How to Conduct Direct Certification Using Individual Student Lookup

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are encouraged to access professional development materials directly from the training library to prevent use of outdated content.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

Key Area: 3000 – Administration

Learning Code: 3120

Length: 30 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 Individual Student Lookup. Please refer back to the ADE Online Training Library for other How-To Guides outlining other search methods in CNP Direct Certification.

Overview of the CNP Direct Certification Process

SECTION 1

Direct Certification

DEFINITIONS

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.

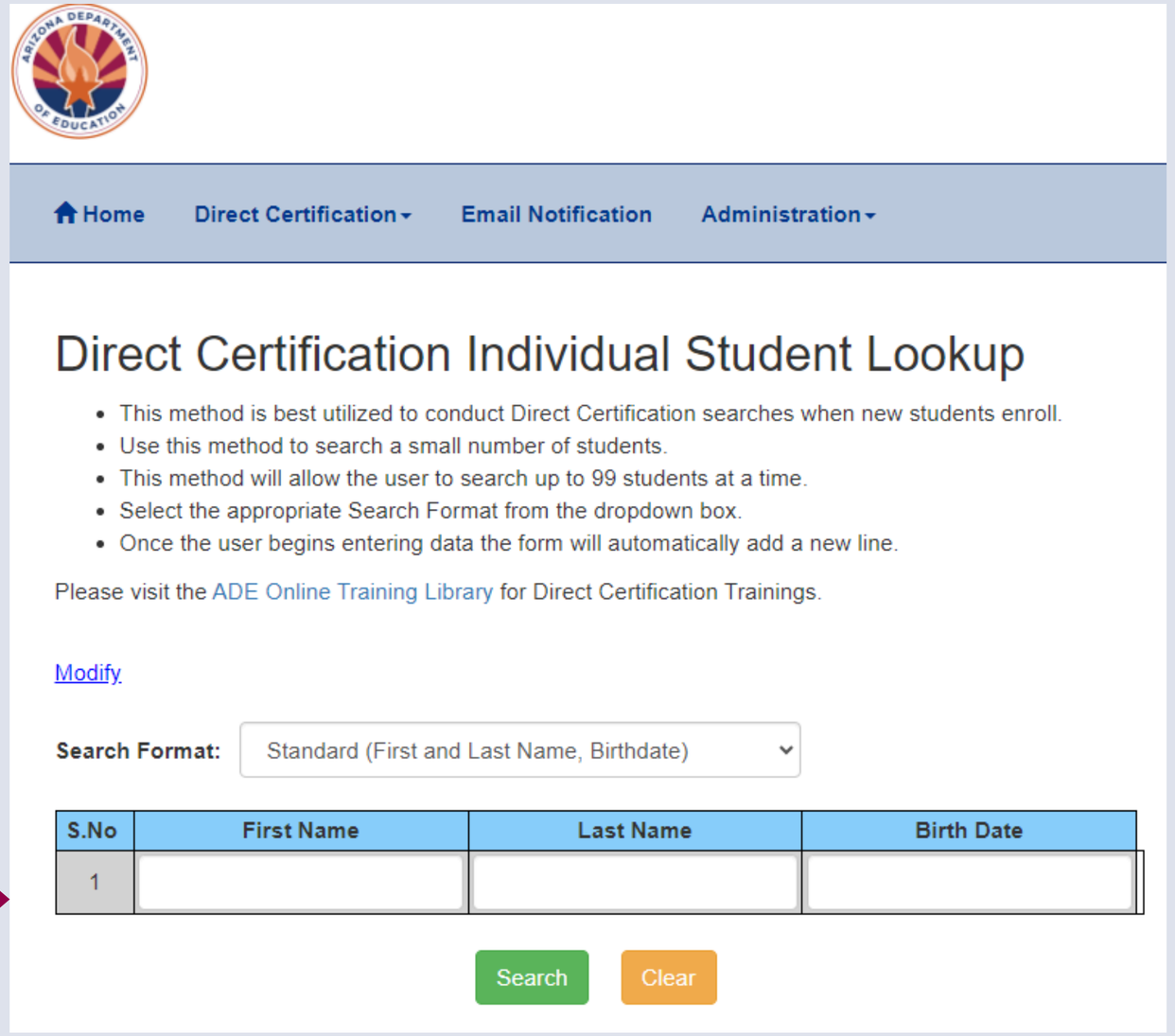
- SFAs can access this system at any time to generate documentation that may be used to certify students for free meal benefits without a household application within the current program year.

Individual Student Lookup

This method is recommended when searching a small number of students.

It allows the user to search up to 99 students at a time and does not require any file uploads. This method is best applied when conducting direct certification for newly enrolled students.

Type the student's data directly into this search table.



Quiz Time

When is it recommended to use Individual Student Lookup when conducting direct certification?

A **When total enrollment is being searched.**

B **When a large number of students is being searched.**

C **When a small number of students is being searched.**

Quiz Time

When is it recommended to use Individual Student Lookup when conducting direct certification?

A When total enrollment is being searched.

B When a large number of students is being searched.

C When a small number of students is being searched.

Individual Student Lookup should be used when a small number of students is being searched because the user will directly type student information into the CNP Direct Certification system.

Log Into CNP Direct Certification

SECTION 2

Log Into CNP Direct Certification

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

Log Into CNP Direct Certification

Step 2: Click on ADEConnect found on the top part of the webpage

Log Into CNP Direct Certification

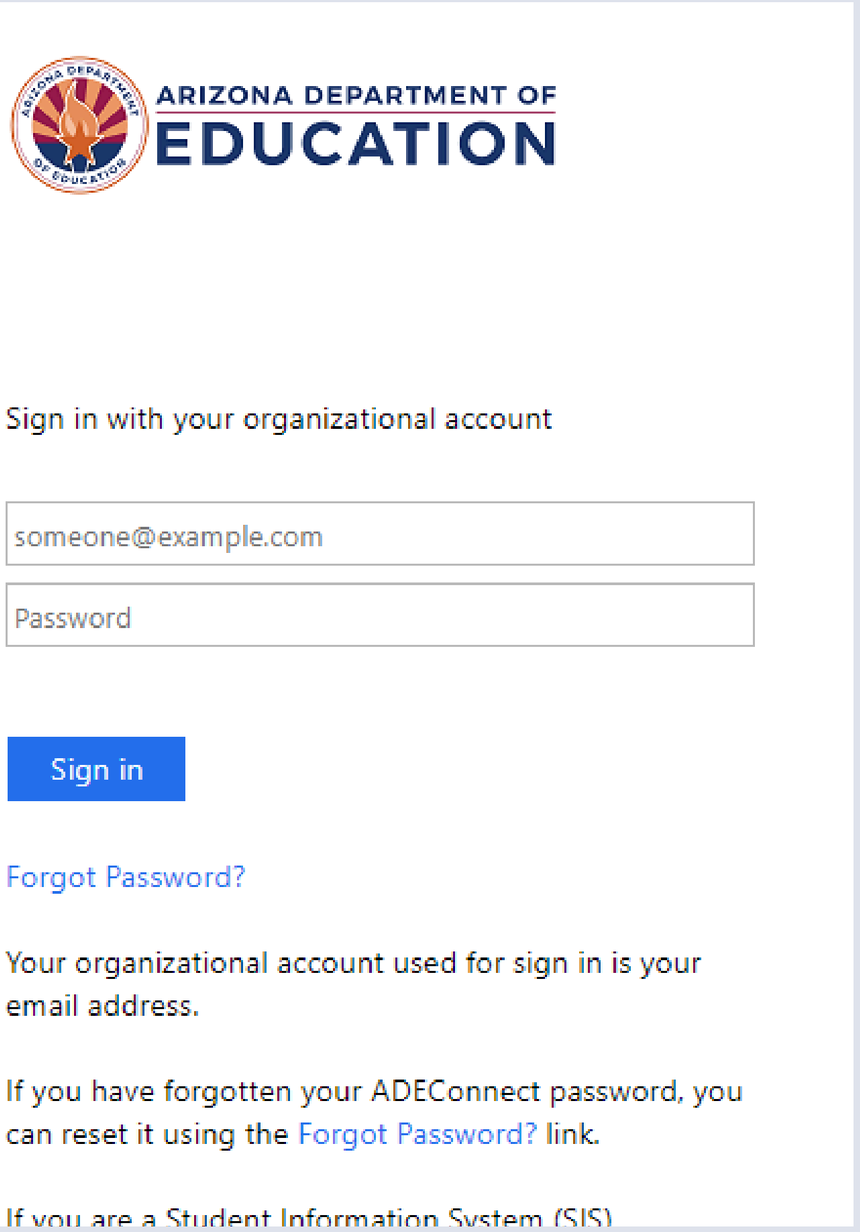
A new webpage will load. It should look like this screen:

