



State of Arizona  
Department of Education

CN# 45-12

**MEMORANDUM**

---

**TO:** Sponsors of the National School Lunch Program

**FROM:** Mary Szafranski, Deputy Associate Superintendent  
Arizona Department of Education, Health and Nutrition Services

Cara Peczkowski, Director  
Arizona Department of Education, School Nutrition Programs

**DATE:** June 25, 2012

**SUBJECT:** CNP Web Direct Certification Enhancements

---

*Original Signed*

This memo is to inform School Food Authorities (SFAs) of the modifications the Arizona Department of Education (ADE) has made to the online CNP Direct Certification system. The web-based user interface accessed through the ADE Common Logon, has been enhanced and redesigned with the intention of making the Direct Certification (DC) process more efficient, effective, and useful for SFAs in Arizona. The changes have been evaluated and tested by SFAs and the ADE welcomes any additional feedback.

As a reminder, SFAs can bypass the standard household application process and “directly certify” children who are attending school living in households receiving Supplemental Nutrition Assistance Program (SNAP) benefits, or Temporary Assistance for Needy Families (TANF) cash assistance. When these children are directly certified, they are eligible to receive free school meals. DC is a process by which certain student data elements (confidential) provided by Local Educational Agencies (LEAs) or SFAs, are matched by highly secured computer systems against the same data elements collected by the Department of Economic Security (DES). When a match is discovered, the student is “directly certified”. The goal of this process is to provide LEAs or SFAs a list of students who are automatically eligible to receive free meals at the schools they attend.

The DC methods available via CNP Direct Certification include:

1. File Upload (Standard/SAIS ID's/SSN)
2. State Match
3. Individual Student Look-up Tab (Standard/SAIS ID's/SSN)

Enhancements to CNP Direct Certification include:

1. An LEA can select *how* the information will be downloaded such as:
  - Students that match the DES records;
  - Students that don't match DES records; or
  - All students.
2. An LEA may download DC results online (on screen) *or* in an Excel spreadsheet.

3. An LEA can sort the file information by student's name, school identification number, school name, etc.
4. An LEA using the State Match DC option can download the information by school site.
5. A "Help" section is now available on the website and is to be used in place of a separate guidance manual for the CNP Direct Certification system.

To begin the DC process, please go to the Common Logon website located at:

<https://www.ade.az.gov/CommonLogon/logon.aspx>. Enter your Common Logon username and password. If CNP Direct Certification is not listed as an option, permission to access this section of Common Logon must be requested using the "Common Logon Permission for Child Nutrition Programs" form, which is available at:

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

For your convenience, attached are instructions on how to use CNP Direct Certification. If you have any feedback or concerns about the enhancements, please feel free to contact Ellen Pimental at (602) 542-6208 or email her at [Ellen.pimental@azed.gov](mailto:Ellen.pimental@azed.gov). For additional questions regarding this memo please contact your School Nutrition Programs Specialist at (602) 542-8700.

*This institution is an equal opportunity provider.*

State of Arizona  
Department of Education



**Direct Certification Training Handout  
Summer 2012**

<u>Table of Contents</u>	<u>Page</u>
Introduction	2
How to Log on to CNP Direct Certification	4
File Upload Direct Certification Instructions	5
State Match Direct Certification Instructions	9
Individual Student Look-Up Direct Certification Instructions	12
Help Topics for CNP Direct Certification	15

## Introduction

### **Direct Certification (DC) Information**

Sponsors can bypass the standard application process and “directly certify” children for free school meals who are attending school, living in households, receiving Supplemental Nutrition Assistance Program (SNAP) benefits, or Temporary Assistance for Needy Families (TANF) cash assistance.

Direct Certification is a process by which certain student data elements (confidential) provided by sponsors are matched by highly secured computer systems against the same data elements collected by the Department of Economic Security (DES). When a match is discovered, the student is certified for participation in the National School Lunch Program (NSLP). The goal of the process is to provide sponsors a list of students who are automatically eligible to receive free meals at the schools they attend.

