

# How to Conduct Direct Verification



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are encouraged to access professional development materials directly from the training library to prevent use of outdated content.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

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

## **TRAINING HOURS**

Information to include when documenting this training for Professional Standards:

**Training Title:** How to Conduct Direct Verification

**Key Area:** 3000 – Administration

**Learning Code:** 3110

**Length:** 1.5 hours

# 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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# Overview of the CNP Direct Verification Process



SECTION 1

# Definitions



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

## **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.

# 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.

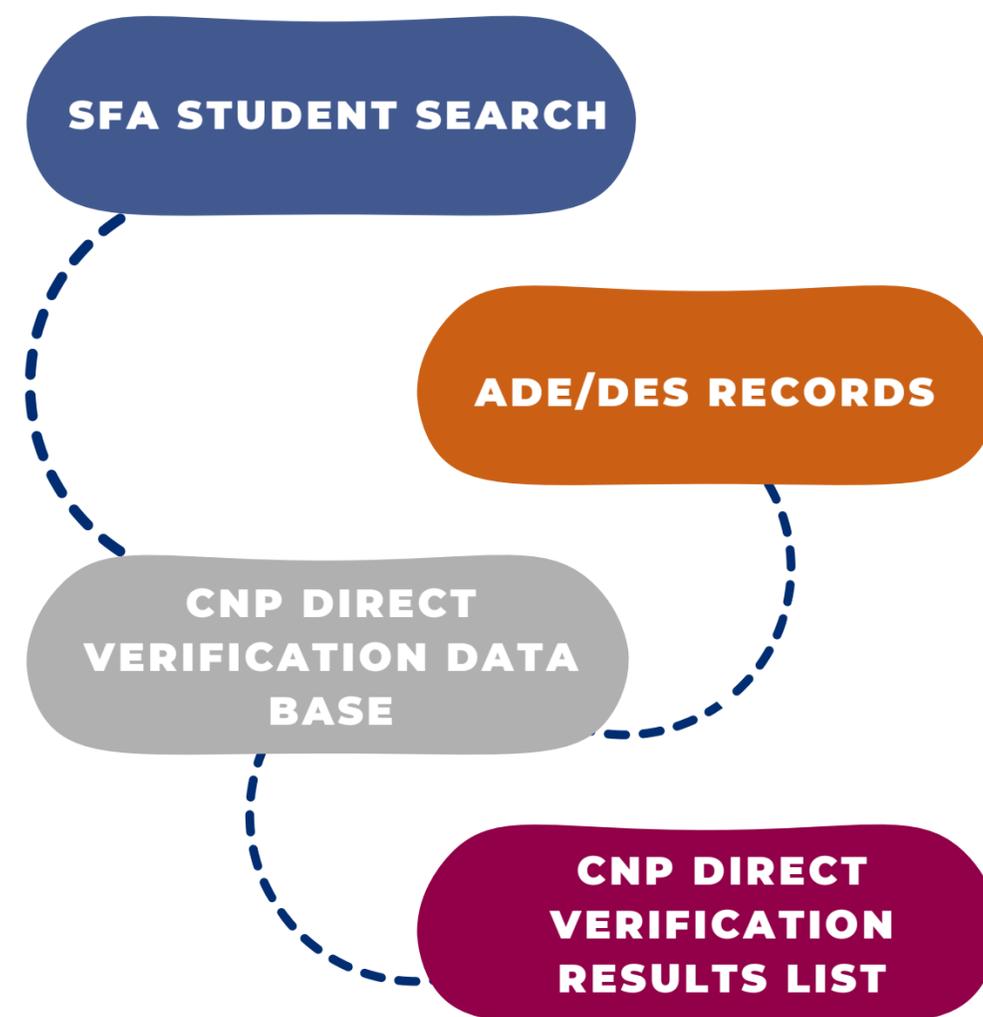


CNP Direct Verification will be made available each school year on October 1st .

# 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 Department of Economic Security (DES) 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.

## PROCESS OF DIRECT VERIFICATION



# 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.



### **PHASE 1: PREPARE**

In this phase, organize all approved applications.



