

How to Conduct Direct Certification Using File Upload

STEP-BY-STEP INSTRUCTION

Revised June 2020

Professional Standards Learning Code: 3120



Arizona Department of Education (ADE)

This training was developed by the Arizona Department of Education (ADE) Health and Nutrition Services Division (HNS).

Intended Audience

This training is intended for **School Food Authorities (SFAs) operating the National School Lunch Program (NSLP)**. All regulations are specific to operating the NSLP under the direction of ADE.

Professional Standards

Information to include when documenting this training for Professional Standards:

Training Title: How to Conduct Direct Certification Using File Upload

Key Area: 3000 – Administration

Learning Codes: 3120

Length: 30 minutes

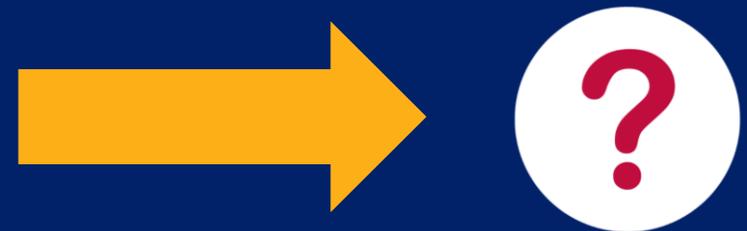


Objectives

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

- understand how to conduct CNP Direct Certification using File Upload; and
- be aware of common errors that arise when using this search method.

- 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 answers available within the guide.
- This icon will indicate a comprehension quiz question, and the background of the slides will be blue like you see on this slide.



How to Conduct Direct Certification Using File Upload

This Step-by-Step Instruction will include:

Overview of CNP Direct Certification	Slides 6 – 10
Creating and Excel Spreadsheet	Slides 11 – 30
Log Into CNP Direct Certification	Slides 31 – 39
File Upload	Slides 40 – 50

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

Overview of CNP Direct Certification



Overview of CNP Direct Certification

Direct Certification

Direct Certification is the process of determining which students are eligible for free meal benefits based on documentation obtained directly from the appropriate state or local agency. Students directly certified will automatically receive free meal benefits without submitting a household application.

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

- SFAs can access this system at any time to generate documentation that may be used to certify students for free meal benefits without a household application within the current program year.

Overview of CNP Direct Certification

File Upload

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

CNP Direct Certification

Welcome, Knutson, Halle

Home Direct Certification - Email Notification Administration - Help ADEConnect Logout

Direct Certification File Upload Search

- Use this search function to check eligibility of a large number of students by uploading (sending) a formatted file to ADE.
- The file must be formatted in .csv, .xlsx, .xls, or .txt.
- Choose the type of File Format you wish to upload from the dropdown box.
- Select the file you wish to upload.
- Click Upload.
- You may download the results in Excel or PDF.

Please visit the [ADE Online Training Library](#) for Direct Certification training.

State Student ID Format				SSN Format				Standard Format				Enrollment Number Format			
1. Enter the State Student ID (SAS ID) starting cell A1. 2. Add next entry in the row below				1. Enter the SSN starting in A1 (must be 9 digits, no hyphens) 2. Add next entry in the row below				1. In cell A1, enter the FIRST name of the student 2. In cell B1, enter the LAST name of the student 3. In cell C1, enter the birthdate of the student (mm/dd/yyyy) 4. Add next entry in the row below				1. Enter the Enrollment Number starting in cell A1 (should be 8 digits or less, do not enter hyphens) 2. Add the next entry in the row below			
A	B	C		A	B	C		A	B	C		A	B	C	
1	123456789			1	568409632			1	Brock	Lee	12/1/2002	1	87654321		
2	987456321			2	456789123			2	Cara	Oh	3/2/2001	2	4568723		
3	456321789			3	987654321			3	Sue	China	2/18/2008	3	32289632		
4	789654321			4	254123456			4	Aspura	Guo	5/15/2007	4	12456785		
5	654789321			5	885682347			5	Ora	Nge	6/6/2009	5	25896314		
6				6				6				6			

***If your spreadsheet has ### because the cell is not expanded all of the way, you may receive an error when you attempt to upload the data.

[Frequently Asked Questions](#)

When is it recommended to use File Upload when conducting direct certification?

- A) When only 99 students are being searched.
- B) When a large number of students is being searched.
- C) When a small number of students is being searched.



When is it recommended to use File Upload when conducting direct certification?

- A) When only 99 students are being searched.
- B) When a large number of students is being searched.**
- C) When a small number of students is being searched.

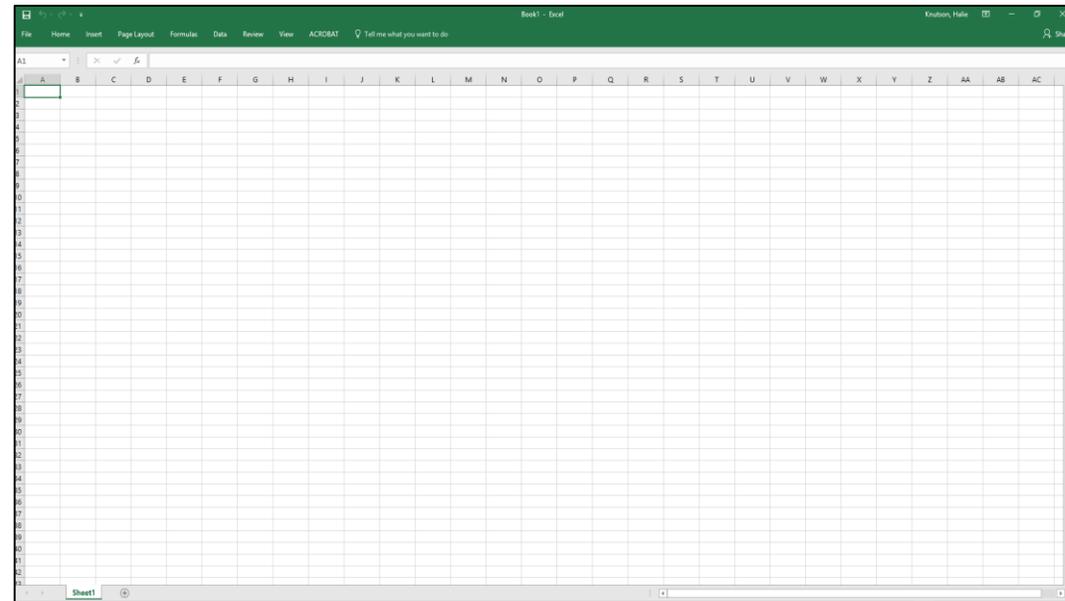
File Upload can be used for any amount of students the user is wanting to search. File Upload is easiest to used when searching a large number of students. Total enrollment can also be searched using File Upload.

Creating an Excel Spreadsheet



Creating an Excel Spreadsheet

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



Creating an Excel Spreadsheet

2. Choose the *data format* you want to use to search:

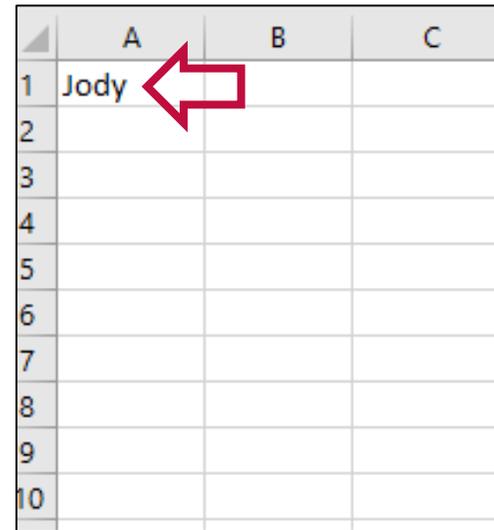
- First Name/Last Name/Date of Birth (Standard Format)
- Social Security Number
- State Student ID
- Case Number

In the following slides we will go through examples of each data format listed above.



Creating an Excel Spreadsheet

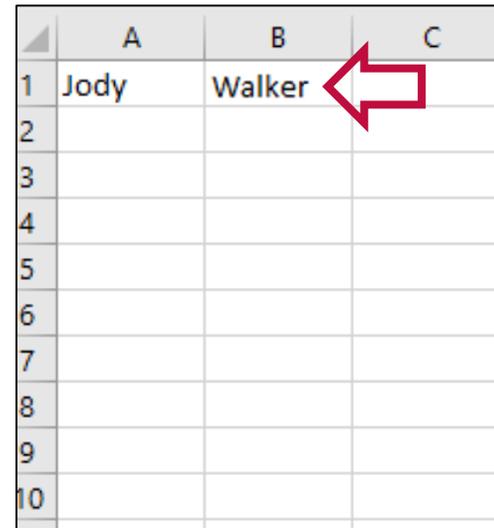
3. Type the student's ***First Name*** into cell A1.



	A	B	C
1	Jody		
2			
3			
4			
5			
6			
7			
8			
9			
10			

Creating an Excel Spreadsheet

4. Type the student's ***Last Name*** into cell B1.



The image shows a small Excel spreadsheet with 10 rows and 3 columns labeled A, B, and C. The first row (row 1) contains the text 'Jody' in cell A1 and 'Walker' in cell B1. A red arrow points from the right side of cell B1 towards the left side of cell C1, indicating the instruction to type the last name into cell B1.