### **The benefits to a sponsor conducting DC are that it:**

- Reduces paperwork burden on families and schools by eliminating the need for a paper application for free or reduced-priced meals at school.
- Increases the percentage of eligible children receiving school meals benefits.
- DC effectively maximizes the identification of the children who are eligible for free meals at school.
- Removes directly certified families from further application and verification procedures, eliminating the possibility of families losing their benefits due to miscommunication.

### **Frequency Timelines**

United States Department of Agriculture (USDA) requires all sponsors to conduct DC:

- Within the first 45 operating days of the current school year.
- Three months after the initial 45 day DC process.
- Six months after the initial 45 day DC process.

Please note: if the DC process is not performed within these timelines, claims may be placed on hold. If a sponsor’s claims are placed on hold, the sponsor is still permitted to submit monthly claims, but the reimbursement will not be received until the hold is removed.

ADE’s goal is to increase the percentage of directly certified students. The Health and Nutrition Services is being held accountable by USDA to meet benchmarks. The goal of the sponsors should be to capture as many directly certified students as possible. The more directly certified students the sponsor has, the less number of household applications the sponsor has to review and verify.

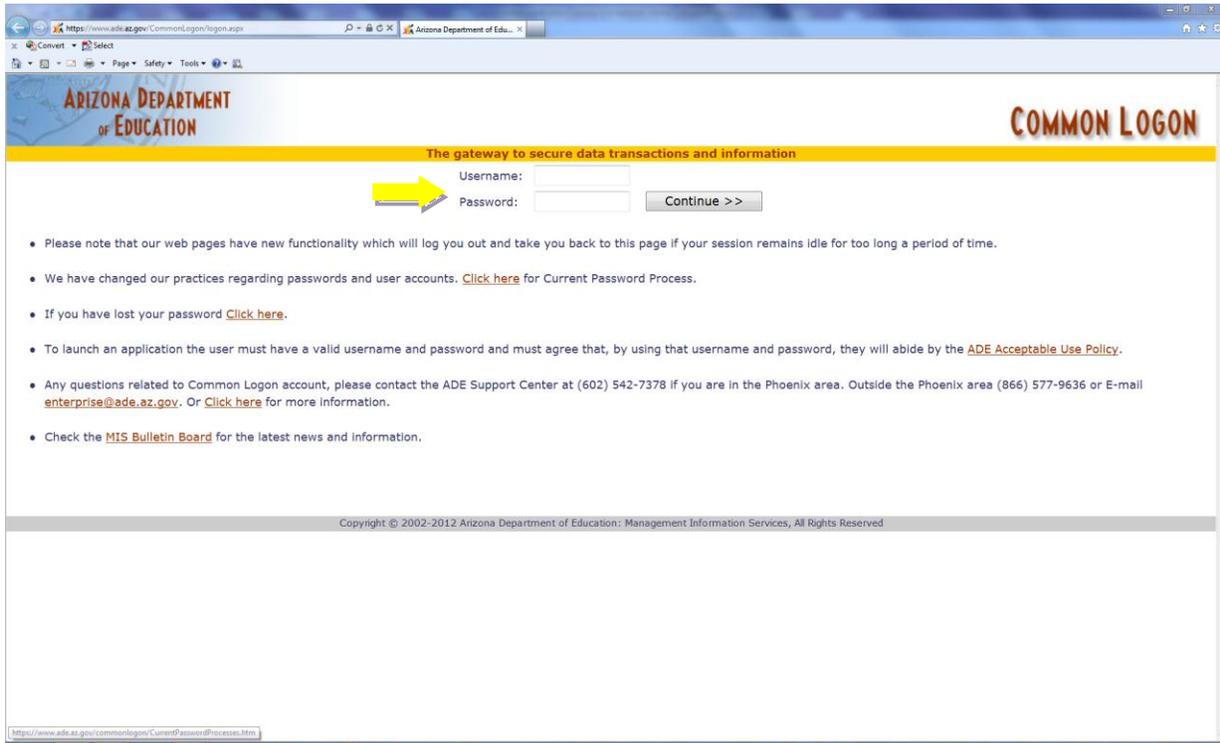
**Direct Certification Methods.**

CNP Direct Certification has three primary search methods for you to determine a child's eligibility for free meals:

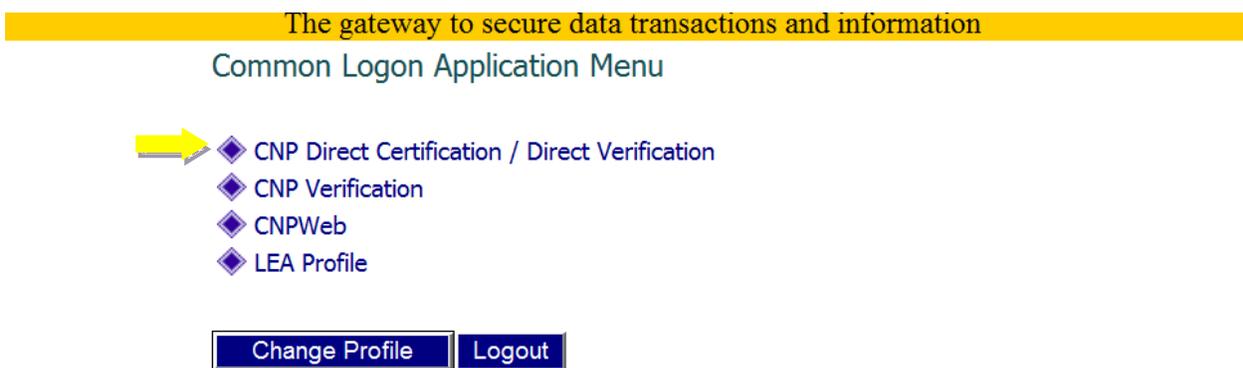
1. **Individual Student Look-up (Standard/SAIS ID's/SSN).** Checks eligibility for a small number of students, such as new students who enroll in school during the middle of the year.
2. **File Upload (Standard/SAIS ID's/SSN).** Checks the eligibility of a large number (more than 10) of students by uploading (or sending) a file to ADE.
3. **State Match.** Utilizes enrollment records/SAIS data from a state-level database. It requires no additional file uploads and is to be used when searching for eligible children for an entire district.

## How to Log-on CNP Direct Certification

To begin the DC Process, please go to the Common Logon website located at: <https://www.ade.az.gov/CommonLogon/logon.aspx>. Enter your Common Logon “Username” and “Password”.



After you have entered your “Username” and “Password” successfully, the website will transfer you to the page below.



Then, click on the “CNP Direct Certification/Direct Verification” link.

## File Upload Direct Certification instructions

The link will direct you to the new DC Website. It looks like the picture below.



Welcome to the Arizona Department of Education CNP Direct Certification / Direct Verification System

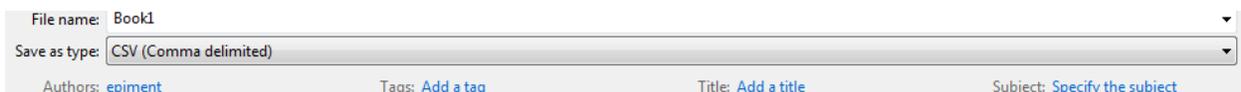
To conduct a File Upload DC, please click on the **File Upload** tab. This method checks the eligibility of a large number of students by uploading a file to ADE. This website will assist sponsors in checking the eligibility of a large number (more than 10) of students by uploading a Notepad or Excel file.

### **The file upload must match one of the three upload formats:**

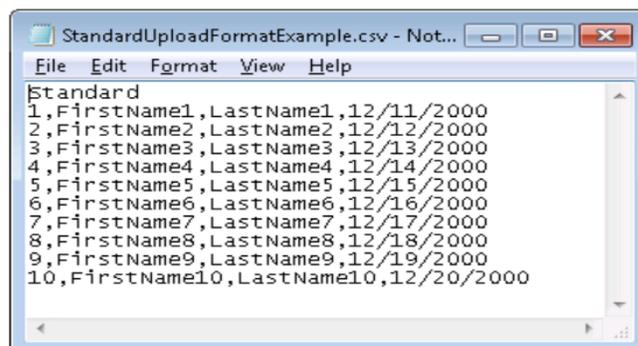
**1. Standard file.** This file type allows you to upload a list of student names and birth dates to secure a match on those identifiers. The file format is:

- Record number.
- First name.
- Last name.
- Date of birth.