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

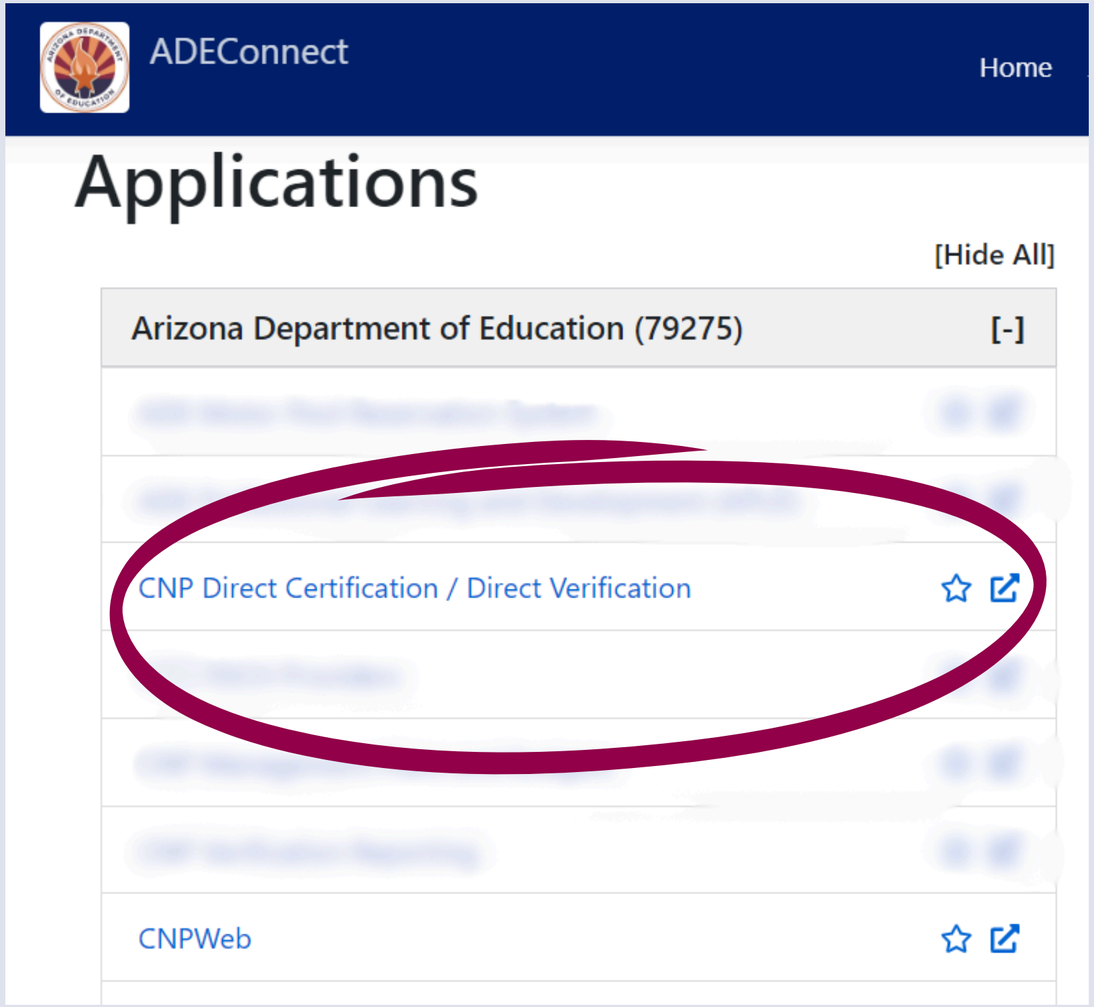
*Please note, some users are able to access ADEConnectthrough their Student Information System (SIS) and are not required to enter a username and password.

Log Into CNP Direct Certification

Step 3: Enter your username and password.



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

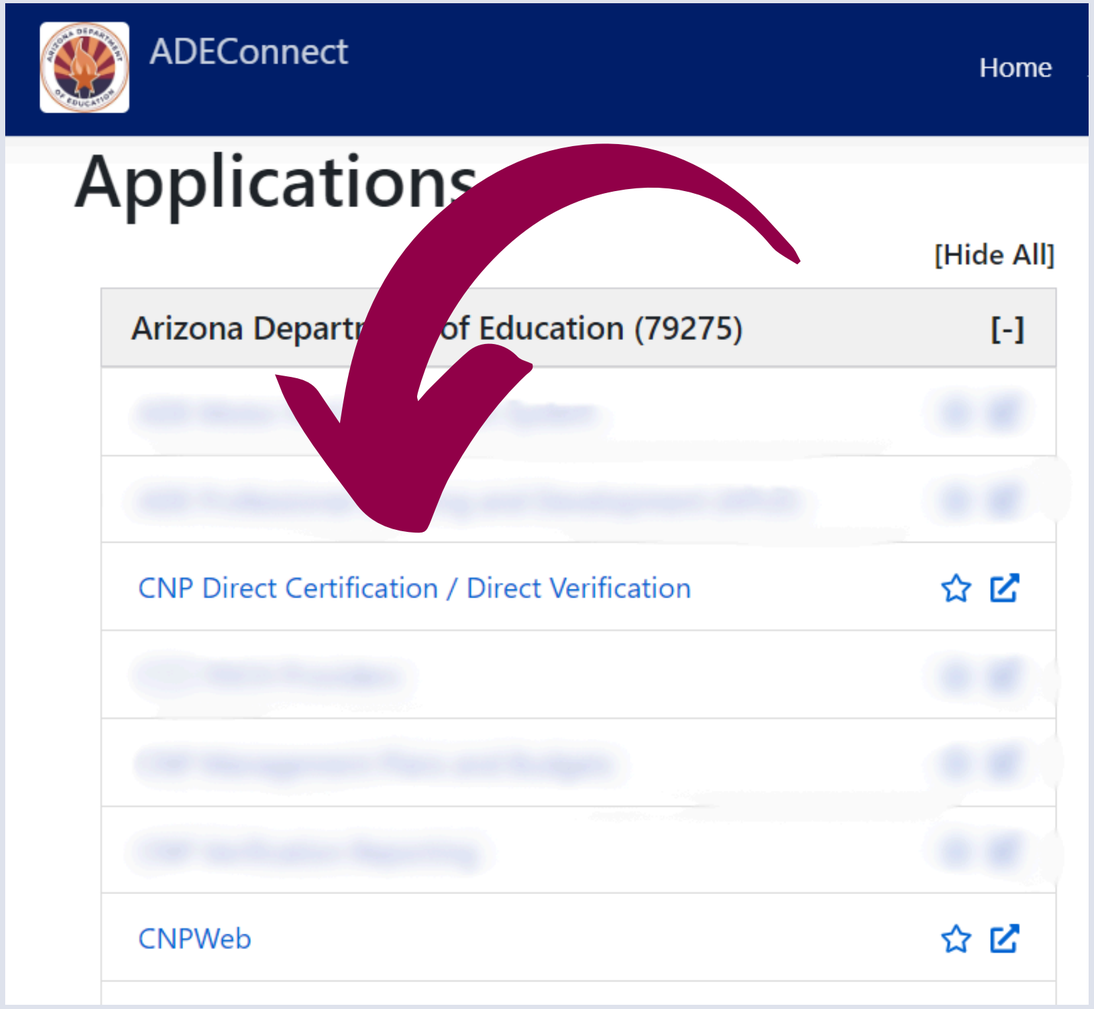


Log Into CNP Direct Certification

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

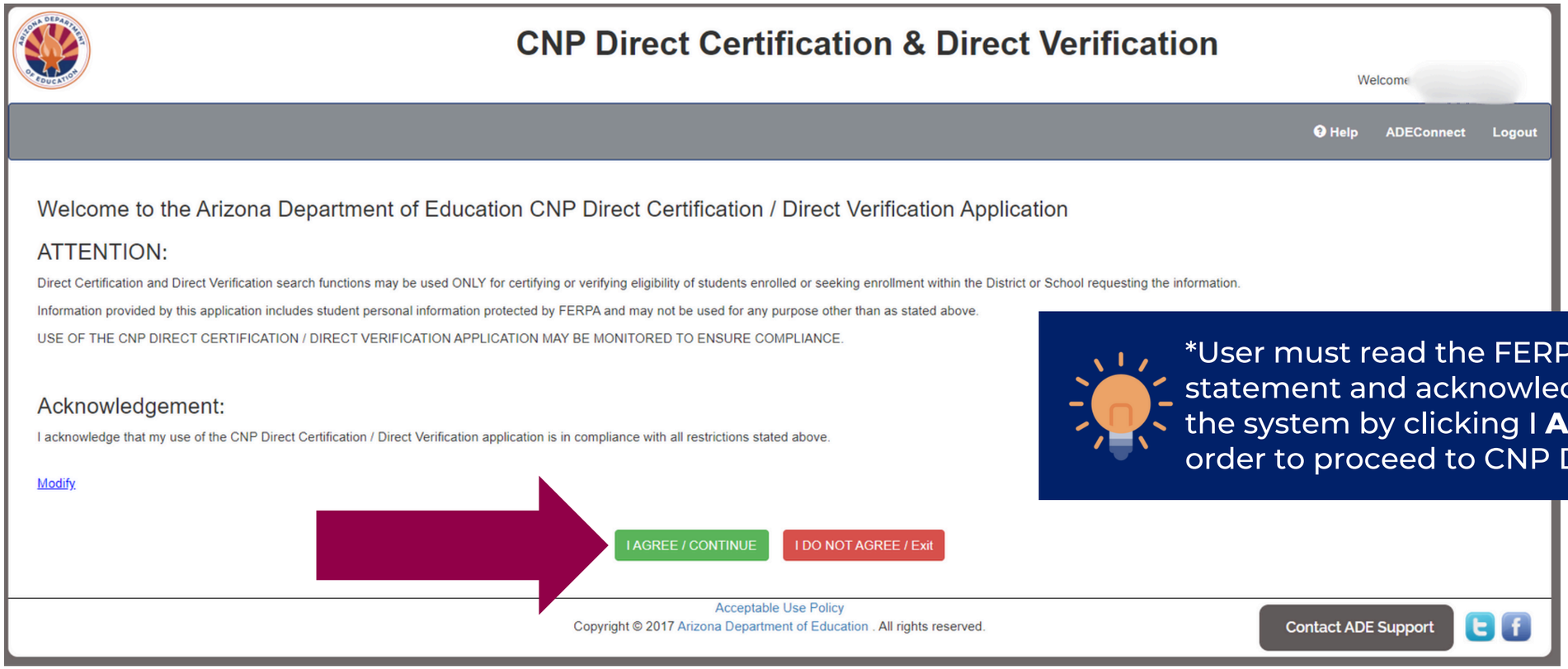
Log Into CNP Direct Certification

Step 4: Click on CNP Direct Certification / Direct Verification.



