School Health, National School Lunch, School Breakfast, Summer Food Service, Food Distribution, Child and Adult Care Food Service, After School Care Snack, and Fresh Fruit and Vegetable Programs." Below this is a "Hot Topics Blog" section with a link to "Cartwright, Casa Grande, and Tucson USD schools pile on the medals in the". The right column contains a vertical stack of yellow buttons: "Hot Topics", "Event Registration", "Financial Info", "FAQ", "Civil Rights", and "Contact Us".

# Accessing Direct Verification

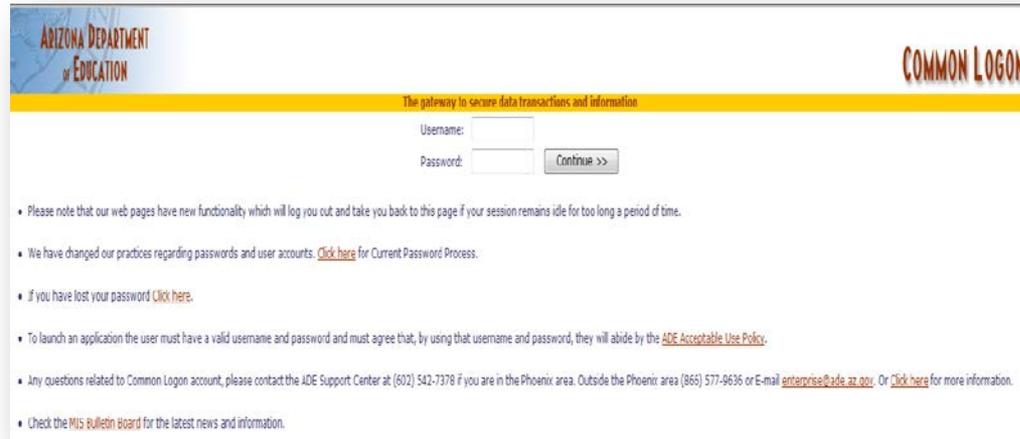
2. Locate “Common Logon” on the upper right of the webpage. Click on the Common Logon link.



The screenshot shows a web browser window displaying the Arizona Department of Education's Health and Nutrition Services page. The browser's address bar shows the URL <http://www.azed.gov/health-nutrition/>. The page features the Arizona Department of Education logo and a navigation menu with links for HOME, FIND A SCHOOL, ALL PROGRAMS, STAFF DIRECTORY, CONTACT US, FAQ, and COMMON LOGON. A red arrow points to the COMMON LOGON link. Below the navigation menu is a banner with the text "HEALTH & NUTRITION SERVICES" and a row of five images showing children and a woman. The main content area includes a breadcrumb trail, a "You are here: Home" message, an "Overview of Health & Nutrition Services" section, and a "Hot Topics Blog" section. On the right side, there are several yellow buttons for "Hot Topics", "Event Registration", "Financial Info", "FAQ", "Civil Rights", and "Contact Us".

# Accessing Direct Verification

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



ARIZONA DEPARTMENT  
of EDUCATION

COMMON LOGON

The gateway to secure data transactions and information

Username:

Password:

- Please note that our web pages have new functionality which will log you out and take you back to this page if your session remains idle for too long a period of time.
- We have changed our practices regarding passwords and user accounts. [Click here](#) for Current Password Process.
- If you have lost your password [Click here](#).
- To launch an application the user must have a valid username and password and must agree that, by using that username and password, they will abide by the [ADE Acceptable Use Policy](#).
- Any questions related to Common Logon account, please contact the ADE Support Center at (602) 542-7378 if you are in the Phoenix area. Outside the Phoenix area (865) 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 user name and password in order to access Common Logon.**

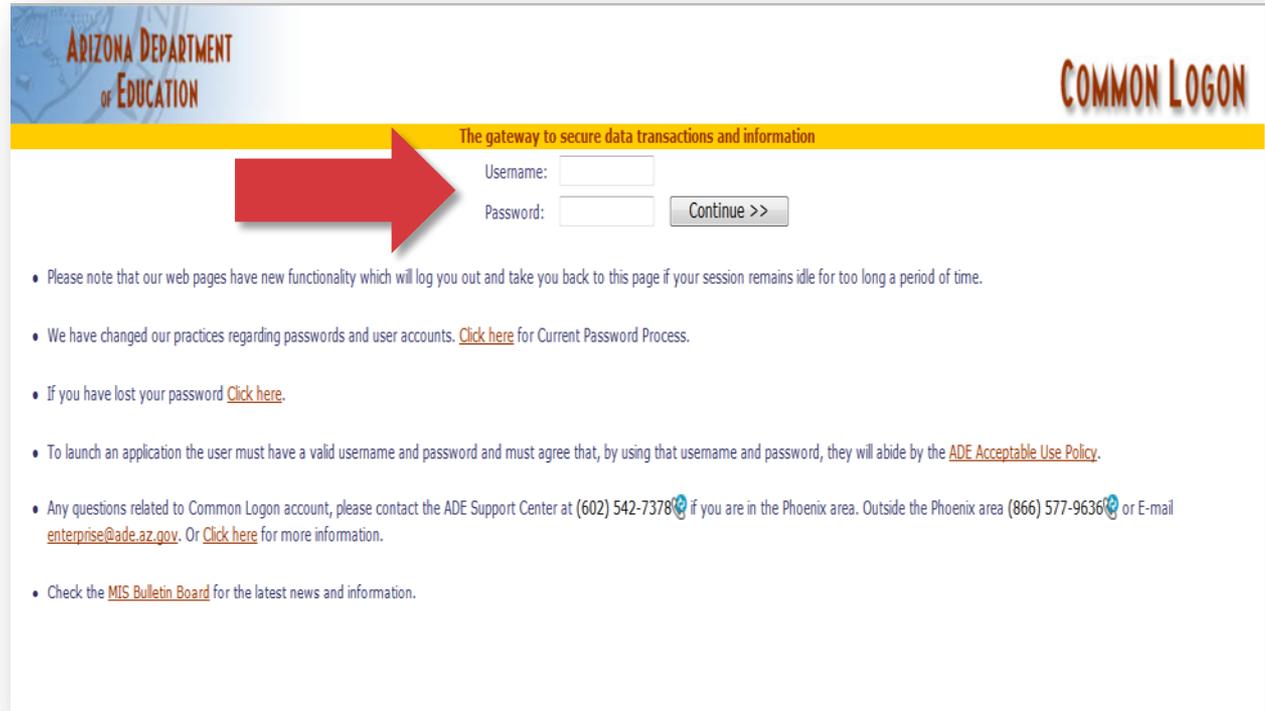
***\*If you do not have a user name and password:***

Go to: <http://www.azed.gov/health-nutrition/nslp/program-forms/>

1. Read the Online Training Manual
2. Complete the Requesting Common Logon Permissions for NSLP/Direct Certification, requesting Direct Certification permissions, and send to ADE.
3. Receive Common logon username and password in 7-10 days with access to CNP Direct Certification/ Direct Verification access in 7-10 days.