(There should be one row per student.) **Note that the first row of the file has the word "Standard" indicating the file data type, which is Required for this type of file and it must be on the first line of the file.** It is NOT case sensitive (e.g. it can be provided as "STANDARD", "Standard", "standard", or even "standard"). The first column is a "record number" but can actually be any number desired. It does not need to be unique or sequential. It is NOT used internally by the system and is provided to support automated systems to match the downloaded data with the uploaded data. Save the Excel or Notepad file in a CSV or 'comma-separated value' file. See example below.



All standard file formats must be as follows:

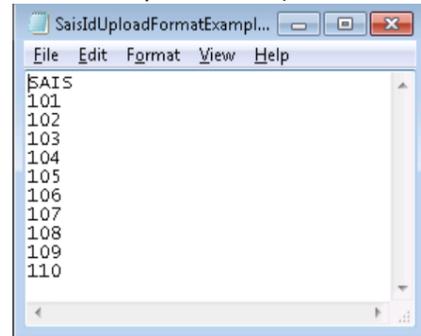


Or

Standard			
1	Sarah	Smith	05/12/2006

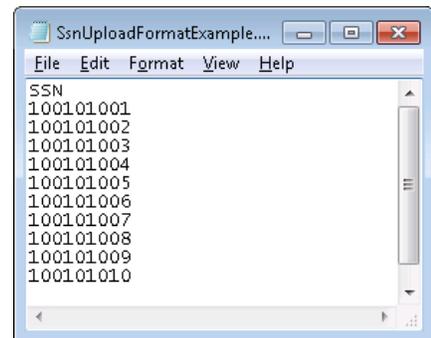
**2. SAIS ID.** This file type allows you to upload a list of student SAIS IDs to secure a match on that identifier. The file format is a single SAIS ID per line (there should be one row per student).

**Note that the first line of the file has the word "SAIS" indicating the file data type.** This word is **Required** for this type of file and it must be on the first line of the file. It is **NOT** case sensitive (e.g. it can be provided as "SAIS", "Sais", "sais", or even "sAIS"). Save in an Excel or Notepad file in a CSV or 'comma-separated value' file. All SAIS ID file formats must be in the example to the right side of the page.   
Save the Excel or Notepad file in a CSV or 'comma-separated value' file.



**3. Student Social Security Number (SSN).** This file type allows you to upload a list of student Social Security Numbers to secure a match on that identifier. The file format is a single Social Security Number per line (there should be one row per student). **Note that the first line of the file has the word "SSN" indicating the file data type.** This word is **Required** for this type of file and it must be on the first line of the file. It is **NOT** case sensitive (e.g. it can be provided as "SSN", "Ssn", "ssn", even "sSn"). All SSN ID file formats must be to the right side of the page.

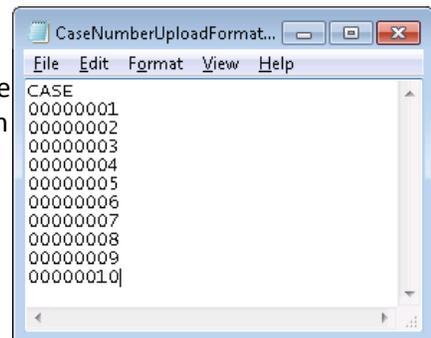
Save the Excel or Notepad file in a CSV or 'comma-separated value' file. 



or

**4. Case Number.** This file type allows you to upload a list of student DES Case Numbers to secure a match on that identifier. The file format is a single DES Case Number per line (there should be one row per student). Note that the first line of the file has the word "CASE" indicating the file data type. This word is **Required** for this type of file and it must be on the first line of the file. It is **NOT** case sensitive (e.g. it can be provided as "CASE", "Case", "case", or even "cASe"). All Case Number file formats must be as follows. 

Save the Excel or Notepad file in a CSV or 'comma-separated value' file.



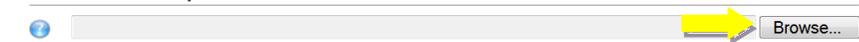
Once you have your file ready to upload on the website, please complete the following steps:

1. Click on the “Browse” button to upload the file.

File Upload

---

**Select a File to Upload**



Click here to upload your file:

2. Under options section, check all that apply:
  - ✓ “Students that match DES”; or
  - ✓ “Students that don’t match DES”; or
  - ✓ “File upload messages” (*highly recommended*) box. This field will reveal any error information detected while processing the data entry, such as validity of a birthdate. This field does NOT display errors with data in the database. If an error is detected the system will still try to process the student in the search process.