Log Into CNP Direct Certification

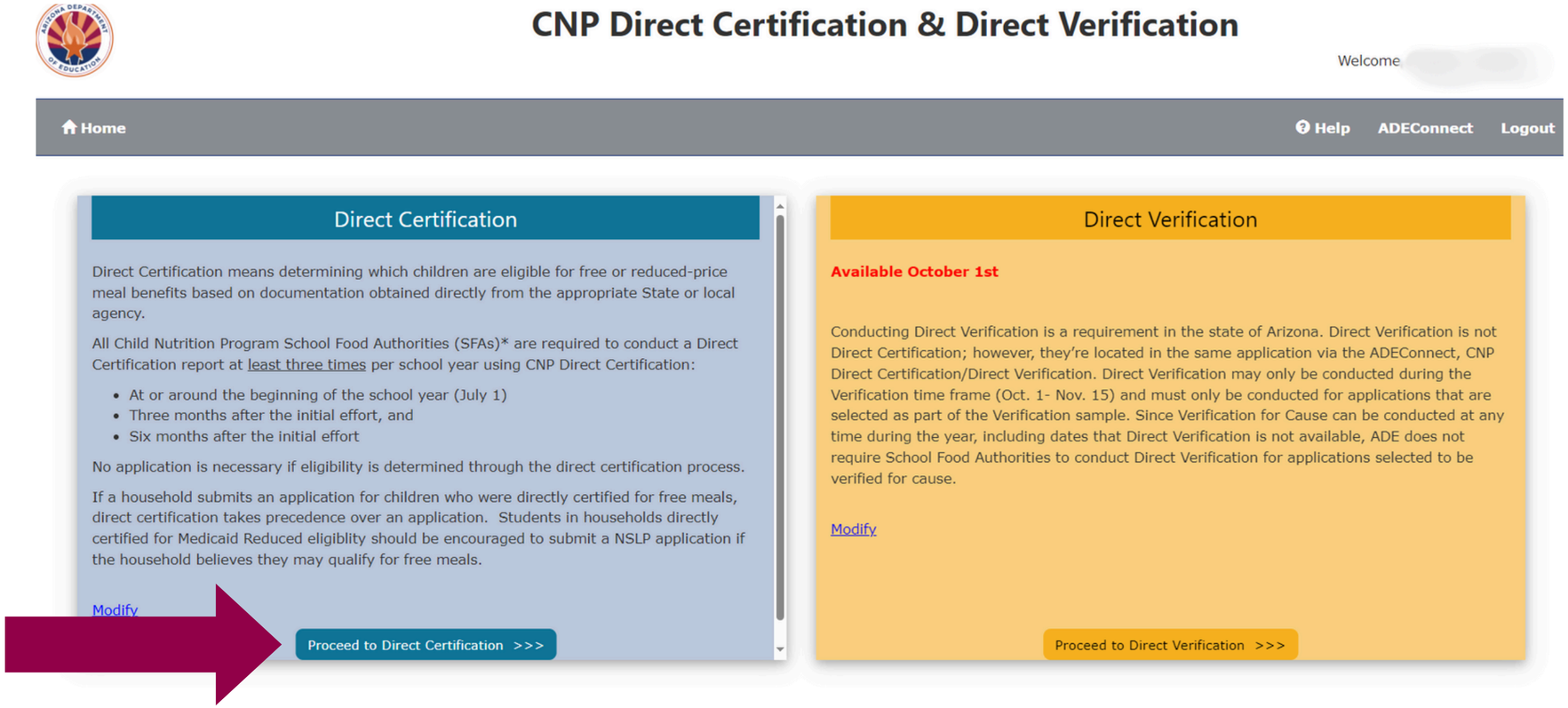
You have successfully logged into the CNP Direct Certification/Direct Verification System. A new screen will load and it will look like this:



*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. 1

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.



Individual Student Lookup

SECTION 3

Individual Student Lookup

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.

Individual Student Lookup

SEARCH TYPES IN INDIVIDUAL STUDENT LOOKUP

In order for a student to match, SFAs must enter identifiable student data into CNP Direct Certification.

Individual Student Lookup provides SFAs the opportunity to choose from four different search types to determine if a student matches in CNP Direct Certification.

Search Types:

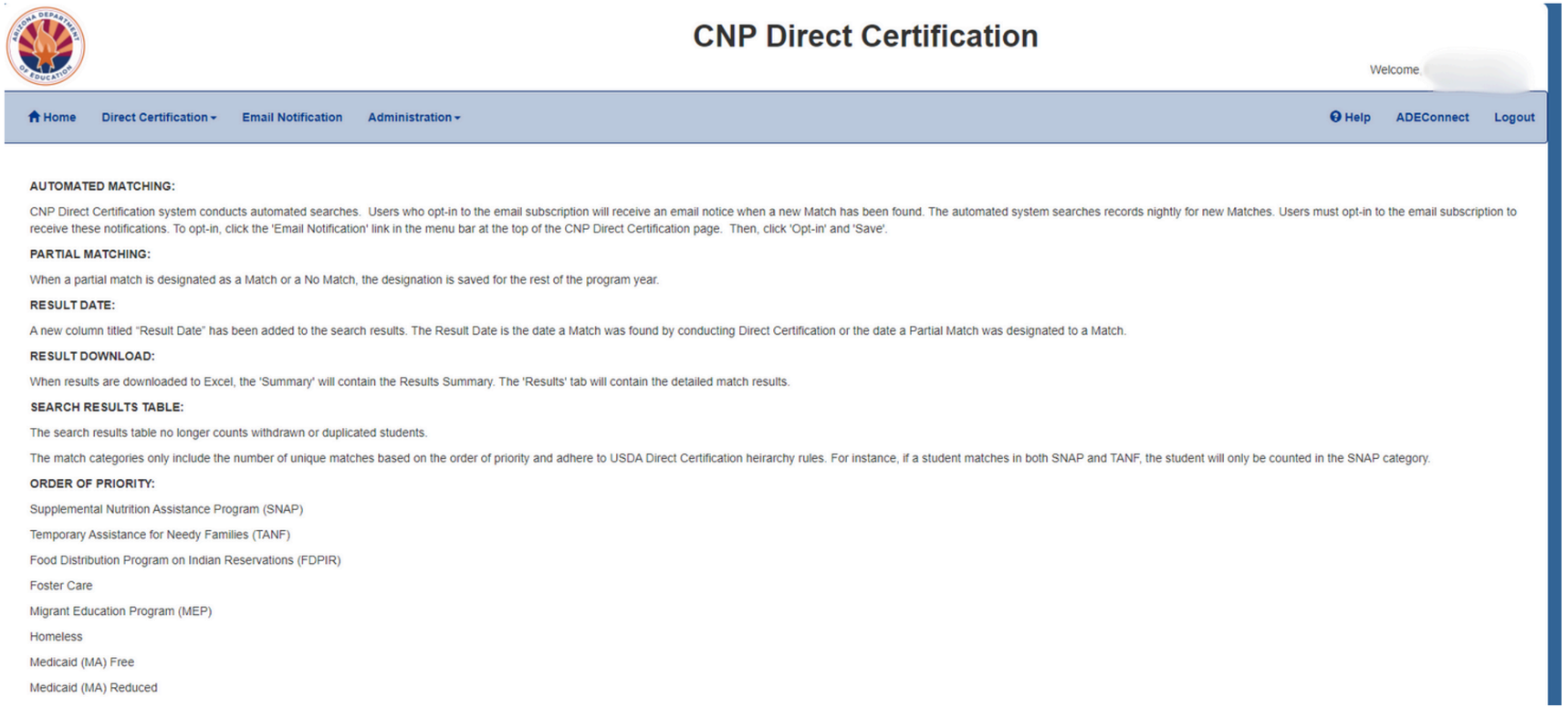
- Standard (First and Last Name and Birthdate)
- State Student ID
- Case Number

The following slides will guide you through each type listed above.