# Accessing Direct Verification

## 3. Enter your Username and Password.



ARIZONA DEPARTMENT  
of EDUCATION

COMMON LOGON

The gateway to secure data transactions and information

Username:

Password:

- Please note that our web pages have new functionality which will log you out and take you back to this page if your session remains idle for too long a period of time.
- We have changed our practices regarding passwords and user accounts. [Click here](#) for Current Password Process.
- 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 or if you are in 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.

# Accessing Direct Verification

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



You must have access CNP Direct Certification/Direct Verification. This is an ***additional*** option on the Common Logon Permissions form.

***\*If you already have a user name and password, but do not see the CNP Direct Certification/ Direct Verification option:***

Go to: <http://www.azed.gov/health-nutrition/nslp/program-forms/>

1. Complete the Requesting Common Logon Permissions for NSLP/Direct Certification to **ADD** the Direct Certification permission. Send to ADE.
2. Receive CNP Direct Certification/ Direct Verification access in 7-10 days.

# Accessing Direct Verification

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



# Accessing Direct Verification

A new screen will load. You are in the Direct Verification Database. It should look like this:



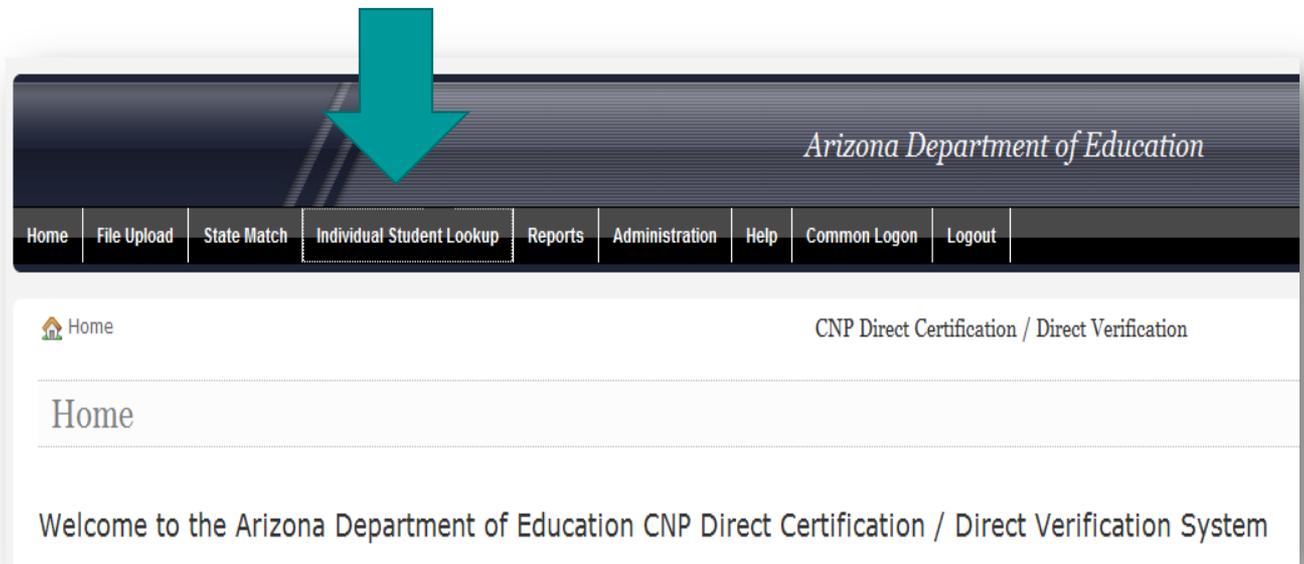
The screenshot shows the Arizona Department of Education Direct Verification System interface. At the top, there is a dark blue header with the text "Arizona Department of Education" in white. Below the header is a navigation menu with the following items: Home, File Upload, State Match, Individual Student Lookup, Reports, Administration, Help, Common Logon, and Logout. The main content area has a white background and contains a "Home" link with a house icon, the text "CNP Direct Certification / Direct Verification", and a welcome message: "Welcome to the Arizona Department of Education CNP Direct Certification / Direct Verification System".

**Now you must choose which method you want to use to search the database to conduct Direct Verification.**

# Directly Verifying SNAP and TANF case number applications

# Case Number Search

To directly verify SNAP and TANF case number applications, click on the Individual Student Look Up tab.



The screenshot displays the Arizona Department of Education website interface. At the top right, the text "Arizona Department of Education" is visible. Below this is a navigation menu with the following items: Home, File Upload, State Match, Individual Student Lookup, Reports, Administration, Help, Common Logon, and Logout. A large teal arrow points down to the "Individual Student Lookup" tab, which is highlighted with a dashed border. Below the navigation menu, the page content includes a "Home" link with a house icon, the text "CNP Direct Certification / Direct Verification", and a welcome message: "Welcome to the Arizona Department of Education CNP Direct Certification / Direct Verification System".

# Case Number Search

1. Choose to search using the format: **Case Number Format (DES Case Number)**
2. Choose to display students: "Students that match DES", "Students that don't match DES"\* and "Check to do a Direct Verification search". (*\*User must print report results showing a "match" or "no match".*)
3. Enter the SNAP or TANF Case numbers into the field. (*You may enter up to 10 case numbers at a time*)
4. Click Submit

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

Home > Individual Student Lookup CNP Direct Certification / Direct Verification Welcome 4235

## 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 DES Case Number.
- 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 6/15/2013 through 7/15/2014).
- The "Case Number Format" search option is only available when Direct Verification is available.
- You may download the results as a ".csv" file (compatible with Microsoft Excel) by clicking on the "Download" button.

