How to Conduct Direct Verification

STEP-BY-STEP INSTRUCTION

Revised December 2020

Professional Standards Learning Code: 3110

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 Verification

Key Area: 3000 – Administration

Learning Codes: 3110

Length: 1.5 hours

Objectives

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

- comprehend the term direct verification;
- explain how the CNP Direct Certification/Direct Verification verifying system works;
- identify the different ways to search in CNP Direct Verification; and
- interpret CNP Direct Verification results.

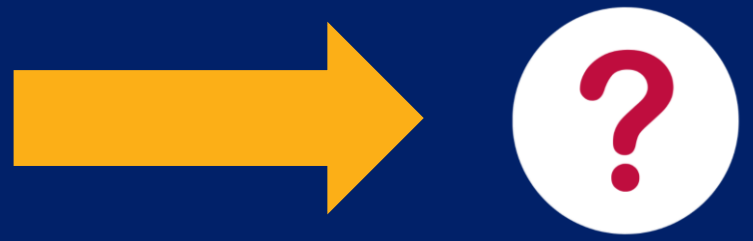
Definitions

CNP Direct Certification: The application in which direct certification is conducted to determine which children are eligible for free meal benefits based on documentation obtained directly from the appropriate state or local agency. Children directly certified will automatically receive free meal benefits without needing to submit a household application.

CNP Direct Verification: The application in which direct verification is conducted to *verify* income and/or participation in assistance programs by directly obtaining documentation from the appropriate state or local agency.

ADEConnect: The online portal that houses web access to different reports and program applications for multiple program areas within ADE. Throughout the program year, ADE will require LEAs to submit reports using this online portal.

- 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.



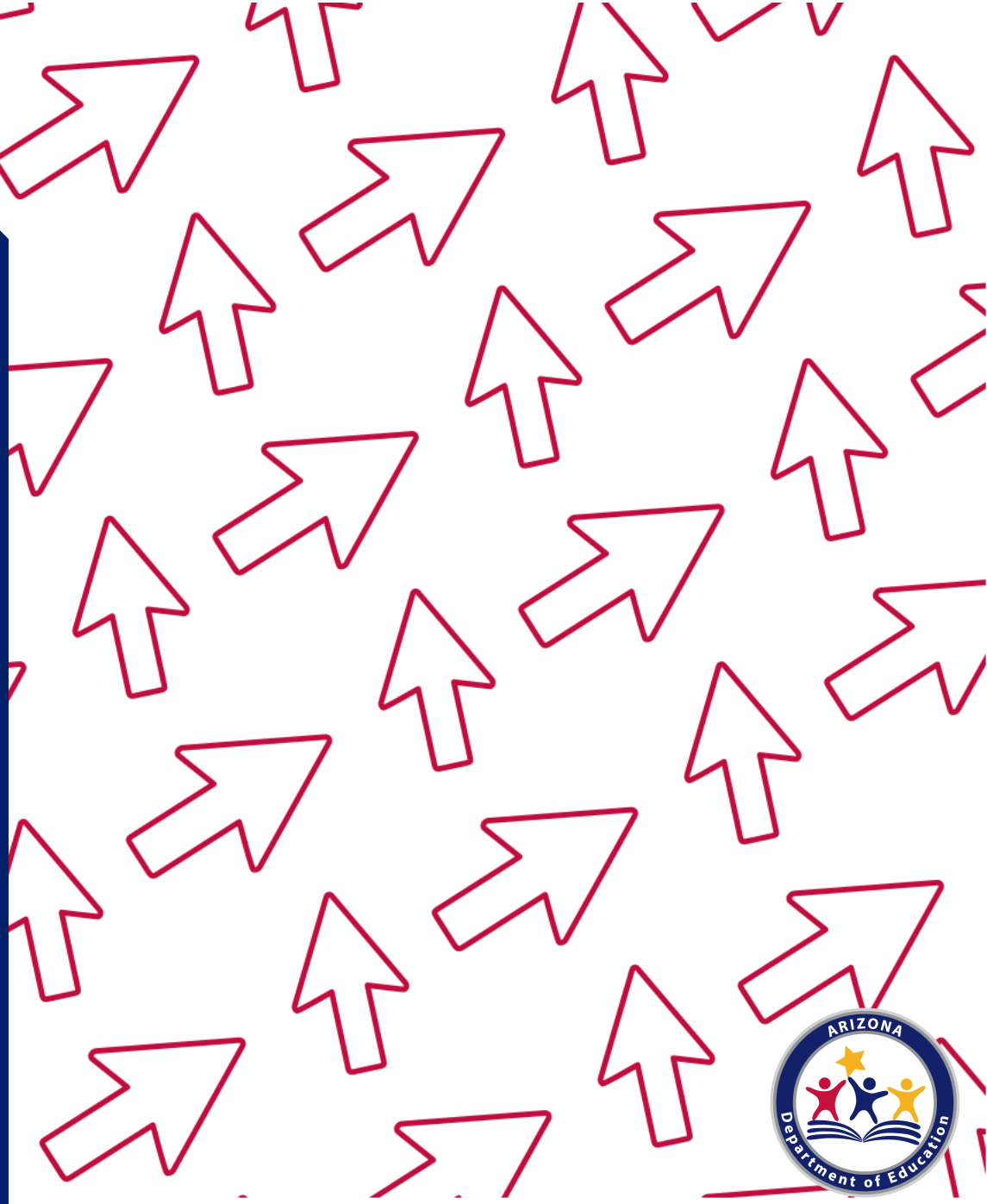
How to Conduct Direct Verification

This Step-by-Step Instruction will include:

Overview of the CNP Direct Verification Process	Slides 7 – 16
Log into CNP Direct Verification	Slides 17 – 25
Individual Student Lookup Method	Slides 26 – 39
File Upload Method	Slides 40 – 43
• Creating the Excel Spreadsheet	Slides 44 – 63
• Uploading the File	Slides 64 – 70
Results of CNP Direct Verification	Slides 71 – 80

The following slides will only cover how-to instructions for conducting Direct Verification in CNP Direct Certification/Direct Verification.

Overview of the CNP Direct Verification Process



Overview of the CNP Direct Verification Process

CNP Direct Verification

Direct verification is the process of *verifying* income and/or participation in assistance programs by directly obtaining documentation from the appropriate state or local agency. Verification is only required when eligibility is determined through the application process.

ADE has created an online computer verifying system called **CNP Direct Verification** which allows LEAs to directly obtain confirmation from such agencies to verify students' eligibility status.

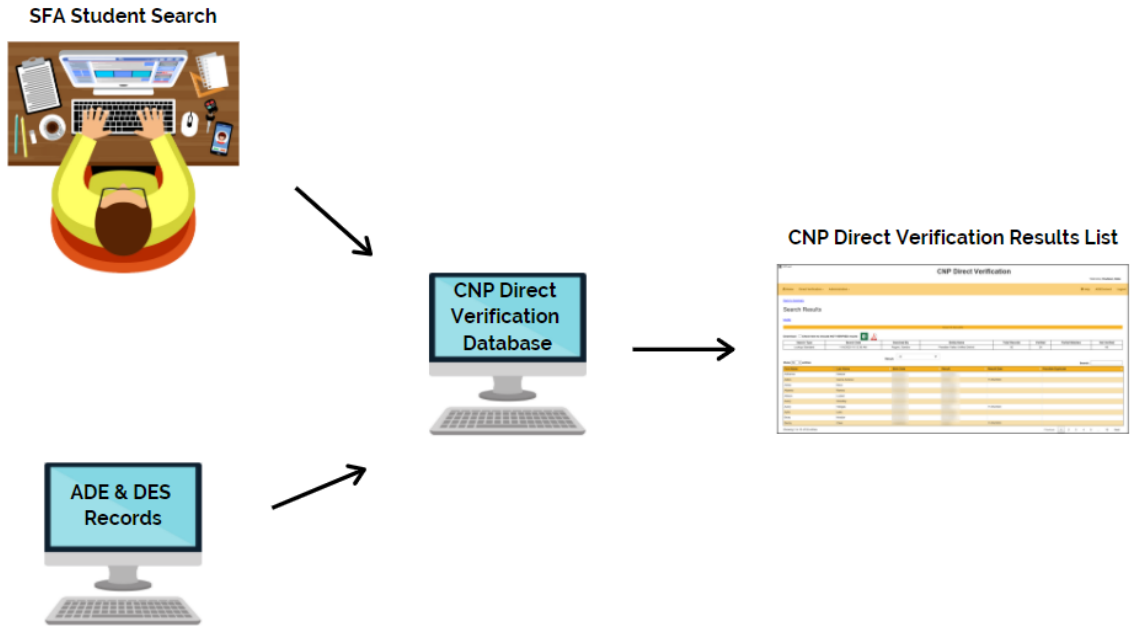
Direct verification can only be conducted during the verification time frame (Oct. 1- Nov. 15) and must only be conducted for applications that are part of the verification sample. For SFAs conducting rolling verification, direct verification can begin at the beginning of the school year.

- CNP Direct Verification will be made available each school year on October 1st.

Overview of the CNP Direct Verification Process

How CNP Direct Verification Works

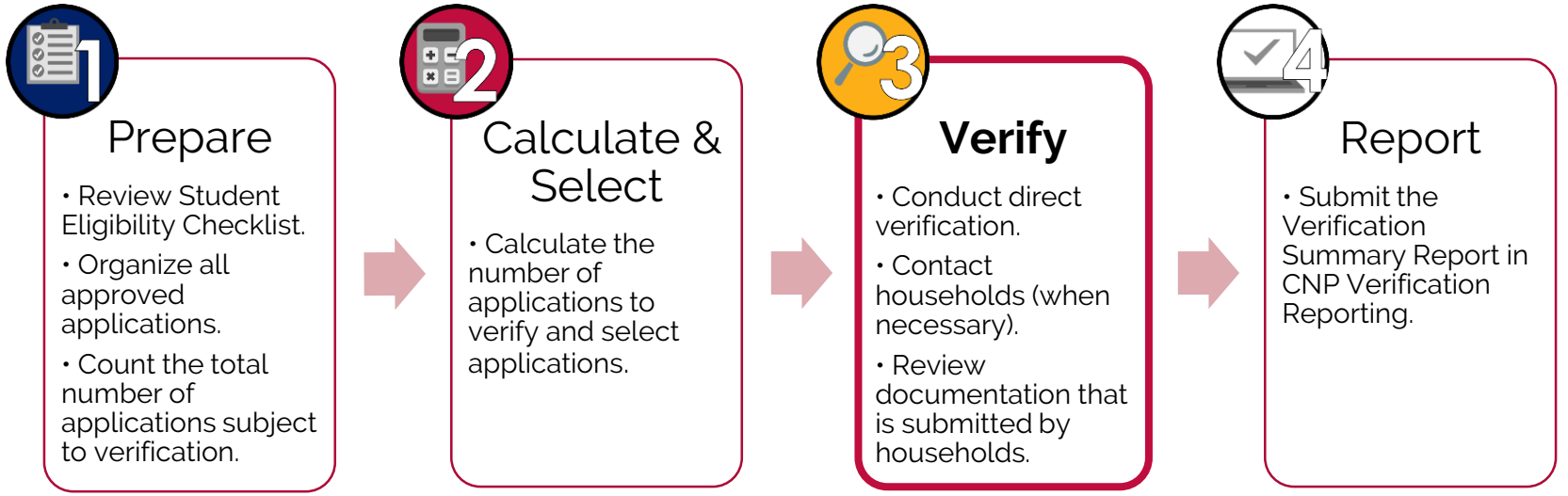
To initiate a CNP Direct Verification search, SFAs will enter student information into the CNP Direct Verification system. The system then searches the student data against agency records. Within a few seconds, the SFA is provided search results that contain all students entered and whether they were found within the agency records.



Overview of the CNP Direct Verification Process

When is Direct Verification Conducted?

Direct verification (DV) is only conducted during verification, specifically **Phase 3: Verify**. When an LEA is in **Phase 3** of verification, the number of applications that need to be verified have already been selected. DV occurs *after* the applications have been selected and *before* the LEA contacts the household.

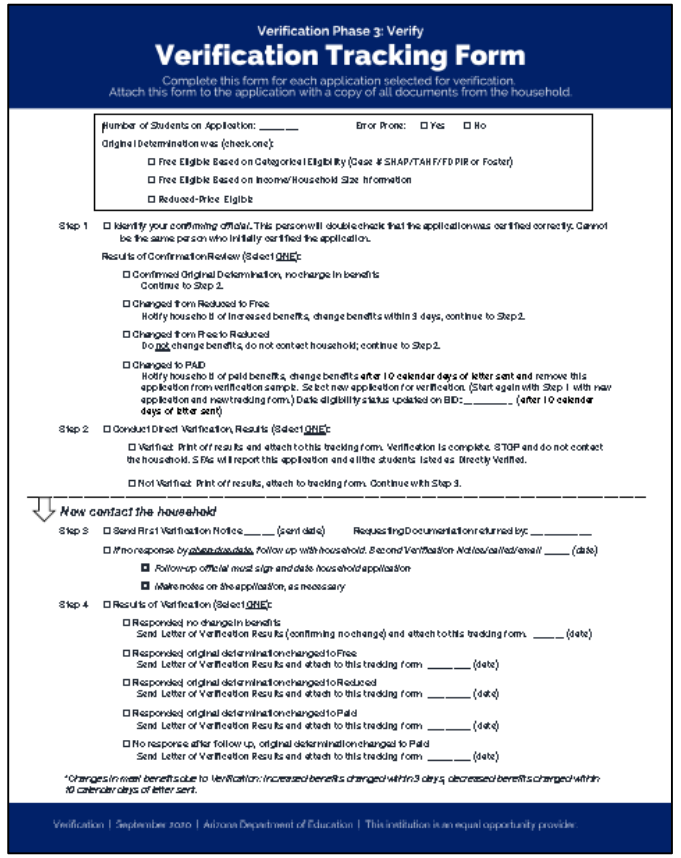


Overview of the CNP Direct Verification Process

Verification Resources

To assist you while completing **Phase 3** of verification, ADE has created a **Verification Tracking Form**. This form provides step-by-step guidance on how to conduct and track verification. ADE strongly encourages SFAs to print and attach this form to each application that is being verified.

The Verification Tracking Form can be found on ADE's NSLP and SBP – Program Forms and Resources webpage under the Eligibility Documents for School Meal Benefits accordion.



Verification Phase 3: Verify

Verification Tracking Form

Complete this form for each application selected for verification.
Attach this form to the application with a copy of all documents from the household.

Number of Students on Application: _____ Error Prone: ☐ Yes ☐ No

Original Determination was (check one):

☐ Free Eligible Based on Categorical Eligibility (Case # SNAP/TANF/FDPIR or Foster)

☐ Free Eligible Based on Income/Household Size Information

☐ Reduced-Price Eligible

Step 1 ☐ Identify your confirming official. This person will double-check that the application was certified correctly. Cannot be the same person who initially certified the application.

Results of Confirmation Review (Select ONE):

☐ Confirmed Original Determination, no change in benefits
Continue to Step 2.

☐ Changed from Reduced to Free
Notify household of increased benefits, change benefits within 3 days, continue to Step 2.

☐ Changed from Free to Reduced
Do not change benefits, do not contact household; continue to Step 2.

☐ Changed to PAID
Notify household of paid benefits, change benefits after 10 calendar days of letter sent and remove this application from verification sample. Select new application for verification. (Start again with Step 1 with new application and new tracking form.) Date eligibility status updated on EID:_____ (after 10 calendar days of letter sent)

Step 2 ☐ Conduct Direct Verification, Results (Select ONE):

☐ Verified: Print off results and attach to this tracking form. Verification is complete. STOP and do not contact the household. SFAs will report this application and all the students listed as Directly Verified.

☐ Not Verified: Print off results, attach to tracking form. Continue with Step 3.

Now contact the household

Step 3 ☐ Send First Verification Notice ____ (sent date) Requesting Documentation returned by: _____

☐ If no response by *when due date*, follow up with household. Second Verification Notice/called/email ____ (date)

- ☐ Follow-up official must sign and date household application
- ☐ Make notes on the application, as necessary

Step 4 ☐ Results of Verification (Select ONE):

☐ Responded, no change in benefits
Send Letter of Verification Results (confirming no change) and attach to this tracking form. ____ (date)

☐ Responded, original determination changed to Free
Send Letter of Verification Results and attach to this tracking form ____ (date)

☐ Responded, original determination changed to Reduced
Send Letter of Verification Results and attach to this tracking form ____ (date)

☐ Responded, original determination changed to Paid
Send Letter of Verification Results and attach to this tracking form ____ (date)

☐ No response after follow up, original determination changed to Paid
Send Letter of Verification Results and attach to this tracking form ____ (date)

*Changes in meal benefits due to Verification: Increased benefits changed within 3 days; decreased benefits changed within 10 calendar days of letter sent.

Verification | September 2020 | Arizona Department of Education | This institution is an equal opportunity provider.

Overview of the CNP Direct Verification Process

Do I conduct direct verification on all eligible applications for verification or only the applications selected for verification?

Direct verification should only be used for the applications selected for verification.

- For example: Pine Grove District determined they have 2,188 total approved income applications, case number applications, and foster applications. Using the Standard Sampling Method, Pine Grove calculated 66 applications will be selected for verification. The information for students on those 66 applications must be entered into the CNP Direct Verification system.

Based on the example above, we determined Pine Grove should not run 2,188 applications through CNP Direct Verification. For more information regarding sampling methods, take ADE's Online Course: Verification Review.

True or False: Direct verification is conducted on ALL the approved applications the LEA has on file.

A) True. It's a requirement to make sure all the information on the applications is verified.
B) True. Direct verification is part of the process of approving applications at the beginning of the school year.
C) False. Direct verification is only conducted on the applications that have been selected for verification.
D) False. Direct verification is only conducted on the applications that appear to have inaccurate information on them.

True or False: Direct verification is conducted on ALL the approved applications the LEA has on file.

A) True. It's a requirement to make sure all the information on the applications is verified.
B) True. Direct verification is part of the process of approving applications at the beginning of the school year.
C) False. Direct verification is only conducted on the applications that have been selected for verification.
D) False. Direct verification is only conducted on the applications that appear to have inaccurate information on them.

Districts should only search the CNP Direct Verification database for student information listed on the applications *selected* for verification.
See slide 12 for guidance on this topic.

Overview of the CNP Direct Verification Process

What kind of information do I use to search for the student in CNP Direct Verification?

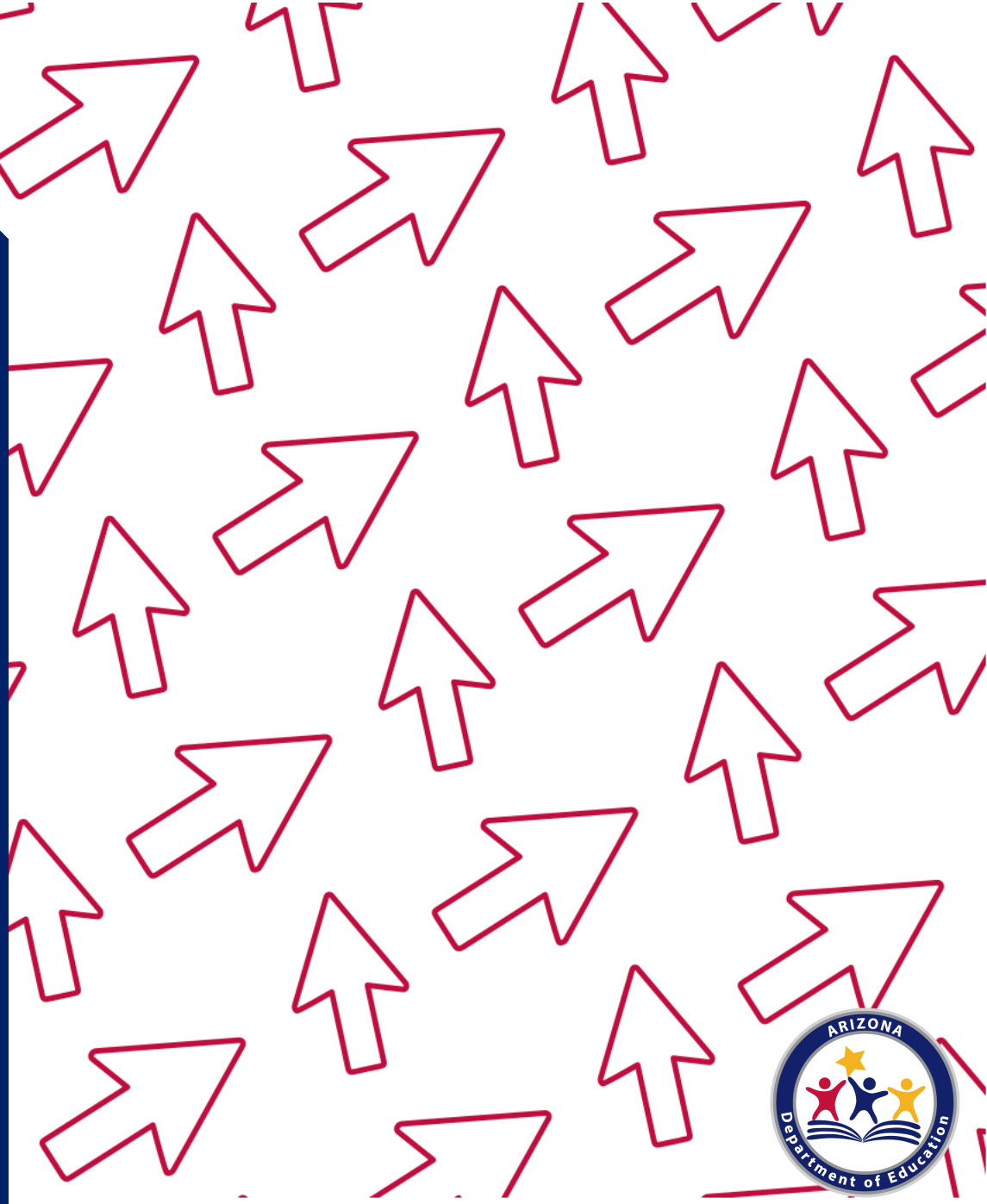
You can search for students in CNP Direct Verification using various search methods. If there is a case number on the application, you can search for the student by entering in their case number. If there is no case number listed you will search for the student by using student information such as name and birthdate, Social Security number, or State Student ID (formerly known as SAIS ID).