Individual Student Lookup

CNP DIRECT CERTIFICATION HOMEPAGE

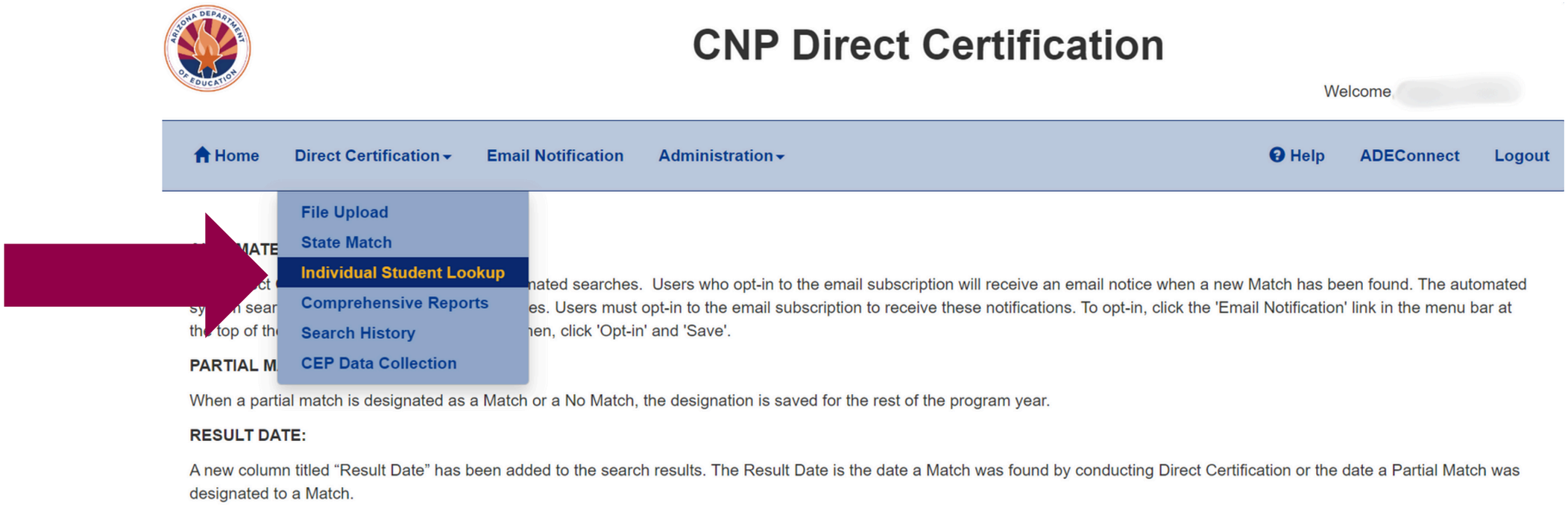
Once the user has agreed to the FERPA Compliance statement displayed and has selected the CNP Direct Certification portal, this screen will appear:



Individual Student Lookup

CHOOSE INDIVIDUAL STUDENT LOOKUP

To start a search using Individual Student Lookup, go to the *Direct Certification* dropdown and select Individual Student Lookup.

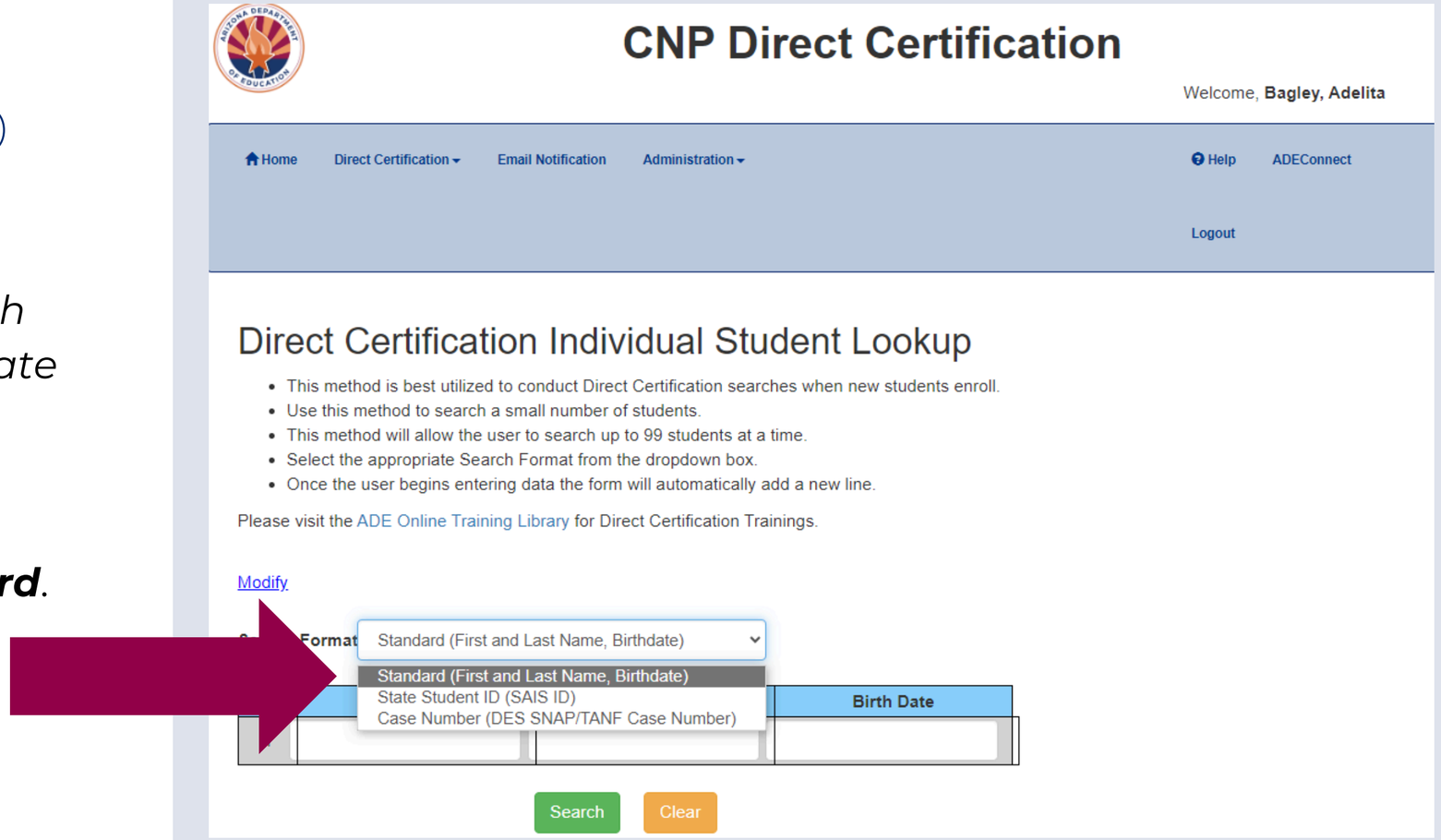


Individual Student Lookup

CHOOSE A SEARCH FORMAT

The page will refresh and show a *Search Format* dropdown where *Standard*, *State Student ID*, *SSN*, or the *Case Number* format may be applied.

The following example will use ***Standard***.

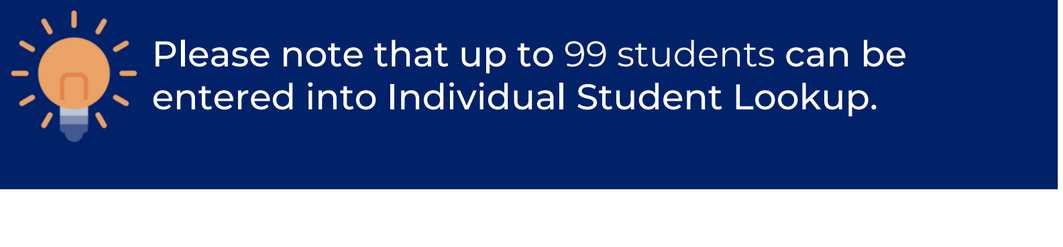


Individual Student Lookup

DATA ENTRY FOR STANDARD SEARCH

Continue to do this for each student. Once you have entered the student information into the table, click the green Search bar at the bottom of the page.

Please note that up to 99 students can be entered into Individual Student Lookup.



Direct Certification Individual Student Lookup

- This method is best utilized to conduct Direct Certification searches when new students enroll.
- Use this method to search a small number of students.
- This method will allow the user to search up to 99 students at a time.
- Select the appropriate Search Format from the dropdown box.
- Once the user begins entering data the form will automatically add a new line.

Please visit the ADE Online Training Library for Direct Certification Trainings.

