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are encouraged to access professional development materials directly from the training library to prevent use of outdated content.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.

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The following slides will only cover how-to instructions for State Match. Please refer back to the Online Training Library 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.

CNP Direct Certification

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 or reduced-price meal benefits without a household application within the current program year.

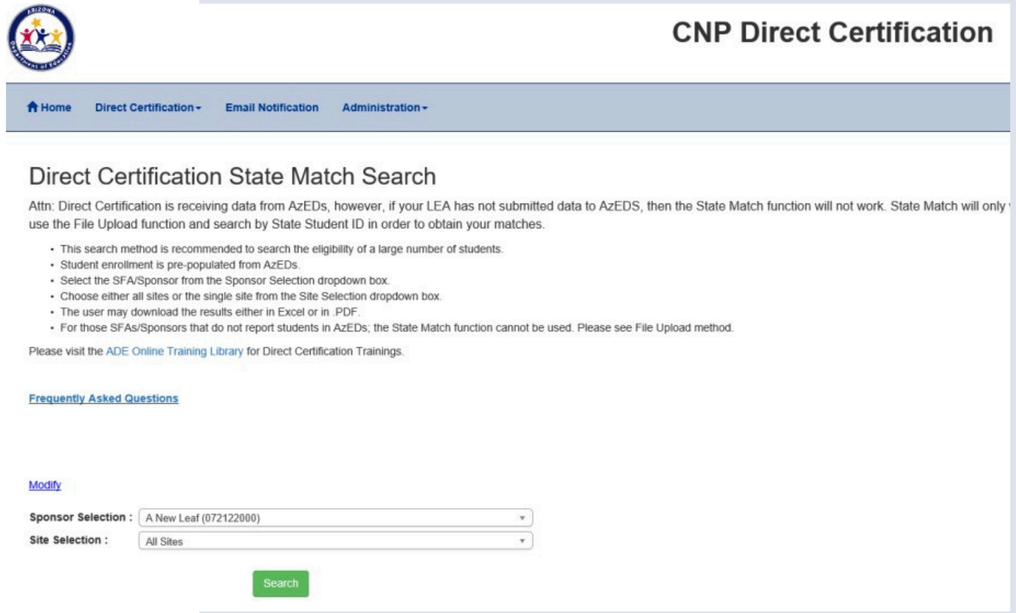
State Match

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.



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 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.**

State Match should be used when a large number of students, or the entire population of a school or district that reports student data to AzEDS, is being searched. The State Match format will show zero results when used by an SFA that does not report 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."

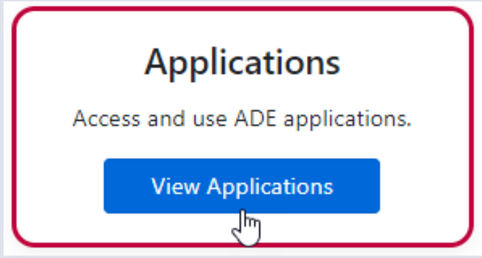
If CNP Direct Certification / Direct Verification is not a listed application in ADEConnect, you will need to request access from your Entity Administrator.

1 LOGIN TO ADECONNECT

Open a web browser, navigate to adeconnect.azed.gov, and input your username and password for ADEConnect.

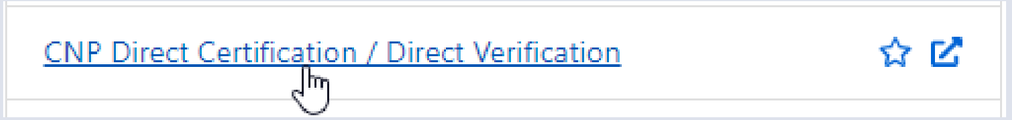
2 SELECT "VIEW APPLICATIONS"

After logging in to ADEConnect, select "View Applications."



3 SELECT "CNP DIRECT CERTIFICATION / DIRECT VERIFICATION"

Select "CNP Direct Certification / Direct Verification" from the list of applications in ADEConnect.