Overview of the CNP Direct Verification Process

What is the difference between CNP Direct Verification and CNP Direct Certification?

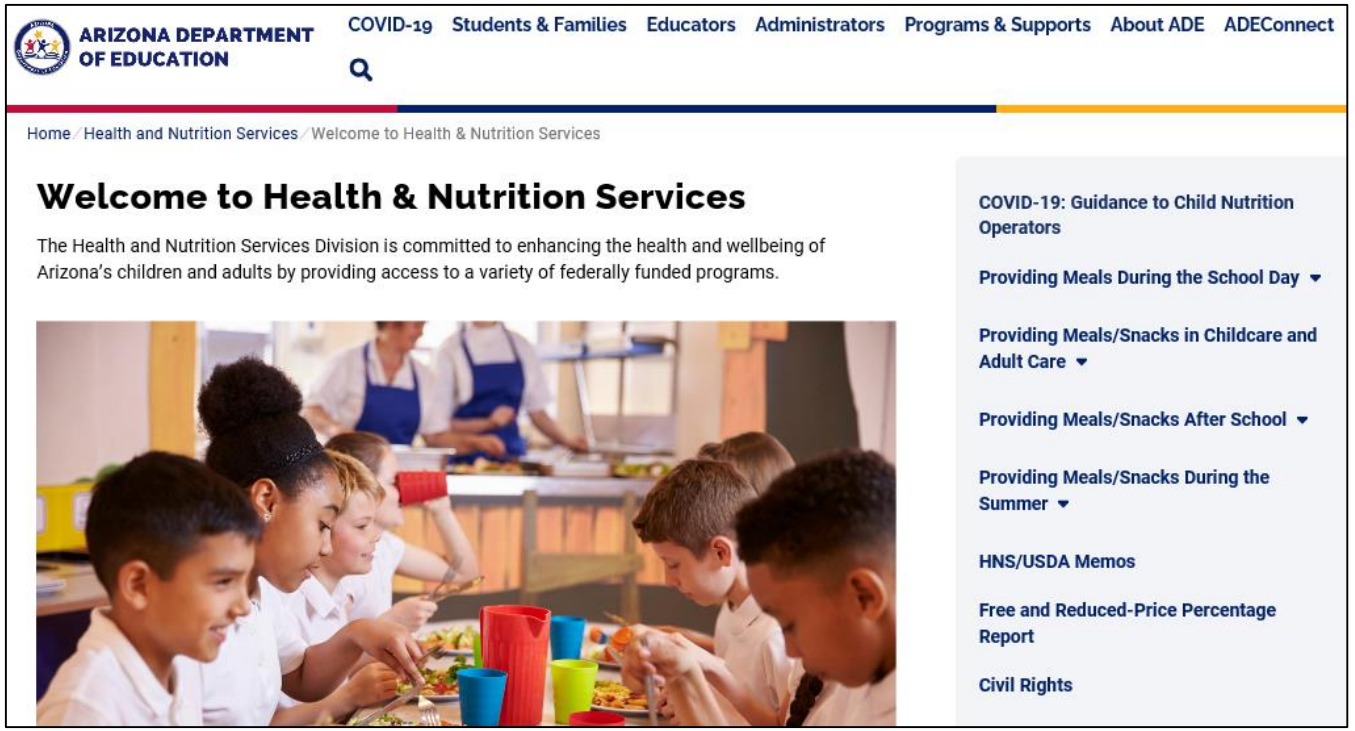
CNP Direct Certification	CNP Direct Verification
Available all program year.	Available only during verification unless participating in rolling verification.
Must be conducted at least three times per program year.	Must be conducted once during verification.
All enrollment students must be run through the system.	Only students on applications selected for verification may be run in the system.
Student data is run through the Department of Economic Security (DES) database.	Student data is run through the Department of Economic Security (DES) database *and* Medical Assistance database.

Log into CNP Direct Verification



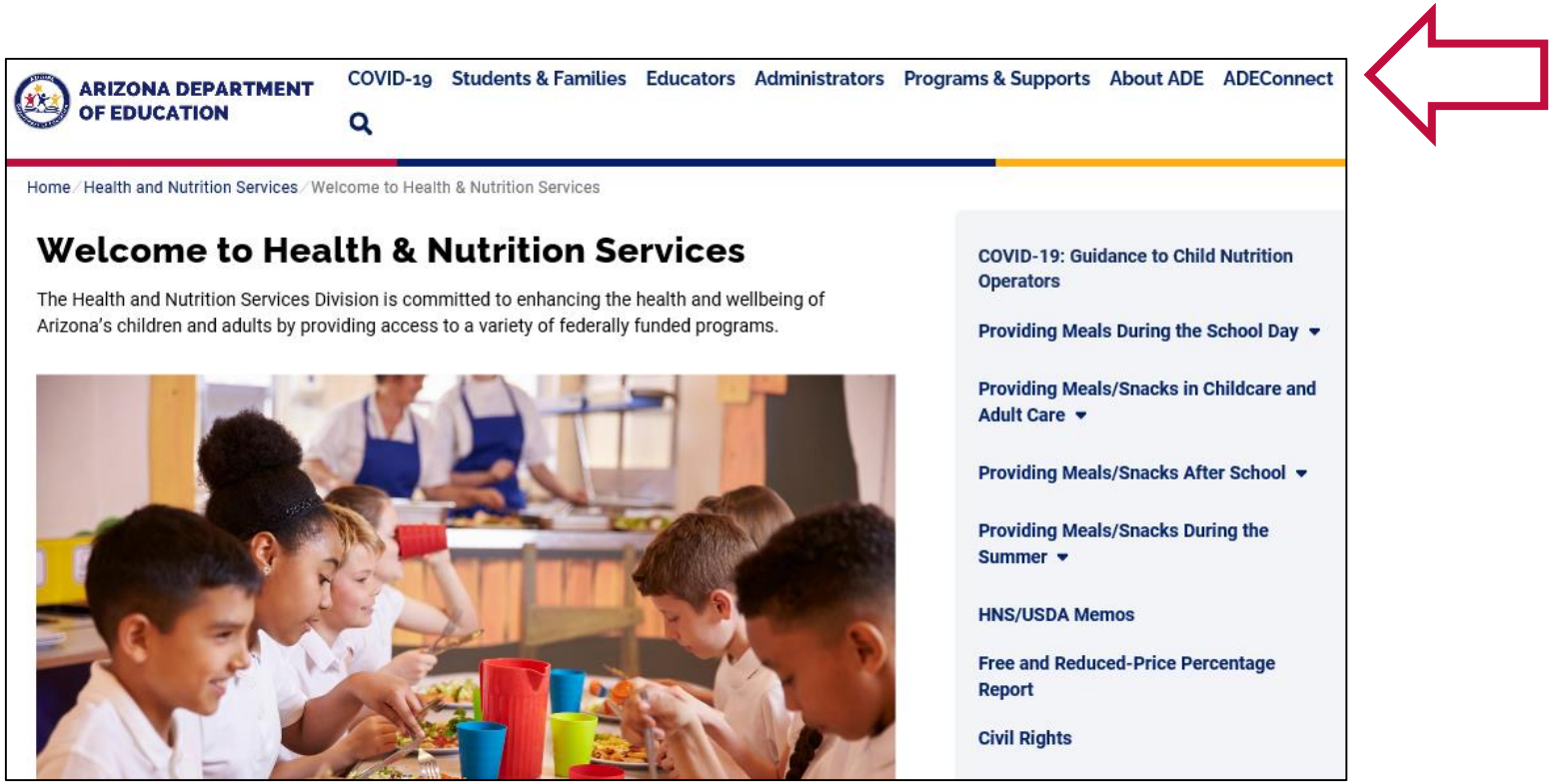
Log into CNP Direct Verification

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



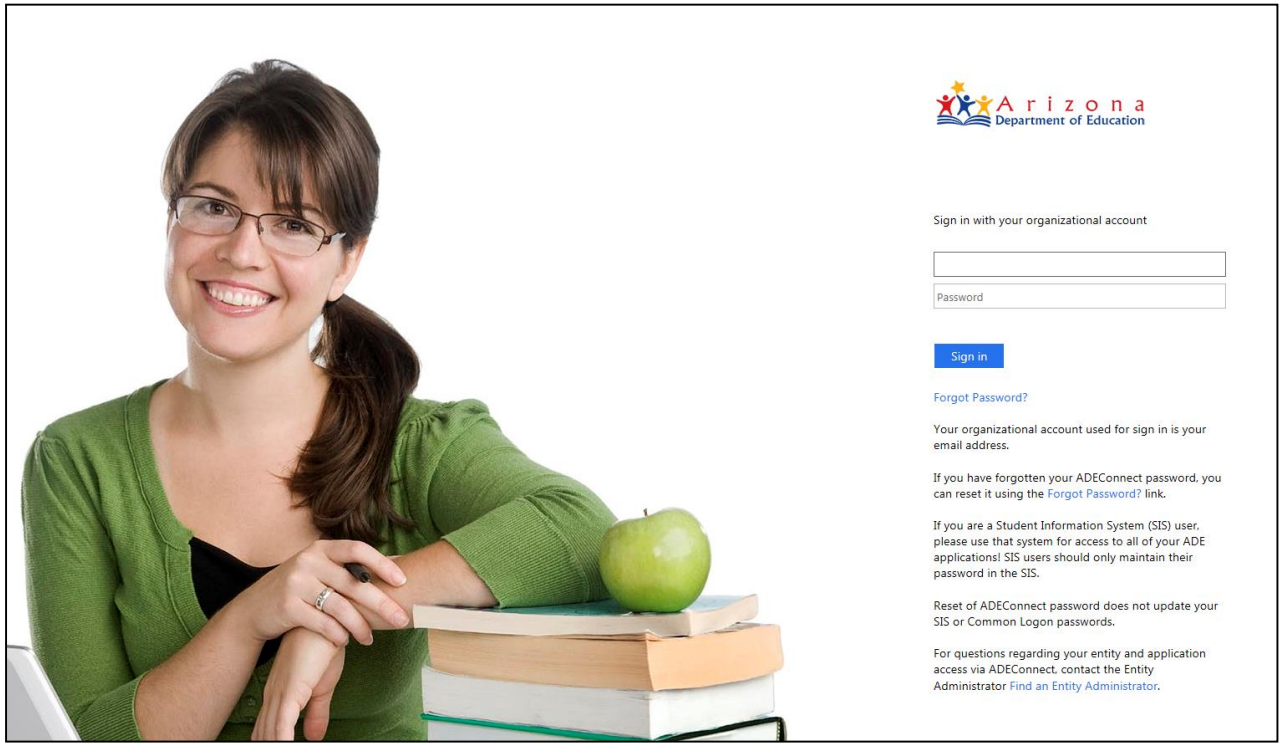
Log into CNP Direct Verification

2. Click on **ADEConnect** found on the top blue bar of the webpage.



Log into CNP Direct Verification

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

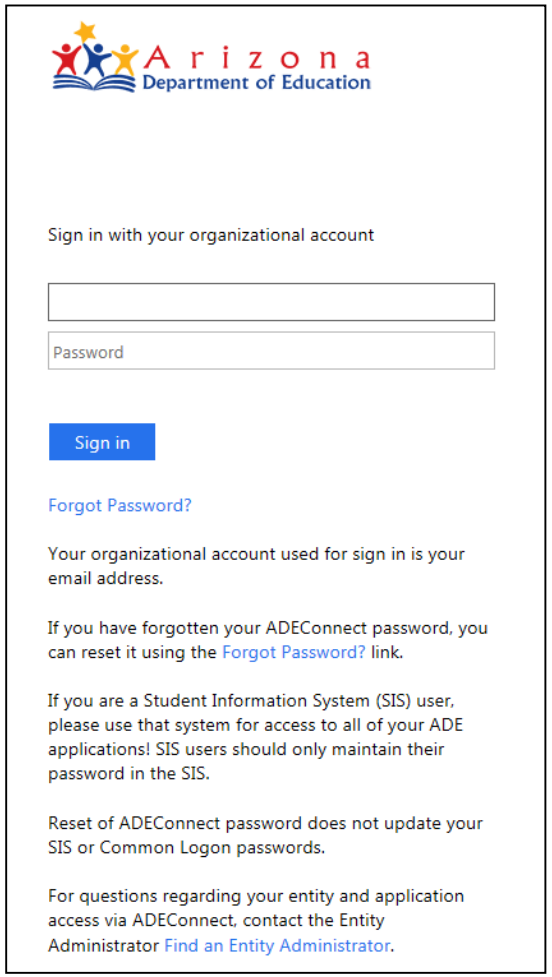


You must have a username and password in order to access ADEConnect*

**Please note, some users can access ADEConnect through their Student Information System (SIS) and are not required to enter a username and password. Also, if a user does not have access to ADEConnect or CNP Direct Certification / Direct Verification, they must contact their Entity Administrator for permissions.*

Log into CNP Direct Verification

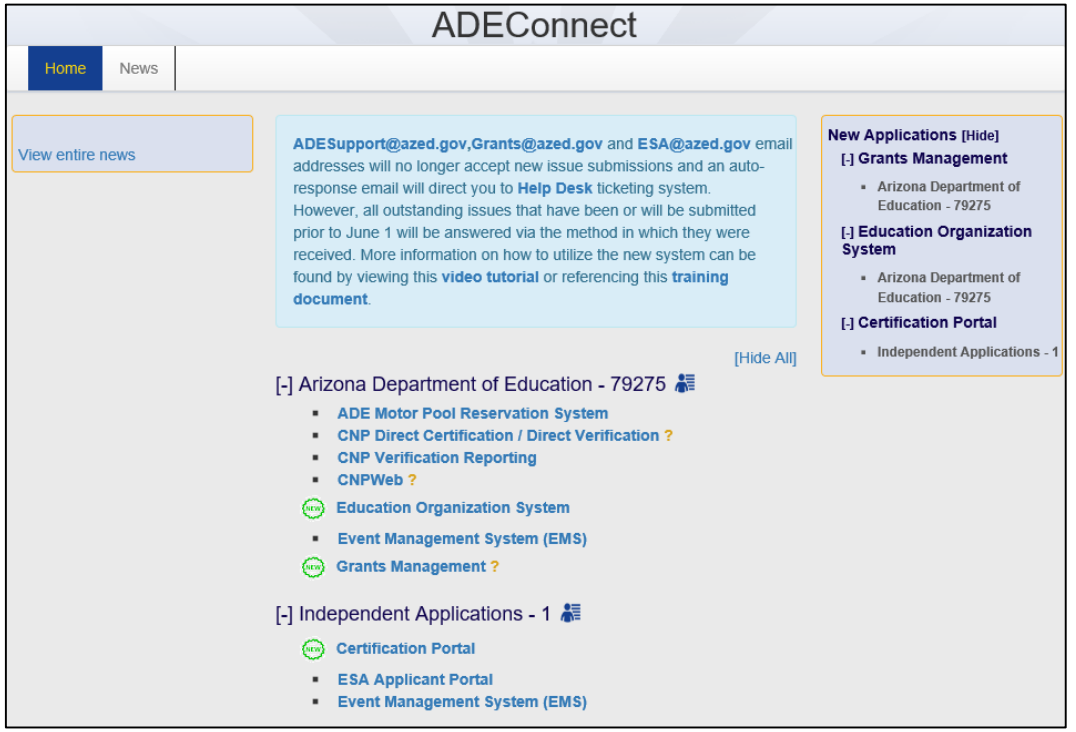
3. Enter your Username and Password.



**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.*

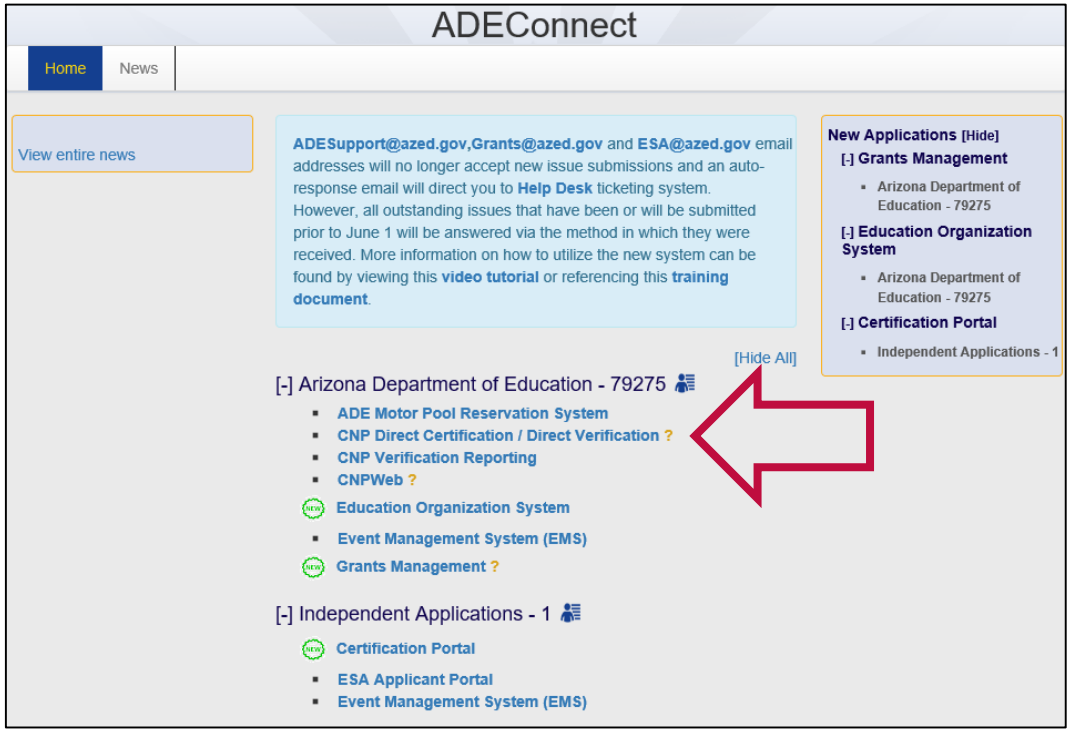
Log into CNP Direct Verification

You have successfully logged into ADEConnect. After logging in, your webpage will show all ADEConnect applications you have access to.



