How to Conduct Direct Certification Using State Match



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are encouraged to access professional development materials directly from the training library to prevent use of outdated content.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 how to conduct CNP Direct Certification using State Match; and
- be aware of common errors that arise using this search method.

TRAINING HOURS

Information to include when documenting this training for Professional Standards:

- **Training Title:** How to Conduct Direct Certification Using State Match
- Key Area: 3000 Administration
- Learning Code: 3120
- Length: 15 minutes

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: Overview of CNP Direct Certification Section 2: Accessing the CNP Direct Certification System Section 3: State Match



6-10 11-13 14-18

The following slides will only cover how-to instructions for State Match. Please refer back to the <u>Online Training</u> <u>Library</u> for other How-To Guides outlining other search methods in CNP Direct Certification.

Overview of CNP Direct Certification

SECTION 1



DIRECT CERTIFICATION

Direct Certification is the process of determining which students are eligible for free or reduced-price 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.

CNP Direct Certification

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

State Match is a search method within CNP Direct Certification. This method pulls students from pre-populated enrollment information via AzEDS and compares it to the assistance program database.

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

Enrollment is pre-populated, therefore you do not need to upload any files or data.* This format is best utilized to conduct direct certification throughout the school year.



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



Direct Certification State Match Search

Attn: Direct Certification is receiving data from AzEDs, however, if your LEA has not submitted data to AzEDS, then the State Match function will not work. State Match will only use the File Upload function and search by State Student ID in order to obtain your matches.

- This search method is recommended to search the eligibility of a large number of students Student enrollment is pre-populated from AzEDs.
- · Select the SFA/Sponsor from the Sponsor Selection dropdown box.
- · Choose either all sites or the single site from the Site Selection dropdown box
- The user may download the results either in Excel or in .PDF

Please visit the ADE Online Training Library for Direct Certification Training

Frequently Asked Questions

election : A New Leaf (072122000 All Site

CNP Direct Certification

· For those SFAs/Sponsors that do not report students in AzEDs; the State Match function cannot be used. Please see File Upload method

Quiz Time

When is it recommended to use State Match to conduct direct certification?

- A When a large number of students is being searched and the school reports student data to AzEDS.
- B When a large number of students is being searched and the school does not report student data to AzEDS.
- C When a small number of students is being searched.



Quiz Time

When is it recommended to use State Match to conduct direct certification?

A	When a large number of students is being	St
	searched and the school reports student data to	laı
	AzEDS.	er
		di
В	When a large number of students is being	Az
	searched and the school does not report student	M
	data to AzEDS.	w
		re
С	When a small number of students is being	

C When a small number of students is being searched.

ate Match should be used when a rge number of students, or the ntire population of a school or strict that reports student data to zEDS, is being searched. The State atch format will show zero results hen used by an SFA that does not port student data to AZEDS.



Accessing the CNP Direct Certification System

SECTION 2



CNP Direct. Certification

ACCESSING THE SYSTEM

Direct Certification using Medicaid Data is conducted in the CNP Direct Certification (CNPDC) web-based application in ADEConnect.

To access the CNPDC system, login to ADEConnect, select "View Applications," and then select "CNP Direct Certification / Direct Verification."



If CNP Direct Certification / Direct Verification is not a listed application in ADEConnect, you will need to request access from your Entity Administrator.

Open a web browser, navigate to adeconnect.azed.gov, and input your username and password for ADEConnect. **SELECT "VIEW APPLICATIONS"** After logging in to ADEConnect, select "View Applications." Applications Access and use ADE applications. View Applications **SELECT "CNP DIRECT CERTIFICATION / DIRECT VERIFICATION"** Select "CNP Direct Certification / Direct

LOGIN TO ADECONNECT



Verification" from the list of applications in ADEConnect.



CNP Direct Certification

ACCESSING THE SYSTEM

After successfully logging in to the CNP Direct Certification / Direct Verification System, a screen with a Family Educational Rights and Privacy Act (FERPA) statement will load. The statement must be read, understood, and acknowledged to advance in the system by selecting "I AGREE/CONTINUE."

After the FERPA statement has been acknowledged, you will then be brought to a new screen where you must select CNP Direct Certification by clicking "Proceed to Direct Certification."