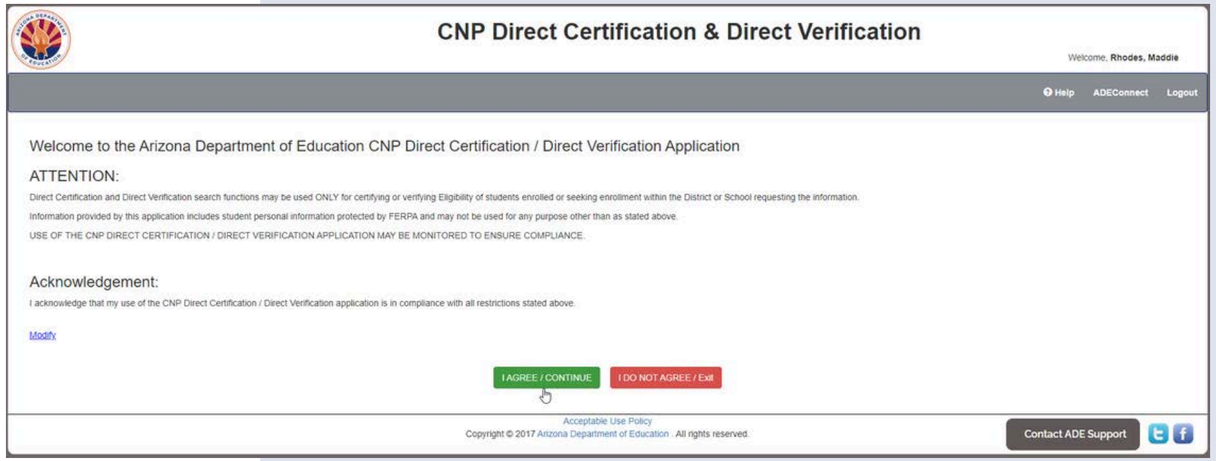


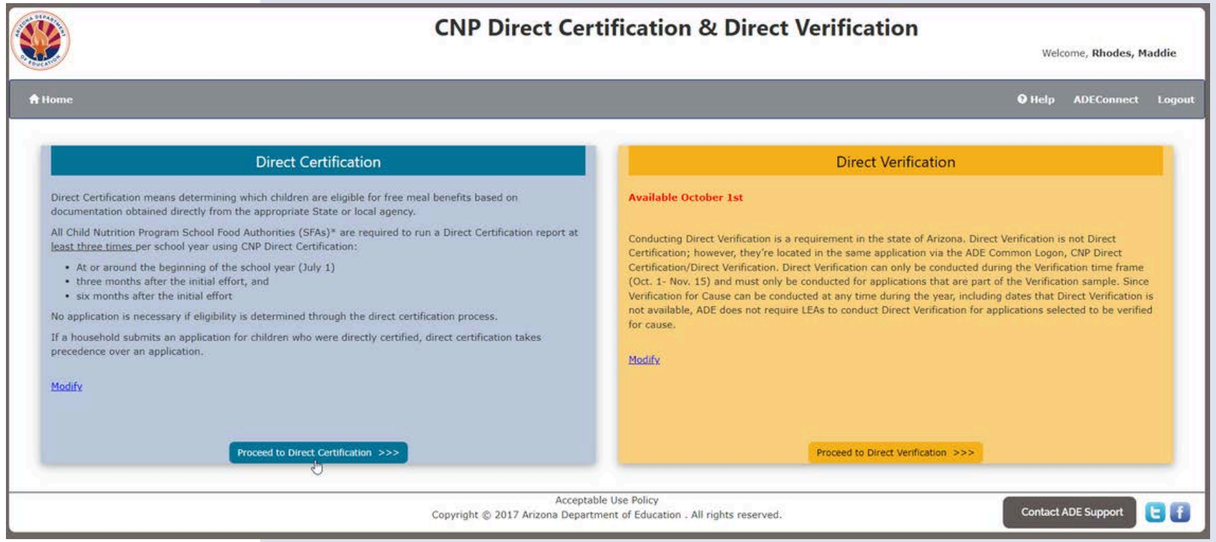
CNP Direct Certification

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**."