Modify

Search Format: Standard (First and Last Name, Birthdate)

S.No	First Name	Last Name	Birth Date
1	Jody	Walker	04/15/2003
2	Johnathan	Tandoy	04/03/2013
3	Matthew	Green	12/30/2014
4	Dimitri	Long-Guevaraso	05/17/1993
5	Jacob	Villa Long	04/18/2000
6	Julia	Gonzalos	06/01/2005
7	George	Lane	10/30/1995
8	Shane	Pierres	02/08/2001
9	Cara	Cardena	09/10/2013
10	Lucas	Arellanos	12/2/2017
11			

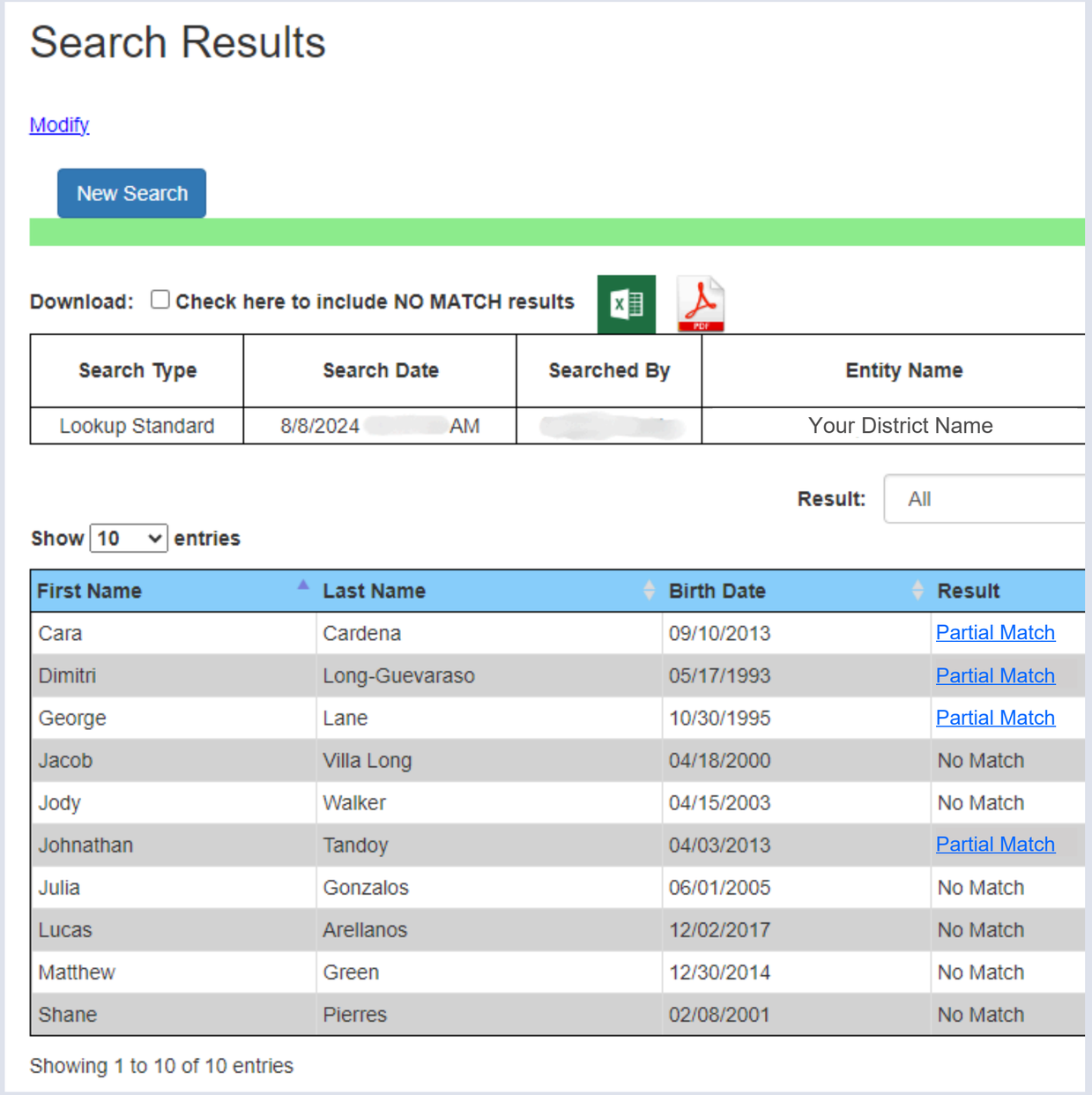
Search Clear

Individual Student Lookup

RESULTS

Once *Search* is clicked, the page will refresh and display the result

Please note that up to **99 students** can be entered into Individual Student Lookup.



Search Results

Modify

New Search

Download: Check here to include NO MATCH results

Search Type	Search Date	Searched By	Entity Name
Lookup Standard	8/8/2024 AM		Your District Name

Result: All

Show 10 entries

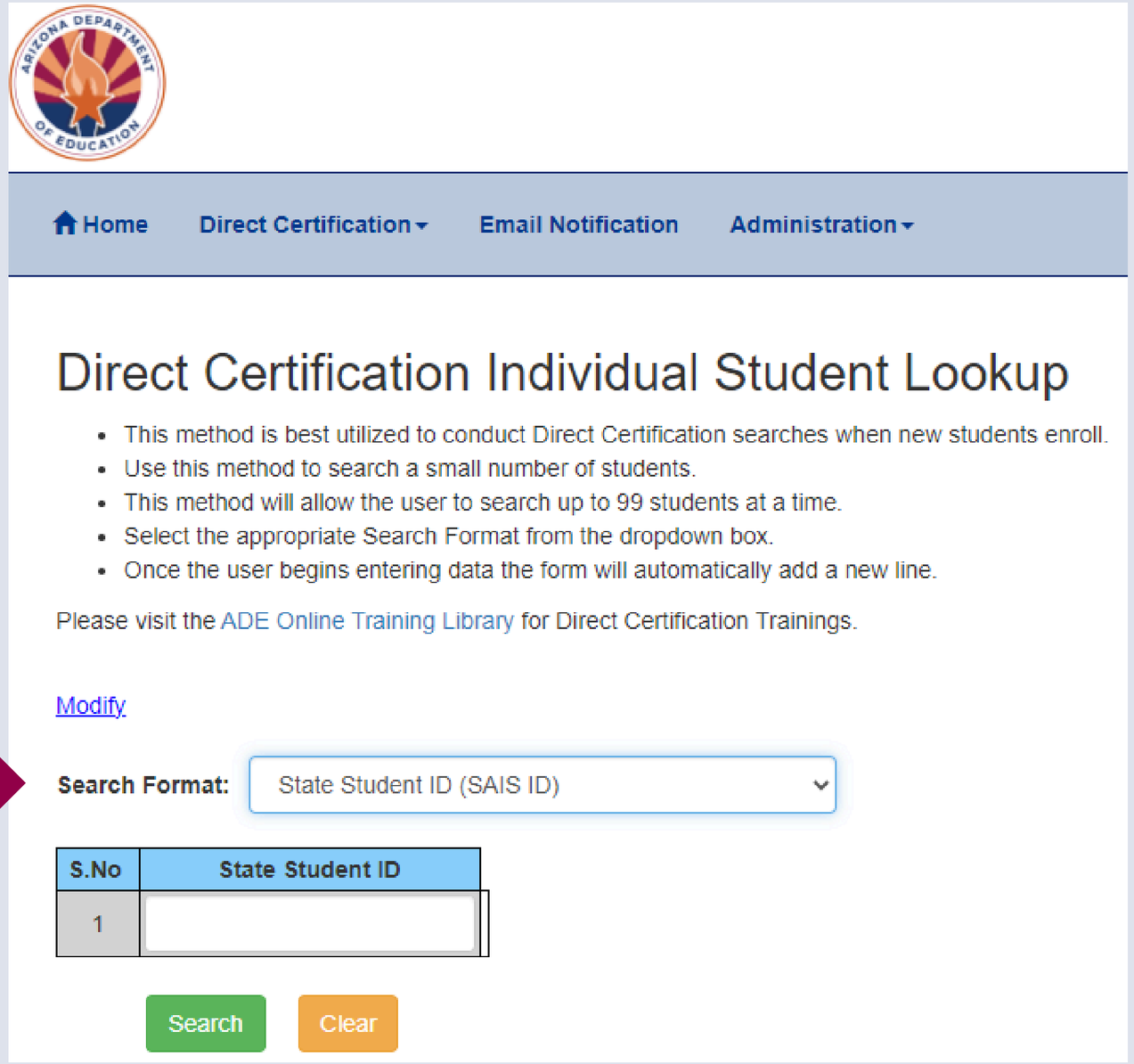
First Name	Last Name	Birth Date	Result
Cara	Cardena	09/10/2013	Partial Match
Dimitri	Long-Guevaraso	05/17/1993	Partial Match
George	Lane	10/30/1995	Partial Match
Jacob	Villa Long	04/18/2000	No Match
Jody	Walker	04/15/2003	No Match
Johnathan	Tandoy	04/03/2013	Partial Match
Julia	Gonzalos	06/01/2005	No Match
Lucas	Arellanos	12/02/2017	No Match
Matthew	Green	12/30/2014	No Match
Shane	Pierres	02/08/2001	No Match