Options

---

 **Show these students in the display:**

---

Check all that apply:

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

Then, select how the results will be downloaded (Select one):

- ✓ Provide the results on screen and an Excel spreadsheet.
- ✓ Provide the results on screen display.
- ✓ Provide the results in Excel spreadsheet only. (see below)

 **Provide my results as:**

---

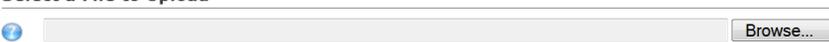
- On-screen Display *AND* Download
- On-screen Display only
- Download only

3. Click on the “submit” button to upload your file.

File Upload

---

**Select a File to Upload**



Click here to upload your file:

4. Results will be shown at the bottom on the page in the format you selected.

RESULTS

File Upload Processed as:		<b>Standard File Upload</b>	
Prepared by:	<b>Randy Morter</b>	Date Prepared:	<b>5/29/2012 11:28 AM</b>
Direct Verification:	<b>No</b>	Displaying:	<b>Matches , Non-Matches</b>
Records Processed:	<b>345</b>	Validation Errors Found:	<b>0</b>
Matches Found:	<b>0</b>	Non-Matches Found:	<b>345</b>

Click here to download your results: 

Record Number ^	First Name	Last Name	Birthdate	DES Results	DES Decision Date	Upload Message
2577539	ROGER	LY	5/15/2001	No Match		
2989018	VICTORIA	RAMOS	10/6/2003	No Match		
3827750	ZOE	RIVELY	3/22/2004	No Match		
2992562	SARAH	HEMMEN	12/18/2003	No Match		
2514079	CHARLES	MUNOZ	9/8/1999	No Match		

5. To print results, click on the "print this page" link located in the upper right corner of the webpage. To go to the Excel spreadsheet and click on the icon.




Click here to download your results:

6. Please print off the results after you complete the DC and save it for your records. See example below:

File Upload Processed as:		<b>Standard File Upload</b>	
Prepared by:	<b>Randy Morter</b>	Date Prepared:	<b>5/30/2012 11:38 AM</b>
Direct Verification:	<b>No</b>	Displaying:	<b>Matches , Non-Matches</b>
Records Processed:	<b>345</b>	Validation Errors Found:	<b>0</b>
Matches Found:	<b>0</b>	Non-Matches Found:	<b>345</b>

### Results Displays

**Name and Birthdate Information.** Any name and birthdate information is provided by the SAIS data. On the File Upload and Individual Student Lookup pages, name and birthdate are ONLY displayed if the SAIS data indicates that the student has a membership at your district.

**Upload Messages.** This area identifies issues or errors that were detected while processing a File Upload or Individual Student Lookup request. They are errors that were found in the uploaded data or data entered manually. They are NOT describing errors with data in the database or the search or matching process itself. Normally a record won't match if there are validation errors, but if it does, the provided data should still be corrected and uploaded or entered again.

**Sorting.** The students can be sorted by column. The sorting column will have a "maroon" font and there is an "up" or "down" pointing arrow in the column header (as shown in the "First Name" column in the picture below).

Record Number	First Name ^	Last Name	Birthdate
1	Jim	Halverson	2/13/2000
3	Kim	Tate	5/5/2001
2	Sharon	Mix	11/21/1999

## State Match Direct Certification Instructions



Welcome to the Arizona Department of Education CNP Direct Certification / Direct Verification System

To conduct a State Match DC, please click on the State Match tab. The State Match method can save a sponsor time. Data is taken from a sponsor’s enrollment record from the state-level or master SAIS database and matched to the eligibility database at the Department of Economic Security.

Keep in mind, all school districts and charter holders are required to submit “enrollment” information to SAIS at the beginning of a sponsor’s school year. If your school district has not submitted their current year enrollment information, State Match will not yield any results. Please contact your school district SAIS Technology Coordinator to determine if “no enrollment” information has been submitted for the current school year.