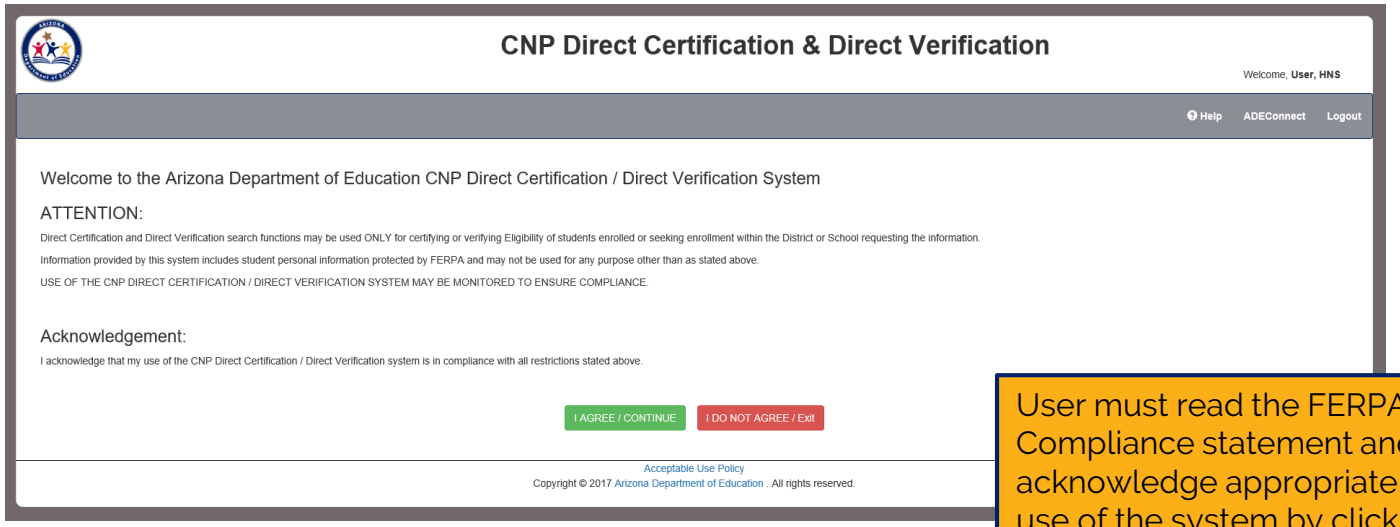
Log into CNP Direct Verification

4. Click on CNP Direct Certification / Direct Verification.



Log into CNP Direct Verification

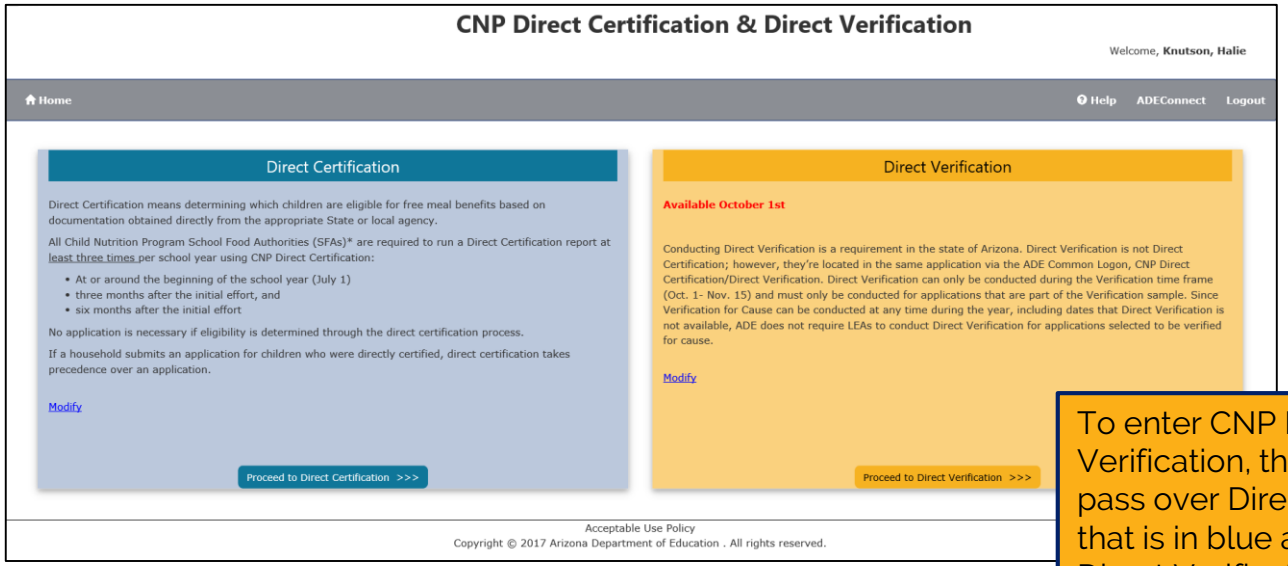
You have successfully logged into CNP Direct Certification / Direct Verification System.
A new screen will load. It will look like this:



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

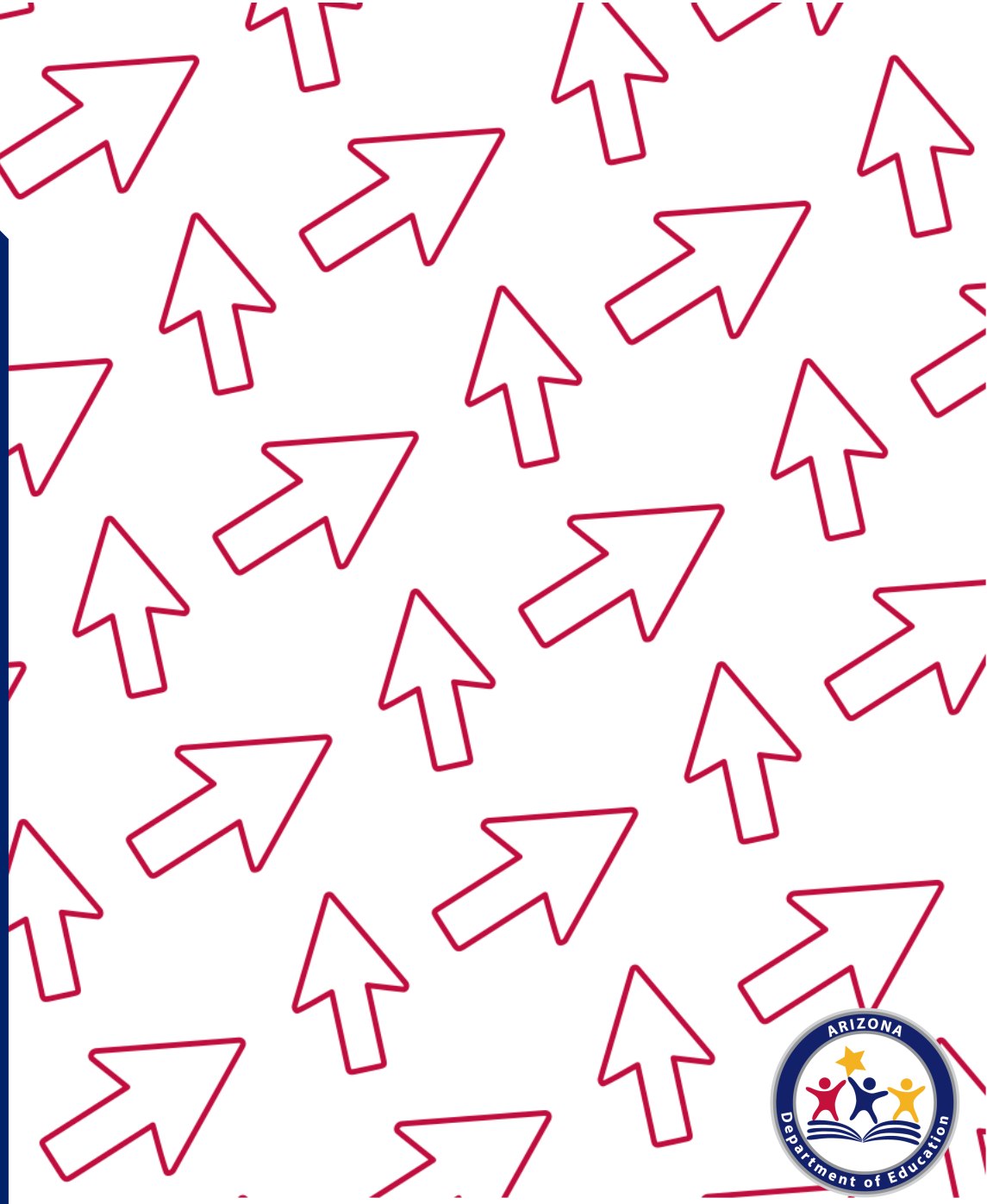
Log into CNP Direct Verification

You have now agreed to the FERPA Compliance statement and can proceed to Direct Verification. A new screen will load. It will look like this:



To enter CNP Direct Verification, the user will pass over Direct Certification that is in blue and proceed to Direct Verification that is in yellow. The user will then click ***Proceed to Direct Verification >>>*** to enter into CNP Direct Verification.

Individual Student Lookup Method



Individual Student Lookup Method

Search Formats in Individual Student Lookup

For a student to be verified, LEAs must enter identifiable student data into CNP Direct Verification. Individual Student Lookup provides SFAs the opportunity to choose from four different search formats to determine if a student is verified in CNP Direct Verification.

Search Formats:

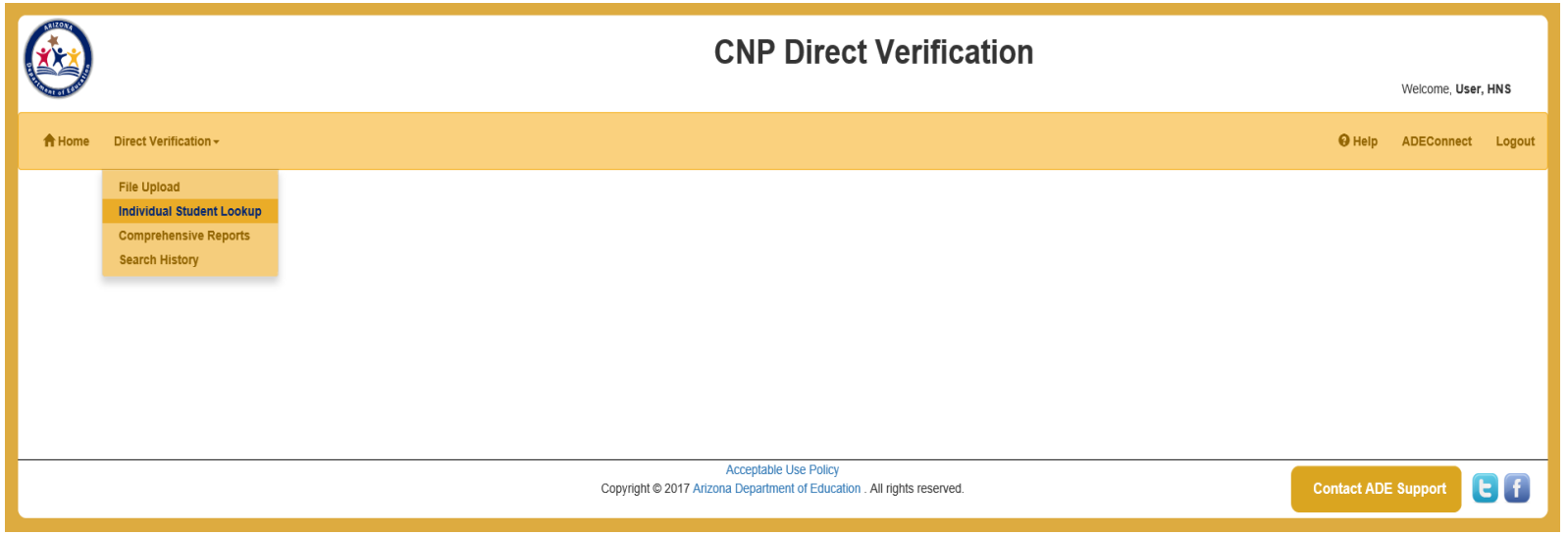
- Standard (First and Last Name, Birthdate)
- State Student ID
- SSN
- Case Number

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

Case Number

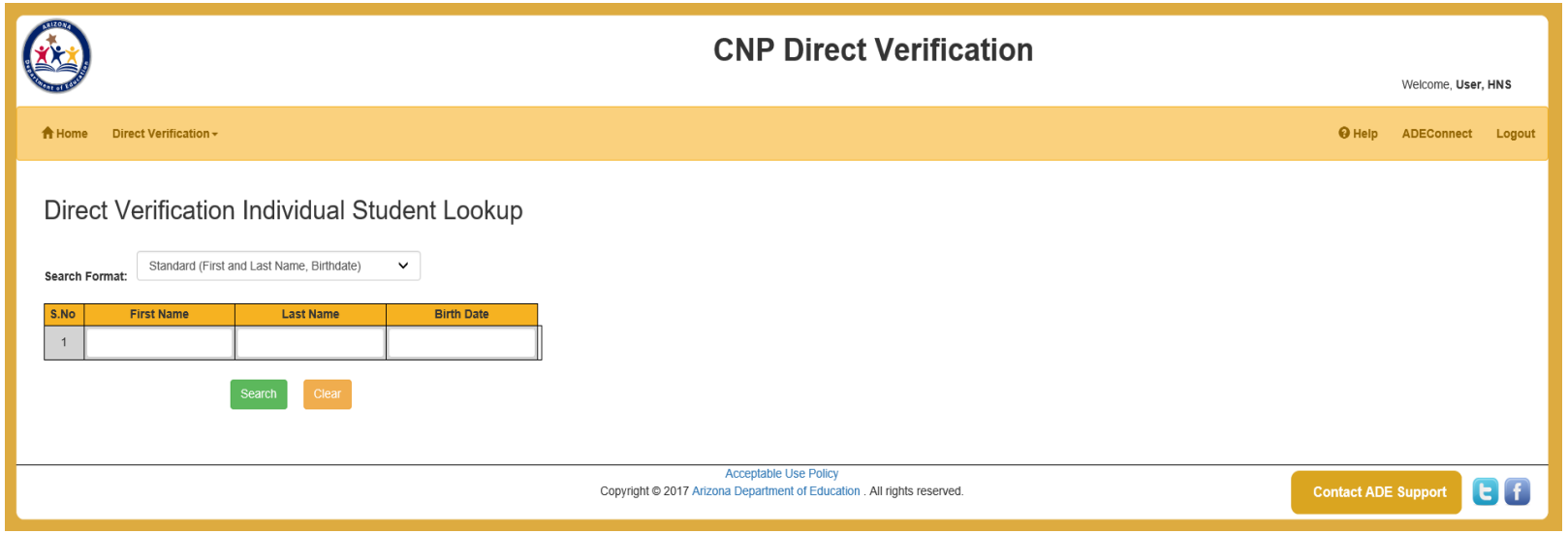
Individual Student Lookup Method

To directly verify applications, click on **Individual Student Lookup** found in the gold menu bar.



Individual Student Lookup Method

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

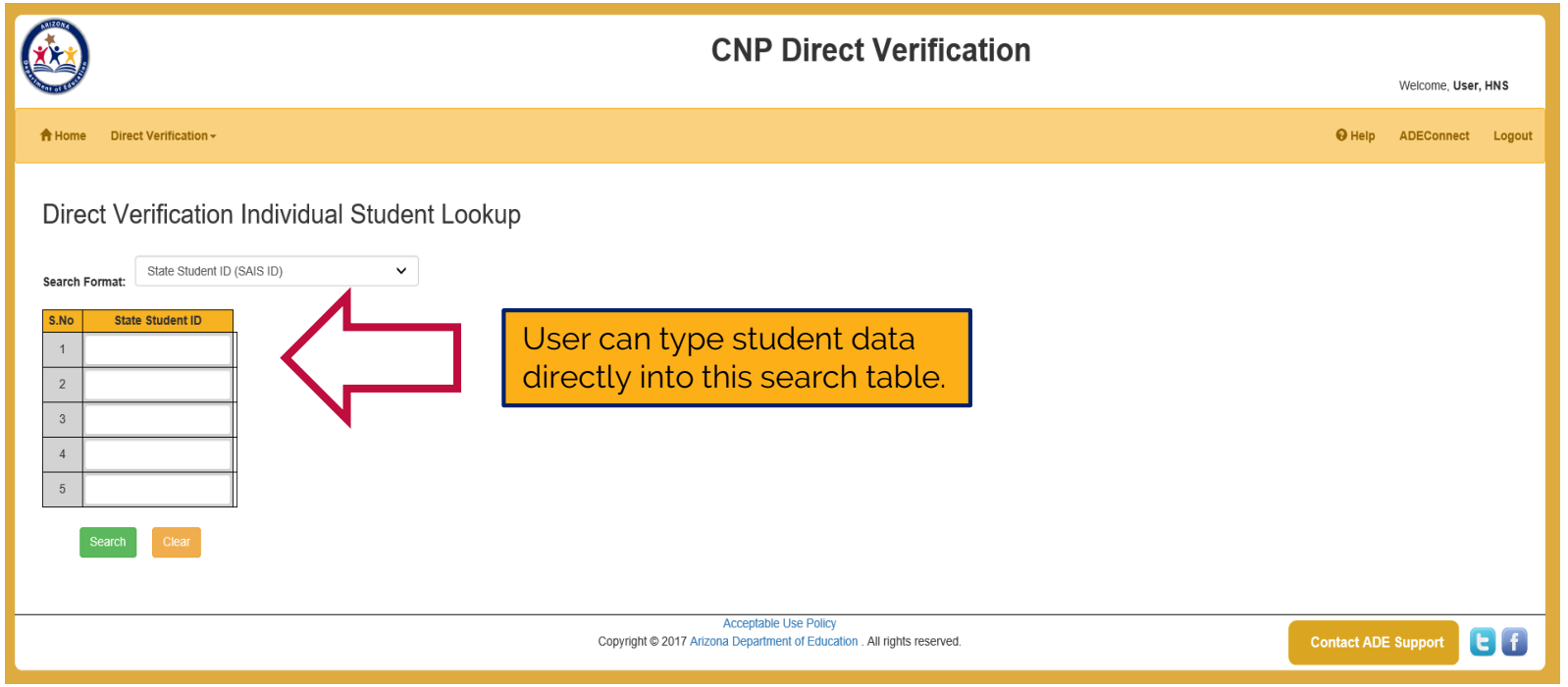


- On the left side of the screen is a drop-down titled, **Search Format**. You can choose which format to search students in. If you are a public district or entity who reports student data to AzEDS, it is recommended to use the format titled, **State Student ID (SAIS ID)**.

Individual Student Lookup Method

Individual Student Lookup Method

This method is best utilized when searching for a small sample of students in CNP Direct Verification.

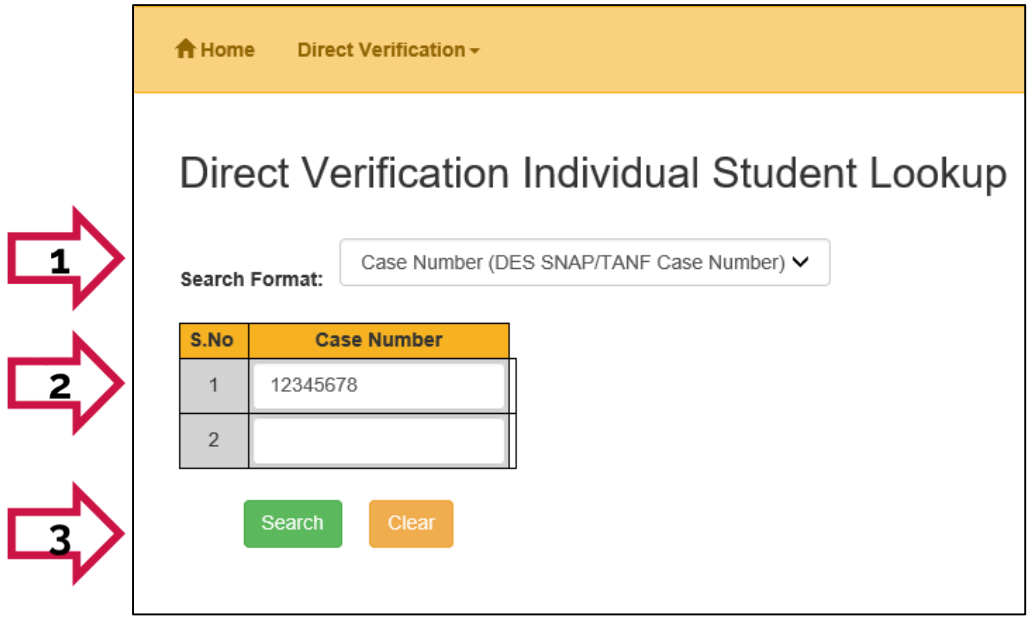


Begin

Individual Student Lookup Method

Case Number Search

1. In the **Search Format** drop-down, select **Case Number Format (DES SNAP/TANF Case Number)**.
2. In the table, enter the case number(s) found on the household application as shown below with no hyphens or spaces.
3. Click **Search**.

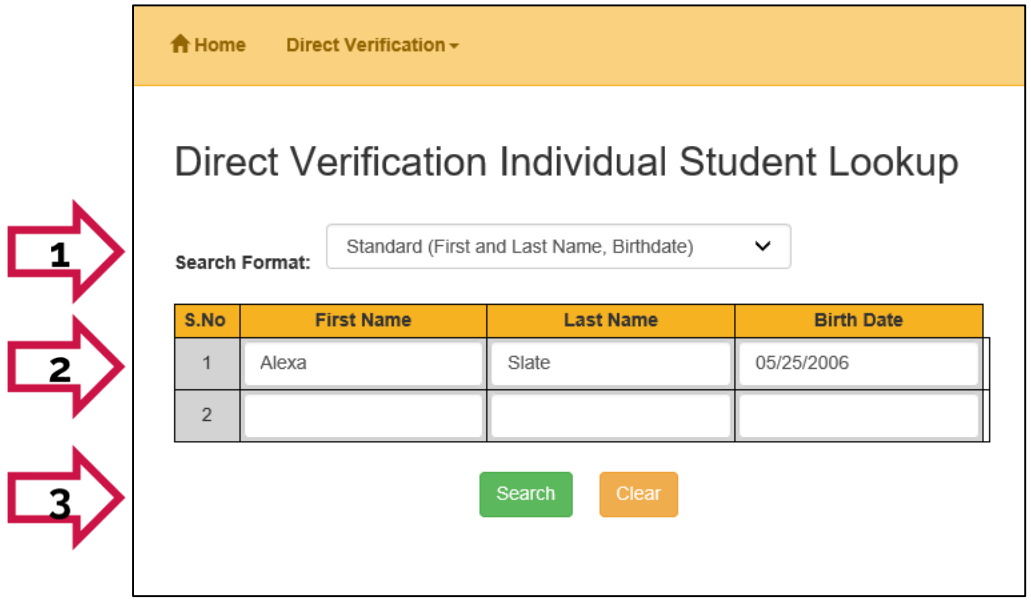


Standard Search

Individual Student Lookup Method

Standard Search

1. In the **Search Format** drop-down, select **Standard (First and Last Name, Birthdate)**.
2. In the table, enter the student's first name, last name, and birthdate (MM/DD/YYYY) as shown below.
3. Click **Search**.



Please note that multiple students can be entered at the same time.

How should the birthdate for each student be formatted when entered into the table?

A) Month, Date, Year each spelled out (March 4, 1998)
B) MM/DD/YYYY (03/04/1998)
C) Month-Date-Year (3-4-98)
D) As a set of numbers with no spaces or dashes (341998)

How should the birthdate for each student be formatted when entered into the table?