Search Input

Record Number	Case Number
1	<input type="text"/>
2	<input type="text"/>
3	<input type="text"/>
4	<input type="text"/>
5	<input type="text"/>
6	<input type="text"/>
7	<input type="text"/>
8	<input type="text"/>
9	<input type="text"/>
10	<input type="text"/>

Click here to submit your search:

Options

**Search using this format:**

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

**Show these students in the display:**  
Check all that apply:

- Students that match DES
- Students that don't match DES
- File upload messages

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

## 5. Print Results page.

- If any case number resulted in a “Match” – Verification is completed.
  - *Reminder: If one child results in a “Match”, all children in that household are considered verified.*
- If any case number resulted in a “No Match”- Verification is NOT completed.
  - *Continue to search “No Match” Case number applications by entering the student’s data into the Standard, SAIS ID or SSN format. See “Directly Verifying Income and Foster Applications”.*

Results

Processed as:	Case Number		
Prepared by:	Emily Molchan	Date Prepared:	10/1/2013 9:02 AM
Direct Verification:	Yes	Displaying:	Matches , Non-Matches
Records Processed:	2	Validation Errors Found:	0
Matches Found:	0	Non-Matches Found:	2

Click here to download your results: 

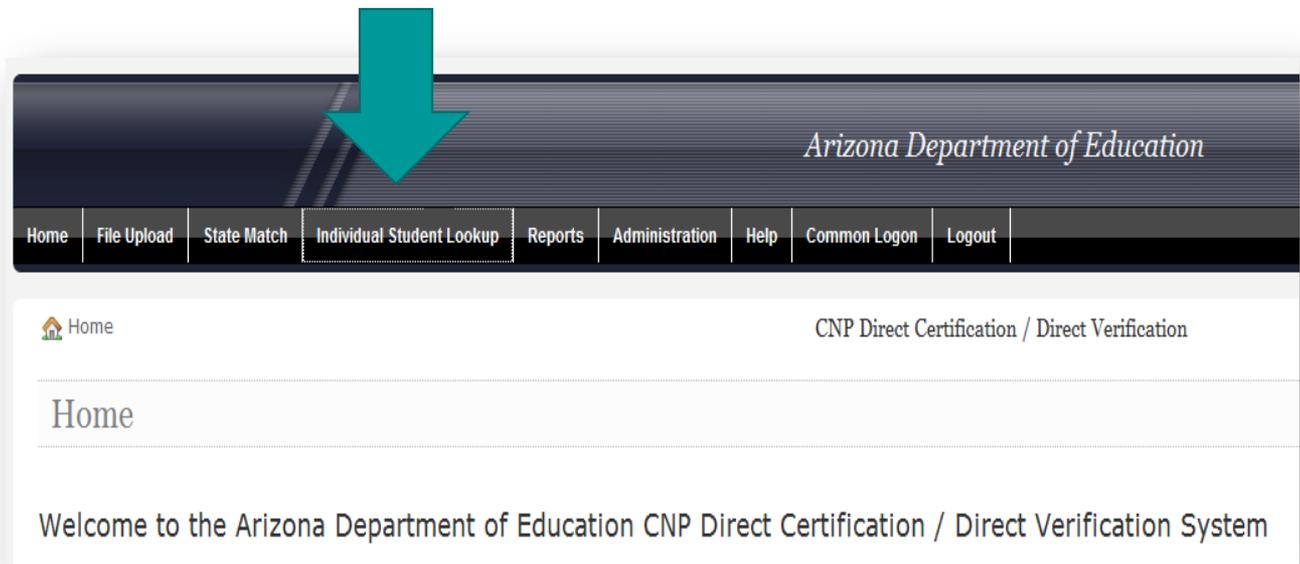
Record Number ^	Case Number	DES Results	DES Decision Date	Upload Message
1	12345678	No Match		
2	87654321	No Match		

# Directly Verifying Income (Free and Reduced) and Foster applications

*\*May also be used for SNAP or TANF case number applications that were not matched through the Case Number Search method.*

To directly verify Income (free and reduced), Foster applications and any “No Match” SNAP and TANF case number applications, **click on the Individual Student Look Up tab.**

**Income (Free and Reduced) and Foster Applications Individual Lookup**



The screenshot shows the Arizona Department of Education website interface. At the top right, it says "Arizona Department of Education". Below this is a navigation menu with the following items: Home, File Upload, State Match, Individual Student Lookup (highlighted with a teal arrow), Reports, Administration, Help, Common Logon, and Logout. Below the navigation menu, there is a breadcrumb trail: Home > CNP Direct Certification / Direct Verification. The main content area displays "Home" and a welcome message: "Welcome to the Arizona Department of Education CNP Direct Certification / Direct Verification System".

# Income (Free and Reduced) and Foster Applications Individual Lookup

## A new screen will load.

Individual Student Look Up should look like this.

- You are able to choose how you search the student in the Direct Verification database. Choosing different formats will require different types of student information.
- The following slides will guide through each format.

Home > Individual Student Lookup CNP Direct Certification / Direct Verification Welcome 4235

### 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 6/15/2013 through 7/15/2014).
- The "Case Number Format" search option is only available when Direct Verification is available.
- You may download the results as a ".csv" file (compatible with Microsoft Excel) by clicking on the "Download" button.

Search Input

Record Number	First Name	Last Name	Birthdate
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Click here to submit your search:

Options

**Search using this format:**

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

**Show these students in the display:**

Check all that apply:

- Students that match DES
- Students that don't match DES
- File upload messages

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

1. Choose to search using the format: **Standard Format (First and Last Name, Birthdate)**
2. Choose to display students: "Students that match DES", "Students that don't match DES"\* and "Check to do a Direct Verification search". (\*User must print report results showing a "match" or "no match".)
3. Enter the student's first name, last name and birthdate. (You may enter up to 10 students at a time)
4. Click Submit

## Individual Student Lookup

[Print this page](#)

- Use this method to check the eligibility of up to 10 students at a time.
- Starting with the first row, enter each student's First Name, Last Name, and Birthdate (enter the Birthdate as 'mm/dd/yyyy').
- When you are finished entering the data, click the "Submit" button. The list of students and their eligibility will be displayed.
- Direct Verification functionality IS currently available (it is available from 10/1/2013 through 4/1/2014).
- The "Case Number Format" search option is only available when Direct Verification is available.
- You may download the results as a ".csv" file (compatible with Microsoft Excel) by clicking on the "Download" button.

Number	First Name	Last Name	Birthdate
1	Peter	Goldstich	2/15/2001
2	Lizzie	Smith	12/1/2002
3			
4			
5			
6			
7			
8			
9			
10			

Click here to submit your search:

1.

2.