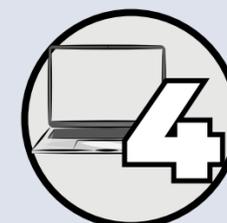
### **PHASE 2: CALCULATE AND SELECT**

Determine how many applications will be verified and select the applications using an appropriate sampling method.



### **PHASE 3: VERIFY**

Conduct direct verification on the selected applications in CNP Direct Verification, and contact the households that were not directly verified.



### **PHASE 4: REPORT**

Log into ADEConnect to submit the Verification Summary Report (VSR) in CNP Verification Reporting.

# Verification Resources

## 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 Student(s) on Application: _____	Error Prone: <input type="checkbox"/> Yes <input type="checkbox"/> No	Print Student Name(s) _____
--	---	-----------------------------

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 BID: \_\_\_\_\_ (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.

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# Applications Selected for Verification

## **DIRECT VERIFICATION SHOULD ONLY BE USED FOR THE APPLICATIONS SELECTED FOR VERIFICATION - NOT ALL STUDENTS**

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.

# Quiz Time

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.



# Quiz Time

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.



# Searching for a Student in CNP Direct Verification

## **SEARCH METHODS**

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).



# CNP Direct Verification Versus 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

SECTION 2



# CNP Direct Verification

## ACCESSING THE SYSTEM

Direct Verification is conducted through the CNP Direct Verification web-based application in ADEConnect.

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

**1**

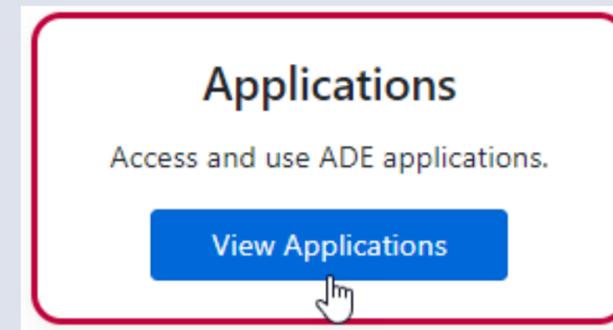
### LOGIN TO ADECONNECT

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.



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

# CNP Direct Verification

## 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 Verification by clicking "Proceed to Direct Verification."

**CNP Direct Certification & Direct Verification**

Welcome, Rhodes, Maddie

Help ADEConnect Logout

Welcome to the Arizona Department of Education CNP Direct Certification / Direct Verification Application

**ATTENTION:**  
Direct Certification and Direct Verification search functions may be used ONLY for certifying or verifying Eligibility of students enrolled or seeking enrollment within the District or School requesting the information.  
Information provided by this application includes student personal information protected by FERPA and may not be used for any purpose other than as stated above.  
USE OF THE CNP DIRECT CERTIFICATION / DIRECT VERIFICATION APPLICATION MAY BE MONITORED TO ENSURE COMPLIANCE.

**Acknowledgement:**  
I acknowledge that my use of the CNP Direct Certification / Direct Verification application is in compliance with all restrictions stated above.

[Modify](#)

[I AGREE / CONTINUE](#) [I DO NOT AGREE / Exit](#)

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Contact ADE Support [t](#) [f](#)

**CNP Direct Certification & Direct Verification**

Welcome, Rhodes, Maddie

Home Help ADEConnect Logout

**Direct Certification**

Direct Certification means determining which children are eligible for free meal benefits based on documentation obtained directly from the appropriate State or local agency.

All Child Nutrition Program School Food Authorities (SFAs)\* are required to run a Direct Certification report at least three times per school year using CNP Direct Certification:

- At or around the beginning of the school year (July 1)
- three months after the initial effort, and
- six months after the initial effort

No application is necessary if eligibility is determined through the direct certification process.

If a household submits an application for children who were directly certified, direct certification takes precedence over an application.

[Modify](#)

[Proceed to Direct Certification >>>](#)

**Direct Verification**

**Available October 1st**

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.