State Match

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

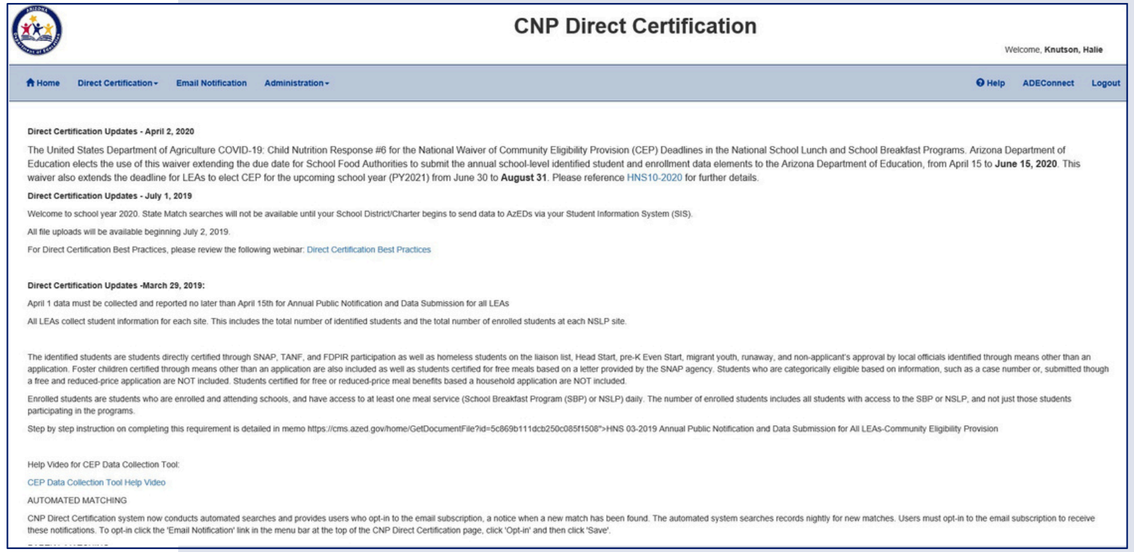
ADE assigns each student with an AzEDS State Student ID (formerly known as SAIS ID) that acts as a student identifier from K-12th grade.

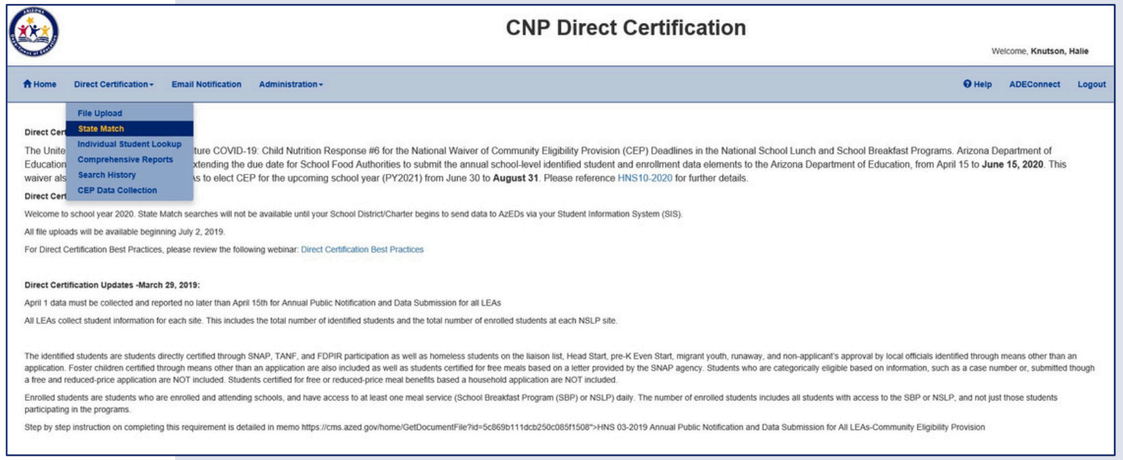
Student data is pulled from the pre-populated enrollment information in AzEDS. State Student IDs can be utilized to conduct direct certification only if the LEA uses AzEDS to send information to ADE.

State Match

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.