4.

Options

**Search using this format:**

Standard Format (First and Last Name, Birthdate)

SAIS ID Format

SSN Format

Case Number Format (DES Case Number)

**Show these students in the display:**

Check all that apply:

Students that match DES

Students that don't match DES

File upload messages

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

## 5. Print Results page.

- If any student resulted in a “Match” – Verification is completed.
  - *Reminder: If one child results in a “Match”, all children in that household are considered verified.*
- If any student resulted in a “No Match” - Verification is NOT completed.
  - *Must notify household of Verification and request documentation.*

### Results

Processed as:	<b>Standard</b>		
Prepared by:	<b>Emily Molchan</b>	Date Prepared:	<b>10/1/2013 10:23 AM</b>
Direct Verification:	<b>Yes</b>	Displaying:	<b>Matches , Non-Matches</b>
Records Processed:	<b>2</b>	Validation Errors Found:	<b>0</b>
Matches Found:	<b>0</b>	Non-Matches Found:	<b>2</b>

Click here to download your results: 

Record Number ^	First Name	Last Name	Birthdate	DES Results	DES Decision Date	Upload Message
1	Peter	Goldstich	02/15/2001	No Match		
2	Lizzie	Smith	12/01/2002	No Match		

1. Choose to search using the format: **SAIS ID Format**
2. Choose to display students: "Students that match DES", "Students that don't match DES"\* and "Check to do a Direct Verification search". (\*User must print report results showing a "match" or "no match".)
3. Enter the SAIS ID into the field. (You may enter up to 10 SAIS IDs at a time)
4. Click Submit

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

Home > Individual Student Lookup CNP Direct Certification / Direct Verification Welcome 4235

## 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 DES Case Number.
- 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 6/15/2013 through 7/15/2014).
- The "Case Number Format" search option is only available when Direct Verification is available.
- You may download the results as a ".csv" file (compatible with Microsoft Excel) by clicking on the "Download" button.

Search Input

Record Number	Case Number
1	<input type="text"/>
2	<input type="text"/>
3	<input type="text"/>
4	<input type="text"/>
5	<input type="text"/>
6	<input type="text"/>
7	<input type="text"/>
8	<input type="text"/>
9	<input type="text"/>
10	<input type="text"/>

Click here to submit your search:

Options

**Search using this format:**

Standard Format (First and Last Name, Birthdate)

SAIS ID Format

SSN Format

Case Number Format (DES Case Number)

**Show these students in the display:**

Check all that apply:

Students that match DES

Students that don't match DES

File upload messages

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

## 5. Print Results page.

- If any student resulted in a “Match” – Verification is completed.
  - *Reminder: If one child results in a “Match”, all children in that household are considered verified.*
- If any student resulted in a “No Match” - Verification is NOT completed.
  - *Must notify household of Verification and request documentation.*

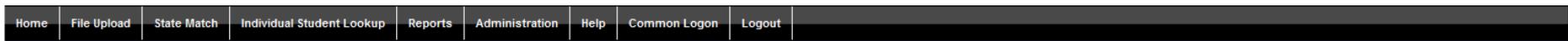
Results

Processed as:	SAIS ID		
Prepared by:	Emily Molchan	Date Prepared:	10/1/2013 10:25 AM
Direct Verification:	Yes	Displaying:	Matches , Non-Matches
Records Processed:	4	Validation Errors Found:	0
Matches Found:	0	Non-Matches Found:	4

[Click here to download your results:](#)


Record Number ^	SAIS ID	School Student ID	First Name	Last Name	Birthdate	DES Results	DES Decision Date	Upload Message
1	1231231					No Match		
2	9878944					No Match		
3	5254782					No Match		
4	2365984					No Match		

1. Choose to search using the format: **SSN Format**
2. Choose to display students: "Students that match DES", "Students that don't match DES"\* and "Check to do a Direct Verification search". (\*User must print report results showing a "match" or "no match".)
3. Enter the SSN into the field. (You may enter up to 10 SSNs at a time)
4. Click Submit



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 Social Security Number.
- When you are finished entering the data, click the "Submit" button. The list of students and their eligibility will be displayed.
- Direct Verification functionality IS currently available (it is available from 10/1/2013 through 4/1/2014).
- The "Case Number Format" search option is only available when Direct Verification is available.
- You may download the results as a ".csv" file (compatible with Microsoft Excel) by clicking on the "Download" button.

### Search Input

Record Number	SSN
1	111221111
2	444556666
3	777559969
4	
5	
6	
7	
8	
9	
10	

Click here to submit your search:



### Options

- Search using this format:**
- Standard Format (First and Last Name, Birthdate)
  - SAIS ID Format
  - SSN Format
  - Case Number Format (DES Case Number)
- Show these students in the display:**
- Check all that apply:
- Students that match DES
  - Students that don't match DES
  - File upload messages
- Check here to do a Direct Verification search (which includes Medical Assistance data)

## 5. Print Results page.

- If any student resulted in a “Match” – Verification is completed.
  - *Reminder: If one child results in a “Match”, all children in that household are considered verified.*
- If any student resulted in a “No Match” - Verification is NOT completed.
  - *Must notify household of Verification and request documentation.*

Results

Processed as:	SSN		
Prepared by:	Emily Molchan	Date Prepared:	10/1/2013 10:28 AM
Direct Verification:	Yes	Displaying:	Matches , Non-Matches
Records Processed:	3	Validation Errors Found:	0
Matches Found:	0	Non-Matches Found:	3

Click here to download your results: 

Record Number ^	SSN	First Name	Last Name	Birthdate	DES Results	DES Decision Date	Upload Message
1	111221111				No Match		
2	444556666				No Match		
3	777559969				No Match		

**Income (Free  
and Reduced)  
and Foster  
Applications  
*File Upload***

## 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 on the selected applications with their student data to upload into the system. This method is called File Upload.
- The following slides will guide you through step by step on how to File Upload for Direct Verification.