	A	B	C
1	Jody	Walker	
2			
3			
4			
5			
6			
7			
8			
9			
10			

Creating an Excel Spreadsheet

5. Type the student's ***date of birth*** into cell C1. Use the format MM/DD/YYYY.

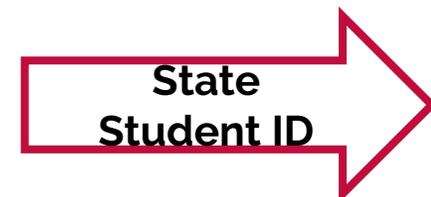
	A	B	C
1	Jody	Walker	4/15/2003
2			
3			
4			
5			
6			
7			
8			
9			
10			



Creating an Excel Spreadsheet

6. Repeat the steps for every student.

	A	B	C
1	Jody	Walker	4/15/2003
2	Johnathar	Tandoy	4/3/2013
3	Matthew	Green	12/30/2014
4	Dimitri	Long-Gue	5/17/1993
5	Jacob	Villa Long	4/18/2000
6	Julia	Gonzalos	6/1/2005
7	George	Lane	10/30/1995
8	Shane	Lane	2/8/2001
9	Cara	Cardena	9/10/2013
10	Lucas	Arellanos	1/22/2017



Creating an Excel Spreadsheet

3. Type the student's **State Student ID** (*AzEDS*) into cell A1.

	A	B	C
1	1000650		
2			
3			
4			
5			
6			
7			
8			
9			
10			



Creating an Excel Spreadsheet

4. Repeat this step for every student.

	A	B	C
1	1000650		
2	1015230		
3	1019358		
4	1030266		
5	1031648		
6	1032107		
7	1034877		
8	1035306		
9	1050655		
10	1055180		



Creating an Excel Spreadsheet

3. Type the student's **SSN** in cell A1.

	A	B	C
1	00016256		
2			
3			
4			
5			
6			
7			
8			
9			
10			

Please note that SSN must be nine digits with no hyphens.

Creating an Excel Spreadsheet

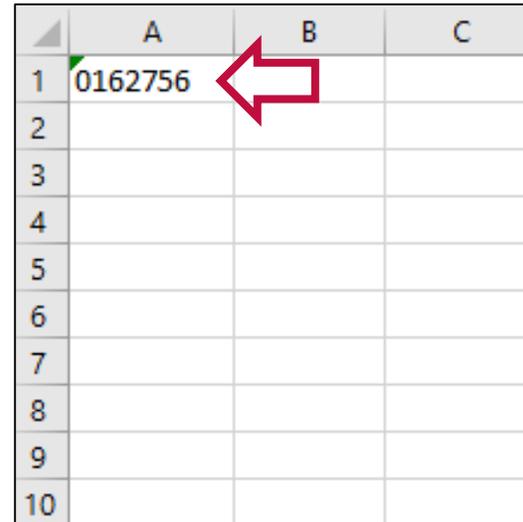
4. Repeat this step for every student.

	A	B	C
1	000162756		
2	589632147		
3	685963214		
4	000380235		
5	589632147		
6	000301011		
7	789621455		
8	528963214		
9	03211207		
10	00970637		



Creating an Excel Spreadsheet

3. Type the student's **Case Number** in cell A1.



	A	B	C
1	0162756		
2			
3			
4			
5			
6			
7			
8			
9			
10			

Please note that Case Numbers must be eight digits or less with no hyphens.

Creating an Excel Spreadsheet

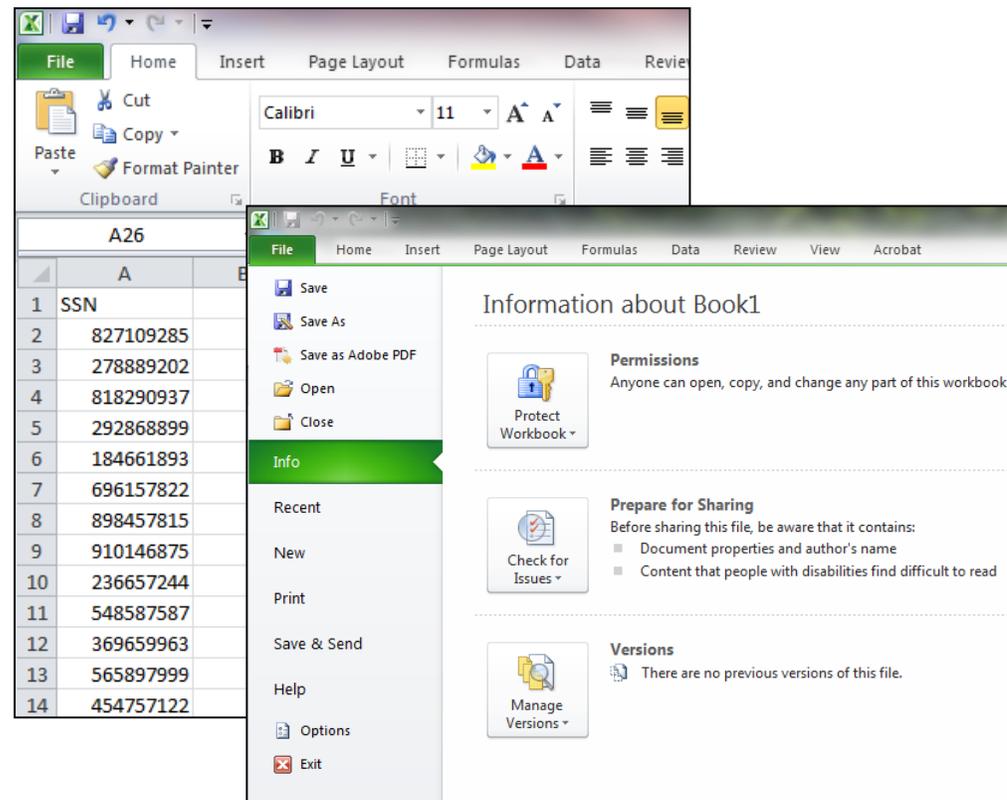
4. Repeat this step for every student.

	A	B	C
1	0162756		
2	5892147		
3	68593214		
4	0380235		
5	5896147		
6	8801011		
7	7891455		
8	528914		
9	032107		
10	67364568		



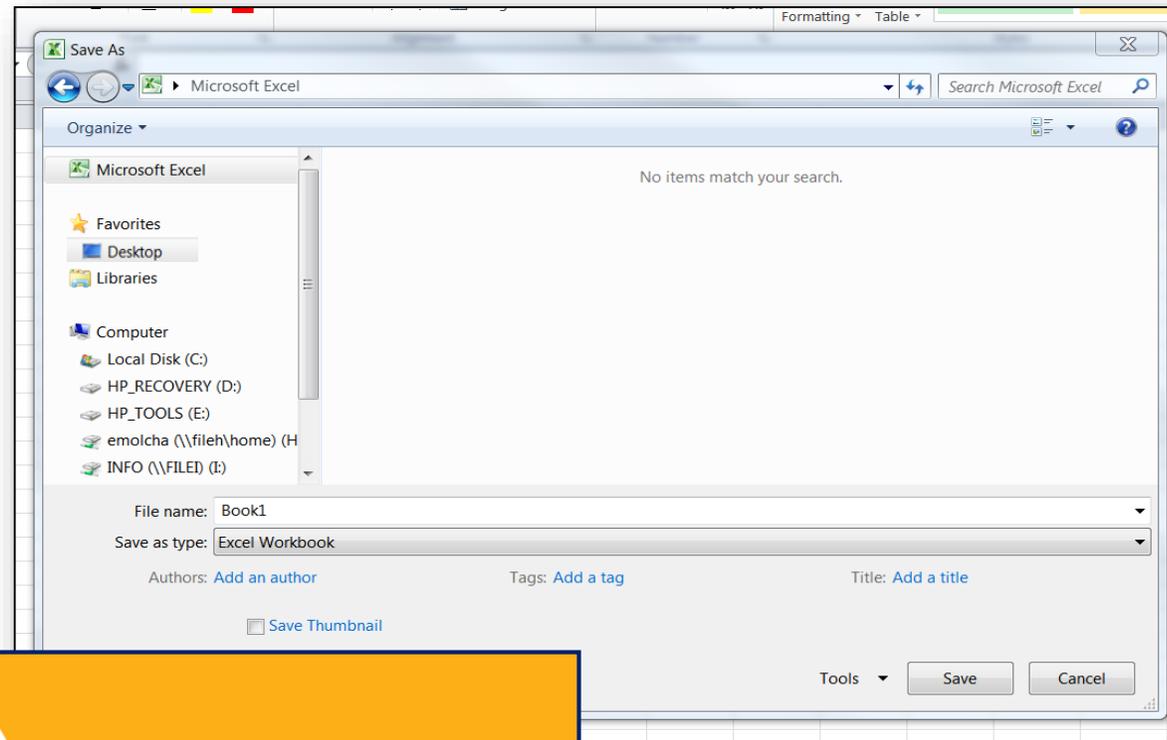
Creating an Excel Spreadsheet

5. When all of the students have been entered, click *File* in the upper left corner of the window, and choose the option, *Save As*.