[Modify](#)

[Proceed to Direct Verification >>>](#)

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# Individual Student Lookup Method



SECTION 3

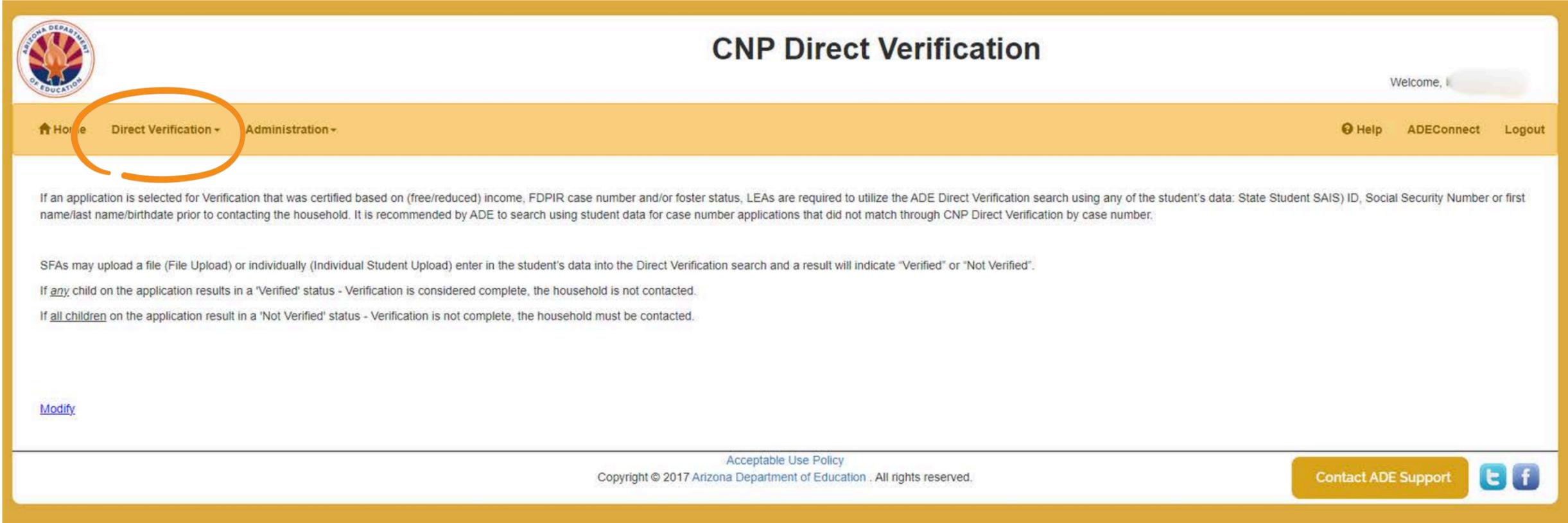
# Search Formats in Individual Student Lookup

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 three different search formats to determine if a student is verified in CNP Direct Verification. This method is best utilized when searching for a small sample of students in CNP Direct Verification.

- **STANDARD (FIRST AND LAST NAME, BIRTHDATE)**
- **STATE STUDENT ID**
- **CASE NUMBER**

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

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



The screenshot displays the 'CNP Direct Verification' page of the Arizona Department of Education's web application. The page features a gold header with the ADE logo on the left and a 'Welcome, [user]' message on the right. A navigation menu below the header includes 'Home', 'Direct Verification', and 'Administration', with 'Direct Verification' highlighted by an orange circle. To the right of the menu are links for 'Help', 'ADEConnect', and 'Logout'. The main content area contains instructional text regarding verification procedures, including requirements for LEAs and instructions for SFAs. A 'Modify' link is visible at the bottom left of the content area. The footer includes an 'Acceptable Use Policy' link, a copyright notice for 2017, and a 'Contact ADE Support' button with social media icons for Twitter and Facebook.

**CNP Direct Verification**

Welcome, [user]

[Home](#) [Direct Verification](#) [Administration](#) [Help](#) [ADEConnect](#) [Logout](#)

If an application is selected for Verification that was certified based on (free/reduced) income, FDPIR case number and/or foster status, LEAs are required to utilize the ADE Direct Verification search using any of the student's data: State Student SAIS) ID, Social Security Number or first name/last name/birthdate prior to contacting the household. It is recommended by ADE to search using student data for case number applications that did not match through CNP Direct Verification by case number.

SFAs may upload a file (File Upload) or individually (Individual Student Upload) enter in the student's data into the Direct Verification search and a result will indicate "Verified" or "Not Verified".