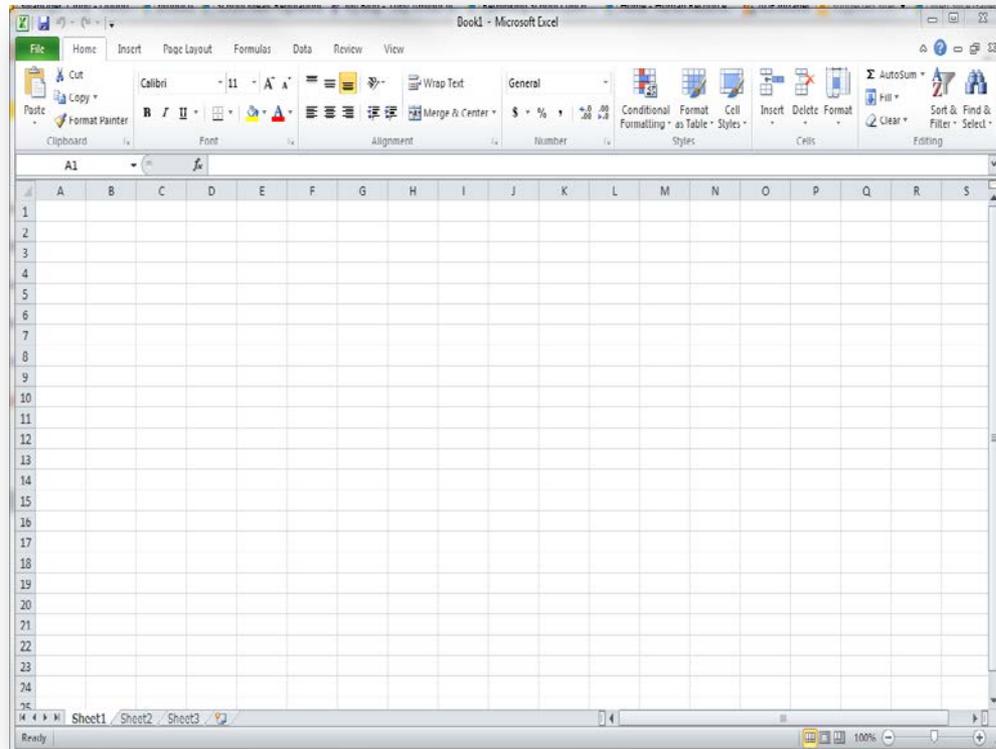
# Income (Free and Reduced) and Foster Applications *File Upload*

## File Upload Method

User must:

1. Decide which student data will be used (choose one):
  - First Name, Last Name, Birthdate
  - SAIS IDs
  - SSNs (Social Security Numbers)
2. Create a Microsoft Excel spreadsheet and enter the student data of the students (SAIS IDs, SSNs, or First Name/Last Name and Birthdate)
3. Save the Microsoft Excel spreadsheet as a “.csv” file (comma delimited).
4. User must upload the file into CNPDirectVerification system to run the report.

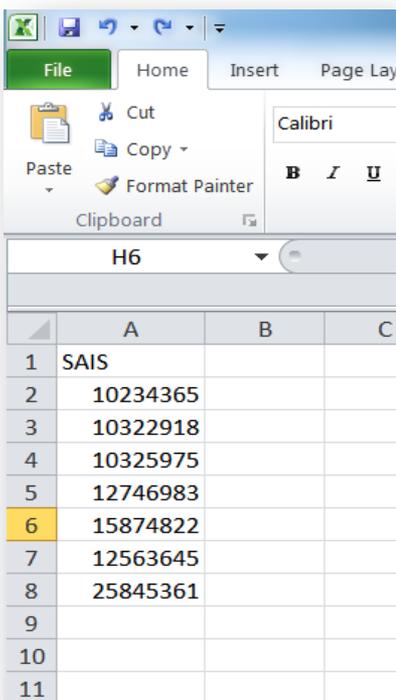
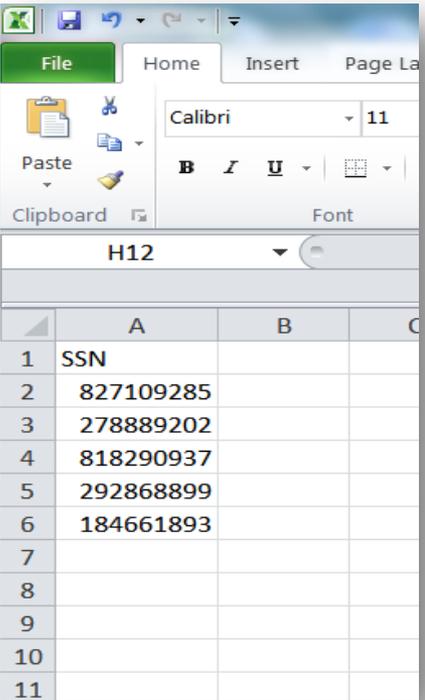
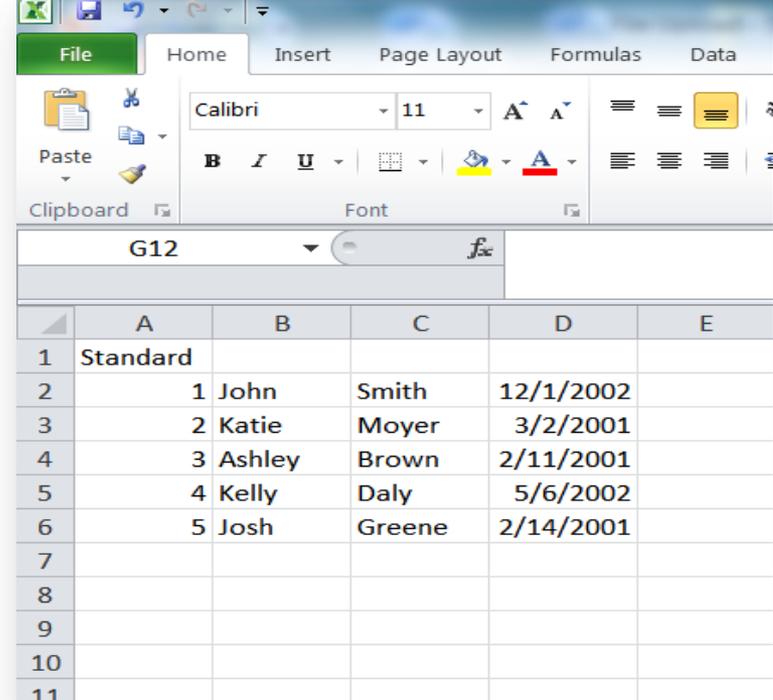
Open the Microsoft Excel application on your computer. Your screen should have a blank spreadsheet.



## Creating a File for File Upload

# Creating a File for File Upload

Below are all three types of files for the file upload for each type of student data. The format must match the below examples for the student data to work in the Direct Verification system.

