How to Conduct Direct Certification Using Other Documentation



Health and Nutrition Services Arizona Department of Education





Disclaimer

This training was developed by the Arizona Department of Education (ADE) Health and Nutrition Services Division (HNS). The content in this training is intended for professionals operating one or more USDA Child Nutrition Programs in Arizona under the direction of ADE. The information in this training is subject to change. Attendees are encouraged to access professional development materials directly from the training library to prevent use of outdated content.

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.

Objectives

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

- understand the term direct certification;
- explain the different ways students can be directly certified when they are not a match in CNP Direct Certification;
- understand the documentation that should be maintained when students are directly certified through methods other than CNP Direct Certification; and,
- update the benefit issuance document based on the type of documentation received.

TRAINING HOURS

Information to include when documenting this training for Professional Standards:

Training Title: How to Conduct Direct Certification Using Other Documentation

- Key Area: 3000 Administration
- Learning Code: 3120
- Length: 30 minutes





The instruction within this How-To Guide is based on guidance from the USDA's Eligibility Manual for School Meals, 2017.

It is recommended to review this manual in addition to reviewing this course for complete guidance on processing and verifying household applications.

<u>Click here</u> to access the manual.

Definitions

Categorically Eligible Children

Children who are automatically eligible for free meal benefits because they, or any member of their household receive benefits under assistance programs like the Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) or Food Distribution Program on Indian Reservations (FDPIR). All students in the household are automatically eligible for free meals.

Certification

The process of obtaining and reviewing documentation to determine the meal benefits for which a child is eligible.

CNP Direct Certification

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

Direct Certification

The process of determining which children are automatically eligible for free meal benefits based on documentation obtained directly from the appropriate State or local agency. Children directly certified should automatically receive free meal benefits without the need to submit a household application to the school.

Meal Benefits

Meals are provided at no cost (free) or a reduced price for eligible children.

Other Source Categorically Eligible Children

Categories which make children automatically eligible for free meals because they are homeless, migrant, runaway, foster children, or enrolled in a Head Start or Even Start Pre-K program. Only the children who fall into these categories are automatically eligible for free meals; the benefits do not extend to all children in the household.

Quiz Time



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.

The question mark icon below will indicate a comprehension quiz question.



Table of Contents

Section 1: Direct Certification Overview Section 2: Direct Certification for Foster Children Section 3: Direct Certification for Homeless Students Section 4: Direct Certification for Migrant Students Section 5: Direct Certification for Runaway Students Section 6: Direct Certification for Head Start/Even Start Students Section 7: Direct Certification via TANF/FDPIR Letter Method Section 8: SNAP & TANF Letter Method Section 9: Questions & Answers



The following slides will only cover how-to instructions for directly certifying students who are not a match in CNP Direct Certification. Please refer back to the <u>ADE Online Training Library</u> for additional Direct Certification How-To Guides.

8-10

11-15

16-21

22-24

25-28

29-31

32-40

41-47

48-50

Direct Certification Overview

SECTION 1



Direct Certification

There are two methods SFAs can use to receive documentation from State or local agencies regarding which students are automatically eligible for free meals (directly certified). These methods are:

- Computer matching through CNP Direct Certification; and
- **Receipt of other documents** that provide evidence that the student falls into one of the categories that qualify them to receive free meals.

SFAs must keep all documentation including computer matching results and other documents on file to support the eligibility of all students. **SLIDE 9**



Direct Certification Methods:



COMPUTER MATCHING

The process where student information is compared directly with Department of Economic Security (DES) information. Matches are made between student enrollment records and benefit recipient records from Other Assistance Programs (i.e., SNAP, TANF, FDPIR, Medicaid) and Foster care agencies. In Arizona, this is done using **CNP** Direct Certification.

• Please refer back to the <u>ADE Online</u> <u>Training Library</u> for other How-To Guides regarding the methods of search in CNP Direct Certification.



categories:

- Foster Child
- Homeless
- Migrant
- Runaway
- Kindergarten program
- Approved to receive TANF or FDPIR assistance.



OTHER DOCUMENTATION

- Documentation that SFAs can obtain to support that a student falls into one of the following

 - Enrolled in Head Start or Even Start Pre-

This training will focus on the requirements for other documentation that directly certifies students for free meals.

Direct Certification for Foster Children

SECTION 2



Foster Care **OVERVIEW**

A foster child is a child whose care and placement is the responsibility of the state or is formally placed by a court in a caretaker household, while the state retains legal custody of the child.