Showing 1 to 10 of 10 entries

Individual Student Lookup

CHOOSE A SEARCH FORMAT

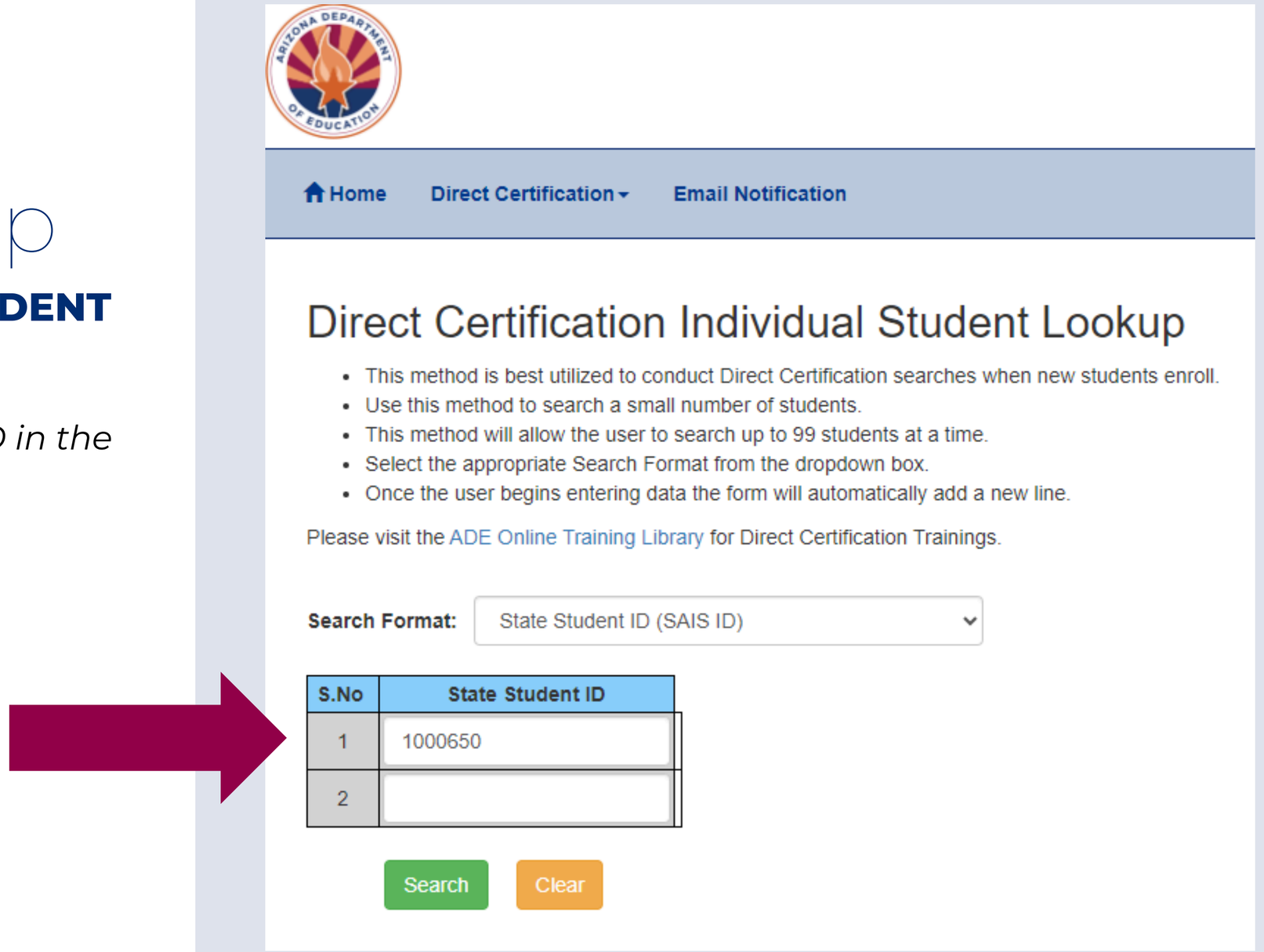
State Student ID is another search format that may be used in Individual Student Lookup.



Individual Student Lookup

DATA ENTRY FOR STATE STUDENT ID

Enter the student's State Student ID in the first row of the table.

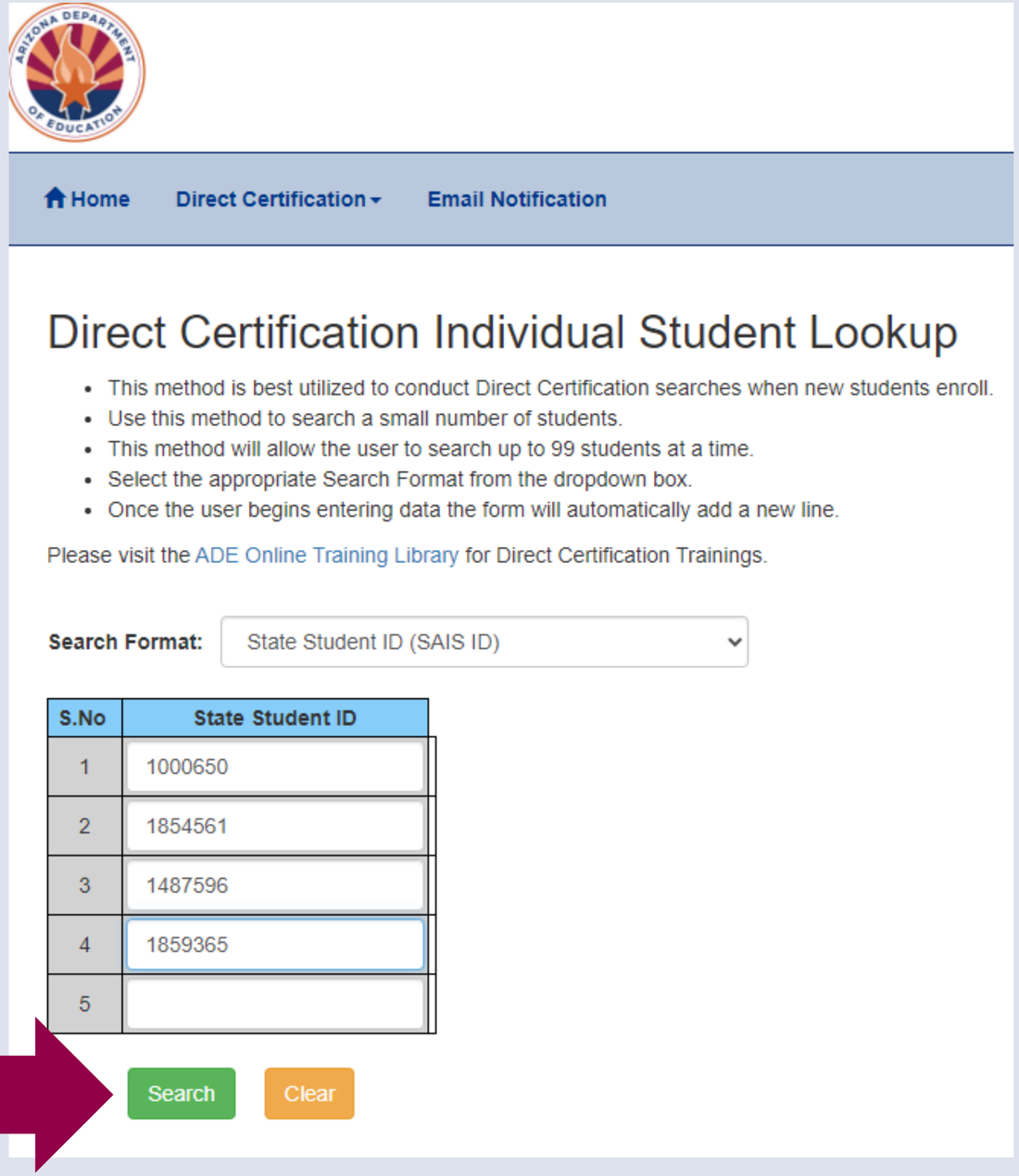


Individual Student Lookup

DATA ENTRY FOR STATE STUDENT ID

Continue to do this for each student. Once you have entered the student information into the table, click the green Search bar at the bottom of the page.

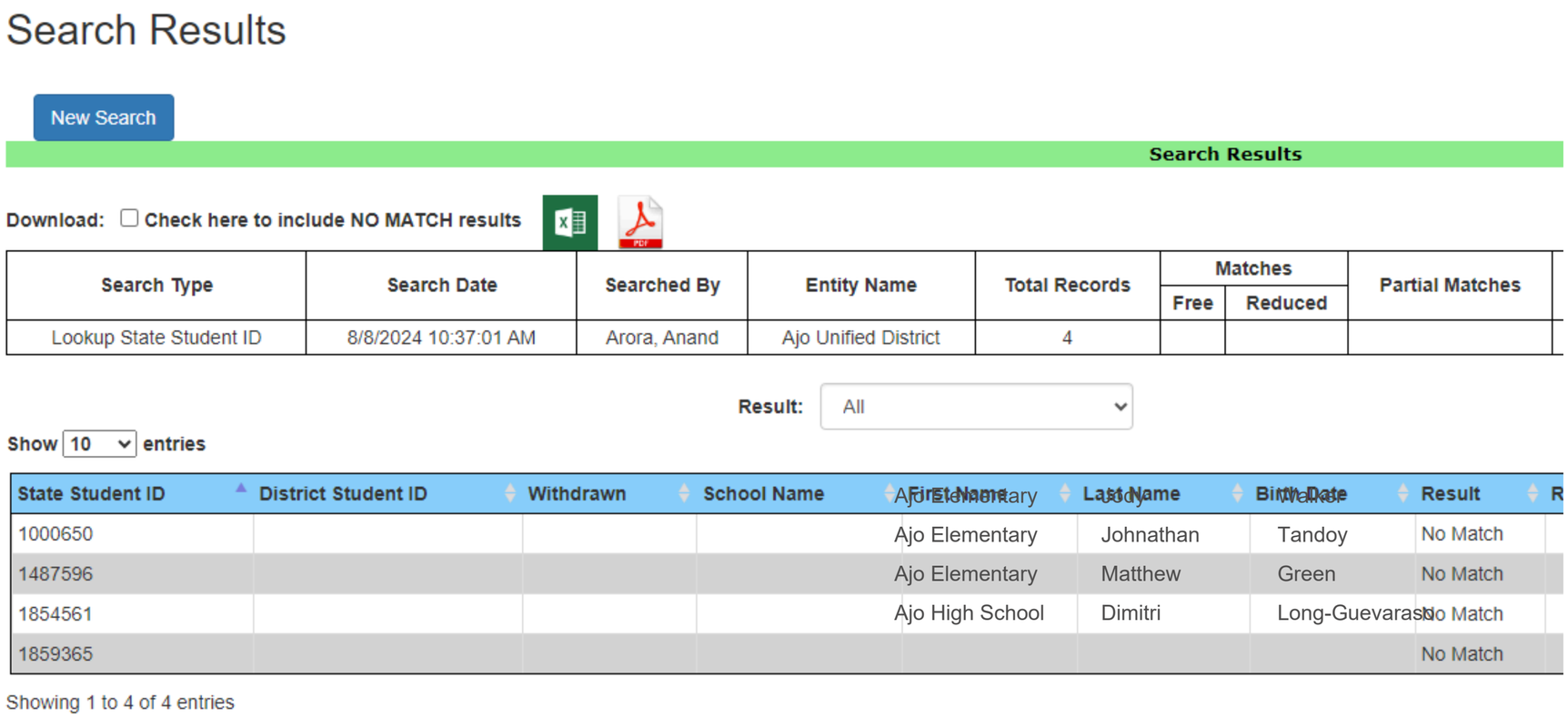
Please note that **99 students** can be entered into Individual Student Lookup.