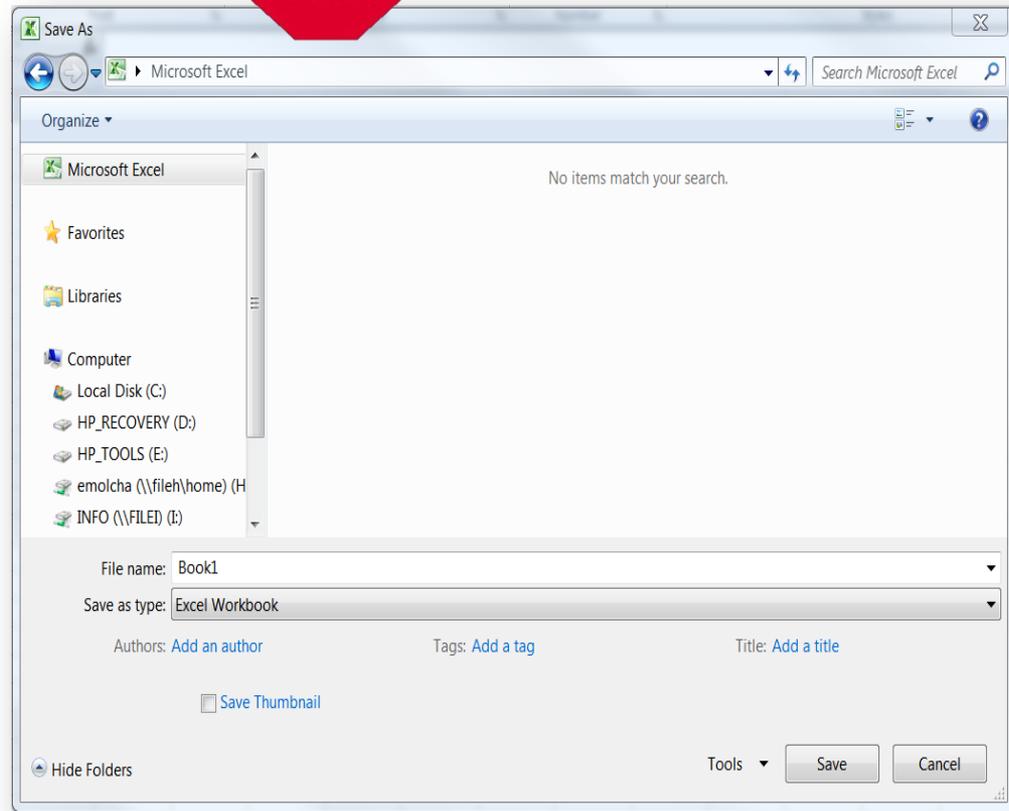
SAIS ID Format	SSN Format	Standard Format																																																																																																																																																																								
<ul style="list-style-type: none"> <li>In cell A1, type the word SAIS</li> <li>Enter the SAIS IDs starting in cell A2.</li> <li>Add next entry in the row below</li> </ul>	<ul style="list-style-type: none"> <li>In cell A1, type the word SSN</li> <li>Enter the SSN starting in cell A2.</li> <li>Add next entry in the row below</li> </ul>	<ul style="list-style-type: none"> <li>In cell A1, type the word Standard</li> <li>In cell A2, enter the number 1.</li> <li>In cell B2, enter the FIRST name of the student.</li> <li>In cell C2, enter the LAST name of the student.</li> <li>In cell D2, enter the birthdate of the student. (mm/dd/yyyy)</li> <li>Add next entry in the row below</li> </ul>																																																																																																																																																																								
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# Creating a File for File Upload

When all student's have been entered, click "File" and choose the option "Save As". A small window should appear.