Creating an Excel Spreadsheet

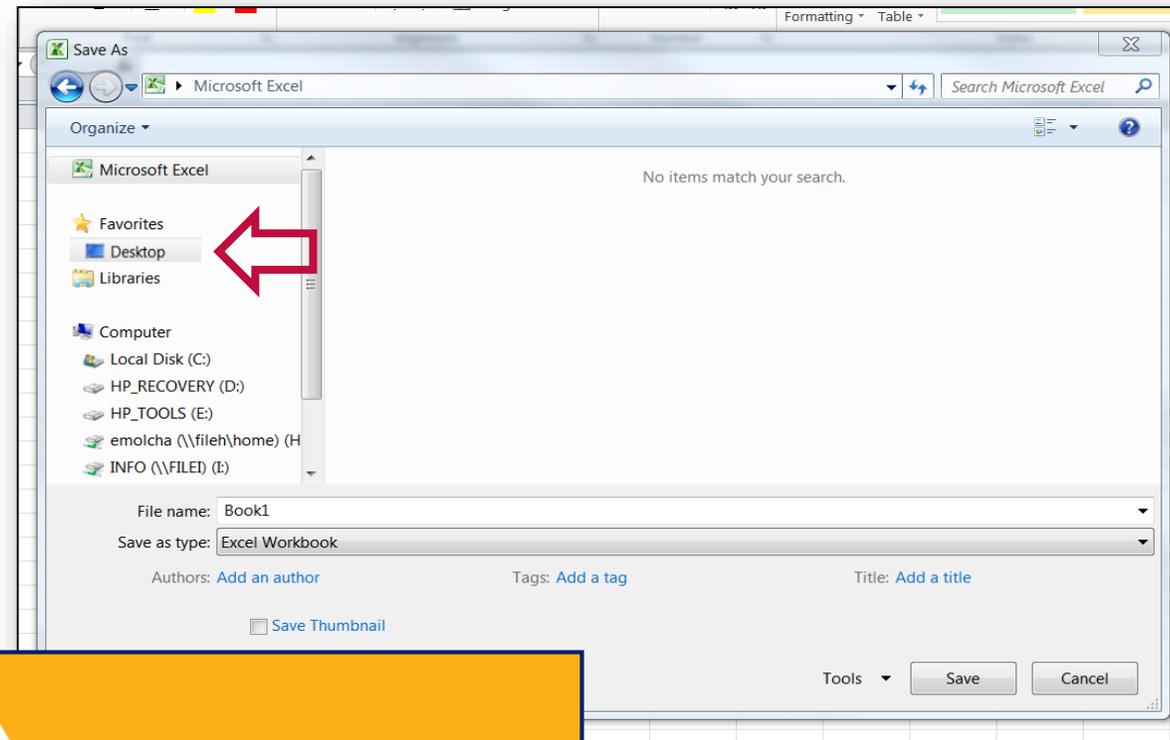
A new window will appear. It should look like this:



DO NOT CLICK SAVE YET!