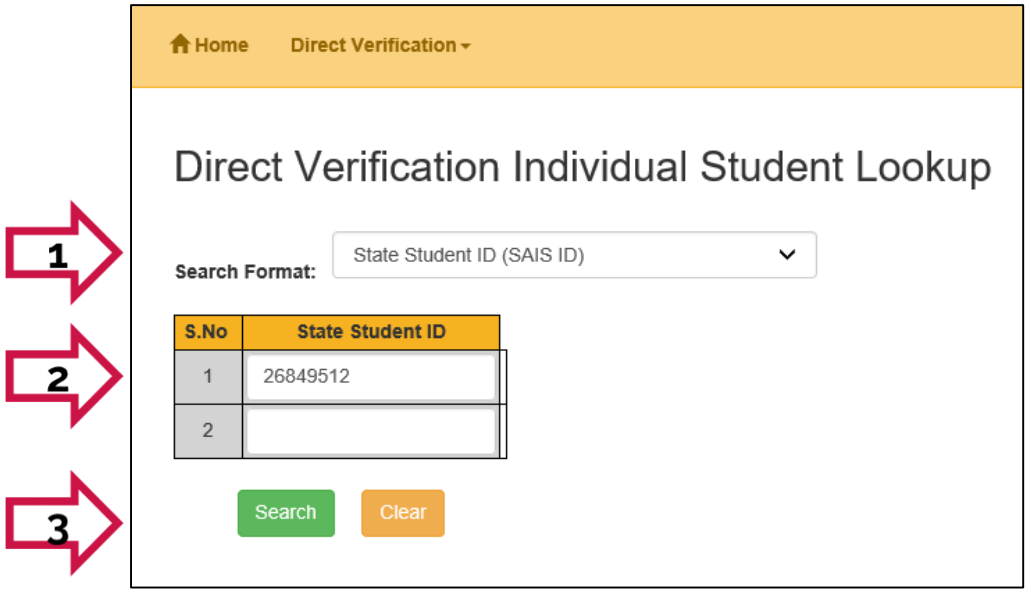
A) Month, Date, Year each spelled out (March 4, 1998)
B) MM/DD/YYYY (03/04/1998)
C) Month-Date-Year (3-4-98)
D) As a set of numbers with no spaces or dashes (341998)

The system will search the DES database for exact matches. This means the birthdates need to be listed exactly like they are in the DES database, which is MM/DD/YYYY. The system will automatically delete unnecessary zeroes.

Individual Student Lookup Method

State Student ID Search

1. In the **Search Format** drop-down, select **State Student ID (SAIS ID)**.
2. In the table, enter the student's State Student ID's as shown below with no hyphens or spaces.
3. Click **Search**.

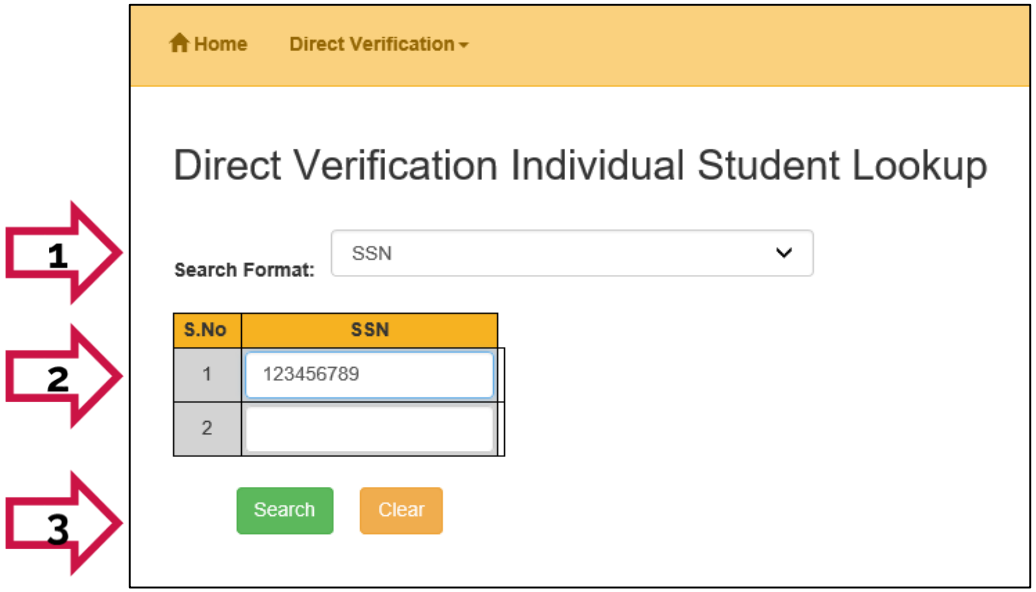


SSN Search

Individual Student Lookup Method

Social Security Number (SSN) Search

1. In the **Search Format** drop-down, select **SSN**.
2. In the table, enter the student's SSNs as shown below with no hyphens or spaces.
3. Click **Search**.



How should the Social Security numbers be formatted when they are entered in the Search Input table?

A) All 9 digits listed with hyphens creating groups of numbers (123-45-6789)
B) All 9 digits with spaces between each number (123 45 6789)
C) All 9 digits with forward slashes in between the numbers (123/45/6789)
D) All 9 digits with no spaces or special characters (123456789)

How should the Social Security numbers be formatted when they are entered in the Search Input table?

A) All 9 digits listed with hyphens creating groups of numbers (123-45-6789)
B) All 9 digits with spaces between each number (123 45 6789)
C) All 9 digits with forward slashes in between the numbers (123/45/6789)
D) All 9 digits with no spaces or special characters (123456789)

The system cannot search the Social Security numbers in the database unless they are listed without any special characters or spaces. Refer to slide 36 for an example of how to format a Social Security number.

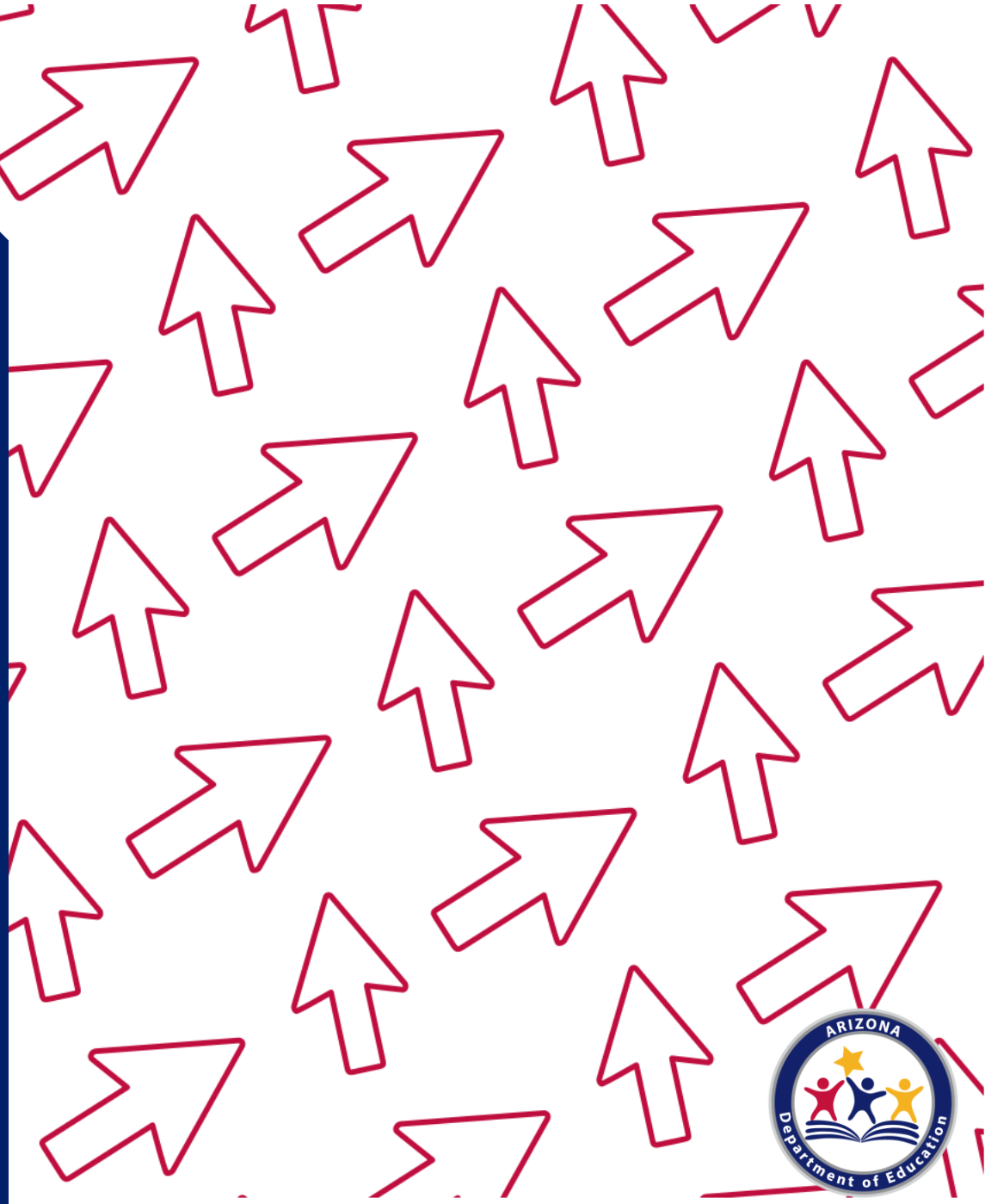
Individual Student Lookup Method

Different Search Formats

If you feel that entering individual data for each student is too time consuming, you have the option to create an Excel spreadsheet with the student data to upload to the system. This format is referred to as **File Upload**.

The following slides will guide you step by step through how to conduct direct verification using File Upload.

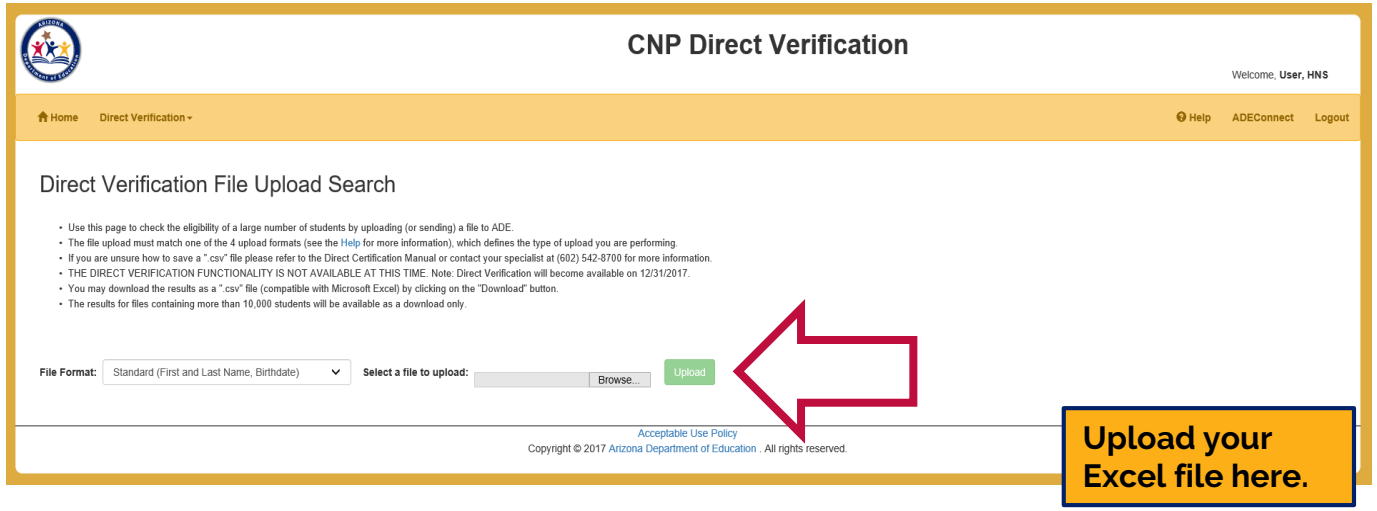
File Upload Method



File Upload Method

File Upload Method

This method is best utilized when searching for multiple students listed on income applications and foster applications in CNP Direct Verification. Rather than typing information into one field at a time, this method allows an existing Excel file to be uploaded therefore making the process faster.



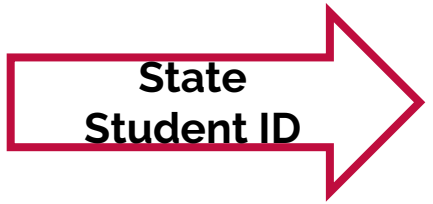
File Upload Method

File Upload Overview

1. Choose the search format you want to use to search for the student:
   - Standard (First and Last Name, Birthdate)
   - State Student ID (SAIS ID)
   - SSN
   - Case Number (DES SNAP/TANF Case Number)

2. Create an Excel spreadsheet and enter the data required by the chosen file format.

3. Upload the file to the CNP Direct Verification system and run the report.



File Upload Method

Arizona Education Data Standards (AzEDS)

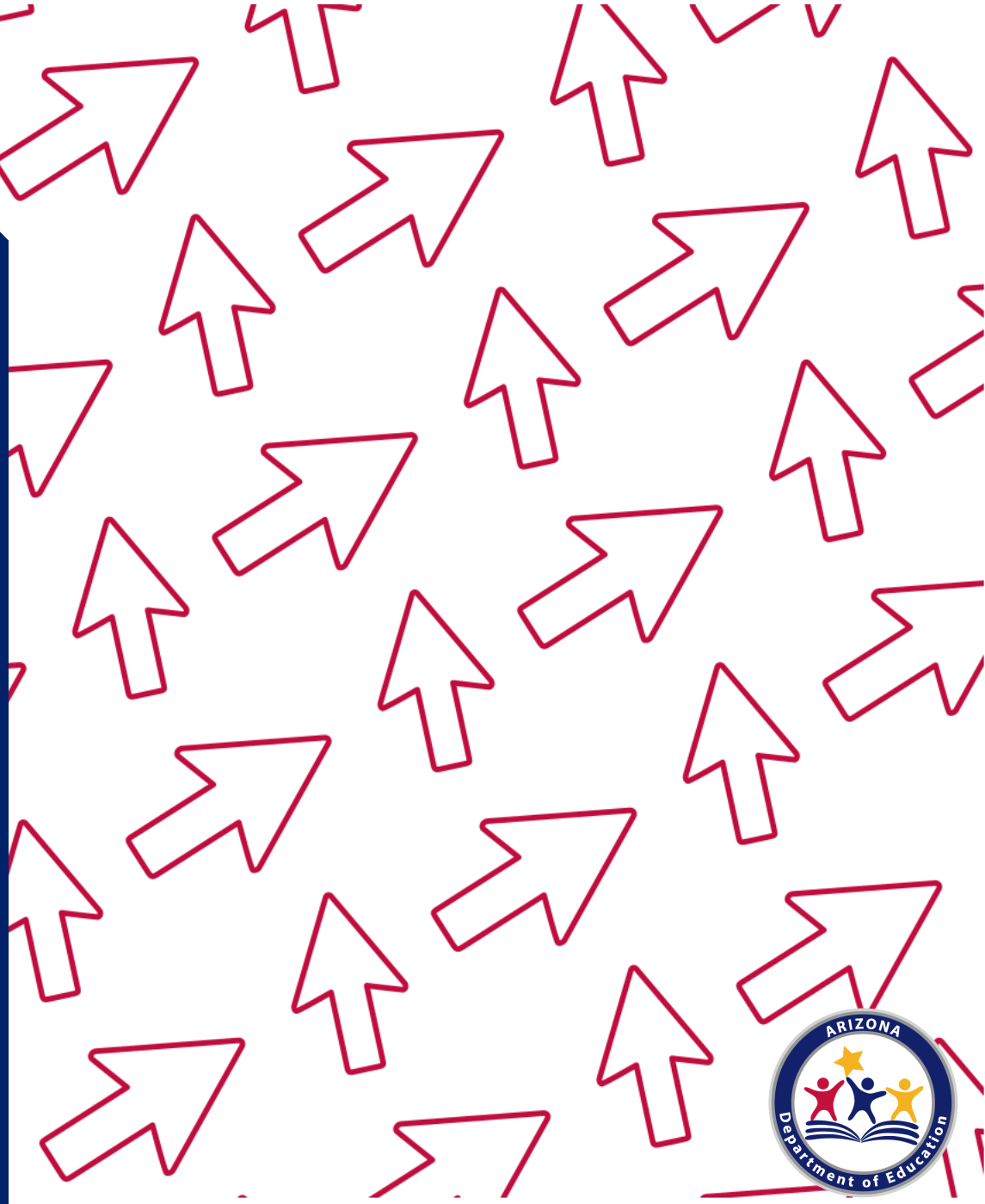
Arizona Education Data Standards (AzEDS): The Arizona Department of Education's information system that maintains and reports student-level data for students attending a public educational institution in Arizona.

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 only be utilized to conduct direct verification if the LEA uses AzEDS to send information to ADE.

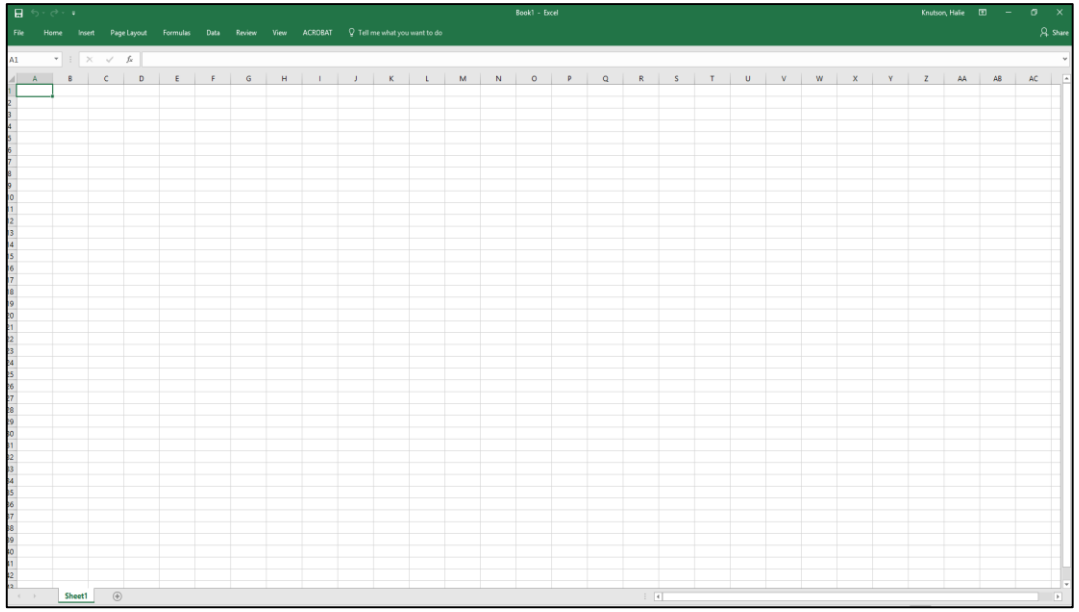
If your school does not report AzEDS data to ADE, your students will not be assigned State Student IDs, and therefore this search type will yield no results in CNP Direct Verification.