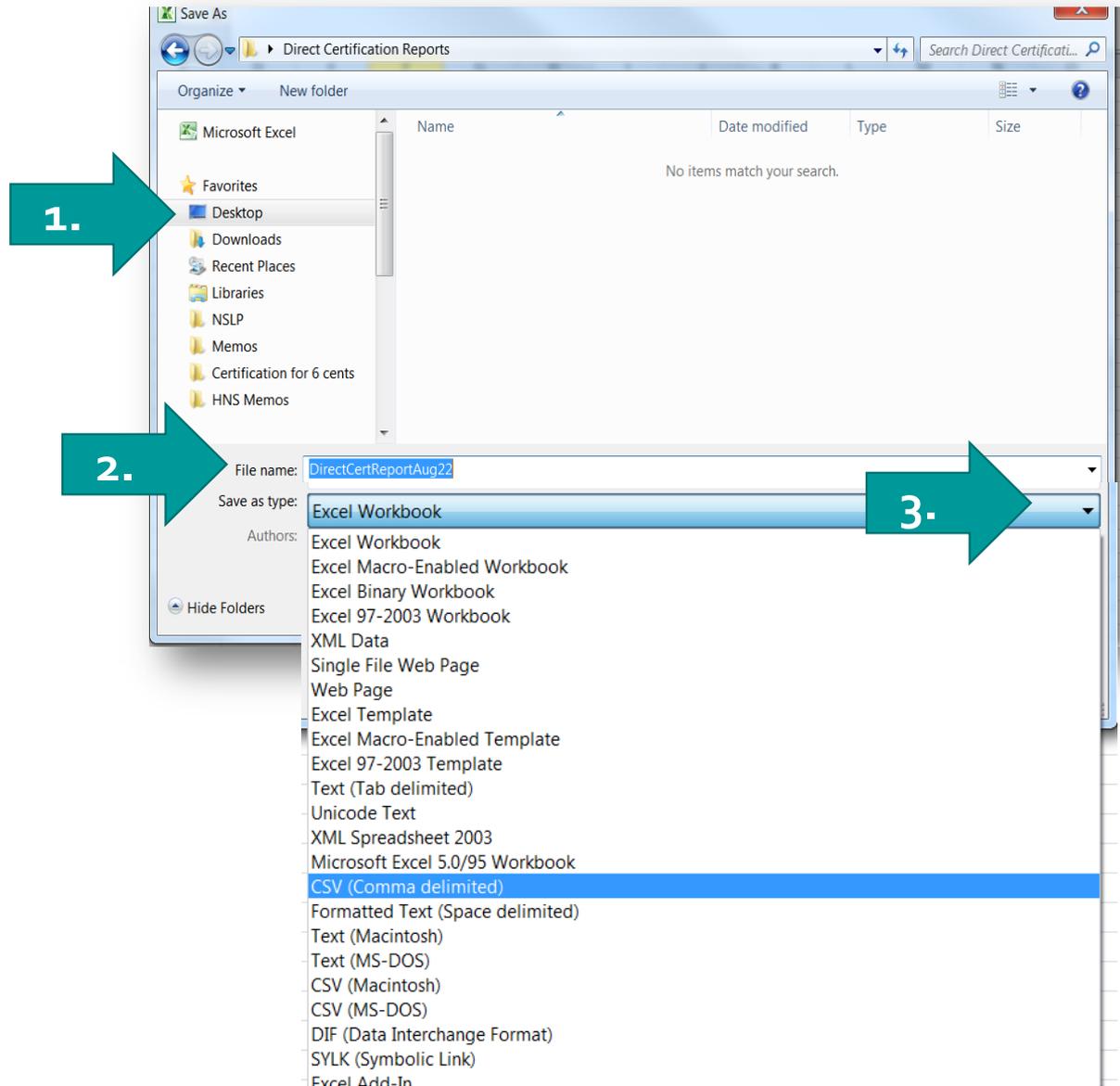


**DO NOT CLICK SAVE YET!**



# Saving a File for File Upload

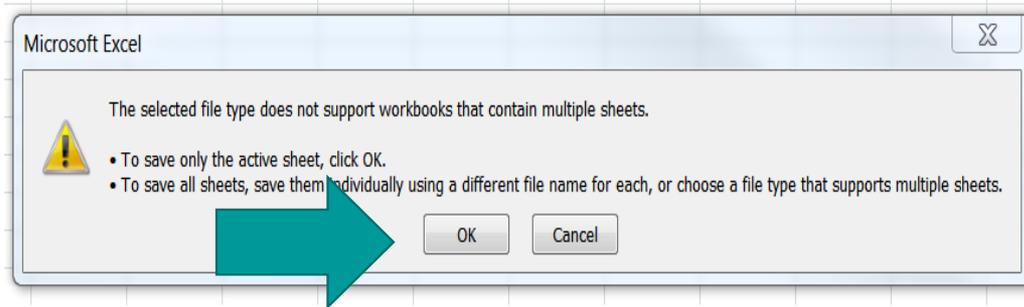
1. Select the location where to save the file. (Successful Tip: Save to Desktop)
2. In the field "File Name", name file.
3. In the field "Save as type", use the drop down to select CSV (Comma delimited). **DO NOT USE: CSV (MACINTOSH) OR; CSV (MC-DOS)**
4. Click "Save"



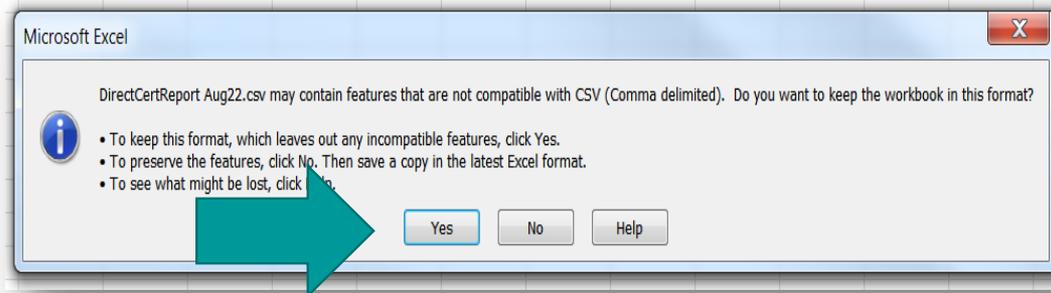
# Saving a File for File Upload

Depending on the which version of Microsoft Excel , the following windows may pop up after clicking “Save”.

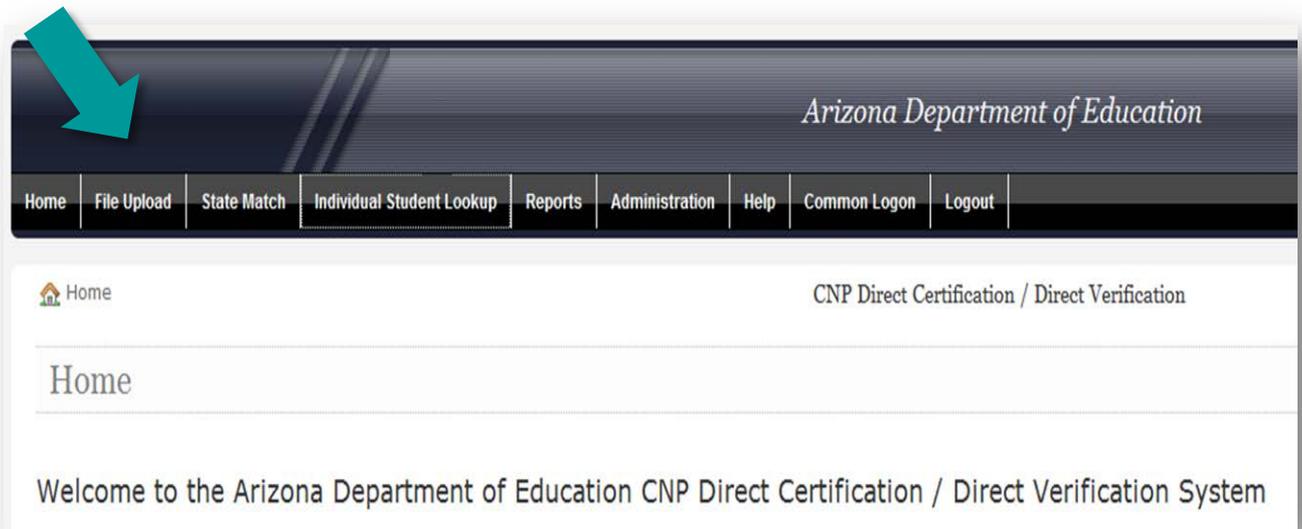
Click “OK” to confirm saving the file.



Click “Yes” to confirm saving the file.



Log back into  
CNPDirectCertification/DirectVerification and  
click on the option: "File Upload" tab.



Uploading the  
File Upload

Once you have selected "File Upload", the webpage should look like this:

The screenshot shows the Arizona Department of Education website. The header includes the logo and navigation menu. The main content area is titled "File Upload" and contains instructions for using the upload feature. Below the instructions is a form with a file selection field, a "Submit" button, and options for displaying results and performing a Direct Verification search.