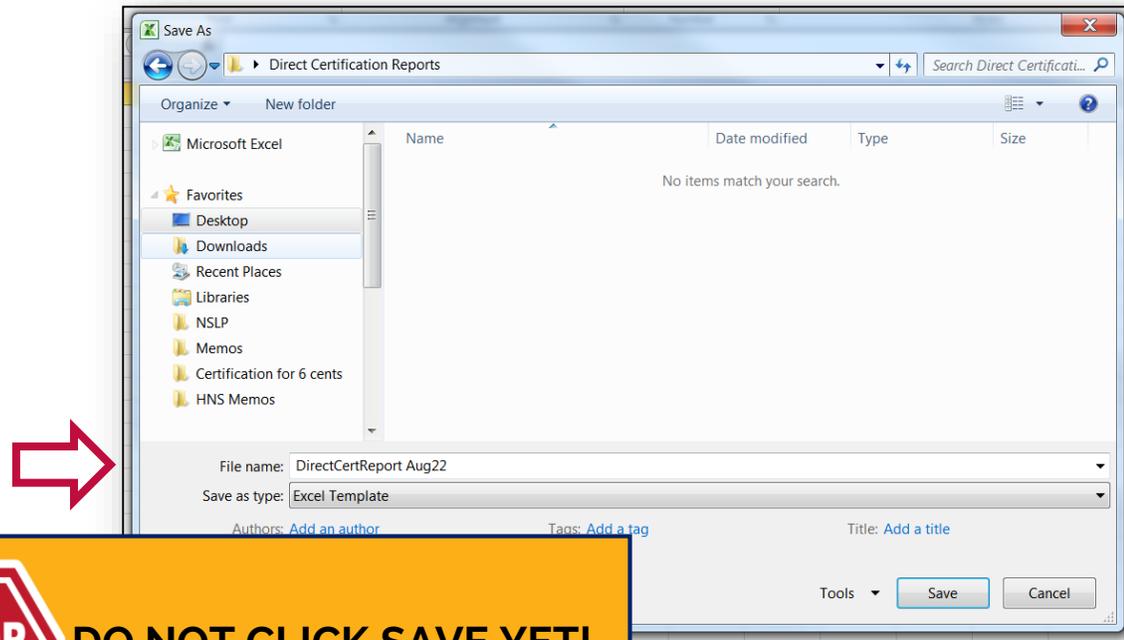
Creating an Excel Spreadsheet

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



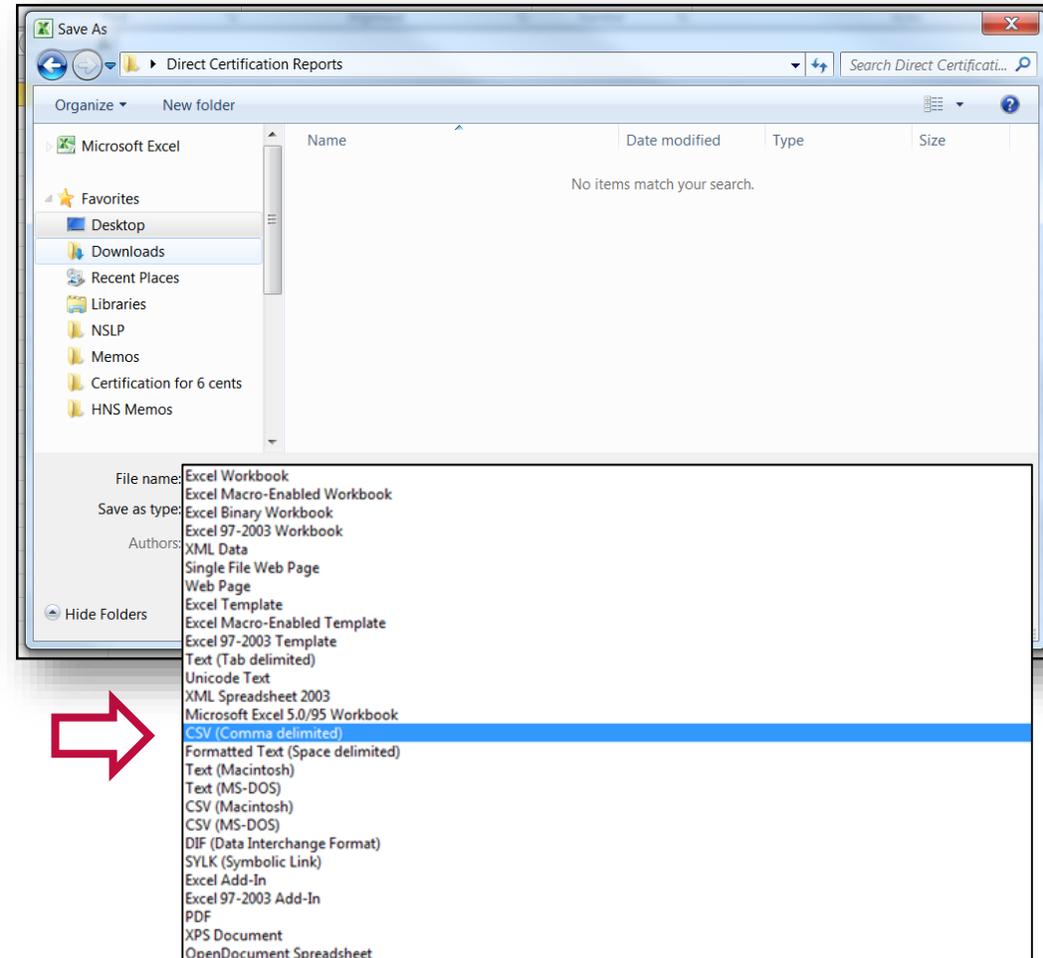
Creating an Excel Spreadsheet

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



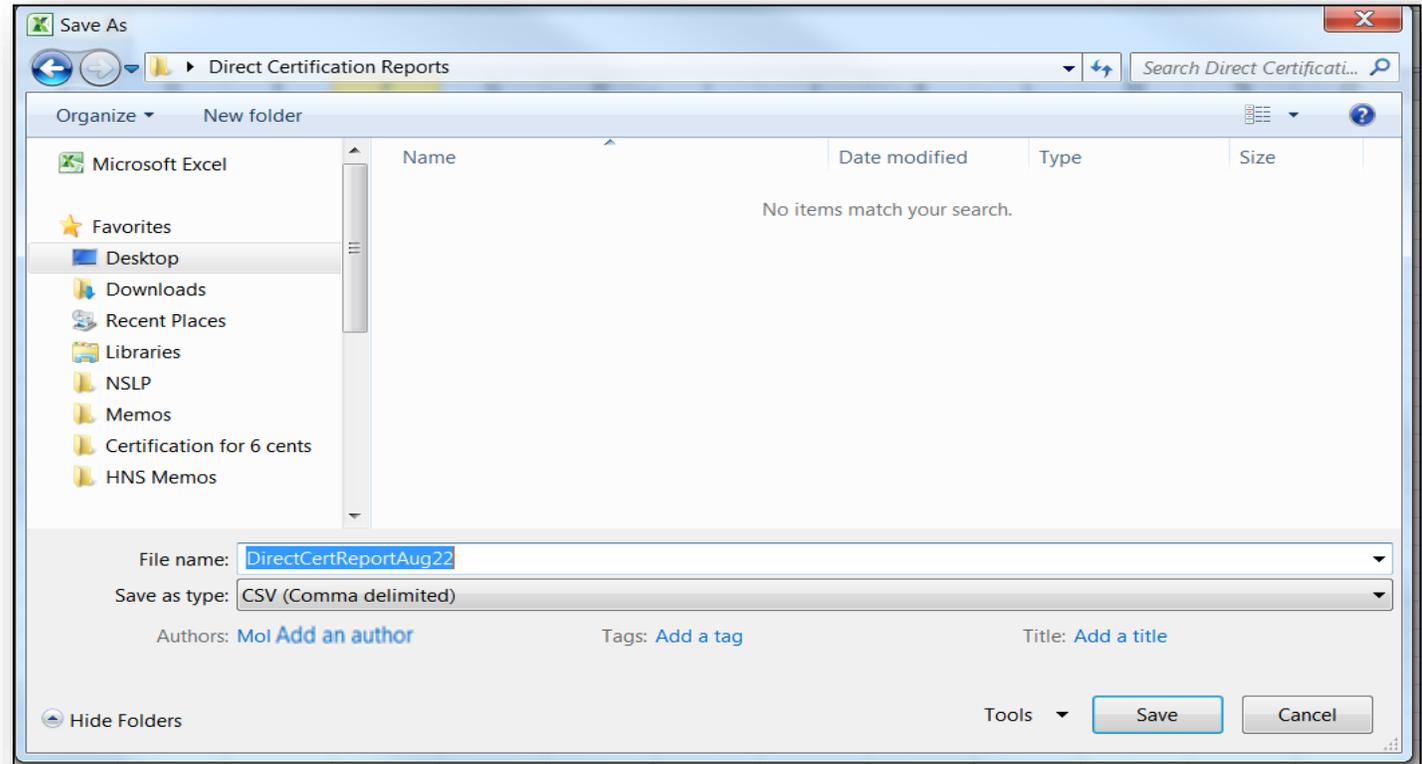
Creating an Excel Spreadsheet

8. In the field **Save as type**, use the drop-down to select ***XLX***, ***XLSX***, or ***CSV***.



Creating an Excel Spreadsheet

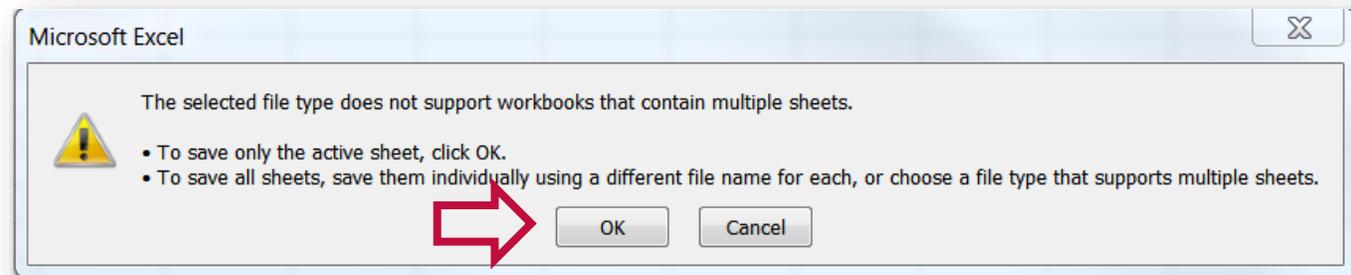
9. After you have selected a save type, click *Save*.



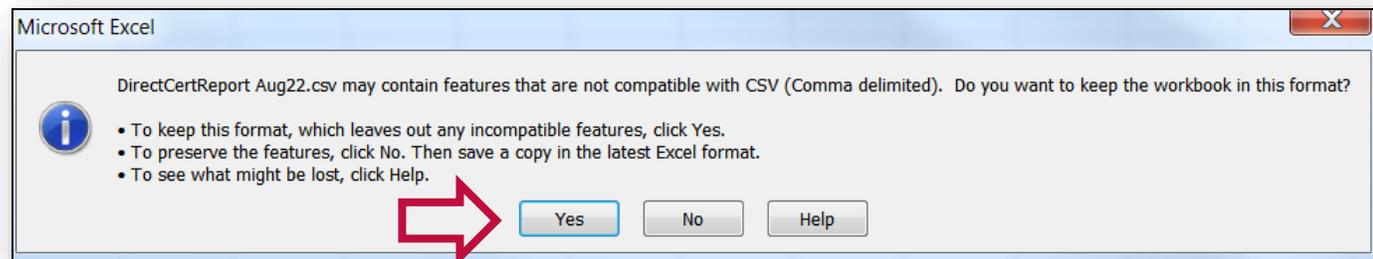
Creating an Excel Spreadsheet

Depending on which version of Excel is being used, the following windows *may* appear after clicking, *Save*.

Click **OK** to confirm saving the file.



Click **Yes** to confirm saving the file.

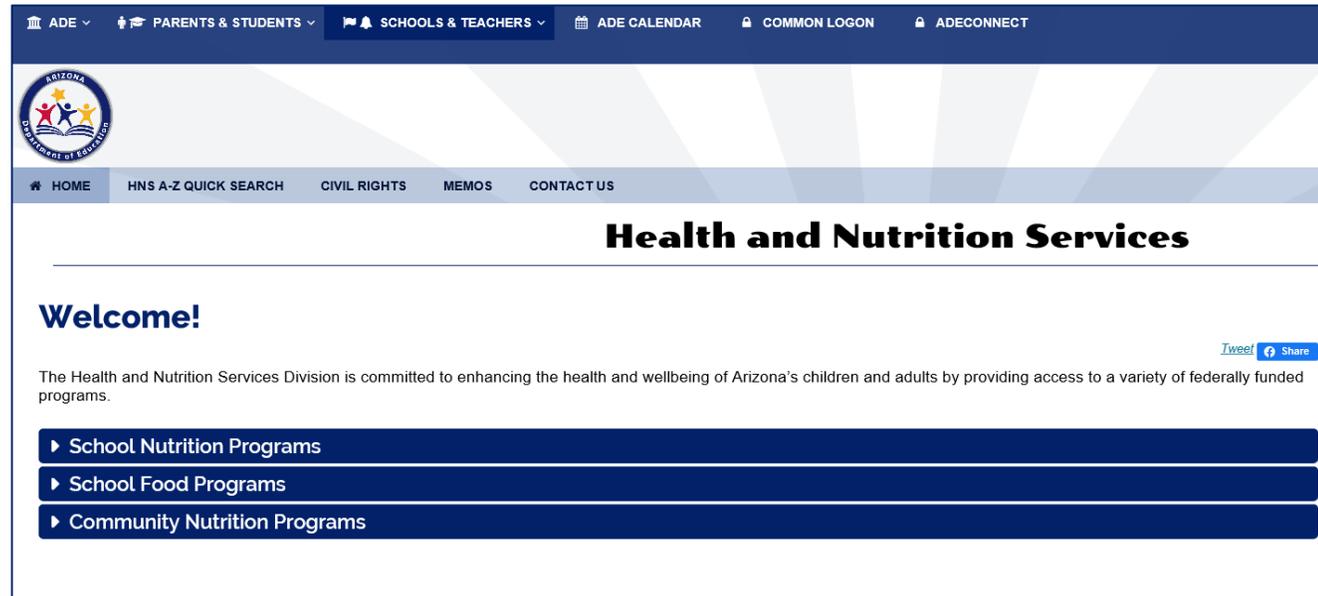


Log Into CNP Direct Certification



Log Into CNP Direct Certification

1. Go to the ADE Health and Nutrition Webpage:
<http://www.azed.gov/hns/>.



Log Into CNP Direct Certification

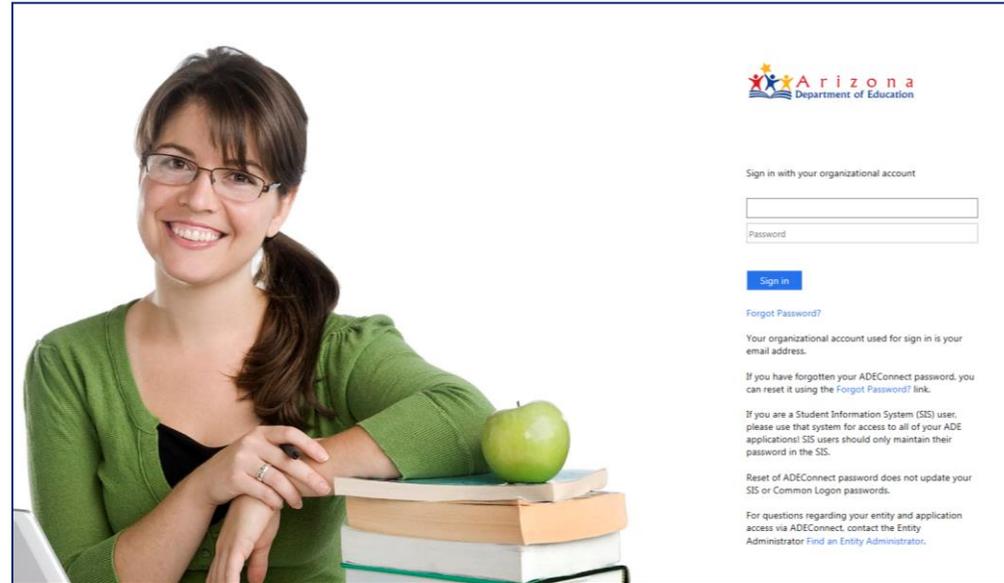
2. Click on ADEConnect found at the top of the webpage.



A screenshot of the Arizona Department of Education website. The top navigation bar is dark blue and contains several links: ADE, PARENTS & STUDENTS, SCHOOLS & TEACHERS, ADE CALENDAR, COMMON LOGON, and ADECONNECT. The ADECONNECT link is highlighted with a red arrow. Below the navigation bar is the Arizona Department of Education logo and a secondary navigation bar with links for HOME, HNS A-Z QUICK SEARCH, CIVIL RIGHTS, MEMOS, and CONTACT US. The main content area features the heading "Health and Nutrition Services" and a "Welcome!" message. Below the welcome message is a paragraph describing the division's commitment and a list of three program categories: School Nutrition Programs, School Food Programs, and Community Nutrition Programs. Social media sharing options for Twitter and Facebook are also visible.