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 file format you want to use to search:

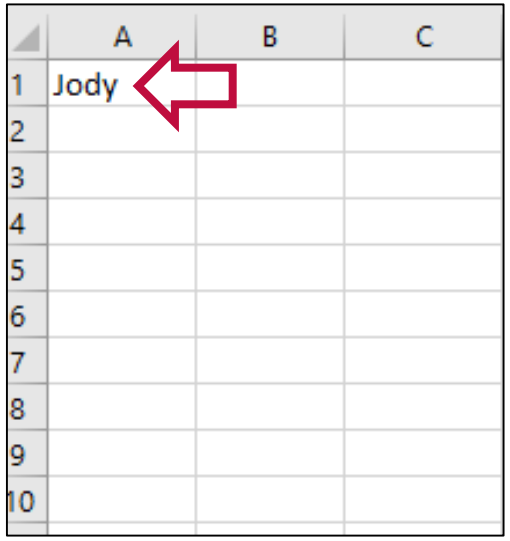
- Standard (First and Last Name, Birthdate)
- State Student ID
- SSN
- Case Number

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

Standard

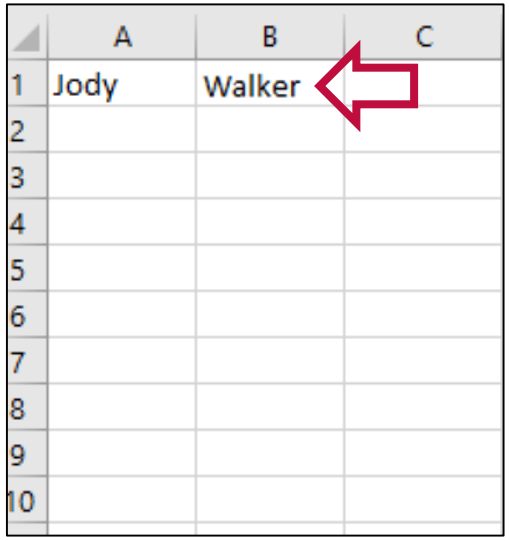
Creating an Excel Spreadsheet: Standard

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



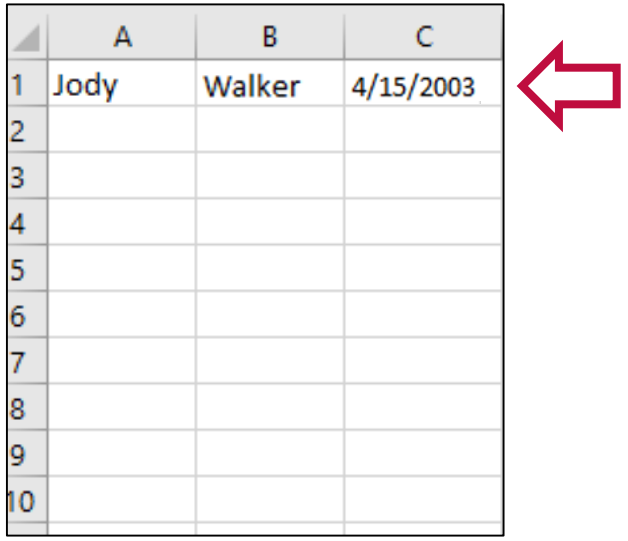
Creating an Excel Spreadsheet: Standard

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



Creating an Excel Spreadsheet: Standard

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: Standard

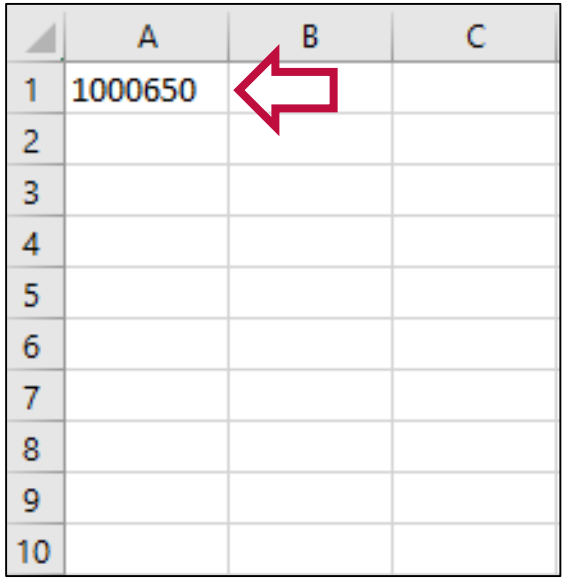
6. Repeat the steps for every student.

	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

State Student ID

Creating an Excel Spreadsheet: State Student ID

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



Creating an Excel Spreadsheet: State Student ID

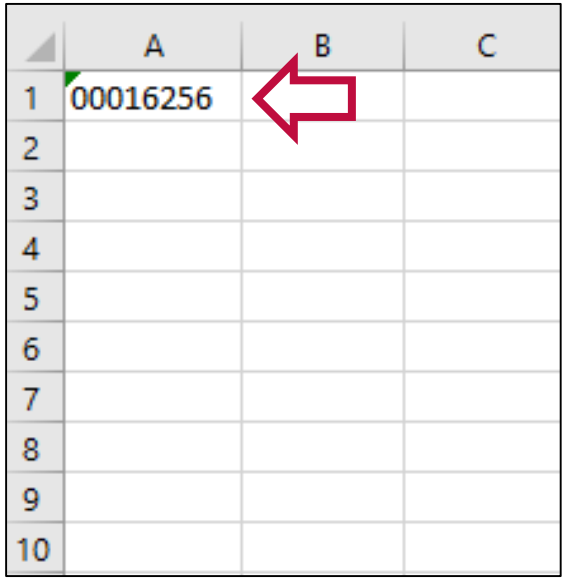
4. Repeat this step for every student.

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

SSN

Creating an Excel Spreadsheet: SSN

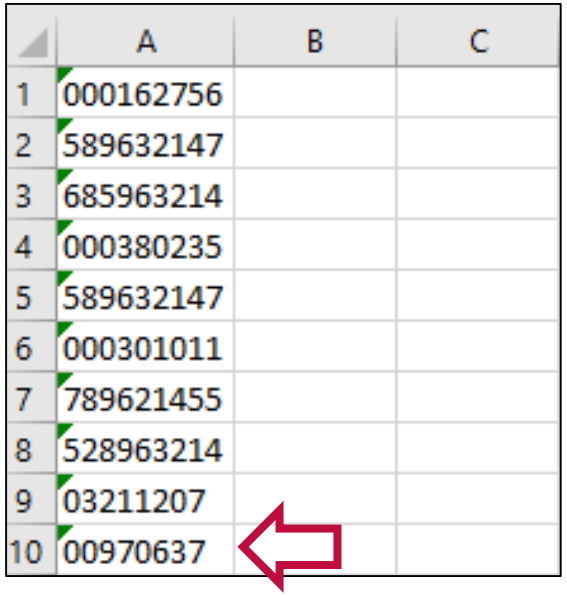
3. Type the student's **SSN** in cell A1.



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

Creating an Excel Spreadsheet: SSN

4. Repeat this step for every student.

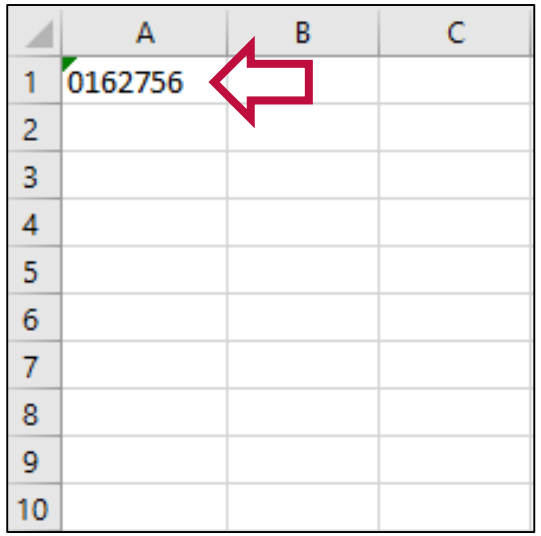


	A	B	C
1	000162756		
2	589632147		
3	685963214		
4	000380235		
5	589632147		
6	000301011		
7	789621455		
8	528963214		
9	03211207		
10	00970637		

Case Number

Creating an Excel Spreadsheet: Case Number

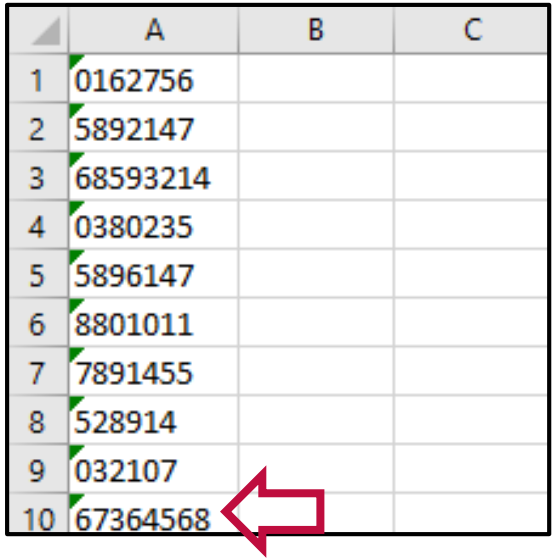
3. Type the student's **Case Number** in cell A1.



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

Creating an Excel Spreadsheet: Case Number

4. Repeat this step for every student.

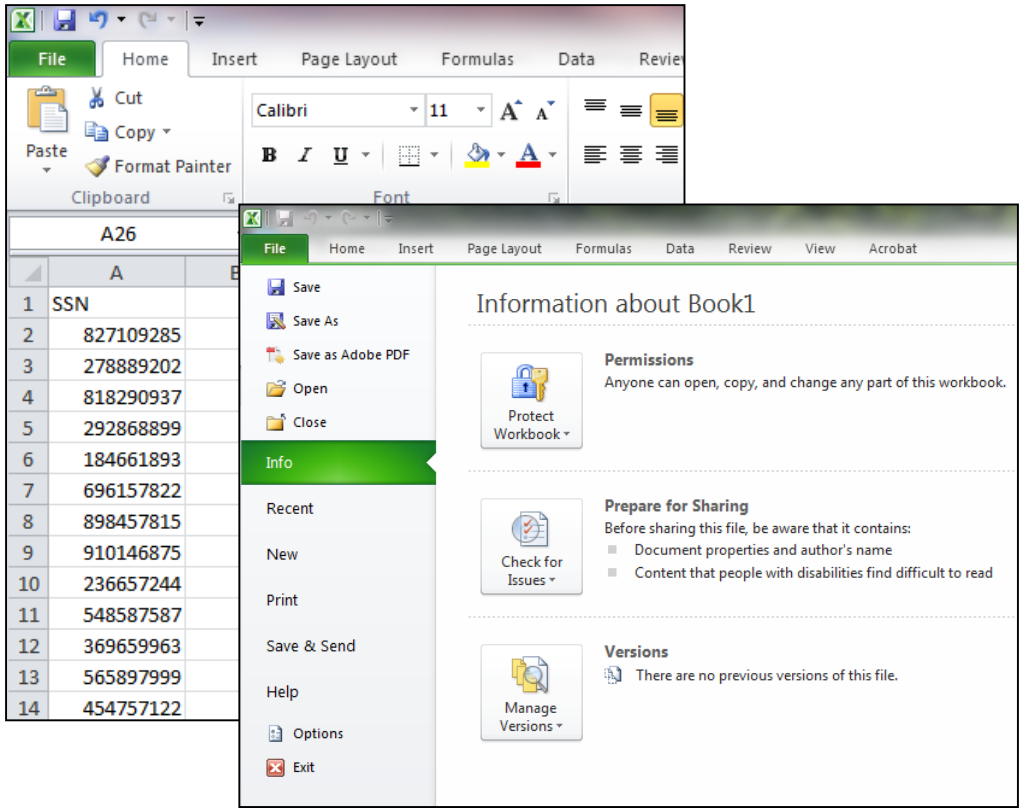


	A	B	C
1	0162756		
2	5892147		
3	68593214		
4	0380235		
5	5896147		
6	8801011		
7	7891455		
8	528914		
9	032107		
10	67364568		

Saving the File

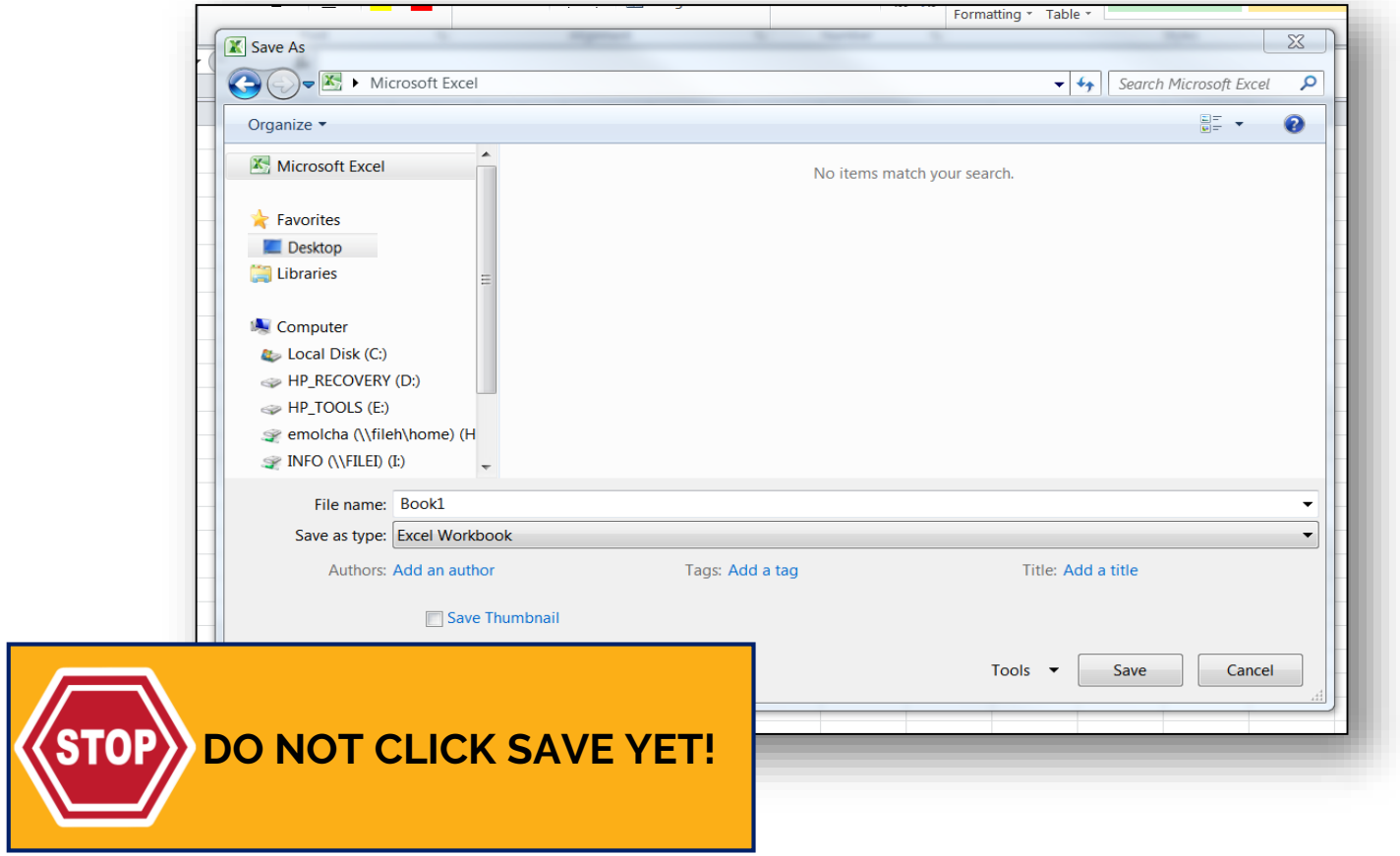
Creating an Excel Spreadsheet

When all students selected for verification have been entered, click File found on the top Excel menu, and choose the option, Save As.



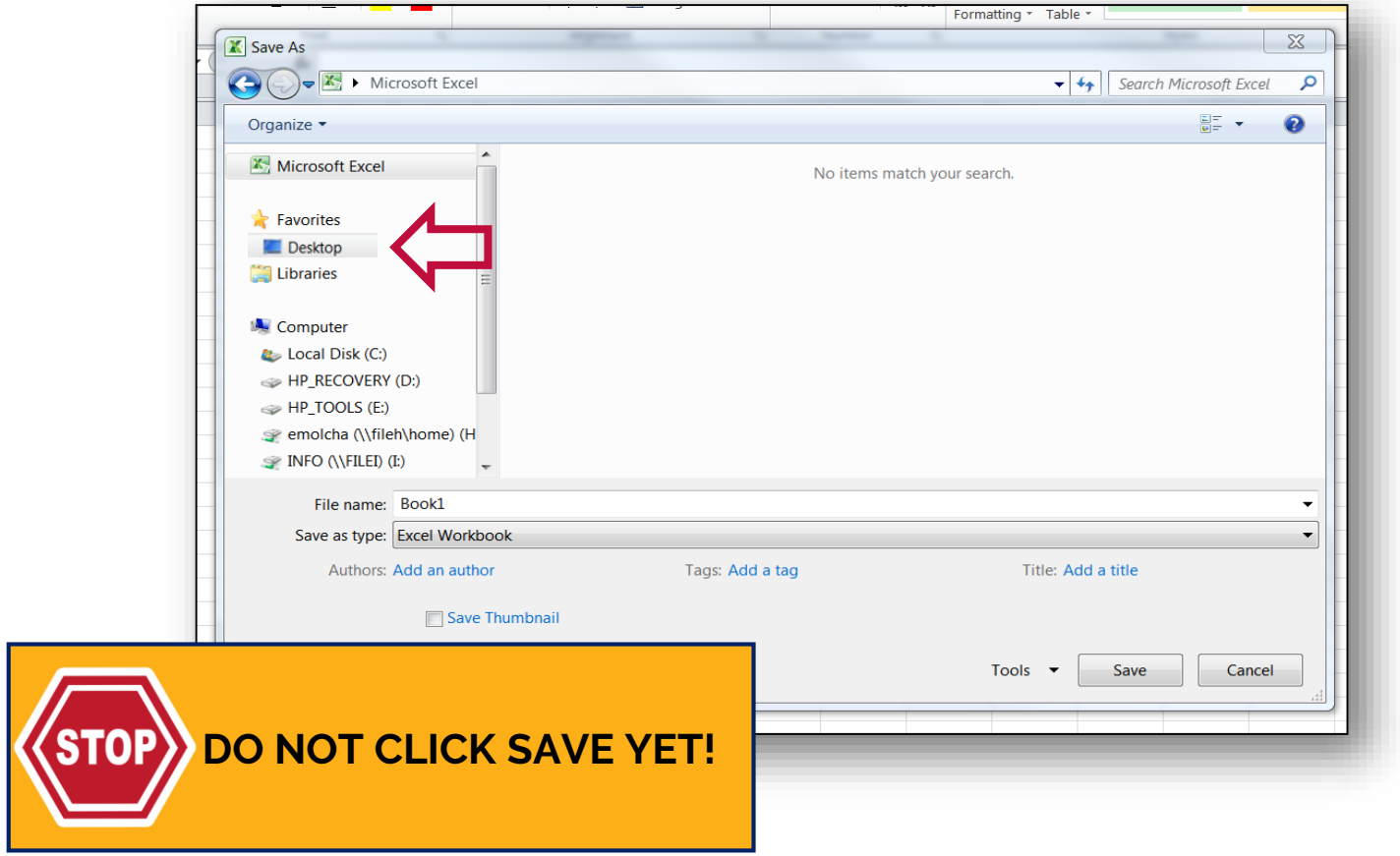
Creating an Excel Spreadsheet

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



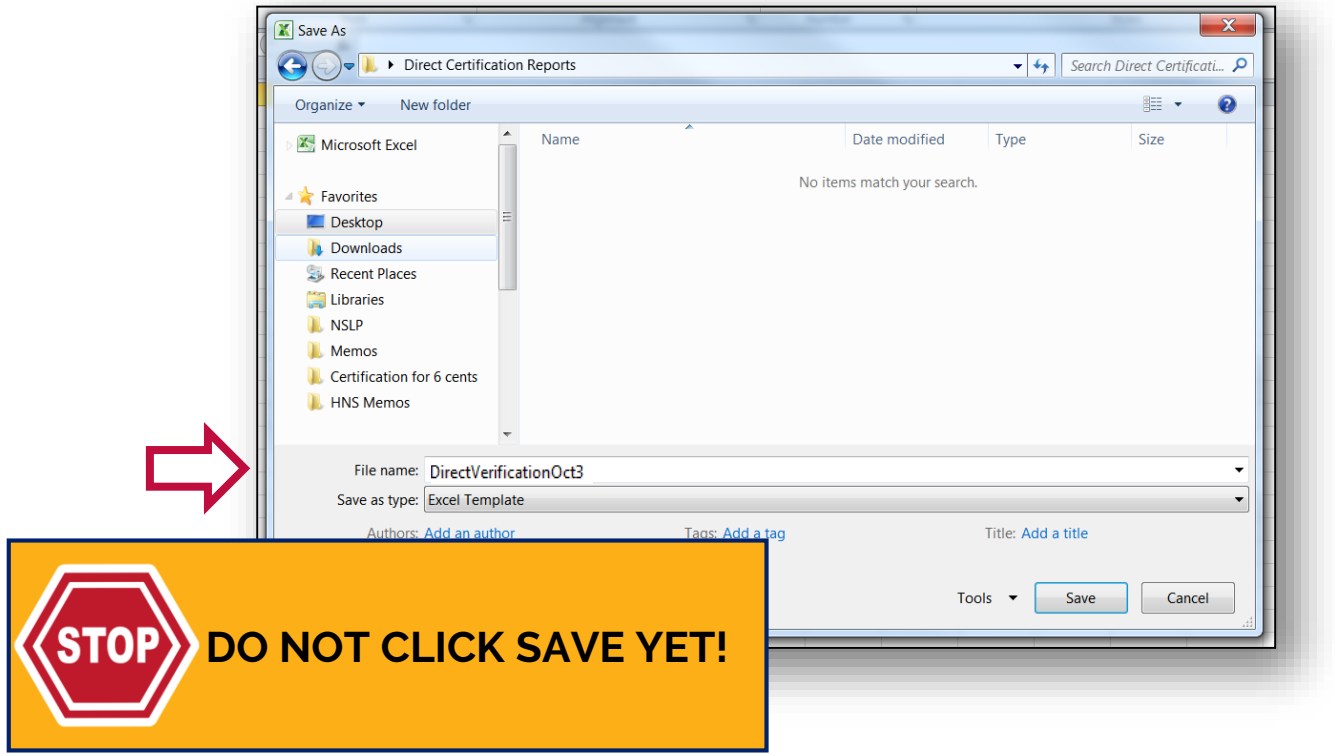
Creating an Excel Spreadsheet

Select the location where you want to save the file.