Individual Student Lookup

RESULTS

Once *Search* is clicked, the page will refresh and display the results.



Search Results

New Search

Search Results

Download: Check here to include NO MATCH results

Search Type	Search Date	Searched By	Entity Name	Total Records	Matches		Partial Matches
					Free	Reduced	
Lookup State Student ID	8/8/2024 10:37:01 AM	Arora, Anand	Ajo Unified District	4			

Result: All

Show 10 entries

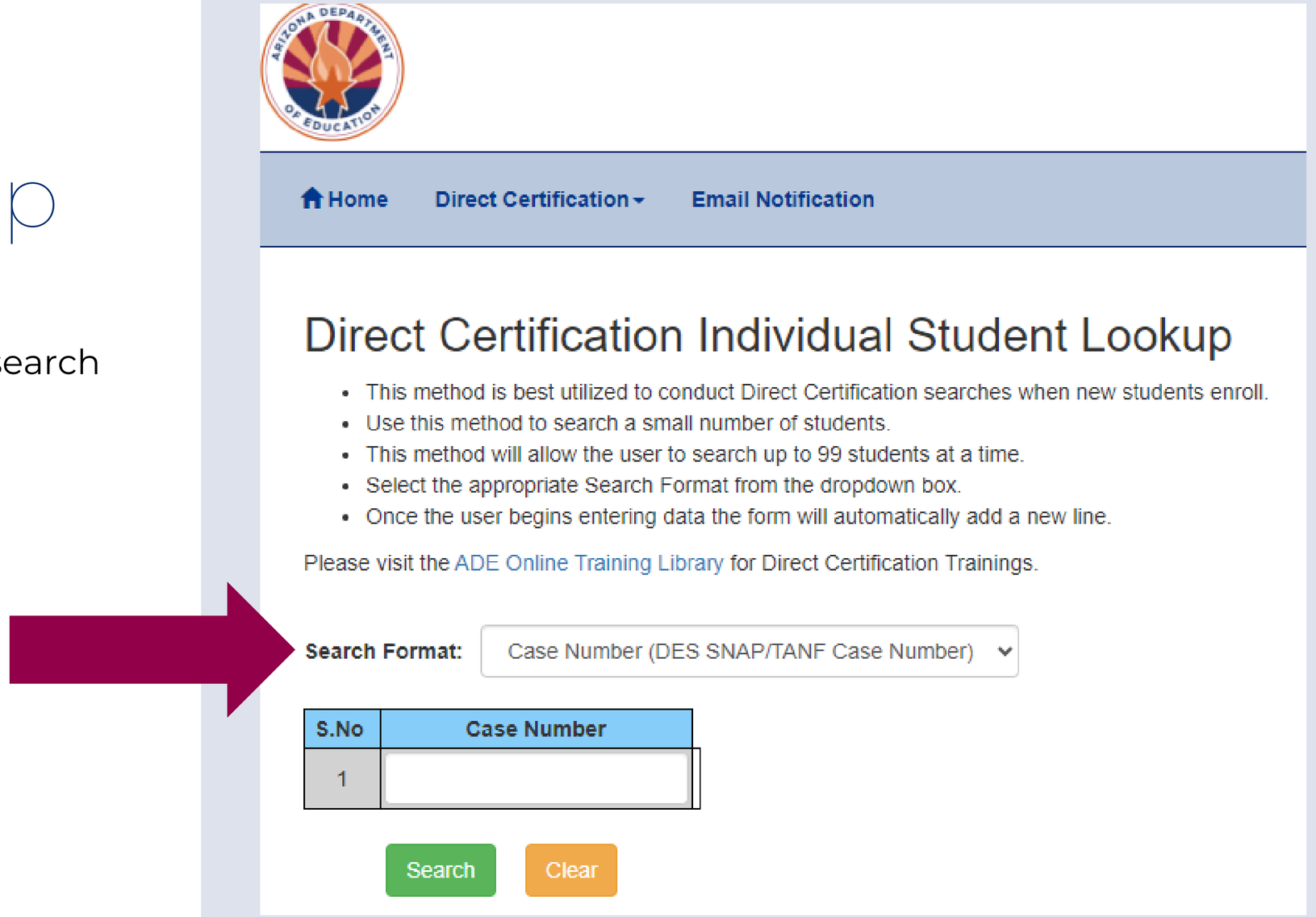
State Student ID	District Student ID	Withdrawn	School Name	First Name	Last Name	Birth Date	Result	R
1000650			Ajo Elementary	Johnathan	Tandoy		No Match	
1487596			Ajo Elementary	Matthew	Green		No Match	
1854561			Ajo High School	Dimitri	Long-Guevarasn		No Match	
1859365							No Match	

Showing 1 to 4 of 4 entries

Individual Student Lookup

CHOOSE A SEARCH FORMAT

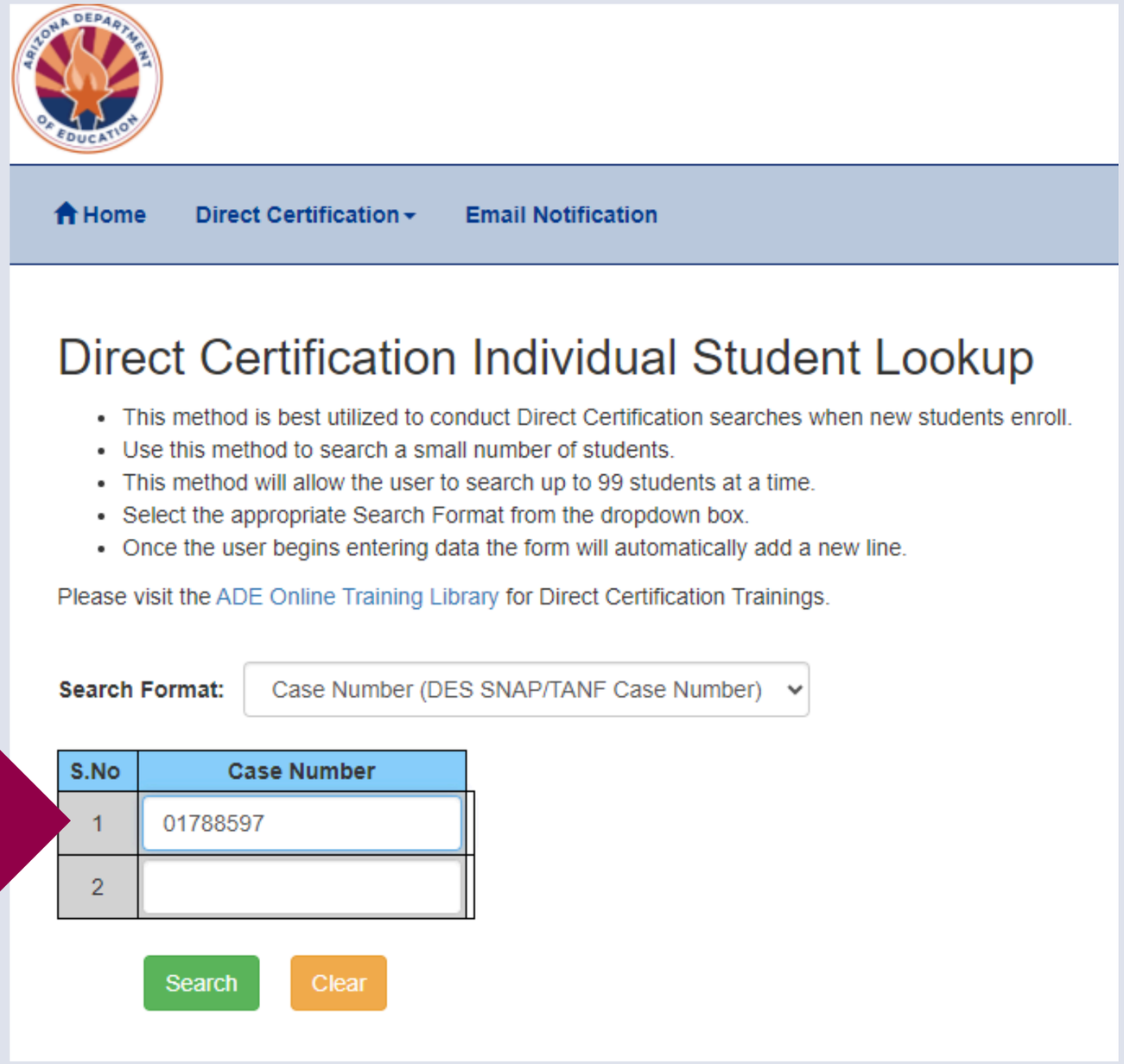
Case Number may also be used to search in Individual Student Lookup.