CNP Direct Certification & Direct Verification					
eszterendet – Machemanikaszter – kollekterete eszterendezőszterendete – keszekkesztatátok települéteket hasztatokasák	Welcome, Rhodes, Maddie				
	🔁 Help	ADEConnect	Logout		
P Direct Certification / Direct Verification Application					
r verifying Eligibility of students enrolled or seeking enrollment within the District or School requesting the information.					
ERPA and may not be used for any purpose other than as stated above. BE MONITORED TO ENSURE COMPLIANCE.					
compliance with all restrictions stated above.					
I AGREE / CONTINUE					
Acceptable Use Policy Copyright © 2017 Arizona Department of Education . All rights reserved.	Contact ADE	Support			

CNP Direct Certification & Direct Verification Welcome, Rhodes, Maddie								
		out						
	Direct Verification							
meal benefits based on -y.	Available October 1st							
o run a Direct Certification report at ertification process. ied, direct certification takes	Conducting Direct Verification is a requirement in the state of Arizona. Direct Verification is not Direct Certification; however, they're located in the same application via the ADE Common Logon, CNP Direct Certification/Direct Verification. Direct Verification can only be conducted during the Verification time frame (Oct. 1- Nov. 15) and must only be conducted for applications that are part of the Verification sample. Since Verification for Cause can be conducted at any time during the year, including dates that Direct Verification is not available, ADE does not require LEAs to conduct Direct Verification for applications selected to be verified for cause.							
į –	Proceed to Direct Verification >>>							
(a) AND INTERVIEW AND CONTRACTOR AND CONTRACTOR	e Use Policy Inent of Education . All rights reserved.	f						

SECTION 3



Arizona Education Data Standards (AzEDS)

ARIZONA EDUCATION DATA STANDARDS (AZEDS)

ADE's information system that maintains and reports student-level data for students attending a public educational institution in Arizona.

If your school does not report AzEDS data to ADE, the State Match method will not provide results and will show zero (0) students. This will be the result of all search methods using Student State IDs such as File Upload using Student State IDs and Individual Student Lookup using State Student IDs.

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.

After successfully logging in to the CNP Direct Certification / Direct Verification System and agreeing to the FERPA Compliance Statement, you will be directed to the CNP Direct Certification portal.

To start a search using the State Match method, select **State Match** from the Direct Certification dropdown. Then, a new screen titled "**Direct Certification State Match Search**" will load.

A Home Direct Certification - Email Notification Admini

Direct Certification Updates - April 2, 2020

The United States Department of Agriculture COVID-19: Child Nutri Education elects the use of this waiver extending the due date for S waiver also extends the deadline for LEAs to elect CEP for the upco

Direct Certification Updates - July 1, 2019

Welcome to school year 2020. State Match searches will not be available un All file uploads will be available beginning July 2, 2019.

For Direct Certification Best Practices, please review the following webinar:

Direct Certification Updates -March 29, 2019:

April 1 data must be collected and reported no later than April 15th for Annua All LEAs collect student information for each site. This includes the total num

The identified students are students directly certified through SNAP, TANF, application. Foster children certified through means other than an applicatio a free and reduced-price application are NOT included. Students certified to Enrolled students are students who are enrolled and attending schools, and participating in the programs.

Step by step instruction on completing this requirement is detailed in memo

Help Video for CEP Data Collection Tool:

CEP Data Collection Tool Help Video

AUTOMATED MATCHING

CNP Direct Certification system now conducts automated searches and prothese notifications. To opt-in click the 'Email Notification' link in the menu ba



Step by step instruction on completing this requirement is detailed in memo https://cms.azed.go