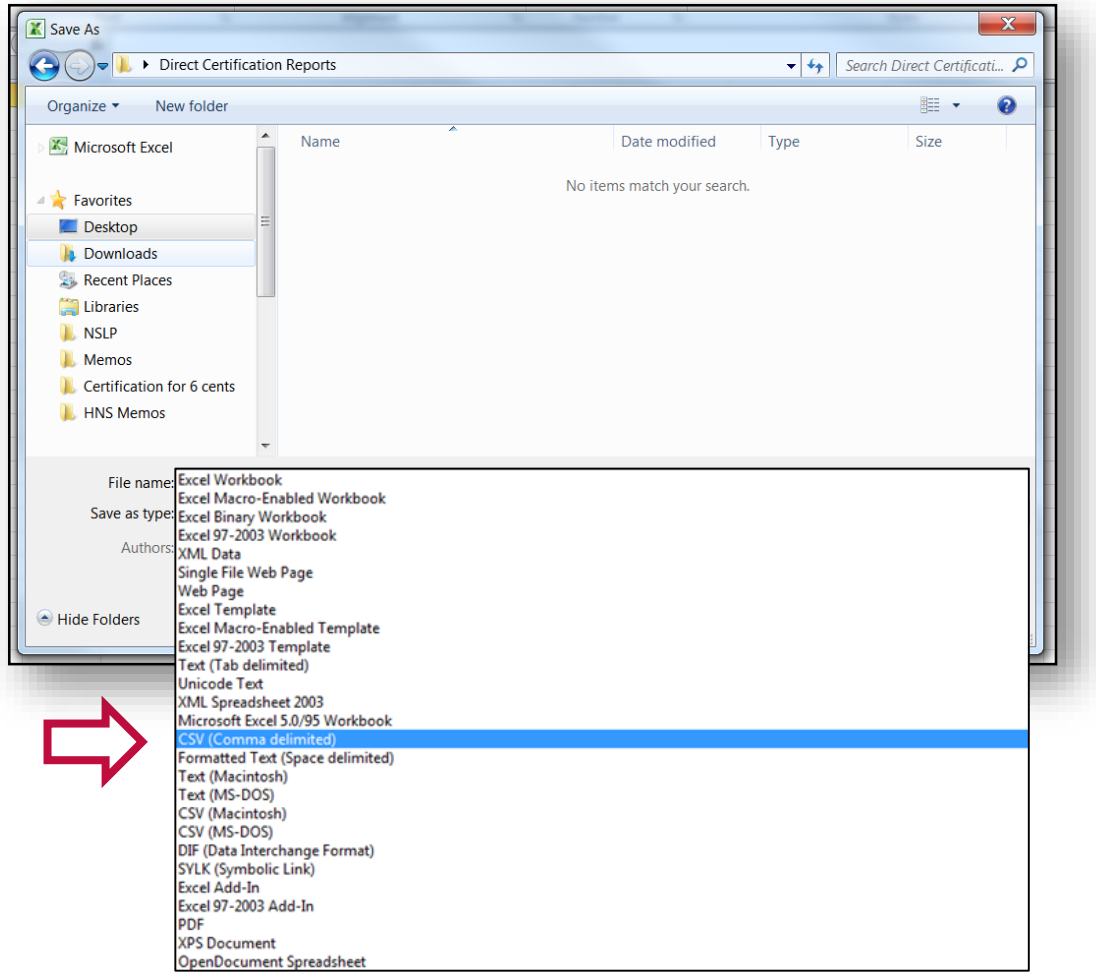
Creating an Excel Spreadsheet

*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.*



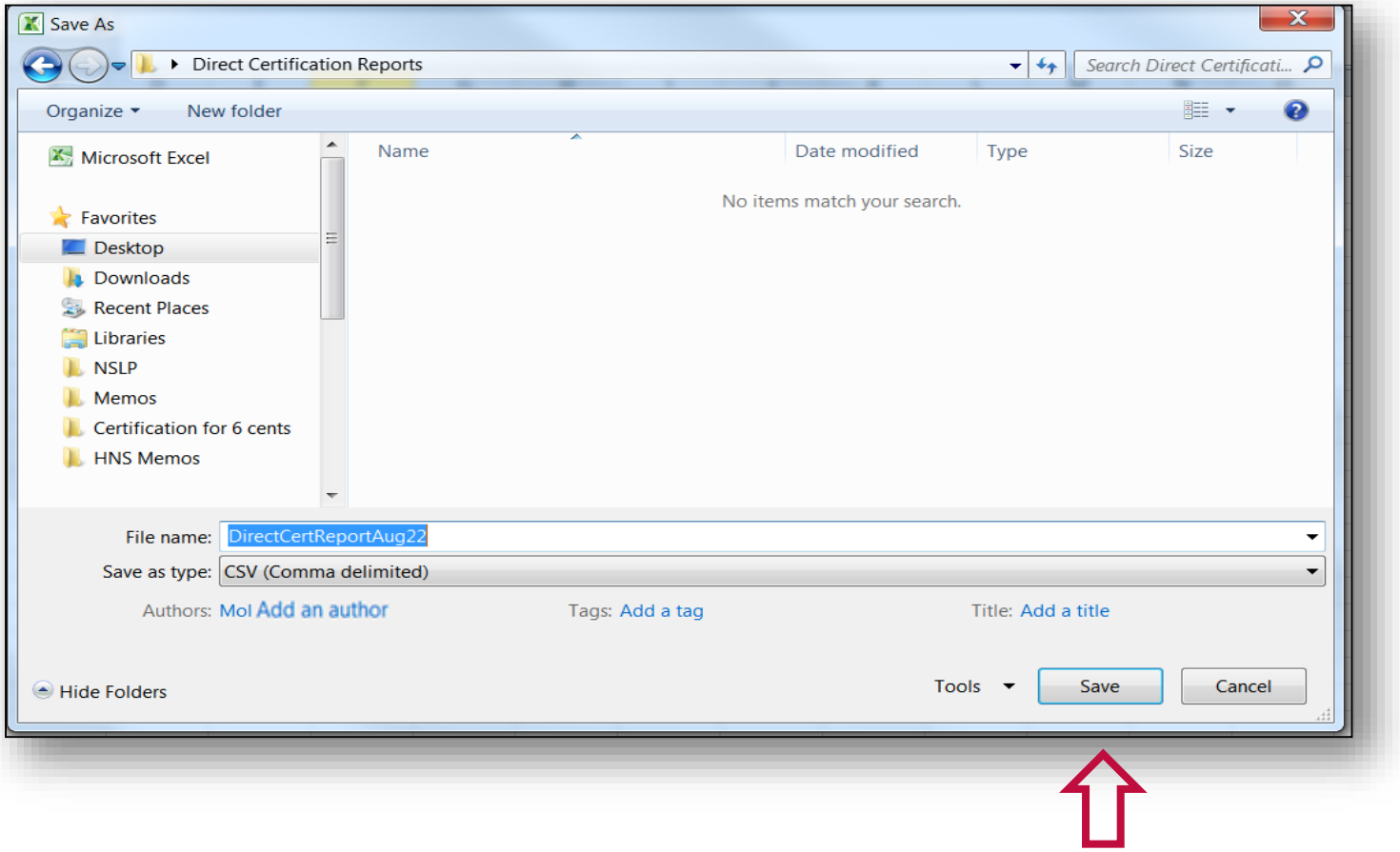
Creating an Excel Spreadsheet

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



Creating an Excel Spreadsheet

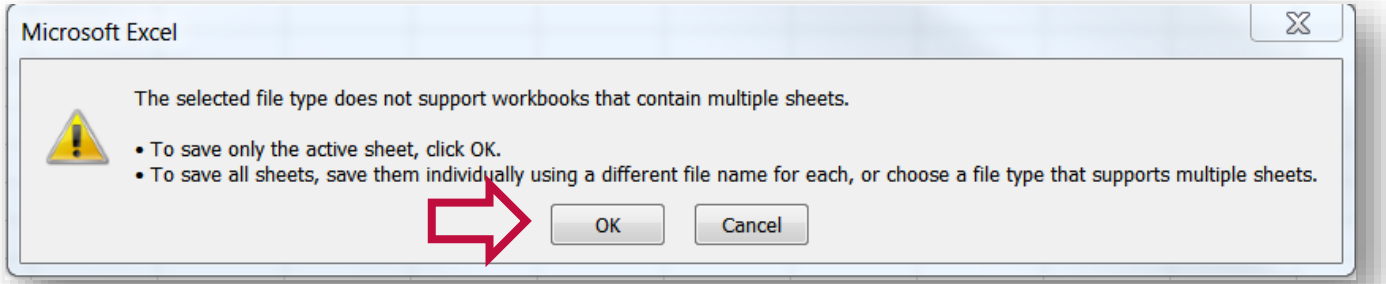
*After you have selected a file format to save as, click **Save**.*



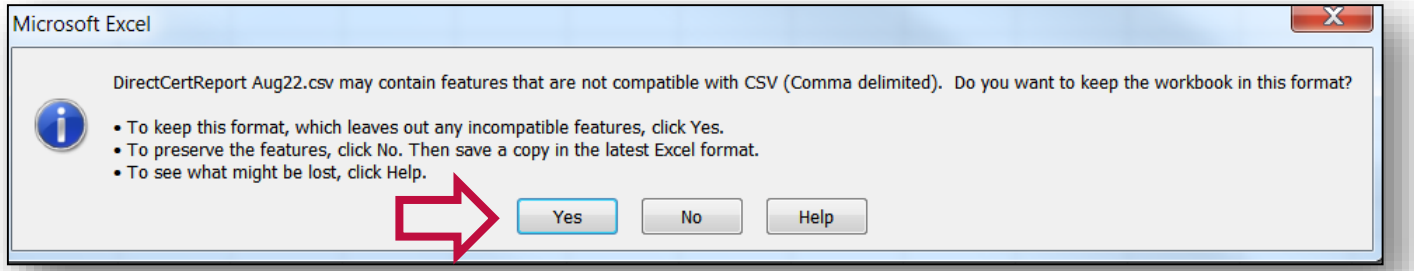
Creating an Excel Spreadsheet

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

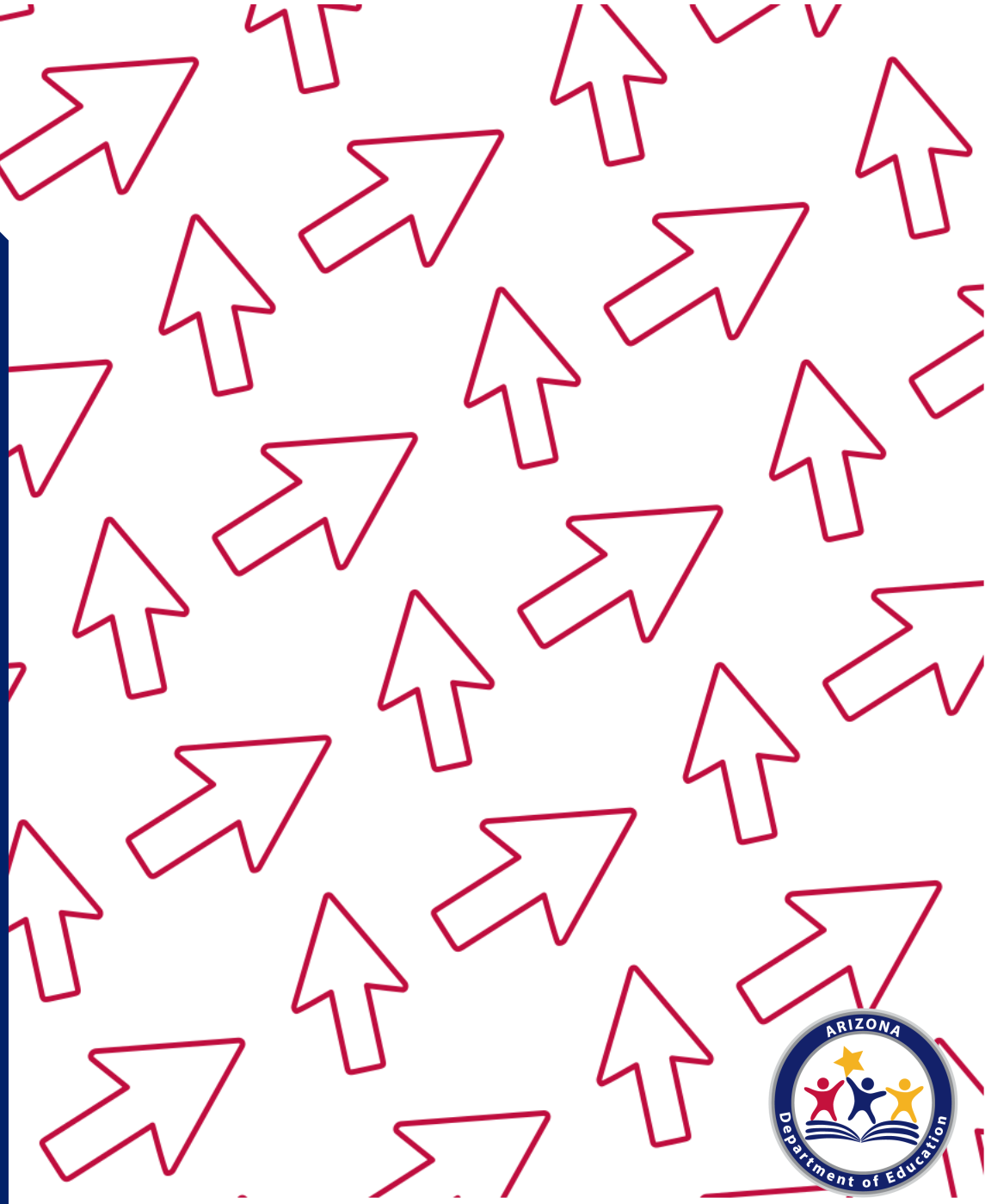
Click **OK** to confirm saving the file.



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

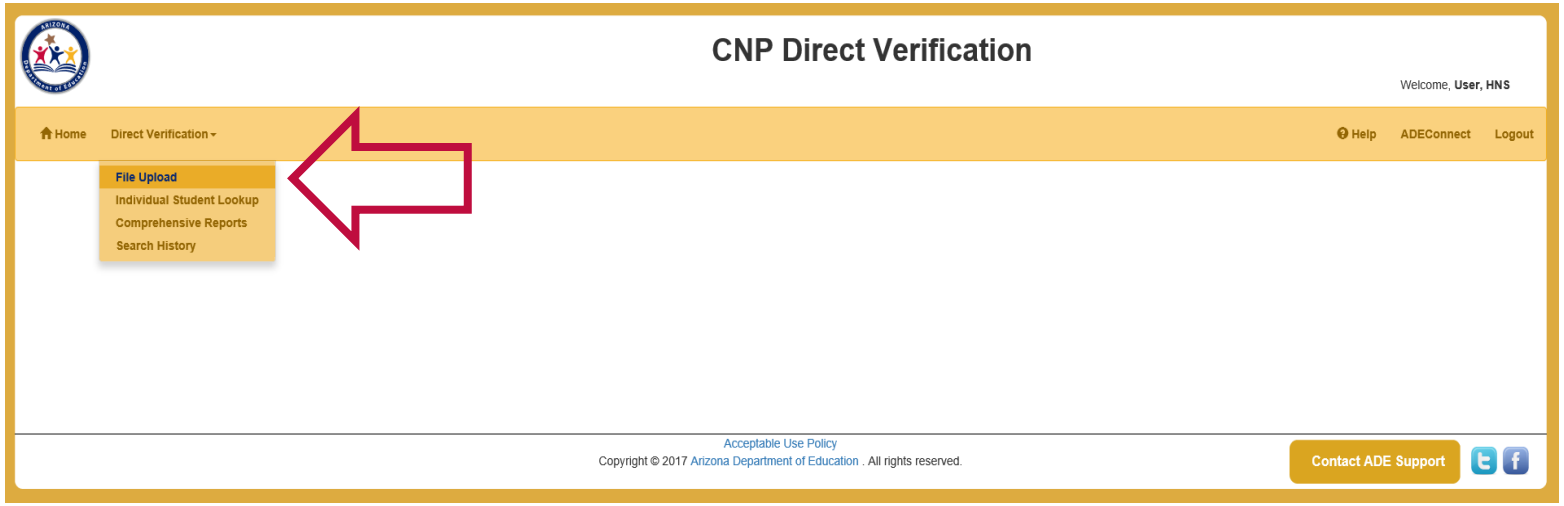


Uploading the File



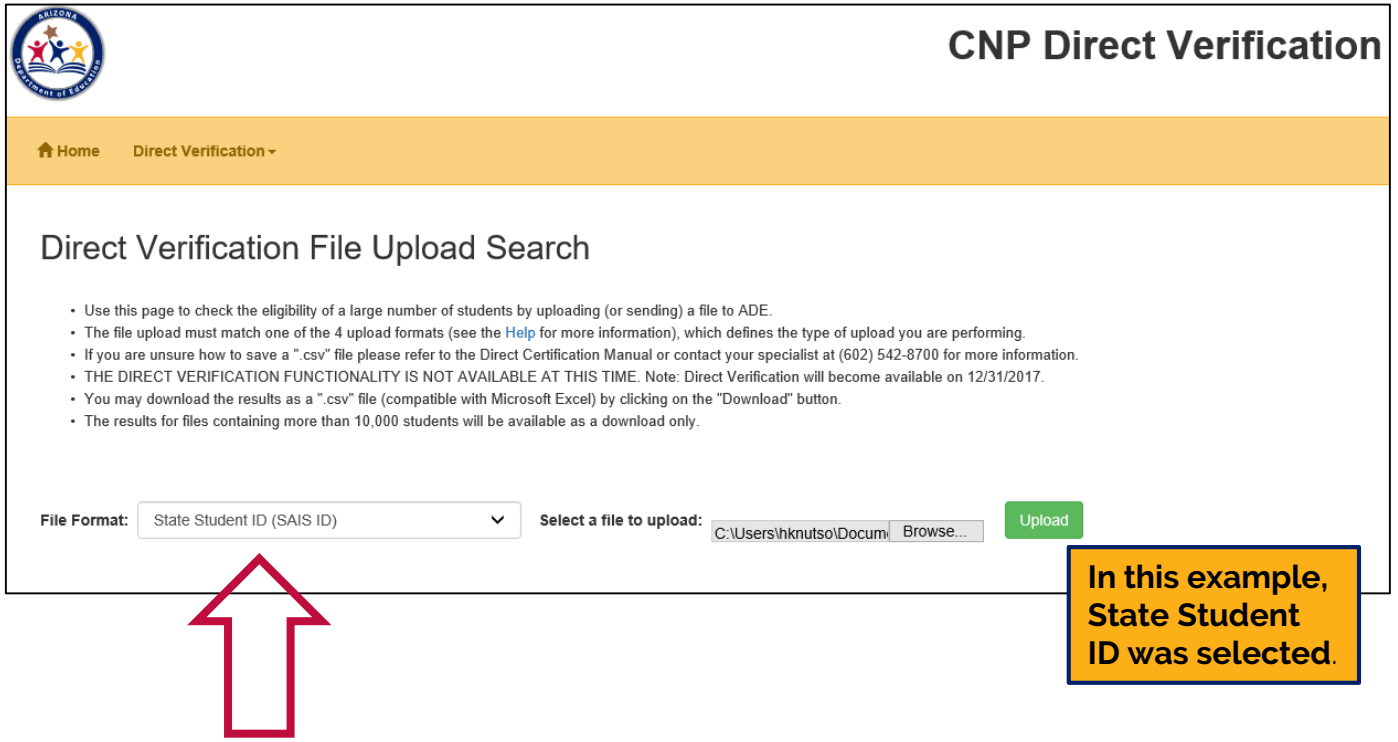
Uploading the File

To start a search using the File Upload method, click on **File Upload** found in the gold menu bar.



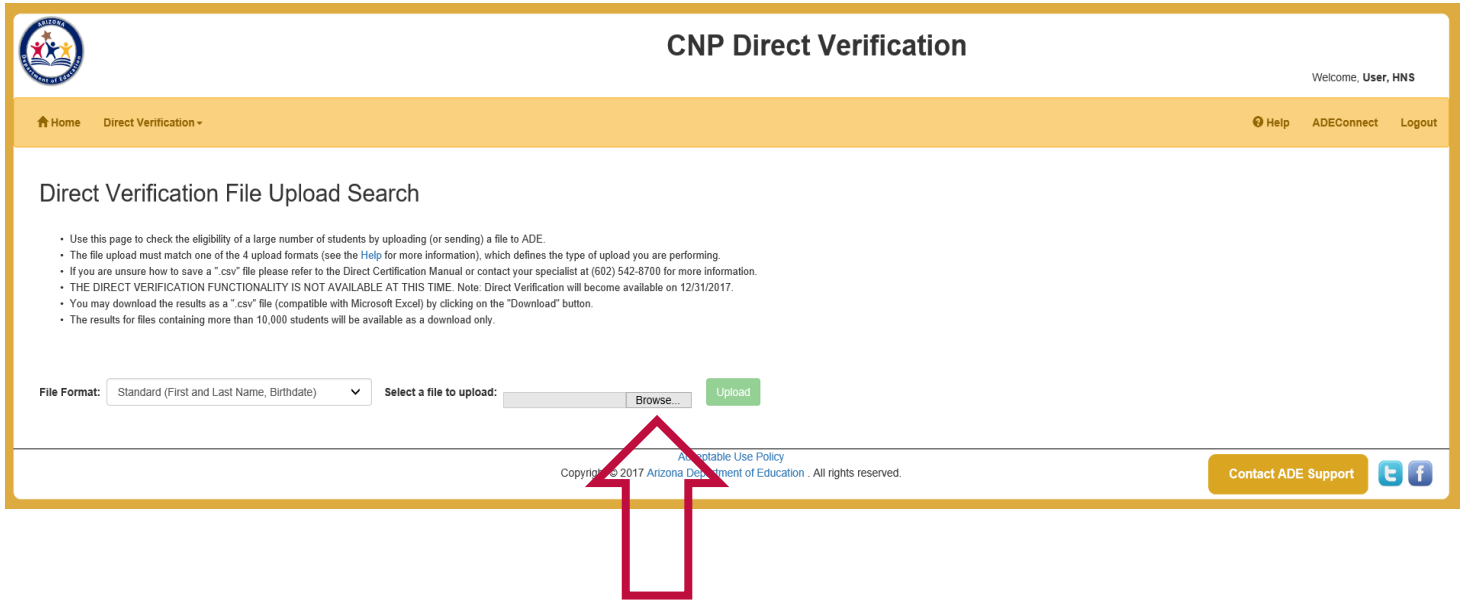
Uploading the File

1. Select the file format used in your Excel (Standard, State Student ID, SSN, or Case Number) using the **File Format** drop-down.