• Please note, children who reside with family members through informal agreements or permanent guardianship are **<u>not</u>** considered foster children for the purposes of direct certification, and they are not directly certified for free meals.

When a child is in the foster care system in Arizona, the foster family will receive a Notice to Provider Form. This notice serves to confirm that a child is in the care, custody, and control of the Arizona Department of Economic Security Administration for Children, Youth and Families.

NOTICE TO PROVIDER FORM

This form can be used as other documentation and the child listed on the form is automatically eligible for free meals.

Notice to Provider Form

EXAMPLE	(06/21) ARIZONA DEPARTMENT OF CHILD SAFETY NOTICE TO PROVIDERS (OUT-OF-HOME, EDUCATIONAL AND MEDICAL) This form contains confidential information.
CHILD'S NAME AND BIRTHDATE	Child's Nares (Last, first, middle) MC DCS CHP Member ID No. Case Name Case ID Date of Birth Placement Date Time Case ID Date of Birth Time Case Name Case ID Date of Birth
	Dar-of-Home Cere Provider's Address (No., Street, City, State, 21P) Phone Number Phone Number Current Grade
CONTACT INFORMATION FOR	Prier Medical Provider's Name, if applicable Prier Medical Provider's Address (No., Street, City, State, ZIP) Individuals (name and relationship) that are NOT allowed to have contact with the childraphic remove the child from school:
FOSTER FAMILY	I have received this Notice to Providers (Out-of-Home Care, Educational and Madical). I understand that the child is being placed in my care on a temporary foster care basis. I agree to provide care and supervision ansistent with DCS or court direction.
	Date DCS Information DCS Specialist's Norme (Print Name) DCS Specialist's Signature Date Date Date Date Date Date Date Dat
	DCS Specialit's Office Address (Na., Street, Du., Street, ZIP) DCS Supervisor's Name Radinain additional Out-of-Home Care Provider information and forms, go to <u>https://www.dcs.az.pov</u> Routing Address (Dut-of-Home Care Provider; Canary – Child's School; Pink – Medical Provider; Goldenrod – Case Record
	NOTICE: This optimized of a state and federal law. This information may be used or disclostionally in accordance with law, and you may be subject to preade studied with law, and you may be subject to preade studied with law, and you may be subject to preade studied law for improper use or further disclosure of the information in this document and its attachments. Any and all information in this document and its attachments. Any and all information in this document and its attachments. Any and all information in this document is confidential. Notice to idedical/Educational Providers Therefore serves to confirm that this child is in the care, custody, and control of the Arizona Department of Child Safety and has been placed with the aforementioned authorized out-of-home care provider. I) The whereabouts and information about this child are confidential. 3) This notice confirms that the child is eligible for health coverage through Mercy Care DCS Comprehensive Health Plan (MC DCS CHP) or ALTCS.

TO DIRECTLY CERTIFY THIS STUDENT FOLLOW THESE STEPS:

- 1. Review the information to ensure the student listed is enrolled at your school.
- 2. Save a copy of this form.
- 3. Update your BID to show this student as Free, DC Foster effective the date received.

The free meal benefits do not extend to any other students in the household.

Quiz Time

True or False: A student is directly certified if a family member states they are the foster parent of a child, but did not go through the court system.

True. All foster children are directly certified. A

- True. No documentation is needed. You can take the family's word and directly B certify the student.
- False. Direct certification only applies if the child is formally placed by the court C system and there is a Notice to Provider form on file or if the student was a match in CNP Direct Certification.
- False. Foster arrangements with family members count as foster care situations D



Quiz Time

True or False: A student is directly certified if a family member states they are the foster parent of a child, but did not go through the court system.

True. All foster children are directly certified. A

- True. No documentation is needed. You can take the family's word and directly B certify the student.
- False. Direct certification only applies if the child is formally placed by the court system and there is a Notice to Provider form on file or if the student was a match in CNP Direct Certification.

False. Foster arrangements with family members count as foster care situations D

Direct certification for foster children can only be determined by receipt of a Notice to Provider Form which shows that the child has been formally placed in a foster care setting or if the student was a match in CNP Direct Certification.



Direct Certification for Homeless Students

SECTION 3



Homeless Student.

OVERVIEW

A homeless student is a student identified as lacking a fixed, regular, and adequate nighttime residence under the McKinney-Vento Homeless Assistance Act by the LEA liaison, or by the director of a homeless shelter.

A homeless liaison is a designated district official who is responsible for identifying homeless students.