Individual Student Lookup

DATA ENTRY FOR CASE NUMBER

Enter the student's ***Case Number*** in the first row of the table.



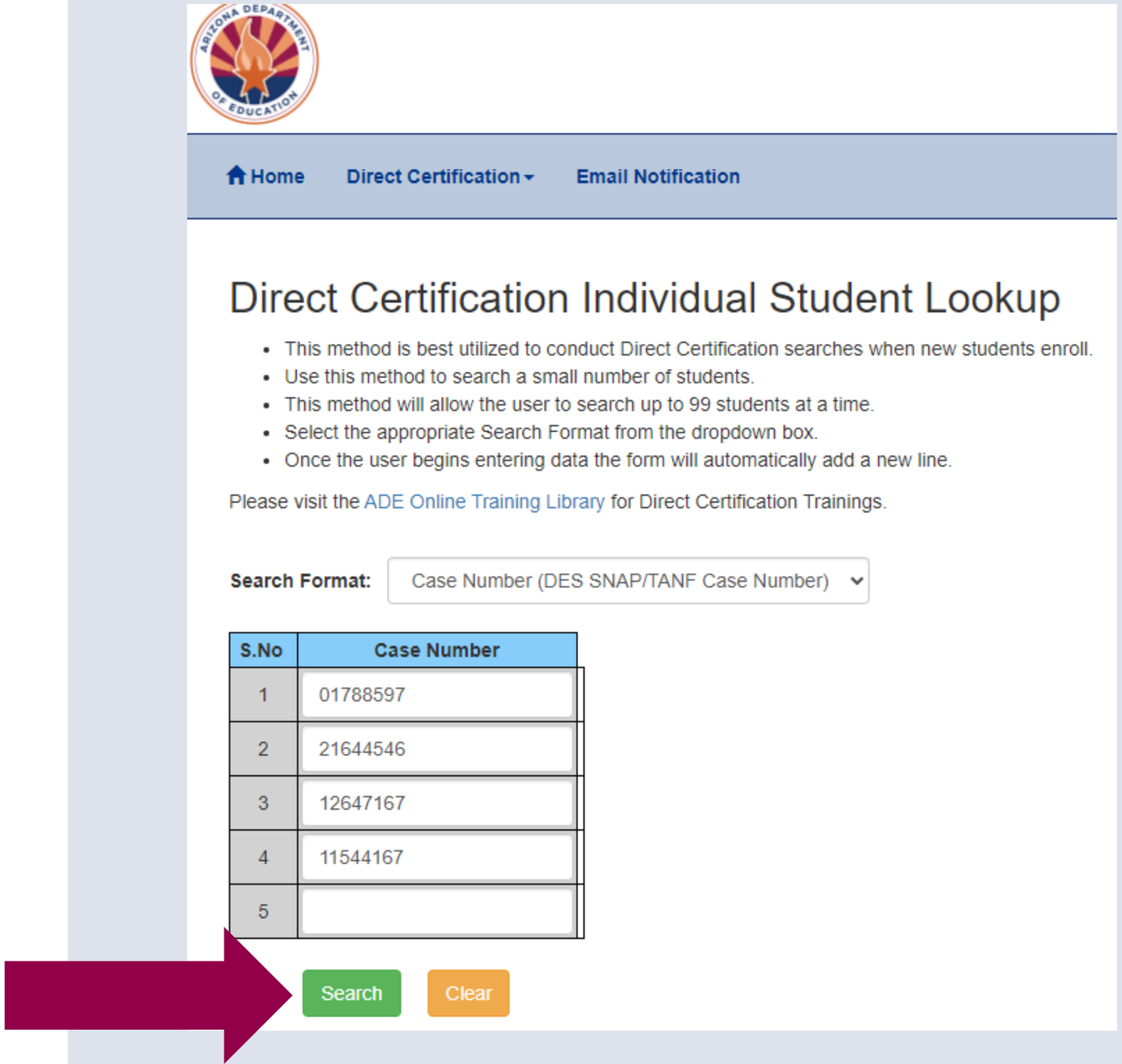
Please note, that Case Numbers must be eight digits or less with no hyphens.

Individual Student Lookup

DATA ENTRY FOR CASE NUMBER

Continue to do this for each student. Once all case numbers have been entered into the table, click the green Search bar at the bottom of the page.

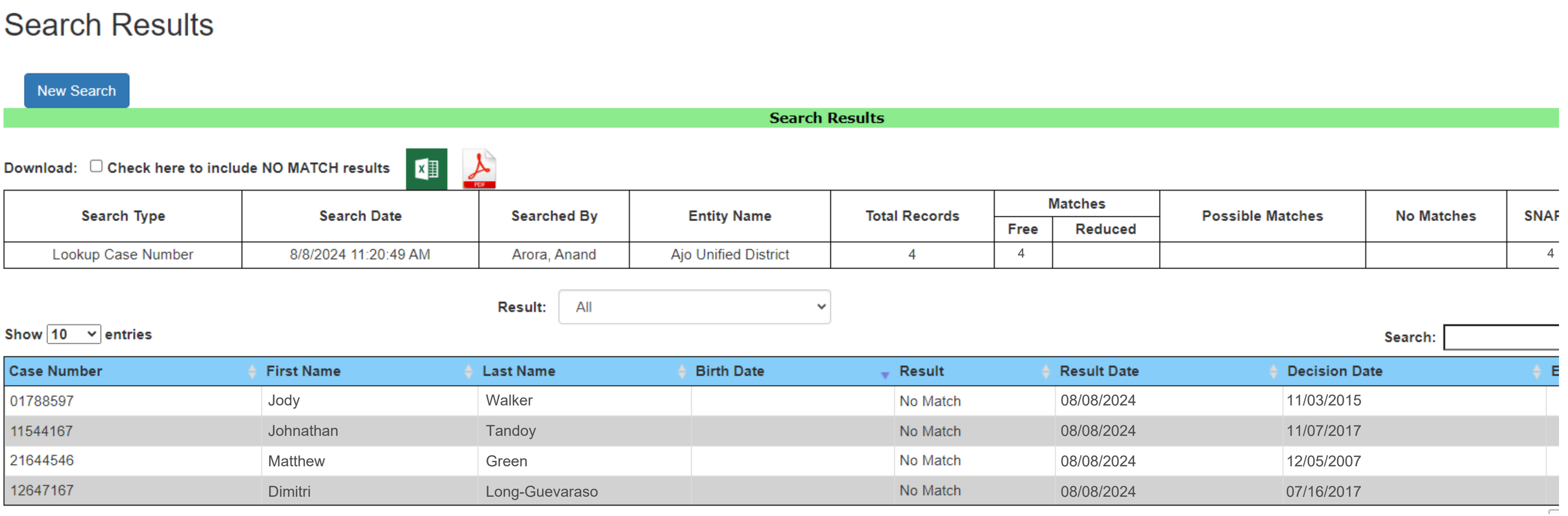
Please note that 99 students can be entered into Individual Student Lookup.



Individual Student Lookup

RESULTS

Once *Search* is clicked, the page will refresh and display the results.



Search Results

New Search

Search Results

Download: Check here to include NO MATCH results

Search Type	Search Date	Searched By	Entity Name	Total Records	Matches		Possible Matches	No Matches	SNAP
					Free	Reduced			
Lookup Case Number	8/8/2024 11:20:49 AM	Arora, Anand	Ajo Unified District	4	4				4

Result: All

Show 10 entries

Search:

Case Number	First Name	Last Name	Birth Date	Result	Result Date	Decision Date	E
01788597	Jody	Walker		No Match	08/08/2024	11/03/2015	
11544167	Johnathan	Tandoy		No Match	08/08/2024	11/07/2017	
21644546	Matthew	Green		No Match	08/08/2024	12/05/2007	
12647167	Dimitri	Long-Guevaraso		No Match	08/08/2024	07/16/2017	

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 Individual Student Lookup

Information to include when documenting this training for Professional Standards:

Training Title:
How to Conduct Direct Certification Using Individual Student Lookup

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.

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

Information to include when documenting this training for Professional Standards:

Training Title:
IHow to Conduct Direct Certification Using Individual Student Lookup

Key Area: 3000 – Administration

Learning Code: 3120

Length: 30 minutes

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