To begin the process, select your school.

1. A sponsor must select the Site Selection tab to download “All Sites” or by a “specific site”(see below). It is highly recommended for large school districts that you perform a State Match DC by specific site. The more data in the download, the longer the download will take to perform.



2. Under the options section, check all that apply:
  - ✓ “Students that match DES”;
  - ✓ “Students that don’t match DES”; or
  - ✓ “File upload messages” (highly recommended) box. This field will reveal any error information detected while processing the data entry, such as whether a birthdate is a valid date. This field does **NOT** display errors with data in the database. If an error is detected the system will still try to process the student in the search process.

Options

**Show these students in the display:**

Check all that apply:

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

Then you must select how you would like the results downloaded (Select one):

- ✓ Provide the results on screen and an Excel spreadsheet.
- ✓ Provide the results on screen display.
- ✓ Provide the results in Excel spreadsheet only. (see below)

**Provide my results as:**

- On-screen Display *AND* Download
- On-screen Display only
- Download only

3. Click on the “submit” button to upload your file.



4. Results will be shown at the button on the page in the format you selected.

Results

Search Type:	<b>State Match</b>		
Sponsor / site:	<b>Ft Thomas Unified District (050207000) / All Sites</b>		
Prepared by:	<b>Randy Morter</b>	Date Prepared:	<b>5/23/2012 1:36 PM</b>
Students Processed:	<b>0</b>	Displaying:	<b>Matches , Non-Matches</b>
Matches Found:	<b>0</b>	Non-Matches Found:	<b>0</b>

Click here to download your results: 

School Student ID	SAIS ID ^	First Name	Last Name	Birthdate	School Name	DES Results	DES Decision Date
-------------------	-----------	------------	-----------	-----------	-------------	-------------	-------------------

5. To print results, click on the “print this page” link located in the upper right corner of the webpage. To get to your Excel Spreadsheet click on the following icon.



6. Please print off the results after you complete the DC and save it for your records for five years.

Results

Search Type:	<b>State Match</b>		
Sponsor / site:	<b>Ft Thomas Unified District (050207000) / All Sites</b>		
Prepared by:	<b>Randy Morter</b>	Date Prepared:	<b>5/30/2012 11:41 AM</b>
Students Processed:	<b>0</b>	Displaying:	<b>Matches , Non-Matches</b>
Matches Found:	<b>0</b>	Non-Matches Found:	<b>0</b>

If a sponsor wants to change the format the information is downloaded in, then they can repeat the process.

### State Match Result Displays

The results of your State Match search are displayed in the "Results" area of the web page. The results area will display a "summary" section with the following information:

- **Search Type.** "State Match" will be displayed here.
- **Prepared by.** Your login user name.
- **Date Prepared.** The date and time the search was performed.
- **Displaying.** Lists which display options were checked ("Students that match DES", "Students that don't match DES" or "File upload messages").
- **Records Processed.** Shows how many student records were detected in your search request.
- **Matches Found.** The number of students entered that were matched in the DES database.
- **Non-Matches Found.** The number of students entered that were NOT matched in the DES database.

The following information will be displayed for each student:

- **School Student ID.** The School Student ID for the selected student.
- **SAIS ID.** The SAIS ID that was entered in the data entry area.
- **First Name.** The First Name that was entered in the data entry area.
- **Last Name.** The Last Name that was entered in the data entry area.
- **Birthdate.** The Birthdate that was entered in the data entry area.
- **School Name.** The School Name the student has a membership at.
- **Sorting.** The students can be sorted by column. The sorting column will have a "maroon" font and there is an "up" or "down" pointing arrow in the column header (as shown in the "First Name" column in the picture below).

Record Number	First Name ^	Last Name	Birthdate
1	Jim	Halverson	2/13/2000
3	Kim	Tate	5/5/2001
2	Sharon	Mix	11/21/1999

- **DES Results.** The results of the search for the selected student. This will either be "Match" or "No Match". A "Match" indicates that the student exists in the DES database and is authorized for free or reduced price meals.
- **DES Decision Date.** If the DES Results is "Match", this field will contain the DES Decision Date for the selected student.