Each LEA should have a designated official who is responsible for identifying homeless students, in order to connect them with appropriate support and resources. This official is the homeless liaison.

- The liaison should provide a list that includes the names of all students determined to be homeless, the effective date, and the liaison's signature.
- This list serves as documentation from the liaison (local agency official) that the student(s) are homeless, and they are automatically eligible for free meals.

Quiz Time

Who is responsible for determining which students are considered homeless?

- The staff member who collects eligibility documentation A
- The ADE Homeless Program Coordinator B
- The student or family C
- The homeless liaison for the school/district D

Quiz Time

Who is responsible for determining which students are considered homeless?

- The staff member who collects eligibility documentation A
- The ADE Homeless Program Coordinator B
- The student or family
- The homeless liaison for the school/district

Each school or district should have a designated homeless liaison. In some instances, it may be the same person who collects eligibility documentation, but not always. The key factor is that the liaison has been designated as the official who is responsible for identifying homeless students.







*Note that the effective date on the liaison list is the date the student was determined to be homeless. The effective date on your BID should reflect the date you received the list.

TO DIRECTLY CERTIFY THIS STUDENT FOLLOW THESE STEPS:

- 1. Review the information to ensure the students listed are enrolled at your school.
- 2. Make sure the list is on district letterhead and that it is signed by the liaison.
- 3. Save a copy of this list.
- 4. Update your BID to show these students as Free, DC Homeless effective the date you received the list.*

The free meal benefits do not extend to other students in the household.

Homeless Children in Private Schools

Private schools may use documentation obtained from shelter directors, a public school liaison, or the State Coordinator for Education of Homeless Children and Youth to determine a child's eligibility for free meals.

Although the McKinney-Vento Homeless Assistance Act only applies to public schools, private schools are encouraged to establish a homeless or runaway liaison for this purpose.

Direct Certification for Migrant Students

SECTION 4



Migrant Education

PROGRAM OVERVIEW & ACCEPTABLE DOCUMENTATION

A migrant student is a student who has moved across school district lines within the last three years in order to accompany or join a parent or guardian who has moved to seek/obtain temporary or seasonal work in agriculture or fishing.

Migrant students are identified when the National Certificate of Eligibility is received by the State Migrant Education Program (MEP) Coordinator. This form is kept on file in the attendance office of each district.

• The Migrant Education Program (MEP) Director is a State or local official who is responsible for identifying and maintaining supporting documentation regarding who is defined as a migrant child.

A State or local agency official should be able to provide a list of students who are enrolled in the Migrant Education Program. This list serves as documentation from the liaison that the student(s) are migrant, and they are automatically eligible for free meals.

• A letter from an MEP official or local educational liaison provided by a household that confirms that a child currently meets the definition of a migrant is also acceptable documentation for direct certification of a migrant student.

Migrant Liaison List

EXAMPLE



*Note that the effective date on the liaison list is the date the student was determined to be migrant. The effective date on your BID should reflect the date you received the list.

TO DIRECTLY CERTIFY THIS STUDENT FOLLOW THESE STEPS:

- 1. Review the information to ensure the students listed are enrolled at your school.
- 2. Make sure the list is on district letterhead and that it is signed by the liaison.
- 3. Save a copy of this list.
- 4. Update your BID to show these students as Free, DC Migrant effective the date you received the list.*

The free meal benefits do not extend to other students in the household.

Direct Certification for Runaway Students

SECTION 5



Runaway Student

OVERVIEW

A runaway child is identified as a runaway receiving assistance through a program under the Runaway and Homeless Youth Act (RYHA) by the local educational liaison.

The homeless liaison may also be connected with organizations that operate programs funded through the Runaway and Homeless Youth Act (RHYA). The liaison should provide the SFA with a list of students known to be enrolled in an RHYA program, the effective date, and the liaison's signature.

The director of the RHYA service provider runaway shelter may also provide a signed letter stating that the child is a runaway.

This list (or letter) serves as documentation from the liaison (local agency official) that the student(s) are runaways and/or homeless, and they are automatically eligible for free meals.

Runaway Student

OVERVIEW

The programs for runaways are established by the Family and Youth Services Bureau (FYSB) of the U.S. Department of Health and Human Services. Because FYSB coordinates with school district homeless liaisons, LEA officials should be able to obtain documentation of a child's participation in an RHYA-funded program.

- Please refer to Memorandum CN#21-05 for further guidance regarding runaway students and a list of RHYA grantees.
- For more guidance/information about the operations of the RHYA programs please refer to the Family & Youth Services Bureau Webpage.