Arizona Department of Education

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

Home > File Upload CNP Direct Certification / Direct Verification Welcome Emily Moldan

### 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 10/1/2013 through 4/1/2014).
- 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:

Options

Show these students in the results:

Check all that apply:

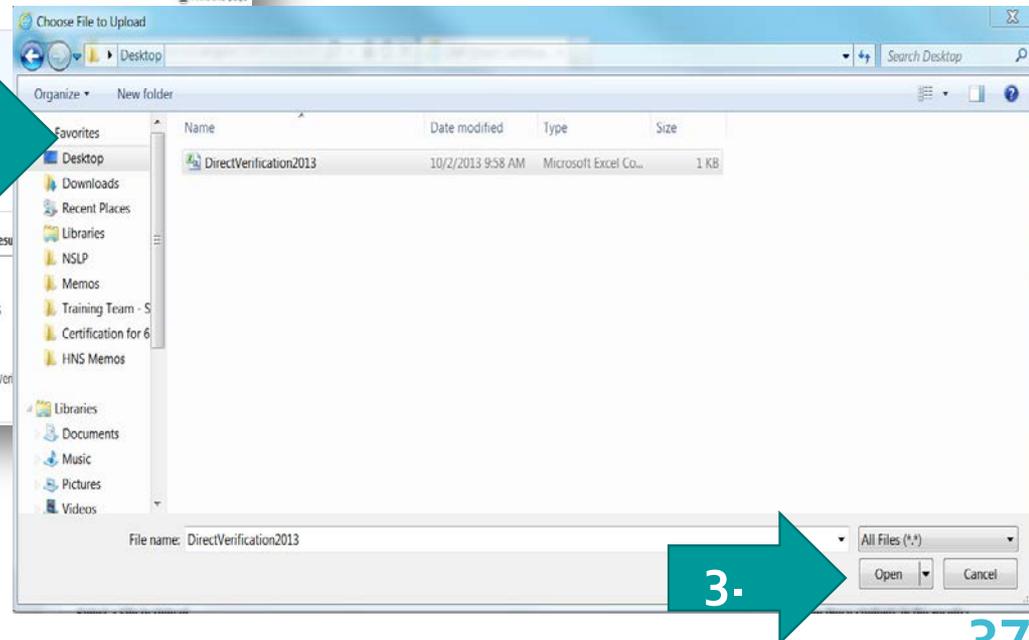
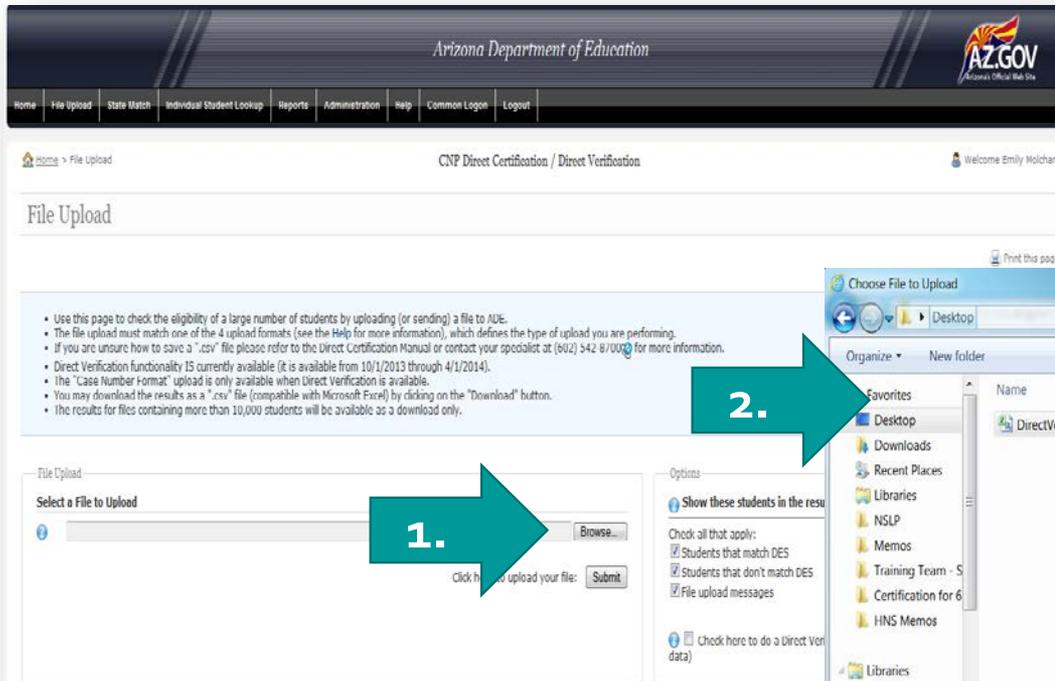
- Students that match DES
- Students that don't match DES
- File upload messages

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

Uploading the  
File Upload

# Uploading a File for File Upload

1. Click on the "Browse" button to upload the excel file
2. A window will come up. Find where you saved the excel file and click on the file.
3. Click "Open".



# Uploading a File for File Upload

4. Choose to display students: "Students that match DES", "Students that don't match DES"\* and "Check to do a Direct Verification search". (\*User must print report results showing a "match" or "no match".)
5. Click Submit

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.
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- 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 **5.**

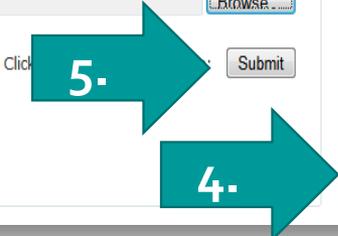
**Options**

**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)



# Uploading a File for File Upload

## 6. Print Results page.

- If any student resulted in a "Match" – Verification is completed.
  - *Reminder: If one child results in a "Match", all children in that household are considered verified.*
- If any student resulted in a "No Match"- Verification is NOT completed.
  - *Must notify household of Verification and request documentation.*

### Results

File Upload Processed as:	SAIS ID File Upload		
Prepared by:	Emily Molchan	Date Prepared:	10/2/2013 10:14 AM
Direct Verification:	Yes	Displaying:	Matches, Non-Matches, Messages
Records Processed:	4	Validation Errors Found:	0
Matches Found:	0	Non-Matches Found:	4

Click here to download your results: 

Record Number ^	SAIS ID	School Student ID	First Name	Last Name	Birthdate	DES Results	DES Decision Date	Upload Message
1	12568459				Invalid Date	No Match		
2	35986428				Invalid Date	No Match		
3	52657594				Invalid Date	No Match		
4	45456931				Invalid Date	No Match		