Log Into CNP Direct Certification

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

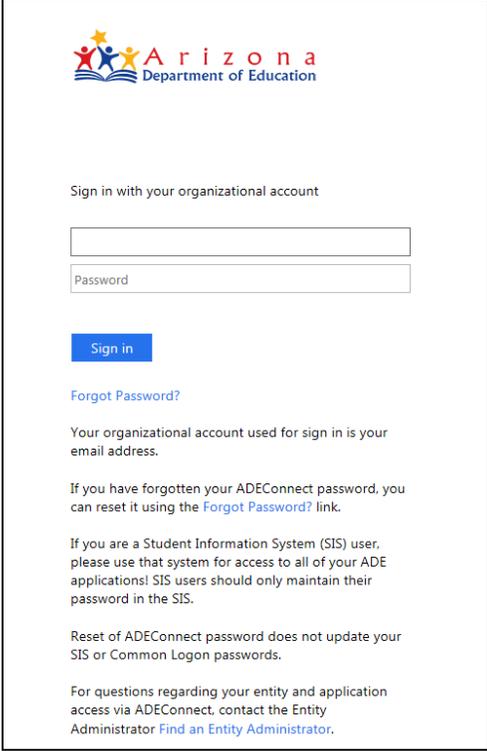


You must have a username and password in order to ADEConnect*

**Please note, some users are able to access ADEConnect through their Student Information System (SIS) and are not required to enter a username and password.*

Log Into CNP Direct Certification

3. Enter your username and password.



The screenshot shows the login interface for the Arizona Department of Education. At the top is the logo with the text "Arizona Department of Education". Below the logo is the instruction "Sign in with your organizational account". There are two input fields: the first is empty, and the second is labeled "Password". A blue "Sign in" button is positioned below the fields. Underneath the button is a link for "Forgot Password?". The page contains several paragraphs of text: "Your organizational account used for sign in is your email address.", "If you have forgotten your ADEConnect password, you can reset it using the [Forgot Password?](#) link.", "If you are a Student Information System (SIS) user, please use that system for access to all of your ADE applications! SIS users should only maintain their password in the SIS.", "Reset of ADEConnect password does not update your SIS or Common Logon passwords.", and "For questions regarding your entity and application access via ADEConnect, contact the Entity Administrator [Find an Entity Administrator](#)."

**Please note, some users are able to access ADEConnect through their Student Information System (SIS) and are not required to enter a username and password.*

Log Into CNP Direct Certification

You have successfully logged into ADEConnect. After logging in, the webpage will display all accessible ADEConnect applications.

The screenshot displays the ADEConnect web application interface. At the top left is the Arizona Department of Education logo. The top right corner shows a user greeting: "Welcome Halie" with a "Sign Out" button, and links for "Find Entity Administrator" and "Self Service Portal". The main header area contains the "ADEConnect" title and a navigation menu with "Home" (highlighted) and "News" tabs. Below the header, there are three main content areas: a "View entire news" button on the left; a central blue box with a notice about email addresses (ADESsupport@azed.gov and ESA@azed.gov) and links to a "video tutorial" and "training document"; and a right-hand sidebar titled "New Applications [Hide]" containing three expandable sections: "EOS Portal" (with a sub-item "Arizona Department of Education - 79275"), "HR Administration" (with a sub-item "Arizona Department of Education - 79275"), and "Certification Portal" (with a sub-item "Independent Applications - 1"). Below the sidebar, there is a "[Hide All]" link and a main menu for "Arizona Department of Education - 79275" which includes items like "CNP Direct Certification / Direct Verification ?", "CNP Verification Reporting", "CNPWeb ?", and "Event Management System (EMS)".

Log Into CNP Direct Certification

4. Click on CNP Direct Certification / Direct Verification.

Arizona Department of Education

Welcome Halie [Sign Out](#)
Find Entity Administrator
Self Service Portal

ADEConnect

[Home](#) [News](#)

[View entire news](#)

ADESsupport@azed.gov and ESA@azed.gov email addresses will no longer accept new issue submissions and an auto-response email will direct you to **Help Desk** ticketing system. However, all outstanding issues that have been or will be submitted prior to June 1 will be answered via the method in which they were received. More information on how to utilize the new system can be found by viewing this [video tutorial](#) or referencing this [training document](#).

[Hide All]

[\[-\] Arizona Department of Education - 79275](#)

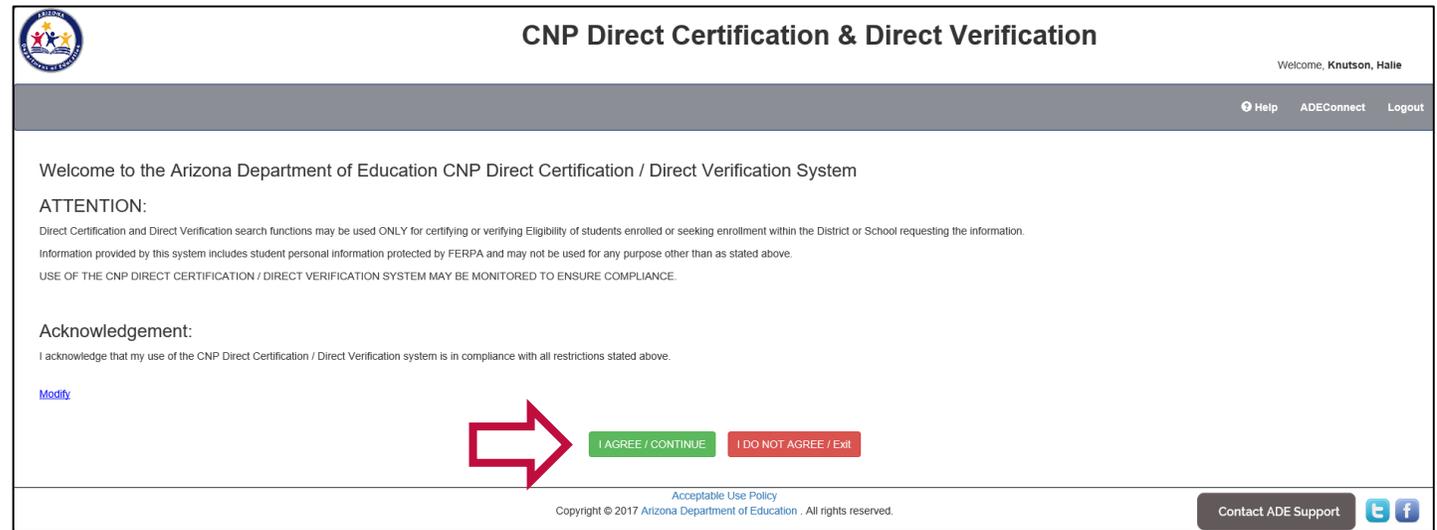
- [CNP Direct Certification / Direct Verification ?](#)
- [CNP Verification Reporting](#)
- [CNPWeb ?](#)
- [Event Management System \(EMS\)](#)

New Applications [Hide]

- [\[-\] EOS Portal](#)**
 - Arizona Department of Education - 79275
- [\[-\] HR Administration](#)**
 - Arizona Department of Education - 79275
- [\[-\] Certification Portal](#)**
 - Independent Applications - 1

Log Into CNP Direct Certification

You have successfully logged into the CNP Direct Certification/Direct Verification System. A new screen will load and it will look like this:



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

Log Into CNP Direct Certification

You will then be brought to a new screen where you must select CNP Direct Certification by clicking on the **Proceed to Direct Certification >>>** button.

The screenshot shows the 'CNP Direct Certification & Direct Verification' web application. The page has a header with the Arizona Department of Education logo, the title 'CNP Direct Certification & Direct Verification', and a user greeting 'Welcome, Knutson, Halie'. Below the header is a navigation bar with 'Home', 'Help', 'ADEConnect', and 'Logout'. The main content area is split into two columns. The left column is titled 'Direct Certification' and contains text explaining the process, a list of requirements (at or around the beginning of the school year, three months after initial effort, and six months after initial effort), and a 'Modify' link. A red arrow points to a blue button labeled 'Proceed to Direct Certification >>>'. The right column is titled 'Direct Verification' and contains text explaining the process, a note that it is available starting October 1st, and a 'Modify' link. A yellow button labeled 'Proceed to Direct Certification >>>' is at the bottom of this column. The footer contains an 'Acceptable Use Policy' link, copyright information for 2017, and a 'Contact ADE Support' button with social media icons for Twitter and Facebook.



File Upload



File Upload

Arizona Education Data Standards (AzEDS)

Arizona Education Data Standards (AzEDS)- Arizona Department of Education's (ADE's) information system that maintains and reports student-level data for students attending a public educational institution in Arizona.

State Student ID- ADE assigns each student with an AzEDS State Student ID (formerly known as SAIS ID) that acts as a student identifier from K-12th grade.

Student data is pulled from the pre-populated enrollment information in AzEDS. State Student IDs can be utilized to conduct direct certification only if the LEA uses AzEDS to send information to ADE.

File Upload

CNP Direct Certification Homepage

Once the user has agreed to the FERPA Compliance statement displayed and has selected the CNP Direct Certification portal, this screen will appear:

CNP Direct Certification Welcome, Knutson, Halie

[Home](#) [Direct Certification](#) [Email Notification](#) [Administration](#) [Help](#) [ADEConnect](#) [Logout](#)

Direct Certification Updates - April 2, 2020
The United States Department of Agriculture COVID-19: Child Nutrition Response #6 for the National Waiver of Community Eligibility Provision (CEP) Deadlines in the National School Lunch and School Breakfast Programs. Arizona Department of Education elects the use of this waiver extending the due date for School Food Authorities to submit the annual school-level identified student and enrollment data elements to the Arizona Department of Education, from April 15 to **June 15, 2020**. This waiver also extends the deadline for LEAs to elect CEP for the upcoming school year (PY2021) from June 30 to **August 31**. Please reference [HNS10-2020](#) for further details.