*Note that the effective date on the liaison list is the date the student was determined to be runaway. The effective date on your BID should reflect the date you received the list.

TO DIRECTLY CERTIFY THIS STUDENT FOLLOW THESE STEPS:

- 1. Review the information to ensure the students listed are enrolled at your school.
- 2. Make sure the list is on district letterhead and that it is signed by the liaison.
- 3. Save a copy of this list.
- 4. Update your BID to show these students as Free, DC Runaway effective the date you received the list.*

The free meal benefits do not extend to other students in the household, unless they are also on the list.

Direct Certification for Head Start or Even Start

SECTION 6



Head Start and Even Start

OVERVIEW

Some districts operate federally-funded Pre-K programs (Head Start) or state-funded Pre-K programs (Even Start). The enrollment rosters or a statement of enrollment from these programs serve as documentation supporting that the students are participating in the program and are automatically eligible for free meals.

- Head Start is a federally funded Pre-Kindergarten program that promotes school readiness of young children from low-income families.
- Even Start is a grant-funded education program that is designed to improve the academic achievement of young children and their parents, with an emphasis on reading. Students enrolled must be at the Pre-Kindergarten level.

Enrollment Roster for Head/Even Start



*Note that the effective date on the list is the date the student was determined to be Head/Even Start. The effective date on your BID should reflect the date you received the list.

TO DIRECTLY CERTIFY THIS STUDENT FOLLOW THESE STEPS:

- 1. Review the information to ensure the students listed are enrolled at your school.
- 2. Make sure the list is on district letterhead and that it is signed by the liaison.
- 3. Save a copy of this list.
- 4. Update your BID to show these students as Free, DC Head Start or Even Start effective the date you received the list.*

The free meal benefits do not extend to other students in the household.

Direct Certification via the TANF and FDPIR Letter Method

SECTION 7



OVERVIEW

When families receive assistance from government programs, they receive a letter outlining their benefits. If a family provides a copy of a letter showing they receive Temporary Assistance for Needy Families (TANF), all children in the household are directly certified for free meals.

- Families who provide a copy of their approval letter from these agencies do not need to turn in a household application.
- Temporary Assistance for Needy Families (TANF) provides families with cash assistance to care for children, and also assists with job preparation.



TO DIRECTLY CERTIFY THIS STUDENT FOLLOW THESE STEPS:

- 1. Check the information so that the enrolled student matches with the name listed on this page.
- 2. Make sure there is a case number listed and that it is 8 digits or less.
- 3. Review the benefit information to make sure the family is receiving CASH ASSISTANCE benefits and that the letter reflects a current timeframe.
- 4. Save a copy of this letter.
- 5. Update your BID to show this student as Free , DC TANF Letter effective the date the letter was received.
- 6. Extend the benefits to all other students in the household.

Quiz Time

What key words should you look for when a family brings in a letter to determine if they are directly certified via TANF?

Temporary Assistance for Needy Families A

- **Directly certified** B
- Cash assistance C
- **Benefit Amount** D

Quiz Time

What key words should you look for when a family brings in a letter to determine if they are directly certified via TANF?

A Temporary Assistance for Needy Families	Α 1
	WO
B Directly certified	be
	Slie
C Cash assistance	loc
Renefit Amount	

TANF letter is identified by the ords "cash assistance" in the enefit amount section. Refer to ide 34 for a reminder of what to ok for.


HDPIR Letter

OVERVIEW

Food Distribution Program on Indian Reservations (FDPIR) provides food assistance to households residing on tribal land based on economic need. FDPIR letters will vary in content depending on the tribal organization providing the assistance.

If you receive a letter from a household receiving FDPIR assistance, review the letter looking for the information listed on the next slide.

- FDPIR case numbers will vary in format based on the tribal organization that issues the benefits. The chart on the following slide shows the case number formats for tribes in Arizona.
- If a tribe is not listed on the chart, they most likely do not participate in FDPIR.

FDPIR Letter and Tribal Organization Case Numbers

INDIAN TRIBAL ORGANIZATION	CASE NUMBER FORMAT
White Mountain Apache Tribe, Navajo Nation, Tohono O'odham Nation, Quechan Indian Tribe, San Carlos Apache Tribe	Head of Household's Social Security Number(SSN)
Colorado River Indian Tribes	5 digits (preceding zero plus a number from a 1- 2000) (ex.01985)
Gila River Indian Community	A letter plus a number 1-7 plus the last four numbers of the Head of Household's SSN – (ex.D61234)

Review the letter while checking for the information listed to the right in Steps 1-3.