CNP Direct Certification			
	W	elcome, Knutson,	Halie
tion-	O Help	ADEConnect	Logout
rition Response #6 for the National Waiver of Community Eligibility Provision (CEP) Deadlines in the National School Lunch and School Breakfast Programs. J School Food Authorities to submit the annual school-level identified student and enrollment data elements to the Arizona Department of Education, from April coming school year (PY2021) from June 30 to August 31. Please reference HNS10-2020 for further details.		•	
til your School District/Charter begins to send data to AzEDs via your Student Information System (SIS).			
Direct Certification Best Practices			
al Public Notification and Data Submission for all LEAs			
her of identified students and the total number of enrolled students at each NSLP site.			
and FDPIR 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 identifi n 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 r free or reduced-price meal benefits based a household application are NOT included.			
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	
https://cms.azed.gov/home/GetDocumentFile?id=5c869b111dcb250c085f1508">HNS 03-2019 Annual Public Notification and Data Submission for All LEAs-Community Eligibility Pr	ovision		
vides 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 r at the top of the CNP Direct Certification page, click 'Opt-in' and then click 'Save'.	the email s	subscription to rece	live

CNP Direct Certification			
	w	elcome, Knutson,	Halie
ion •	() Help	ADEConnect	Logout
tion Response #6 for the National Waiver of Community Eligibility Provision (CEP) Deadlines in the National School Lunch and School Breakfast Programs chool Food Authorities to submit the annual school-level identified student and enrollment data elements to the Arizona Department of Education, from Apr ming school year (PY2021) from June 30 to August 31. Please reference HNS10-2020 for further details.			
II your School District/Charter begins to send data to AzEDs via your Student Information System (SIS).			
irect Certification Best Practices			
I Public Notification and Data Submission for all LEAs			
ber of identified students and the total number of enrolled students at each NSLP site.			
nd FDPIR 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 ident 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 free or reduced-price meal benefits based a household application are NOT included.			
ave 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 jus	t those students	

SELECTING A SPONSOR & SITE

Once the "Direct Certification State Match Search" webpage loads, select your SFA from the **Sponsor Selection** dropdown.

If you would like to conduct Direct Certification using the State Match method for a specific site within your LEA, select the site name from the Site Selection dropdown. If you would like to conduct a search for your entire SFA, omit this step and leave the site selection blank.

Once the dropdown options are complete, select Search.



CNP Direct Certification

Attn: Direct Certification is receiving data from AzEDs, however, if your LEA has not submitted data to AzEDS, then the State Match function will not work. State Match will only

RESULTS

Once the search has been conducted, the screen will refresh to this page that displays the search results.

Home Direct Cer	rtification - Ema	il Notification Ad	ministration +
Search Res	sults		
	Juno		
Modify			
New Search			
Constant of the second			
	here to include NO I	MATCH results	<u>کر</u> ا
		MATCH results	Searched By
Download: Check I	Туре		
Download: Check I Search	i Type Match	Search Date	Searched By
Download: Check I Search StateM	i Type Match	Search Date 07/19/2023	Searched By
Download: Check I Search StateM	i Type Match	Search Date	Searche
vnload: Check I Search StateM w 10 v entries	n Type Match	Search Date 07/19/2023	Searched By User
lownload: Check I Search StateM show 10 - entries	n Type Match	Search Date 07/19/2023	Searched By User

Please refer back to the <u>Online Training Library</u> for other How-To Guides outlining other search methods in CNP Direct Certification, and how to interpret and apply match results.

CNP Direct Certification

Welcome Rhodes, Maddle

Help ADEConnect Logout

Catity Mana	Total Records	Ma Ma		Destial Matches	No Matches	CHAD	CHAD TANE	Tester	5000	MED	Hamalaaa	Medicaid	
Entity Name		Free	Reduced	Partial Matches	nes No Matches	SNAP	TANE	Foster	FDPIR	MEP	Homeless	Free	Reduced
SFA Name	448	119	3	12	319	116	1		-			2	3
All	~										Search:		
Result	Resul	t Date	Decisio	on Date Elig	ibility Type			Pos	sible Dup	licate			
Match	6/05/2	023	06/27/2	023 SN/	۱P								
Match	06/27/	2023	06/27/2	023 MA-	FREE								
No Match	8												
Match	05/13/	2023	06/27/2	023 MA-	REDUCED								

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 State Match

Information to include when documenting this training for Professional Standards:

Training Title:Key Area: 3000 - AdministrationHow to Conduct DirectLearning Code: 3120Certification Using StateLength: 15 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 State Match Key Area: 3000 - Administration Learning Code: 3120 Length: 15 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.