Direct Certification Updates - July 1, 2019
Welcome to school year 2020. State Match searches will not be available until your School District/Charter begins to send data to AzEDs via your Student Information System (SIS).
All file uploads will be available beginning July 2, 2019.
For Direct Certification Best Practices, please review the following webinar: [Direct Certification Best Practices](#)

Direct Certification Updates -March 29, 2019:
April 1 data must be collected and reported no later than April 15th for Annual Public Notification and Data Submission for all LEAs
All LEAs collect student information for each site. This includes the total number of identified students and the total number of enrolled students at each NSLP site.

The identified students are students directly certified through SNAP, TANF, and FDIPIR participation as well as homeless students on the liaison list, Head Start, pre-K Even Start, migrant youth, runaway, and non-applicant's approval by local officials identified through means other than an application. Foster children certified through means other than an application are also included as well as students certified for free meals based on a letter provided by the SNAP agency. Students who are categorically eligible based on information, such as a case number or, submitted through a free and reduced-price application are NOT included. Students certified for free or reduced-price meal benefits based on a household application are NOT included.

Enrolled students are students who are enrolled and attending schools, and have access to at least one meal service (School Breakfast Program (SBP) or NSLP) daily. The number of enrolled students includes all students with access to the SBP or NSLP, and not just those students participating in the programs.

Step by step instruction on completing this requirement is detailed in memo <https://cms.azed.gov/home/GetDocumentFile?id=5c869b111dcb250c085f1508>>HNS 03-2019 Annual Public Notification and Data Submission for All LEAs-Community Eligibility Provision

Help Video for CEP Data Collection Tool:
[CEP Data Collection Tool Help Video](#)

AUTOMATED MATCHING
CNP Direct Certification system now conducts automated searches and provides users who opt-in to the email subscription, a notice when a new match has been found. The automated system searches records nightly for new matches. Users must opt-in to the email subscription to receive these notifications. To opt-in click the 'Email Notification' link in the menu bar at the top of the CNP Direct Certification page, click 'Opt-in' and then click 'Save'.

File Upload

Select File Upload

To start a search using File Upload method, go to the *Direct Certification* drop-down and select *File Upload*.



CNP Direct Certification Welcome, Knutson, Halle

Home Direct Certification - Email Notification Administration - Help ADEConnect Logout

File Upload
State Match
Individual Student Lookup
Comprehensive Reports
Search History
CEP Data Collection

Direct Cert: [Dropdown menu]

Welcome to the CNP Direct Certification system. Searches will not be available until your School District/Charter begins to send data to AzEDs via your Student Information System (SIS).
All file uploads must be completed by 2, 2019.
For Direct Certification best Practices, please review the following webinar: [Direct Certification Best Practices](#)

Direct Certification Updates -March 29, 2019:
April 1 data must be collected and reported no later than April 15th for Annual Public Notification and Data Submission for all LEAs
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Help Video for CEP Data Collection Tool:
[CEP Data Collection Tool Help Video](#)

AUTOMATED MATCHING
CNP Direct Certification system now conducts automated searches and provides users who opt-in to the email subscription, a notice when a new match has been found. The automated system searches records nightly for new matches. Users must opt-in to the email subscription to receive these notifications. To opt-in click the 'Email Notification' link in the menu bar at the top of the CNP Direct Certification page, click 'Opt-in' and then click 'Save'.

PARTIAL MATCHING:

File Upload

Select File Format

A new screen will load. On the left side of the screen is the *File Format* drop-down where you will select either *Standard*, *State Student ID*, *SSN*, or *Case Number*.

Direct Certification File Upload Search

- Use this search function to check eligibility of a large number of students by uploading (sending) a formatted file to ADE.
- The file must be formatted in .csv, .xls, .xlsx, or .txt.
- Choose the type of File Format you wish to upload from the dropdown box.
- Select the file you wish to upload.
- Click Upload.
- You may download the results in Excel or .PDF.

Please visit the [ADE Online Training Library](#) for Direct Certification training.

State Student ID Format			SSN Format			Standard Format			Case Number Format		
1. Enter the State Student ID (SAIS ID) starting cell A1 2. Add next entry in the row below			1. Enter the SSN starting in A1 (must be 9 digits, no hyphens) 2. Add next entry in the row below			1. In cell A1, enter the FIRST name of the student 2. In cell B1, enter the LAST name of the student 3. In cell C1, enter the birthdate of the student (mm/dd/yyyy) 4. Add next entry in the row below			1. Enter the Case Number starting in cell A1 (should be 8 digits or less, do not enter hyphens) 2. Add the next entry in the row below		
A	B	C	A	B	C	A	B	C	A	B	C
1	123456789		1	568459632		1	Brock	Lee	12/1/2002	1	87654321
2	987456321		2	456789123		2	Cara	Ot	3/2/2001	2	45698723
3	456321789		3	509327894		3	Sue	Chini	2/14/2008	3	32589632
4	789654123		4	594123456		4	Aspara	Gus	5/15/2007	4	14598765
5	654789321		5	985632147		5	Ora	Nge	6/6/2009	5	25896314
6			6			6				6	

***If your spreadsheet has ### because the cell is not expanded all of the way, you may receive an error when you attempt to upload the data.

[Frequently Asked Questions](#)

[Modify](#)

File Format: Select a file to upload:

File Upload

Select File Format

For this this example, a *Standard* search will be conducted by selecting 'Standard' in the drop-down. Please follow these same steps when running a Direct Certification search for State Student ID, SSN, and Case Number.

Direct Certification File Upload Search

- Use this search function to check eligibility of a large number of students by uploading(sending) a formatted file to ADE.
- The file must be formatted in .csv, .xls, .xlsx, or .txt.
- Choose the type of File Format you wish to upload from the dropdown box.
- Select the file you wish to upload.
- Click Upload.
- You may download the results in Excel or .PDF.

Please visit the [ADE Online Training Library](#) for Direct Certification training.

State Student ID Format			SSN Format			Standard Format			Case Number Format		
1. Enter the State Student ID (SAIS ID) starting cell A1 2. Add next entry in the row below			1. Enter the SSN starting in A1 (must be 9 digits, no hyphens) 2. Add next entry in the row below			1. In cell A1, enter the FIRST name of the student 2. In cell B1, enter the LAST name of the student 3. In cell C1, enter the birthdate of the student (mm/dd/yyyy) 4. Add next entry in the row below			1. Enter the Case Number starting in cell A1 (should be 8 digits or less, do not enter hyphens) 2. Add the next entry in the row below		
A	B	C	A	B	C	A	B	C	A	B	C
1	123456789		1	568459632		1	Brock	Lee	12/1/2002	1	87654321
2	987456321		2	456789123		2	Cara	Ot	3/2/2001	2	45698723
3	456321789		3	509327894		3	Sue	Chini	2/14/2008	3	32589632
4	789654123		4	594123458		4	Aspara	Gus	5/15/2007	4	14598765
5	654789321		5	985632147		5	Ora	Nge	6/6/2009	5	25896314
6			6			6				6	

***If your spreadsheet has ### because the cell is not expanded all of the way, you may receive an error when you attempt to upload the data.

[Frequently Asked Questions](#)

[Modify](#)

File Format: Select a file to upload:

File Upload

Select an Excel Spreadsheet

From here, select 'Browse...' in the *Select a file to upload* area.

Direct Certification File Upload Search

- Use this search function to check eligibility of a large number of students by uploading(sending) a formatted file to ADE.
- The file must be formatted in .csv, .xls, .xlsx, or .txt.
- Choose the type of File Format you wish to upload from the dropdown box.
- Select the file you wish to upload.
- Click Upload.
- You may download the results in Excel or .PDF.

Please visit the [ADE Online Training Library](#) for Direct Certification training.

State Student ID Format			SSN Format			Standard Format			Case Number Format		
1. Enter the State Student ID (SAIS ID) starting cell A1 2. Add next entry in the row below			1. Enter the SSN starting in A1 (must be 9 digits, no hyphens) 2. Add next entry in the row below			1. In cell A1, enter the FIRST name of the student 2. In cell B1, enter the LAST name of the student 3. In cell C1, enter the birthdate of the student (mm/dd/yyyy) 4. Add next entry in the row below			1. Enter the Case Number starting in cell A1 (should be 8 digits or less, do not enter hyphens) 2. Add the next entry in the row below		
A	B	C	A	B	C	A	B	C	A	B	C
1	123456789		1	568459632		1	Brock	Lee	12/1/2002	1	8754321
2	987456321		2	456789123		2	Cara	Ot	3/2/2001	2	45698723
3	456321789		3	509327894		3	Sue	Chini	2/14/2008	3	32589632
4	789654123		4	594123458		4	Aspara	Gus	5/15/2007	4	14598765
5	654789321		5	985632147		5	Ora	Nge	6/6/2009	5	25896314
6			6			6				6	

***If your spreadsheet has #### because the cell is not expanded all of the way, you may receive an error when you attempt to upload the data.