TO DIRECTLY CERTIFY THIS STUDENT FOLLOW THESE STEPS:

- 1. Review the information to ensure you can connect the family member listed with students who attend your school.
- 2. Look for information that says they are receiving FDPIR benefits.
- 3. Look for a case number.
- 4. Save a copy of this letter.
- 5. Update your BID to show this student as FREE, DC FDPIR letter effective the date the letter was received.
- 6. Extend the benefits to all other students in the household.

What date should be listed on the BID for any method of direct certification via other documentation?

- The date the documentation is received by the school nutrition program A staff conducting eligibility processes.
- The date listed on the letters or lists received by the school nutrition B program staff conducting eligibility processes.
- The date the student enrolls in the school. C
- The date a student first eats a school meal. D

What date should be listed on the BID for any method of direct certification via other documentation?

- he date the documentation is received by the school nutrition program staff conducting eligibility processes.
 - The date listed on the letters or lists received by the school nutrition B program staff conducting eligibility processes.
 - The date the student enrolls in the school.
 - The date a student first eats a school meal. D

Direct certification benefits cannot be given to a student until the date the documentation is received. This should be the effective date listed on the BID for purposes of school meal counting and claiming. Refer to the example slides for a reminder about this guideline.



SNAP Letter Method

SECTION 8



OVERVIEW

The Supplemental Nutrition Assistance Program (SNAP) provides families with financial assistance for food. This program was formerly referred to as food stamps.

- Families receiving this type of assistance also receive an approval letter that looks very similar to a TANF letter. Be sure to look closely to see if the family is receiving SNAP or TANF.
- Per USDA guidance, students that submit a SNAP letter are not considered directly certified. These students are eligible for free meals, they are just not counted as directly certified.
- These students should be listed on your BID as Free, DC SNAP Letter, and their SNAP letter should be kept on file.



FAMILIES WHO SUBMIT THIS LETTER RECEIVEFREE MEALS, BUT <u>ARE NOT</u> DIRECTLY CERTIFIED.

 Make sure a case number is listed.
 Make sure the family is receiving NUTRITION ASSISTANCE.

3. Ensure you can connect the name and/or address listed with a student or students enrolled in your school.
4. Review the benefit amount and make sure it says something more than \$0.00.

Some families will receive a letter and have a case number but will be approved for zero -benefits. These families do not automatically qualify for free meals and they will need to complete a household income application.

SNAP letter **EXAMPLE**

INCLUDES AMOUNT AND START DATE

Benefit Amount

Starting 05/2015 you are eligible for \$xxxxxx. For the next month you are eligible for \$xxxxxx, and after that you are eligible for \$xxxxxx. Your benefit amount for the first month may be less than the monthly benefit amount that you are eligible for because your benefits started the day we received your application.

These amounts may change if there is a change in the number of people in your household, income and/or expenses for the 2nd and 3rd months. We will send you a separate notice if this is the case.

There are also certain households that meet the requirements of a

INCLUDES THE MONTH AND YEAR WHEN BENEFITS WILL END

special household. These households may be eligible for the minimum allotment of \$16.00.

ou are approved through 11/2015.

NOTE: You may get less in benefits if you have an ongoing overpayment and it is collected from your monthly benefits. Notices about overpayments are sent by the Office of Accounts Receivable and Collections.

This amount may change without notice if you have a pending Cash Assistance application and it is approved.

ONCE YOU HAVE COMPLETED STEPS 1-4 FROM THE PREVIOUS **SLIDE, CONTINUE WITH** THESESTEPS.

5. Ensure the timeframe of the letter is appropriate. This information is found in the benefit amount section and on page 2 of the letter.

6. Save a copy of this letter.

7. Update your BID to show this student as Free, SNAP Letter effective the date the letter was received.

8. Extend benefits to all students in the household.

Remember, these students ARE NOT categorized as directly certified.

True or False: Families who provide a letter showing they receive benefits from the Supplemental Nutrition Assistance Program (SNAP) are directly certified.

A True.

- False. SNAP letters do not qualify students for free meals. B
- False. SNAP letters allow students to eat for free, but they are not C considered directly certified.

True or False: Families who provide a letter showing they receive benefits from the Supplemental Nutrition Assistance Program (SNAP) are directly certified.

A True.