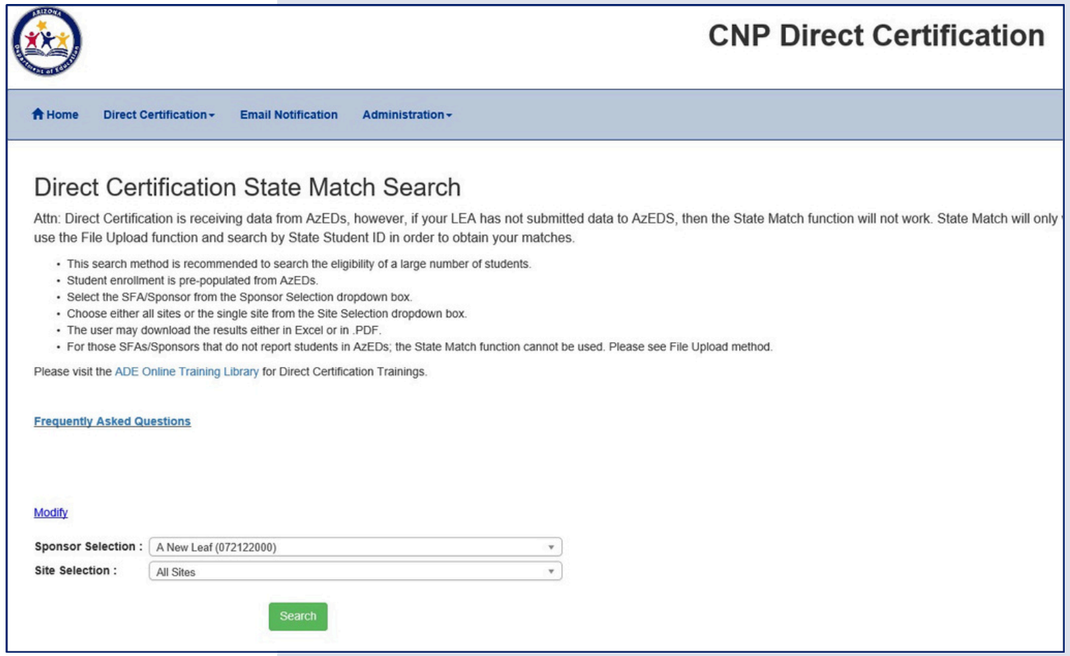
State Match

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.

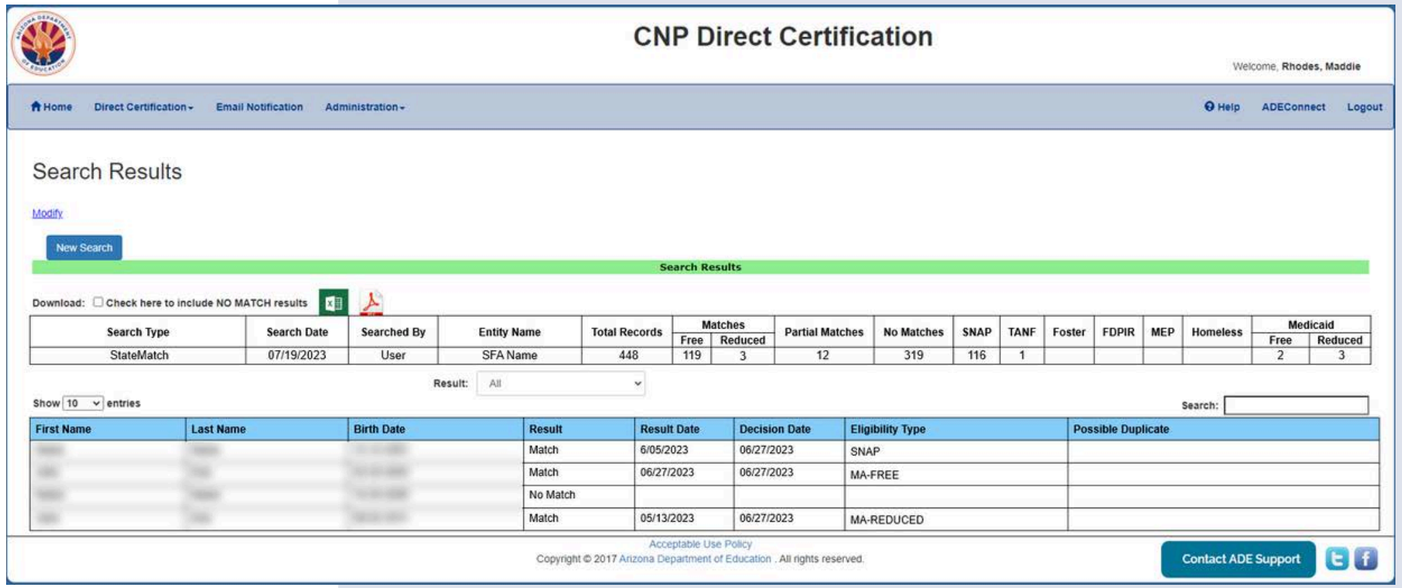
Once the dropdown options are complete, select **Search**.



State Match

RESULTS

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



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

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

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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.

TAKE SURVEY

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