## Individual Student Look-Up Direct Certification Instructions

The Individual Look-Up method allows a sponsor to data enter a student’s “personal information” and receive the eligibility results on a web page. The Individual Student Look-Up method is recommended for:

1. Sponsors who need to check eligibility for less than 10 students (i.e. RCCIs, Charter Schools, Small Private Schools).
2. For sponsors utilizing Upload File (Standard or SSN) who received “Students that don’t match DES” results for some students.
3. Sponsors who have access to students’ “personal information”.



Welcome to the Arizona Department of Education CNP Direct Certification / Direct Verification System

To conduct an Individual Student Lookup DC, please click on the Individual Student Lookup tab. To begin the process select the type of search you want to perform:

The screenshot shows a search format selection box. A yellow arrow points to the 'Search using this format:' section. The options are:

- Search using this format:
  - Standard Format (First and Last Name, Birthdate)
  - SAIS ID Format
  - SSN Format
  - Case Number Format (DES Case Number)

After you select a search button, the formats look as follows.

1. **Standard Format.** Enter the Student’s first name, last name, and birthdate.

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

Click here to submit your search:

2. **SAIS ID Format.** Enter the Student's SAIS ID.

Search Input

Record Number	SAIS ID
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:

3. **Social Security Number (SSN) Format.** Enter the Student's Social Security Number.

Search Input

Record Number	SSN
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:

4. Under options section, check all that apply:

- ✓ "Students that match DES";
- ✓ "Students that don't match DES"; or
- ✓ "File upload messages" (highly recommended) box. This field will reveal any error information detected while processing the data entry, such as whether a birthdate is a valid date. This field does NOT display errors with data in the database. If an error is detected the system will still try to process the student in the search process.

Options

 **Show these students in the display:**

Check all that apply:

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

- Then select how the results will be downloaded (Select one):
  - ✓ Provide the results on screen and an Excel spreadsheet.
  - ✓ Provide the results on screen display.
  - ✓ Provide the results in Excel spreadsheet only. (see below)

**Provide my results as:**

- On-screen Display *AND* Download
- On-screen Display only
- Download only

- Click on the “submit” button to upload your file.



- Results will be shown at the button on the page in the format you selected.

Processed as:	<b>Standard</b>		
Prepared by:	<b>Randy Morter</b>	Date Prepared:	<b>5/29/2012 11:24 AM</b>
Direct Verification:	<b>No</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	David	Rodriguez	4/3/2007	No Match		
2	Alanya	Steele	2/24/2001	No Match		

- To print results, click on the “print this page” link located in the upper right corner of the webpage. To get to your Excel Spreadsheet click on the following icon.



- Please print off the results after you complete the DC and save it for your records for five years.

Processed as:	<b>Standard</b>		
Prepared by:	<b>Randy Morter</b>	Date Prepared:	<b>5/30/2012 11:47 AM</b>
Direct Verification:	<b>No</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>

## Help Topics for Direct Certification Website



The screenshot shows the top navigation bar of the Arizona Department of Education website. The header includes the text "Arizona Department of Education" and the "AZ.GOV" logo. Below the header is a navigation menu with the following items: Home, File Upload, State Match, Individual Student Lookup, Reports, Administration (highlighted with a yellow arrow), Help, and Logout. Below the navigation menu, the page title is "CNP Direct Certification / Direct Verification" and the user is logged in as "Welcome Randy Morter". The main content area starts with a "Home" link and a welcome message: "Welcome to the Arizona Department of Education CNP Direct Certification / Direct Verification System".

If you need additional assistance to download information, please click on the **Help** Tab. The Help section has the following:

1. **General Help.** This section gives sponsors general information such as: how to print, what this  icon represents, and more information about the results displayed
2. **Direct Certification Help.** This section describes the benefits of DC and the three different choices to complete a DC.
3. **Direct Verification Help.** This section describes Direct Verification.
4. **File Upload.** This section provides detailed assistance to ensure a sponsor can complete a File Upload successfully. The help is divided into the following assistance:
  - ✓ File Upload Help.
  - ✓ File Upload Formats and Examples.
5. **Individual Student Lookup Help.** This section describes how to use this DC method.
6. **State Match Help.** This section describes how to use the State Match method.