[Frequently Asked Questions](#)

[Modify](#)

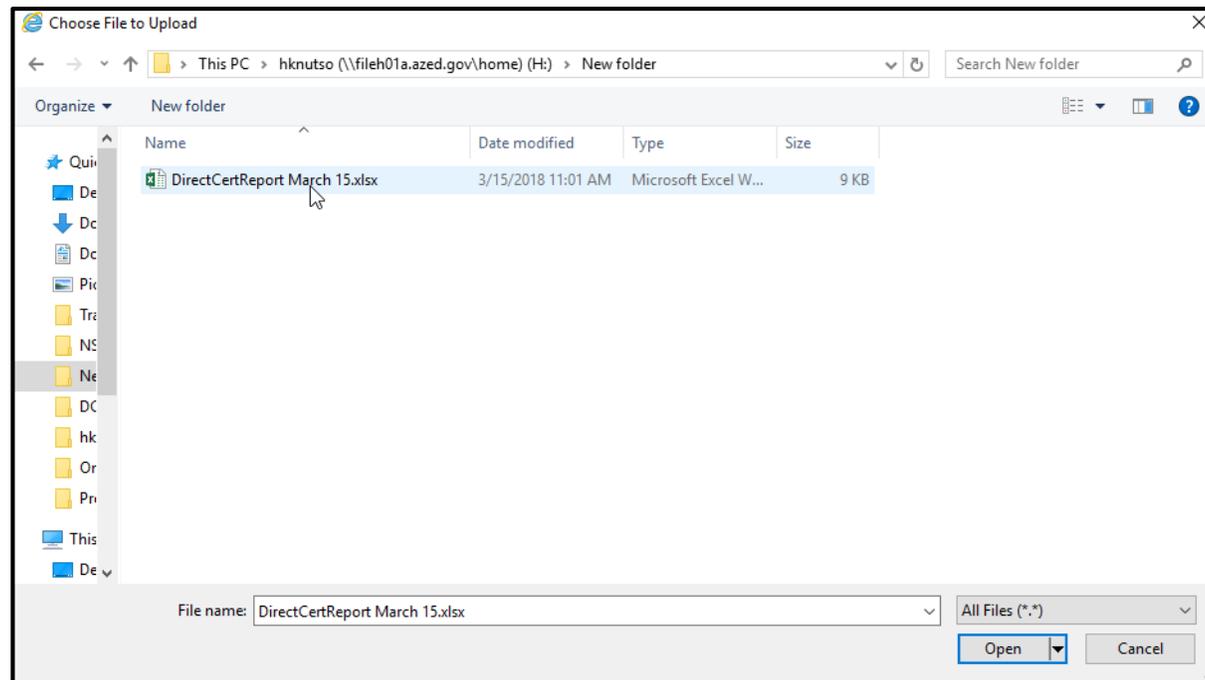
File Format: Select a file to upload:



File Upload

Opening an Excel Spreadsheet

Once “Browse...” is selected, this window will appear. At this time, you will locate the Excel file you created, and click *Open*.



File Upload

The Excel File

The search bar will show the Excel file you created.

State Student ID Format			SSN Format			Standard Format			Case Number Format		
1. Enter the State Student ID (SAIS ID) starting cell A1 2. Add next entry in the row below			1. Enter the SSN starting in A1 (must be 9 digits, no hyphens) 2. Add next entry in the row below			1. In cell A1, enter the FIRST name of the student 2. In cell B1, enter the LAST name of the student 3. In cell C1, enter the birthdate of the student (mm/dd/yyyy) 4. Add next entry in the row below			1. Enter the Case Number starting in cell A1 (should be 8 digits or less, do not enter hyphens) 2. Add the next entry in the row below		
A	B	C	A	B	C	A	B	C	A	B	C
1	123456789		1	568459632		1	Brock	Lee	12/1/2002	1	87654321
2	987456321		2	456789123		2	Cara	Ot	3/2/2001	2	45698723
3	456321789		3	569327894		3	Sue	Chini	2/14/2008	3	32589632
4	789654123		4	554123456		4	Aspara	Gus	5/15/2007	4	14598765
5	654789321		5	985632147		5	Ora	Nge	6/6/2009	5	25896314
6			6			6				6	

***If your spreadsheet has #### because the cell is not expanded all of the way, you may receive an error when you attempt to upload the data.

[Frequently Asked Questions](#)

[Modify](#)

File Format: Select a file to upload:



File Upload

Results

Click *Upload* to see results.

State Student ID Format			SSN Format			Standard Format			Case Number Format		
1. Enter the State Student ID (SAIS ID) starting cell A1 2. Add next entry in the row below			1. Enter the SSN starting in A1 (must be 9 digits, no hyphens) 2. Add next entry in the row below			1. In cell A1, enter the FIRST name of the student 2. In cell B1, enter the LAST name of the student 3. In cell C1, enter the birthdate of the student (mm/dd/yyyy) 4. Add next entry in the row below			1. Enter the Case Number starting in cell A1 (should be 8 digits or less, do not enter hyphens) 2. Add the next entry in the row below		
A	B	C	A	B	C	A	B	C	A	B	C
1	123456789		1	568459632		1	Brock	Lee	12/1/2002	1	87654321
2	987456321		2	456789123		2	Cara	Ot	3/2/2001	2	45698723
3	456321789		3	569327894		3	Sue	Chini	2/14/2008	3	32589632
4	789654123		4	554123456		4	Aspara	Gus	5/15/2007	4	14598765
5	654789321		5	985632147		5	Ora	Nge	6/6/2009	5	25896314
6			6			6				6	

***If your spreadsheet has #### because the cell is not expanded all of the way, you may receive an error when you attempt to upload the data.

[Frequently Asked Questions](#)

[Modify](#)

File Format: Select a file to upload:



File Upload

Results

The page will refresh and show the Direct Certification results.

Direct Certification File Upload Search

State Student ID Format

1. Enter the State Student ID (SAS ID) starting with A3
2. Add next entry in the row below

VSN Format

1. Enter the VSN starting in A3 (Must be 2-digits, no hyphens)
2. Add next entry in the row below

Standard Format

1. In cell A1, enter the FIRST name of the student.
2. In cell B1, enter the LAST name of the student.
3. In cell C1, enter the birthdate of the student (mm/dd/yyyy)
4. Add next entry in the row below

Case Number Format

1. Enter the Case Number starting in cell A1 (Should be 8 digits or less, do not enter hyphens)
2. Add the next entry in the row below

A B C			A B C			A B C			A B C			
1	13364789		1	58089602		1	Brook	Lane	12/2/2002	1	0704002	
2	90784621		2	45678933		2	Cara	Ott	3/2/2001	2	4506753	
3	456321789		3	56789044		3	Sue	Christ	2/14/2008	3	1209802	
4	78904123		4	12345678		4	Aspera	Gus	5/25/2007	4	1408780	
5	654321098		5	90842147		5	Ora	Nge	6/6/2009	5	2589024	
6			6			6				6		

New Search

Search Results

Download:

Search Type	Search Date	Searched By	Entity Name	Total Records	Matches	Partial Matches	No Matches	SNAP	TANF	Foster	FQIP	MEP	Homeless
Upload Standard	3/18/2018 1:28:10 PM	User: HNS	Alp Unified District	10	3	2	5	2		1			

Show entries

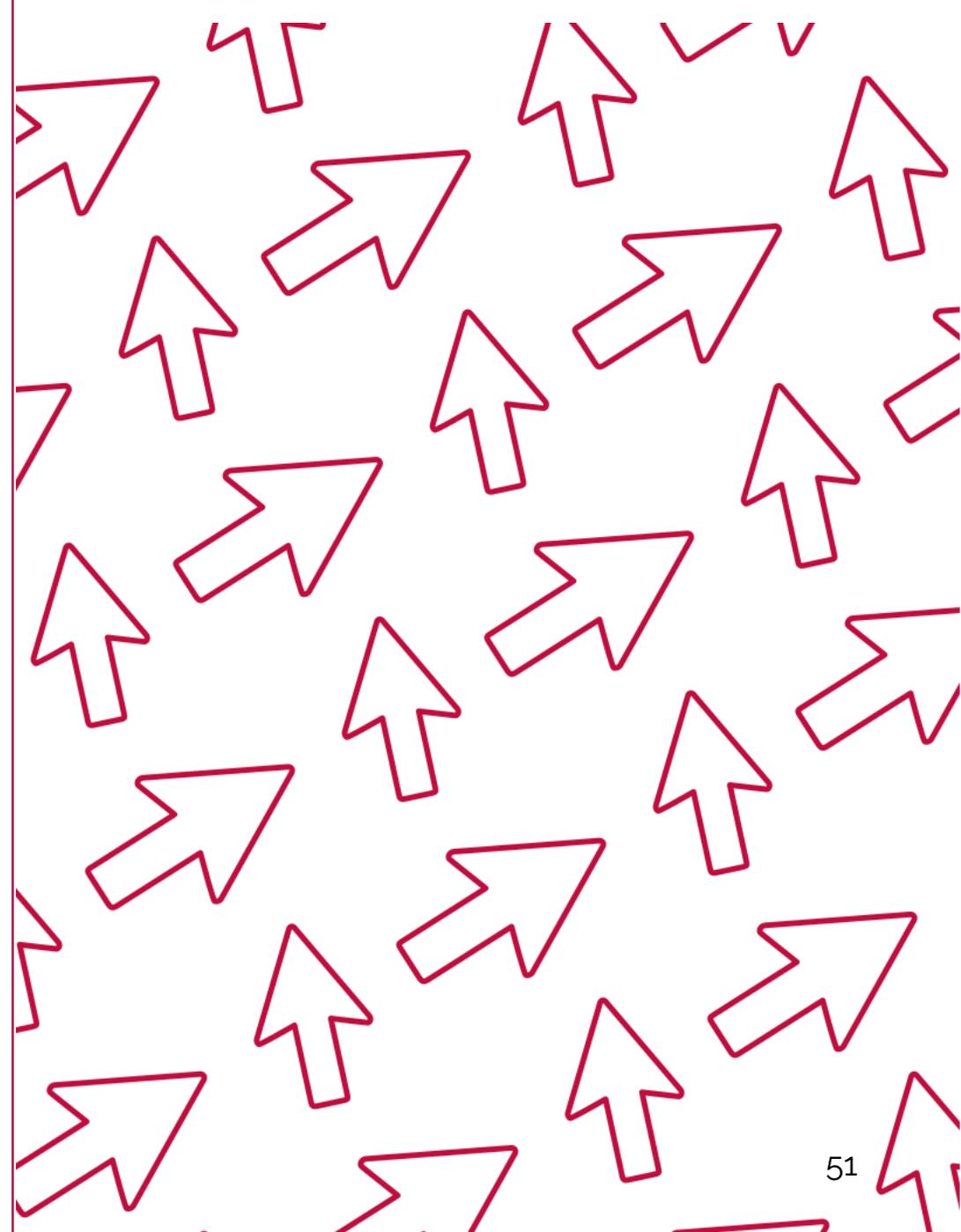
First Name	Last Name	Birth Date	Result	Decision Date	Eligibility Type
Cara	Cardena	09/10/2013	No Match		
Dimin	Long-Guevarra	09/17/1993	Partial Match		
George	Lane	10/30/1996	Match	06/29/2017	SNAP
Jacob	Vila Long	04/19/2000	Partial Match		
Judy	Walker	04/19/2003	No Match		
Jonathan	Tandy	04/03/2013	Match		FOSTER
Julia	Gonzales	06/01/2005	Match	12/09/2016	SNAP
Lucas	Arellano	01/22/2017	No Match		
Matthae	Green	12/03/2014	No Match		
Shane	Lane	02/09/2001	No Match		