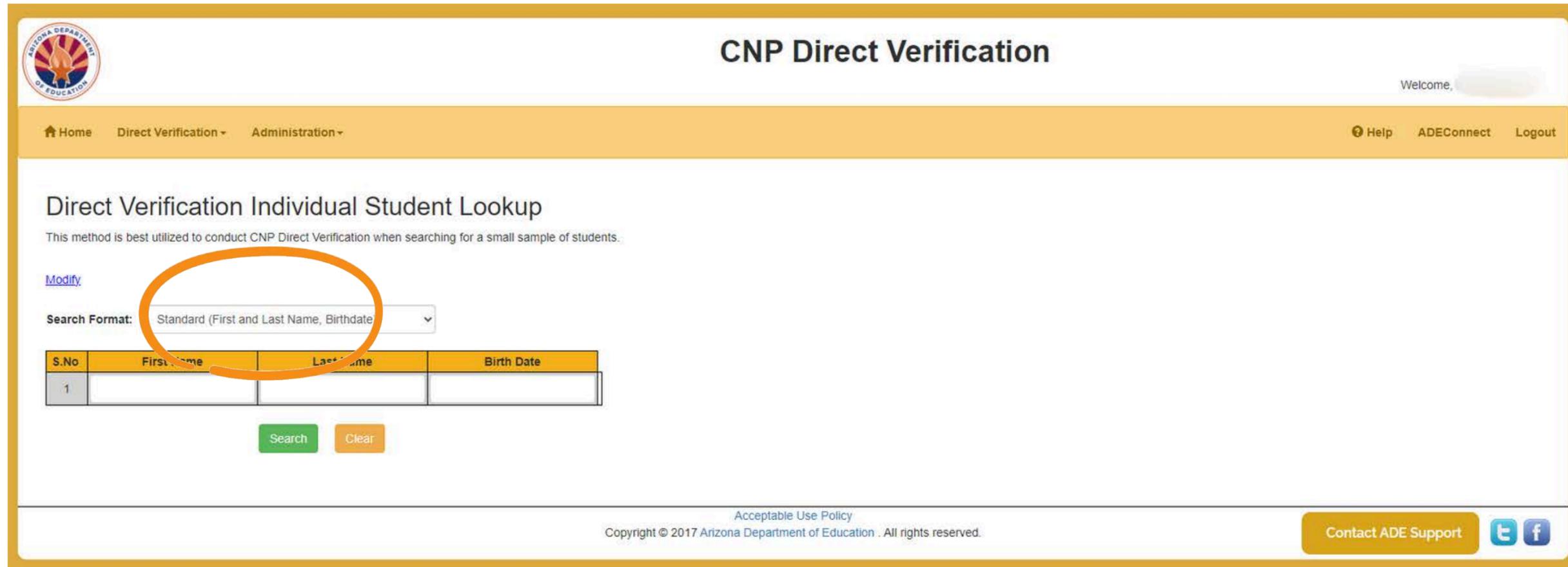
If any child on the application results in a 'Verified' status - Verification is considered complete, the household is not contacted.

If all children on the application result in a 'Not Verified' status - Verification is not complete, the household must be contacted.

[Modify](#)

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[Contact ADE Support](#) [t](#) [f](#)



The screenshot shows the "CNP Direct Verification" web application. At the top left is the Arizona Department of Education logo. The page title is "CNP Direct Verification". A navigation bar includes "Home", "Direct Verification", and "Administration". On the right, there is a "Welcome" message, "Help", "ADEConnect", and "Logout" links.

The main content area is titled "Direct Verification Individual Student Lookup" and includes a sub-header: "This method is best utilized to conduct CNP Direct Verification when searching for a small sample of students." Below this is a "Modify" link and a "Search Format:" dropdown menu. The dropdown menu is circled in orange and shows "Standard (First and Last Name, Birthdate)" as the selected option.

Below the dropdown is a table with the following structure:

S.No	First Name	Last Name	Birth Date
1			

Below the table are "Search" and "Clear" buttons.

At the bottom of the page, there is a footer with "Acceptable Use Policy", "Copyright © 2017 Arizona Department of Education . All rights reserved.", a "Contact ADE Support" button, and social media icons for Twitter and Facebook.



On the left side of the screen is a drop-down titled, Search Format. You can choose which format to search for students.