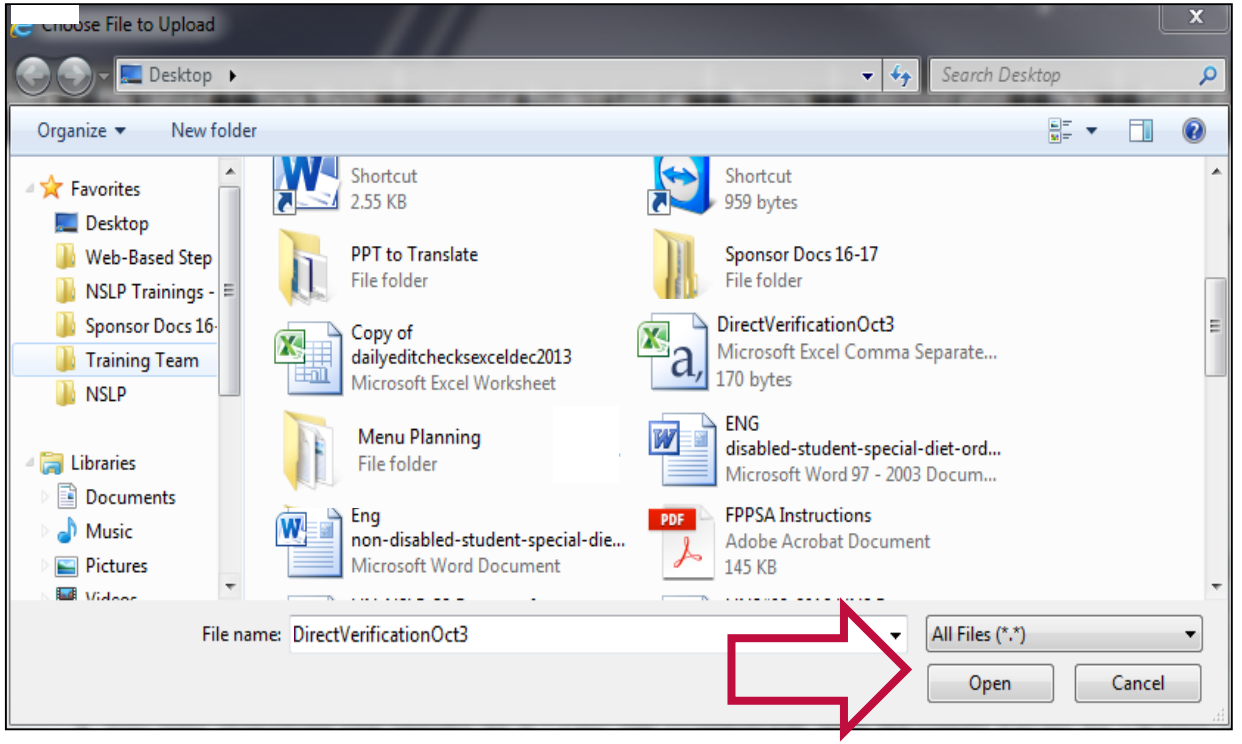
Uploading the File

2. Click **Browse…** to upload the Excel file you created.



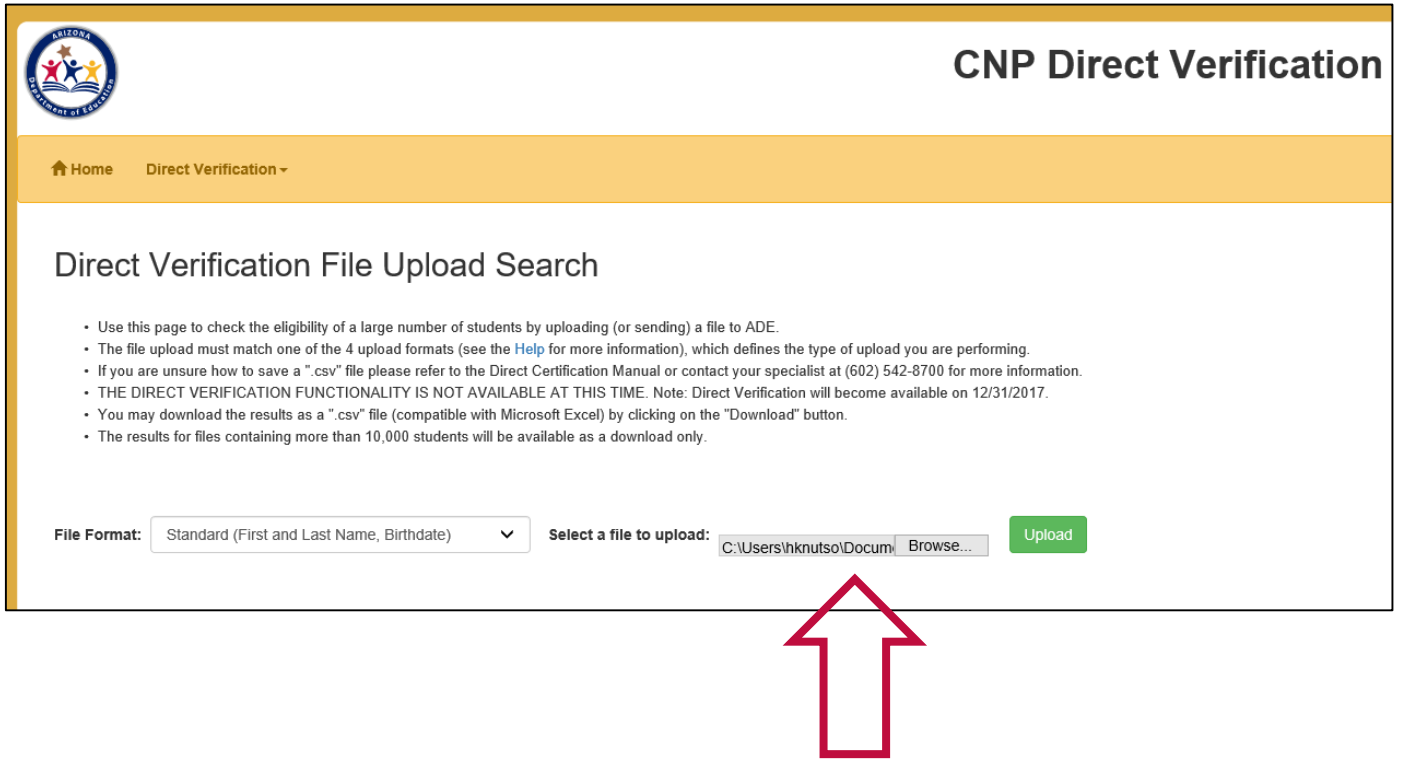
Uploading the File

3. After you click **Browse…** you will see a new window appear. At this time, you will locate the Excel file you created, and click **Open**.



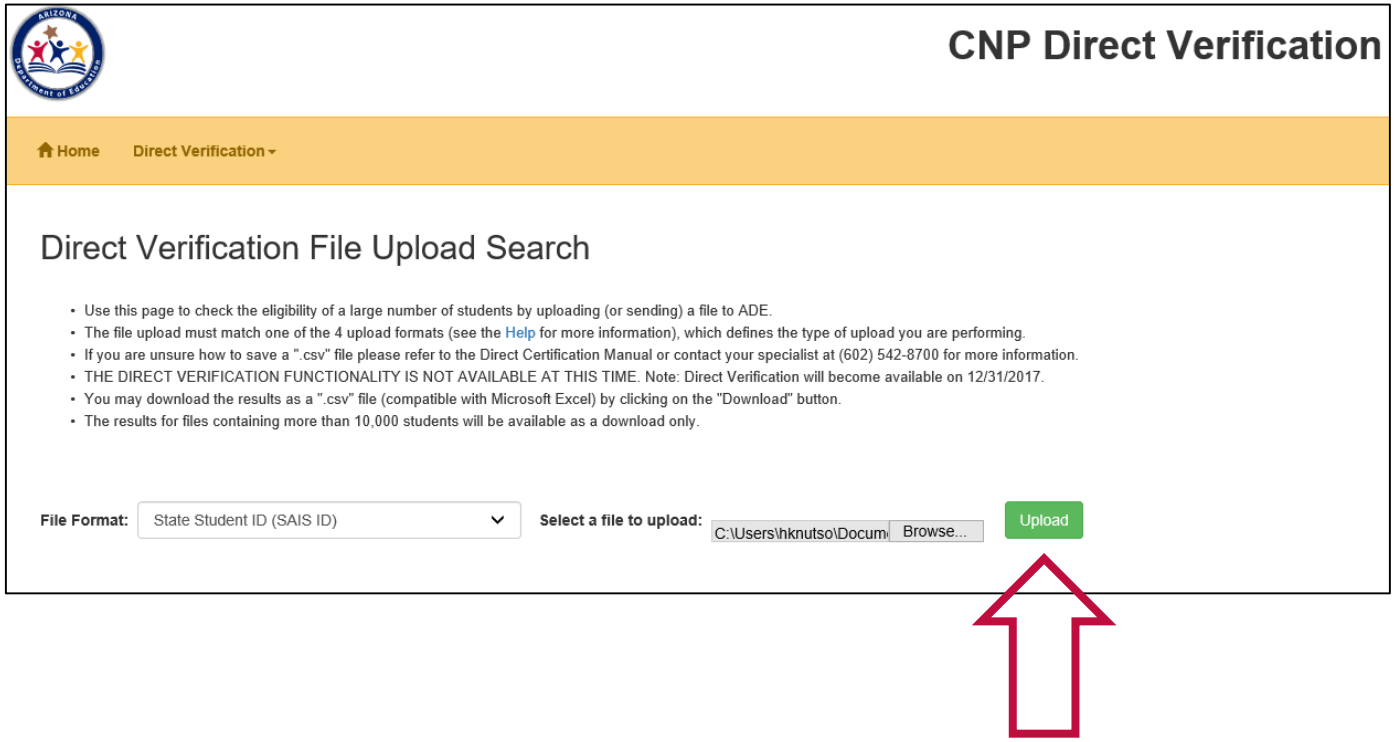
Uploading the File

The name of the Excel file you selected should populate in the field as shown below:

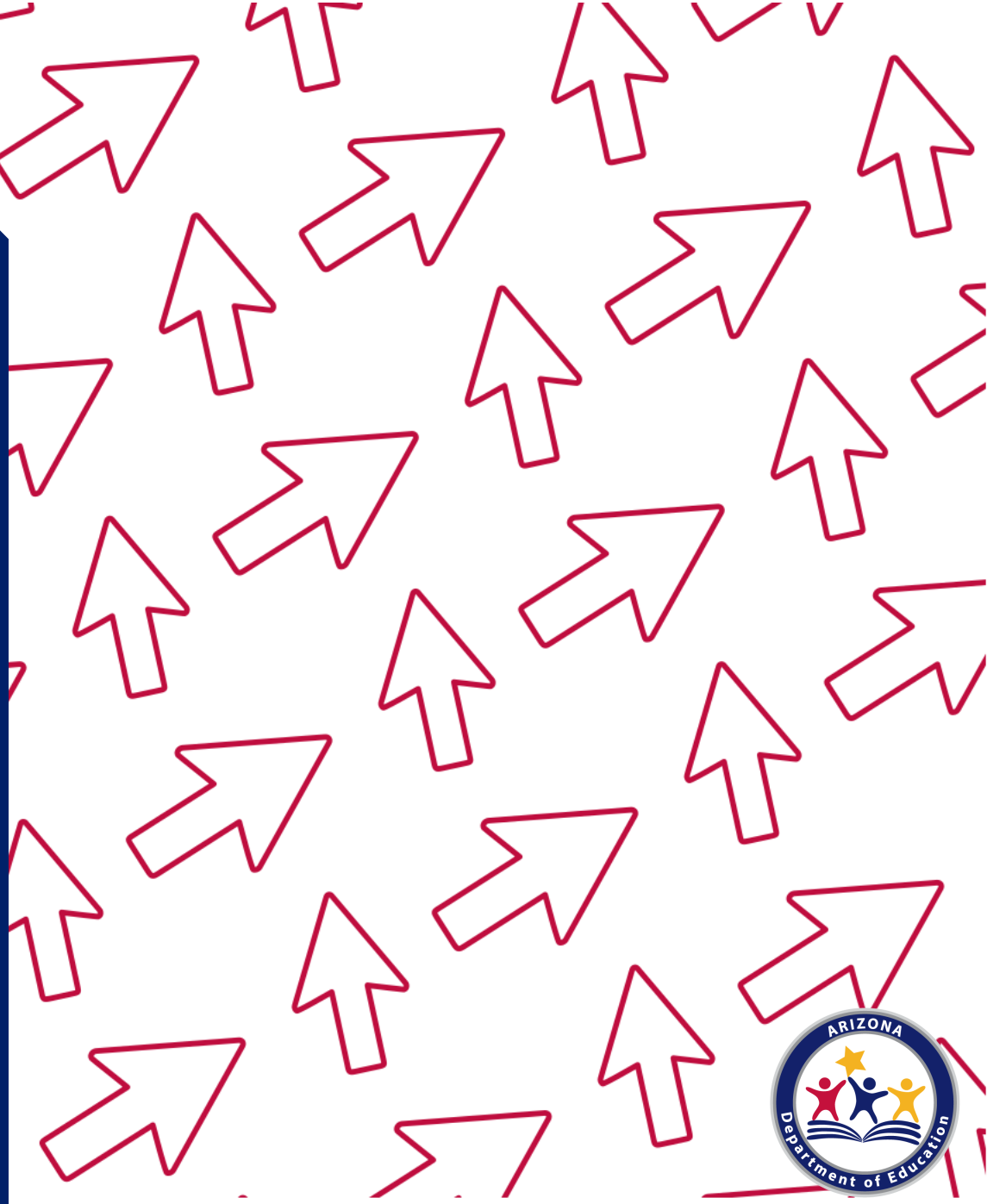


Uploading the File

4. Click **Upload** to run the report.



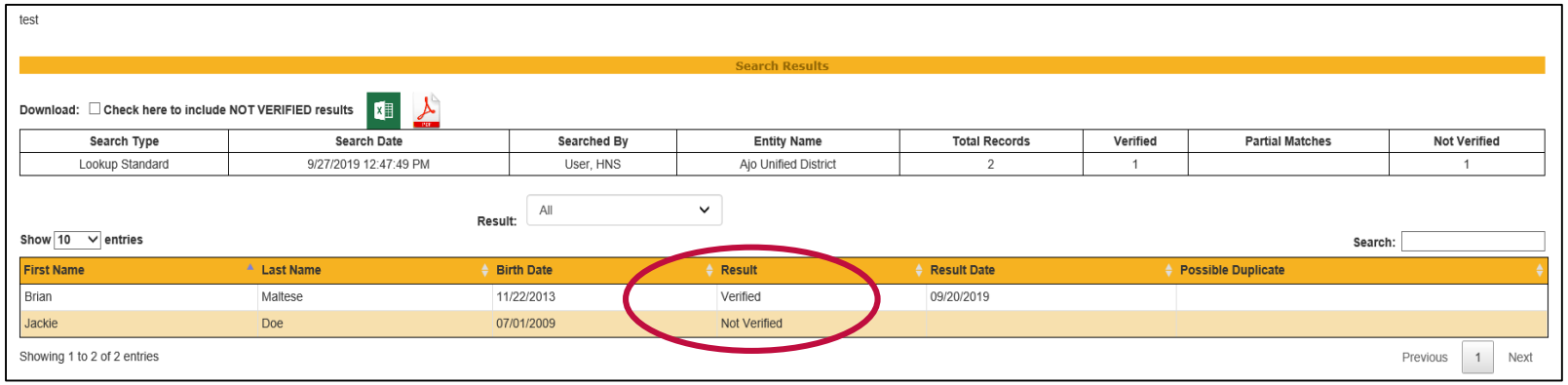
Results of CNP Direct Verification



Uploading the File

Results

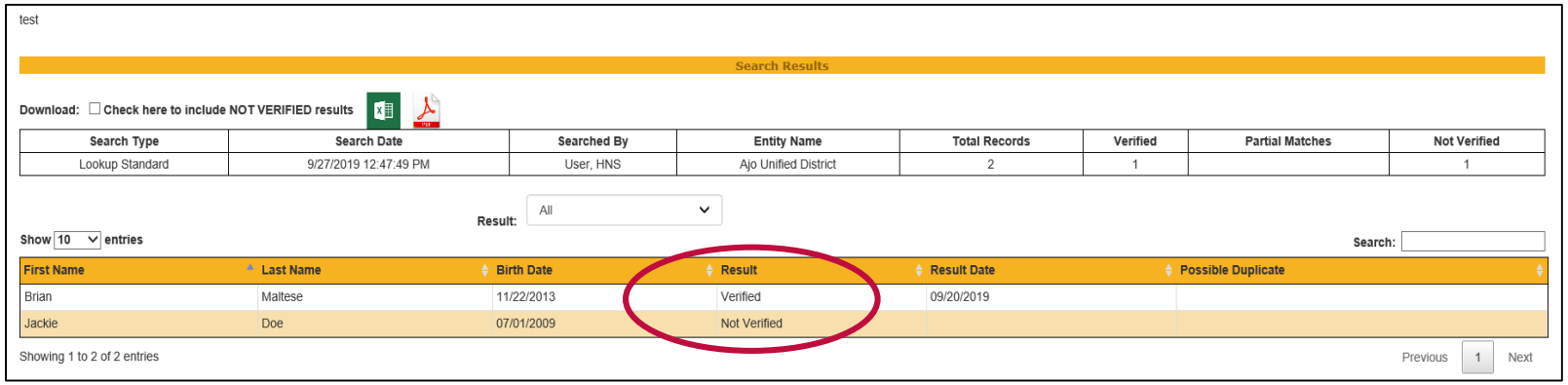
Once you input or upload the student data and click **Upload**, the window will refresh and display your results below the search bar.



Uploading the File

Understanding the Results

The **Result** column is used to determine if a student is **Verified** or **Not Verified**. When a student's information is confirmed in the database search, **Verified** is displayed in the **Result** column.


test

Search Results

Download: Check here to include NOT VERIFIED results

Search Type	Search Date	Searched By	Entity Name	Total Records	Verified	Partial Matches	Not Verified
Lookup Standard	9/27/2019 12:47:49 PM	User, HNS	Ajo Unified District	2	1		1

Result: All

Show 10 entries

Search:

First Name	Last Name	Birth Date	Result	Result Date	Possible Duplicate
Brian	Maltese	11/22/2013	Verified	09/20/2019	
Jackie	Doe	07/01/2009	Not Verified		

Showing 1 to 2 of 2 entries

Previous 1 Next

Uploading the File

Initial Eligibility Determination

A **Verified** application does not qualify the student for free meals. Regardless if CNP Direct Verification results show **Verified** or **Not Verified,** the applications eligibility status does not change at this time.

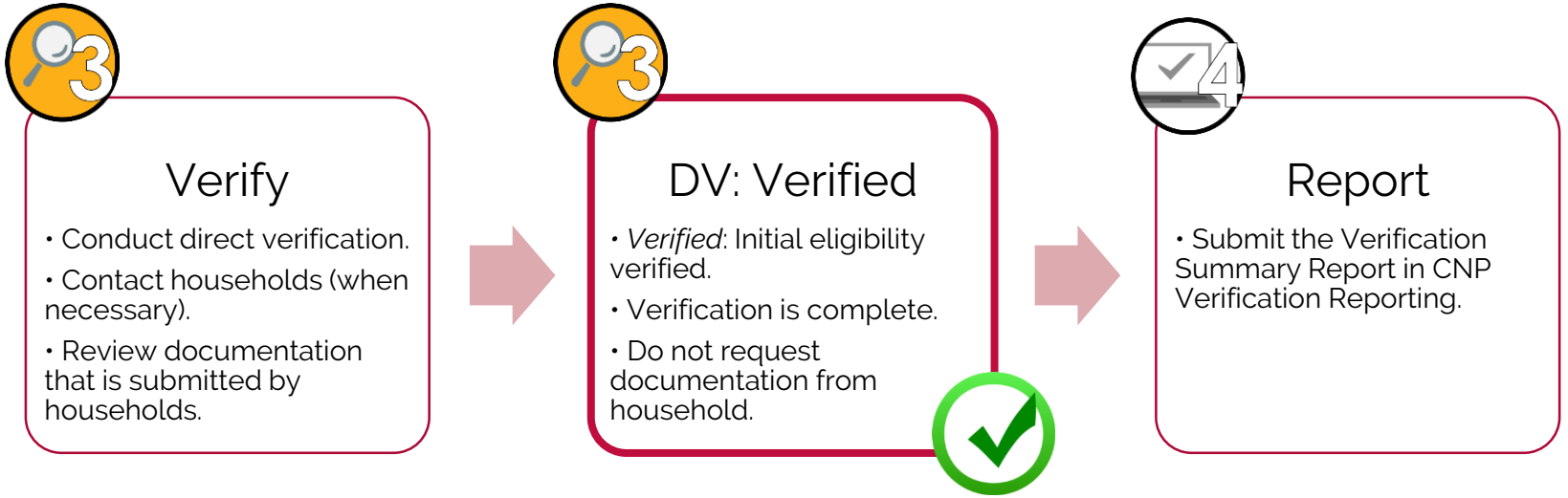
- For example, if Brian's initial eligibility determination is reduced-price by an income application and his results show he is **Verified**, his initial eligibility determination still stands.