B False. SNAP letters do not qualify students for free meals.

C False. SNAP letters allow students to eat for free, but they are not considered directly certified.

USDA has provided specific guidance stating that SNAP letters allow students to eat for free, but they are not considered to be a direct certification method.



TANE and SNAP LETTERS COMPARED

Things SFAs should keep in mind:

- look closely at any letters that are received;
- remember that all students in households receiving SNAP and TANF are eligible for free meals; and
- when letters for SNAP and TANE are submitted to the LEA, only the TANF letters are considered directly certified

For additional guidance regarding this method of certification, please refer to the Eligibility Manual for School Meals (pg. 67 – 69).









The following persons are included in your household. The income, resources, and expenses of these persons are used to determine if you are eligible for Nutrition Assistance benefits and the monthly amount you will get.

Name

Starting 05/2015 you are eligible for \$xxxxxx. For the next month you are eligible for \$xxxxxx, and after that you are eligible for \$xxxxxx. Your benefit amount for the first month may be less than the monthly benefit amount that you are eligible for because your benefits started the day we received your application.

These amounts may change if there is a change in the number of people in your household, income and/or expenses for the 2nd and 3rd months. We will send you a separate notice if this is the case.





This Decision Is About Your Cash Assistance Application CASH ASSISTANCE APPROVED: We APPROVED your Cash Assistance application received on 05/12/2015. Benefit Amount Starting 05/2015 you are eligible for \$xxxxxx. For the next month you are eligible for \$xxxxxx, and after that you are eligible for \$xxxxxx. Your benefit amount for the first month may be less than the monthly benefit amount that you are eligible for because your benefits started the day we received your application. You are approved through 10/2015. NOTE: You may get less in benefits if you have an ongoing overpayment and it is collected from your monthly benefits. Notices about overpayments are sent by the Office of Accounts Receivable and Collections.

TANF = DIRECTLYCERTIFIED

This Decision Is About Your Nutrition Assistance Application

NUTRITION ASSISTANCE APPROVED: We APPROVED your Nutrition Assistance application received on 05/19/2015.

Date of Birth

Name and Date of Birth for each person receiving benefits.

Benefit Amount

SNAP = FREE BUT NOT DIRECTLY CERTIFIED

Questions & Answers

SECTION 9



Questions & Answers



A FAMILY SAYS THEY HAVE A CHILD IN FOSTER CARE, BUT THEY DO NOT HAVE A NOTICE TO PROVIDER. CAN THE STUDENT STILL BE DIRECTLY CERTIFIED

No. A foster student is only directly certified if the foster family has the Notice to Provider form. Foster students may also be directly certified if they are listed as a match in the CNP Direct Certification system. • Note: Informal arrangements where a student is being cared for by a family member are **not** considered

foster care.

I KNOW A STUDENT IS HOMELESS, MIGRANT OR RUNAWAY, BUT THEY ARE NOT ON THE HOMELESS LIAISON LIST. CAN I STILL DIRECTLY CERTIFY THE STUDENT?

No. Only students who are on the liaison list are directly certified. However, if you know a student is homeless and is not on the list, you are encouraged to share this information with your liaison(s). The goal is to let the liaison know there is a student who is potentially eligible for additional resources.

Questions & Answers



The email is sufficient documentation provided there is a signature line with contact information for the liaison. You are strongly encouraged to print this email as backup documentation in the event of a computer crash.

WHAT IF A FAMILY TURNS IN A TANF OR FDPIR LETTER WITH AN APPLICATION?

The TANF or FDIPR letter directly certifies the student(s) for free meals. Keep the application with the letter and file them together with your direct certification documents. The student is free on the BID and benefits extend to other members of the household.

CONTACT US

If you have a question or require additional assistance, please contact your assigned specialist or contact HNS.



602-542-8700



ContactHNS@azed.gov



www.azed.gov/hns





Congratulations

You have completed the Online Course: How to Conduct Direct Certification Using Other Documentation

Information to include when documenting this training for Professional Standards:

Training Title:Key Area: 3000 – AdministrationHow to Conduct DirectLearning Code: 3120Certification Using OtherLength: 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.

Certificate

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



Information to include when documenting this training for Professional Standards:

Training Title: How to Conduct Direct Certification Using Other Documentation Key Area: 3000 – Administration Learning Code: 3120 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.





In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at <u>How to File a Program Discrimination Complaint</u> and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: <u>program.intake@usda.gov</u>.

USDA is an equal opportunity provider, employer, and lender.