Technical Assistance

If you have any questions about directly certifying students for meal benefits, use the various other How-To Guides at:

<https://www.azed.gov/hns/nslp/programguidance/>

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



Congratulations

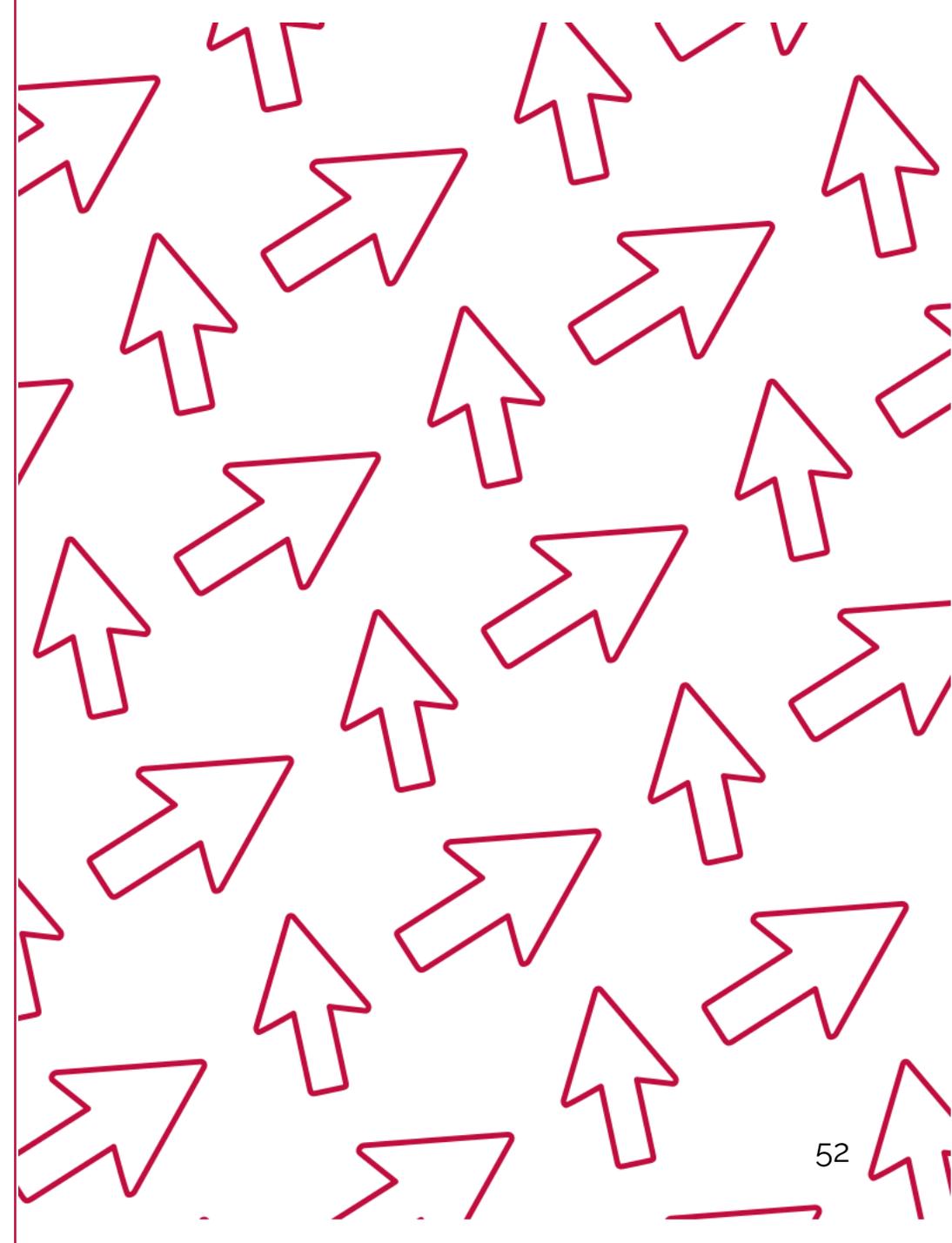
You have completed the Step by Step Instruction:
How to Conduct Direct Certification Using File Upload

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:** How to Conduct Direct Certification Using File Upload
- **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.



Training Certificate

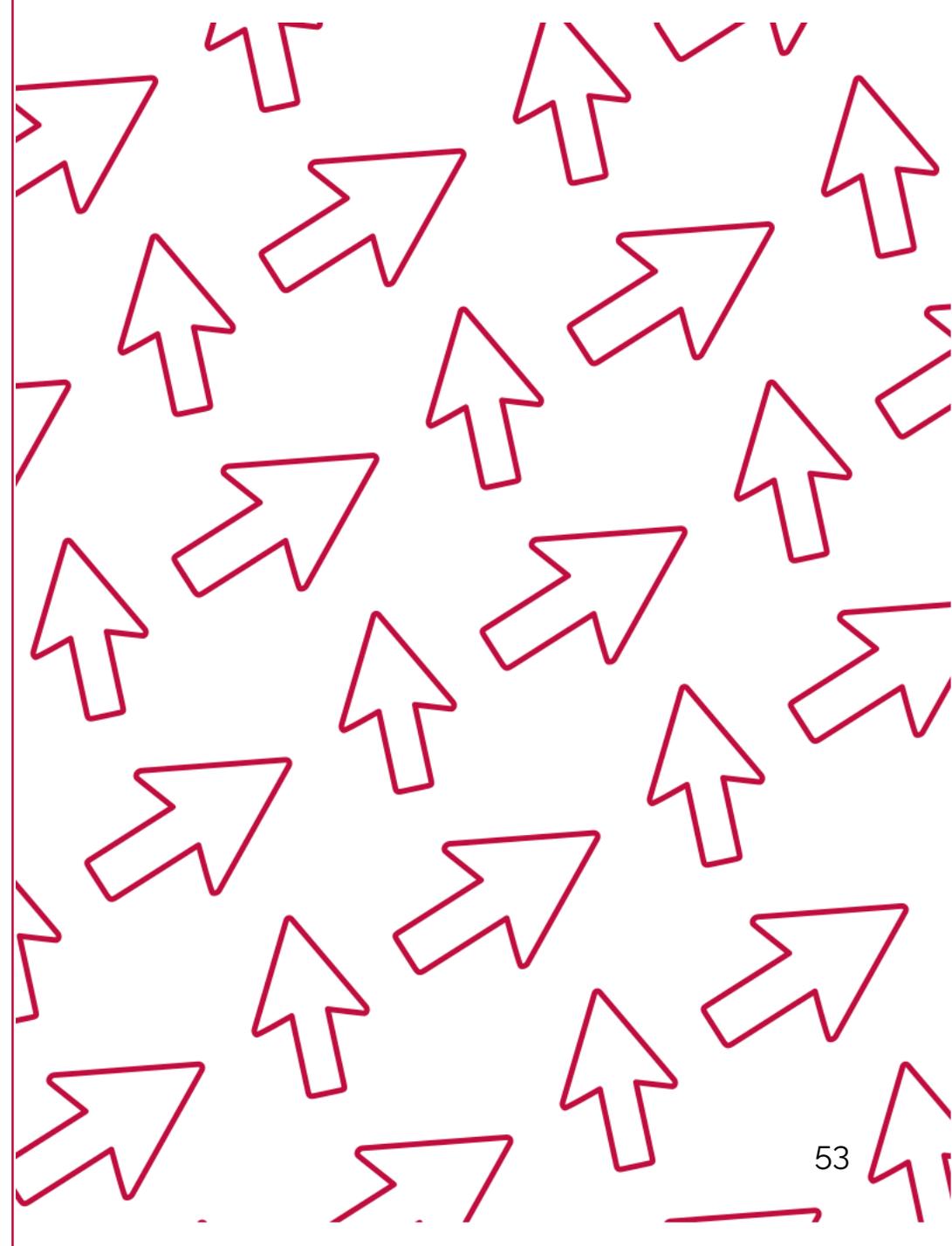
Please click on the link below to complete a brief survey about this training. Once the survey is complete, you will be able to print your certificate of completion from Survey Monkey.

**This will not appear in your Event Management System (EMS) Account.*

<https://www.surveymonkey.com/r/OnlineHowToGuides>

The information below is for your reference when completing the survey:

- Training Title: ***How to Conduct Direct Certification Using File Upload***
- Professional Standards Learning Code: **3120**





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This institution is an equal opportunity provider.