Verification will only change a student's eligibility status if the household does not respond to the SFA after they have been contacted to provide supporting documentation, or if the supporting documentation does not support the household application that was **Not Verified**.

Uploading the File

Extending Verification

If any student is **Verified**, all students in that household are considered verified. **Phase 3** of verification is complete for these students; do not contact the household(s).



Uploading the File

Extending Verification and Foster Applications

When an application includes a foster student and one or more income eligible students, both foster and income eligibility must be verified for verification to be complete. If only the foster child was **Verified**, verification is not complete, and the household must be contacted to verify the income eligibility of the household.

Verify

- Conduct direct verification.
- Contact households (when necessary).
- Review documentation that is submitted by households.

DV: Verified

- *Verified*: Initial eligibility verified.
- Verification is complete.
- Do not request documentation from household.

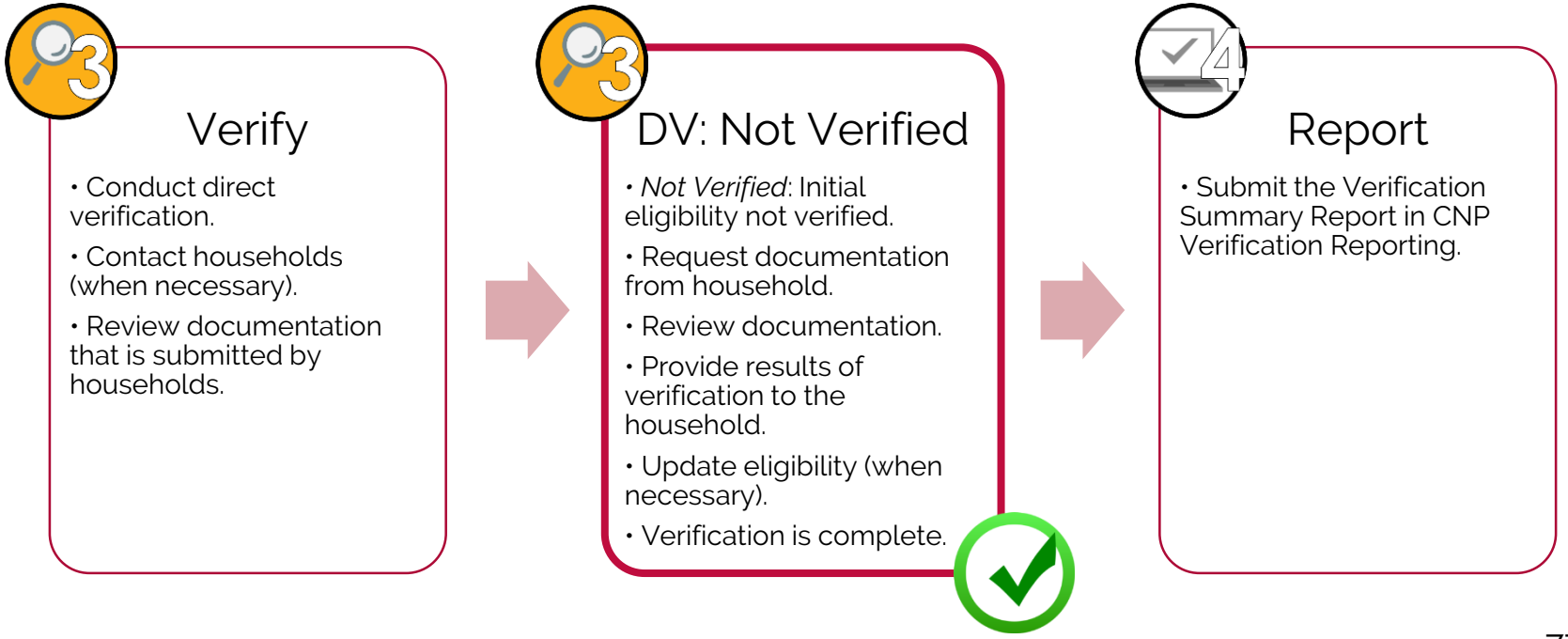
Report

- Submit the Verification Summary Report in CNP Verification Reporting.

Uploading the File

If a Student is Not Verified

When a student is not found in any of the agency records, the words **Not Verified** will be listed. This means that verification is not complete. It is recommended that you search for students who are Not Verified using all formats reviewed in this guide prior to requesting documentation from the household. Do not move on to **Phase 4: Report** until documentation from the household has been obtained and verified.



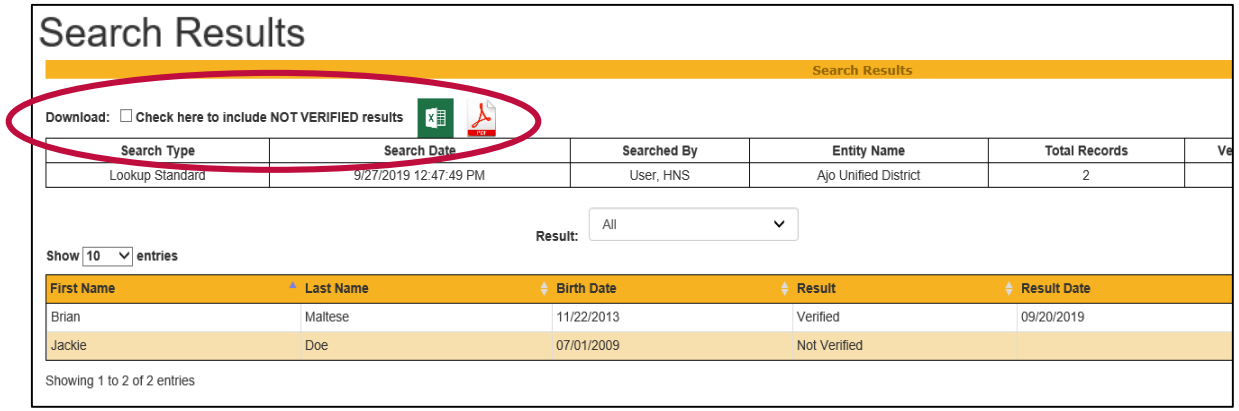
Uploading the File

Saving Search Results

Results *must* be kept on file to support verification compliance. Please make sure to download and save or print these results in order to retain all direct verification records.

Before downloading search results, ensure to click the box in the left-hand corner saying *"Check here to include NOT VERIFIED results"* if you want a report with both Verified and Not Verified students.

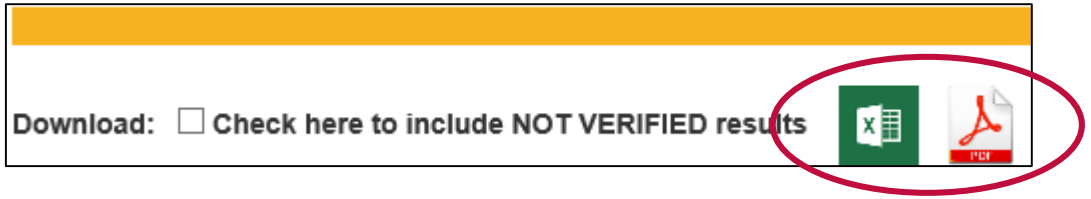
- If this box is left unchecked before downloading search results, the report will exclude any students that were not verified, and you will not have records to support their results. It is encouraged to save and/or print a report that includes the results for all students selected for verification.



Uploading the File

Downloading the Results

Direct verification results can either be downloaded in Excel or PDF format as shown below. Remember to always print or save these records to support compliance with verification requirements.



To *download* results as an *Excel*, click the **green** Excel icon on this page found towards the top left of the screen. This Excel will include the detailed list of results.

To *download* results as a *PDF*, click the **red** PDF icon found next to the Excel icon on this page. This PDF will include both a summary and detailed list of results.

As a best practice, you should include the date that direct verification was conducted within the file name. For example, direct verification is conducted on October 9th, your file name should be DVresultsOct92020.

Uploading the File

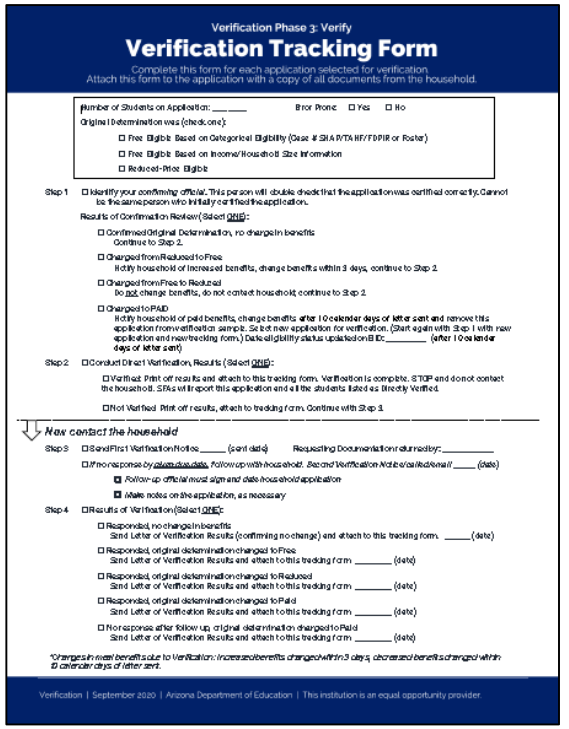
Verification Tracking Form

To assist you while completing **Phase 3** of verification, ADE has created a **Verification Tracking Form**.

This form provides step-by-step guidance for how to conduct and track verification. ADE strongly encourages SFAs to print and attach this form to each application that is being verified.

- Click here to access the Verification Tracking Form.

Step 2 of the **Verification Tracking Form** will assist you in understanding your direct verification results.



Verification Phase 3: Verify

Verification Tracking Form

Complete this form for each application selected for verification.
Attach this form to the application with a copy of all documents from the household.

Number of Students on Application: _____ Error Prone: ☐ Yes ☐ No

Original Determination was (check one):

☐ Free Eligible Based on Categorical Eligibility (Case # SHAP/TANF/FDPIR or Foster)

☐ Free Eligible Based on Income/Household Size Information

☐ Reduced-Price Eligible

Step 1 ☐ Identify your *confirming official*. This person will double check that the application was certified correctly. Cannot be the same person who initially certified the application.

Results of Confirmation Review (Select ONE):

☐ Confirmed Original Determination, no change in benefits
Continue to Step 2.

☐ Changed from Reduced to Free
Notify household of increased benefits, change benefits within 3 days, continue to Step 2.

☐ Changed from Free to Reduced
Do not change benefits, do not contact household; continue to Step 2.

☐ Changed to PAID
Notify household of paid benefits, change benefits after 10 calendar days of letter sent and remove this application from verification sample. Select new application for verification. (Start again with Step 1 with new application and new tracking form.) Date eligibility status updated on EID: _____ (after 10 calendar days of letter sent)

Step 2 ☐ Conduct Direct Verification, Results (Select ONE):

☐ Verified: Print off results and attach to this tracking form. Verification is complete. STOP and do not contact the household. SFAs will report this application and all the students listed as Directly Verified.

☐ Not Verified: Print off results, attach to tracking form. Continue with Step 3.

Now contact the household

Step 3 ☐ Send First Verification Notice _____ (sent date) Requesting Documentation returned by: _____

☐ If no response by *given due date*, follow up with household. Second Verification Notice called/email _____ (date)

☐ *Follow-up official must sign and date household application*

☐ *Make notes on the application, as necessary*

Step 4 ☐ Results of Verification (Select ONE):

☐ Responded, no change in benefits
Send Letter of Verification Results (confirming no change) and attach to this tracking form. _____ (date)

☐ Responded, original determination changed to Free
Send Letter of Verification Results and attach to this tracking form _____ (date)

☐ Responded, original determination changed to Reduced
Send Letter of Verification Results and attach to this tracking form _____ (date)

☐ Responded, original determination changed to Paid
Send Letter of Verification Results and attach to this tracking form _____ (date)

☐ No response after follow up, original determination changed to Paid
Send Letter of Verification Results and attach to this tracking form _____ (date)

*Changes in meal benefits due to Verification: Increased benefits changed within 3 days; decreased benefits changed within 10 calendar days of letter sent.

Verification | September 2020 | Arizona Department of Education | This institution is an equal opportunity provider.

Technical Assistance

If you have any questions on verifying applications with CNP Direct Verification, refer to:

https://www.azed.gov/hns/nslp

You can also contact your School Nutrition Programs Specialist if you have additional questions about verifying applications or CNP Direct Verification.

Congratulations

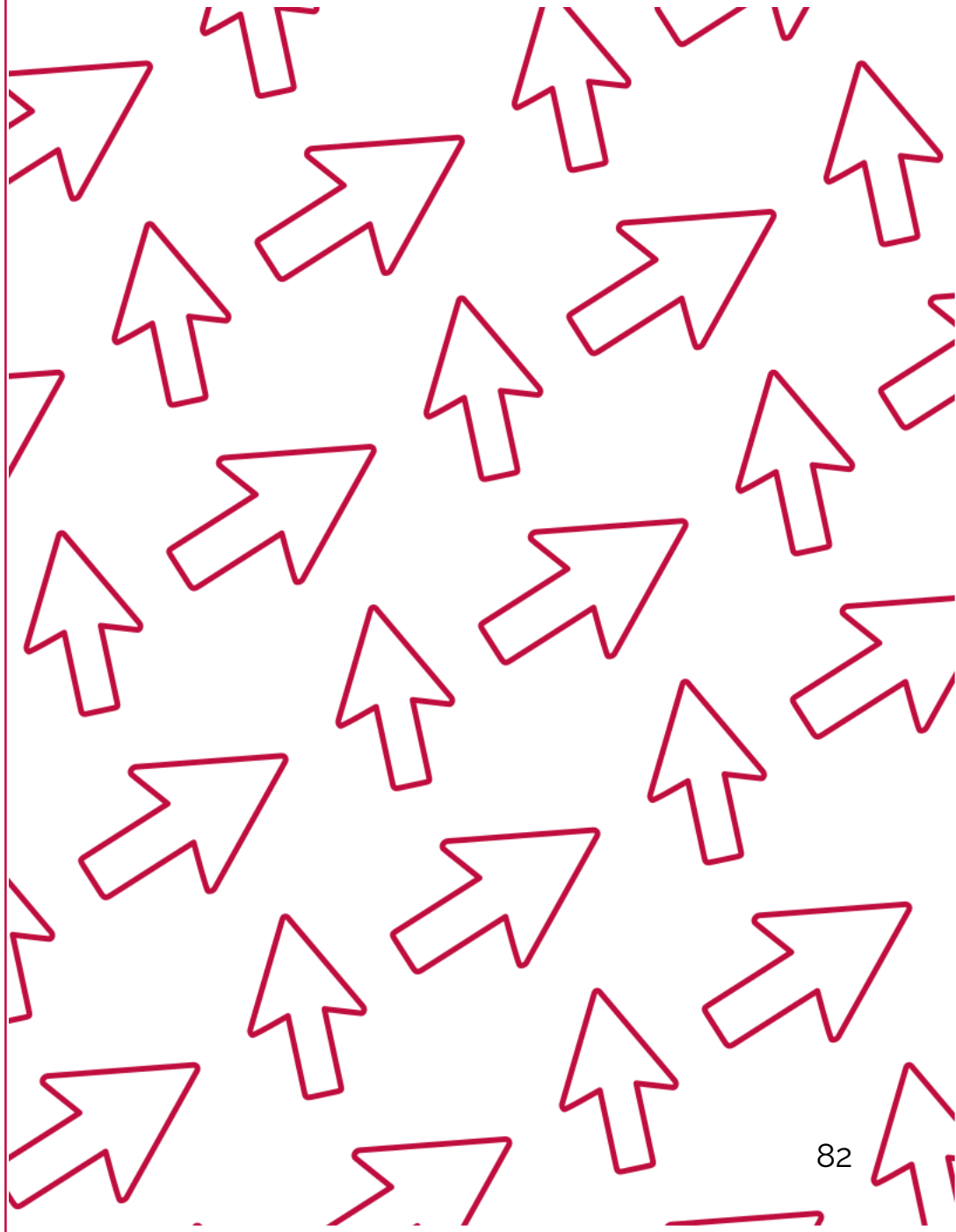
You have completed the Step-by-Step Instruction:
How to Conduct Direct Verification

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:** Step-by-Step Instruction: How to Conduct Direct Verification
- **Learning Code:** 3110
- **Key Area:** 3000 – Administration
- **Length:** 1.5 hours

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

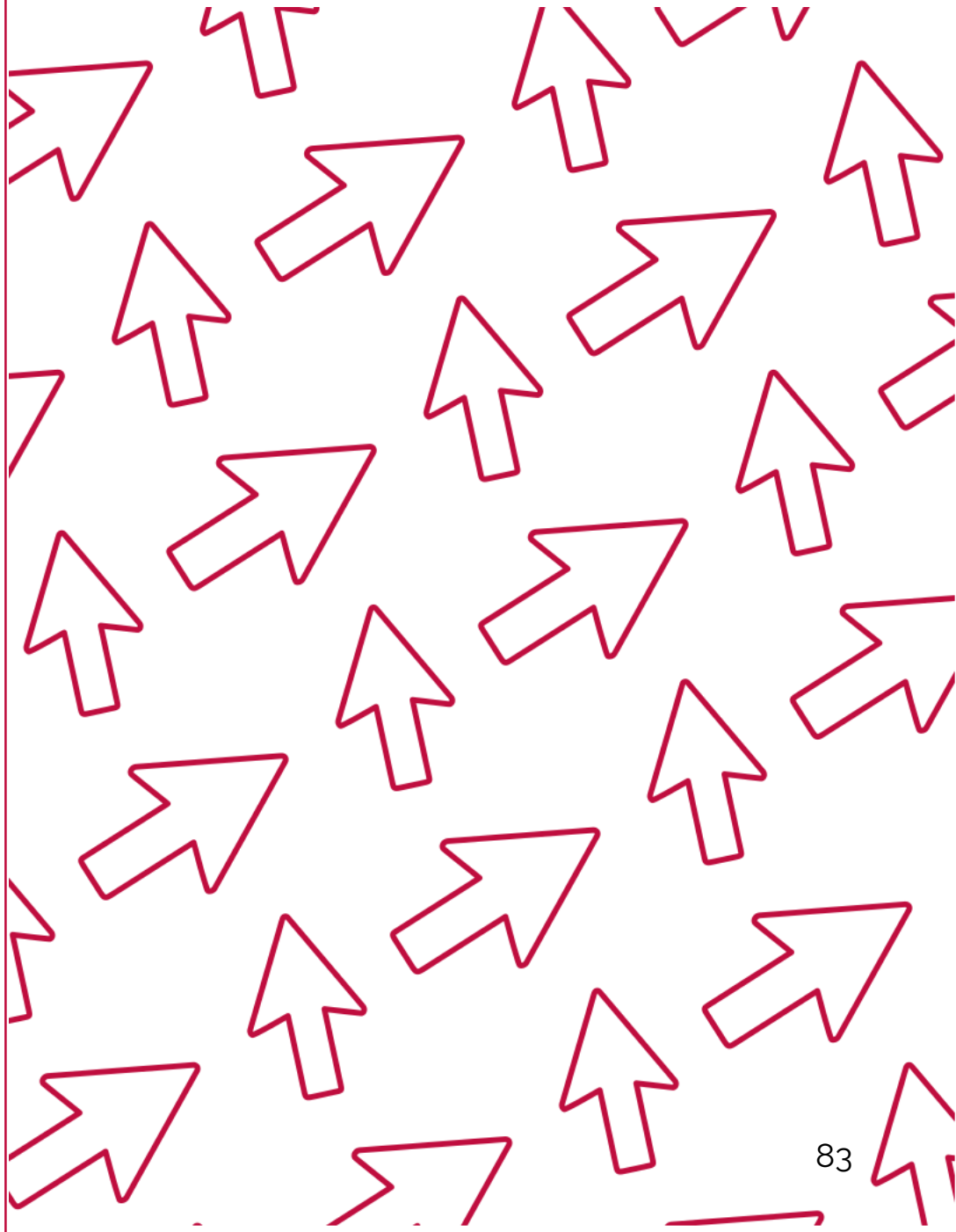
Please click on the link below to complete a brief survey about this training. Once the survey is complete, you will be able to print your certificate of completion from SurveyMonkey.

**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: ***Step-by-Step Instruction: How to Conduct Direct Verification***
- Professional Standards Learning Code: **3110**



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