# 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 here.
3. Click **Search**.

## MULTIPLE STUDENTS CAN BE ENTERED AT THE SAME TIME

### Direct Verification Individual Student Lookup

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

[Modify](#)

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

S.No	First Name	Last Name	Birth Date
1	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>

Search

Clear

# State Student ID (SAIS 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 with no hyphens or spaces.
3. Click **Search**.

## MULTIPLE STUDENTS CAN BE ENTERED AT THE SAME TIME

### Direct Verification Individual Student Lookup

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

[Modify](#)

Search Format: State Student ID (SAIS ID) ▼

S.No	State Student ID
1	<input type="text"/>
2	<input type="text"/>

Search

Clear



# 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 with no hyphens or spaces.
3. Click **Search**.

**MULTIPLE STUDENTS CAN BE ENTERED AT THE SAME TIME**

## Direct Verification Individual Student Lookup

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

[Modify](#)

Search Format: Case Number (DES SNAP/TANF Case Number) ▾

S.No	Case Number
1	<input type="text"/>
2	<input type="text"/>

Search

Clear

# Quiz 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)



# Quiz 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)

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.



# File Upload Method



SECTION 4

# 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 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)
  - 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.

## 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.

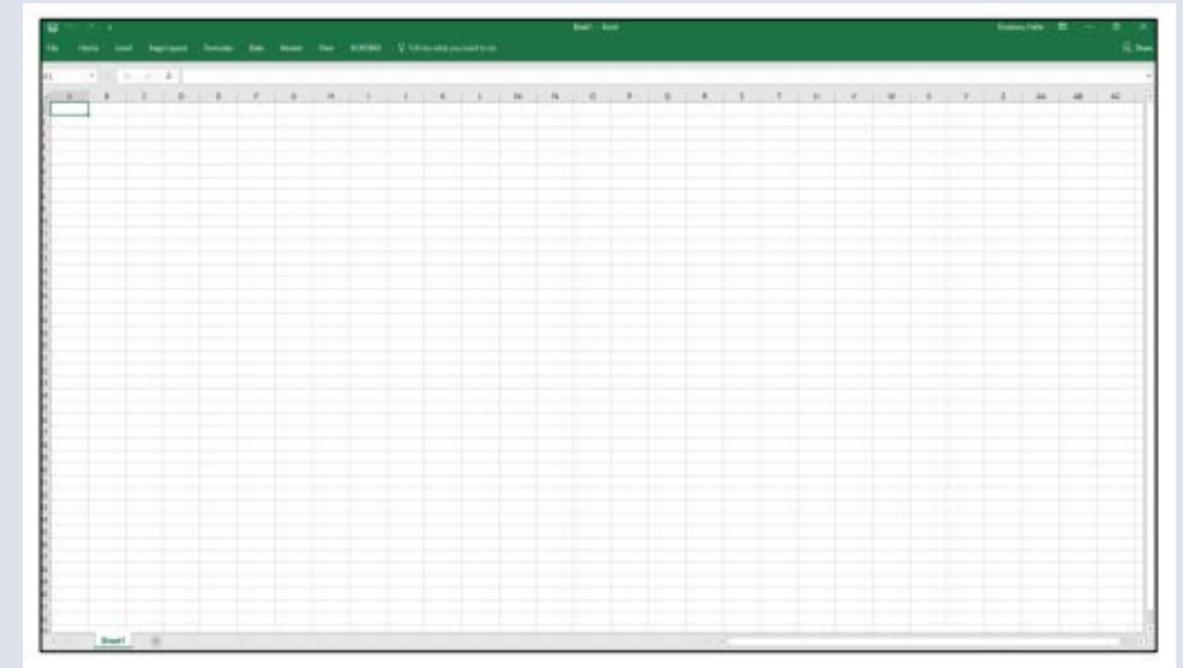
# Arizona Education Data Standards (AzEDS)

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

# Open a blank Excel Spreadsheet

## CHOOSE THE SEARCH FORMAT

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



# Create an Excel Spreadsheet: Standard

1. Type the student's First Name into cell **A1**.
2. Type the student's Last Name into cell **B1**.
3. Type the student's date of birth into cell **C1**.  
Use the format MM/DD/YYYY.
4. 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

# Create an Excel Spreadsheet: Case Number

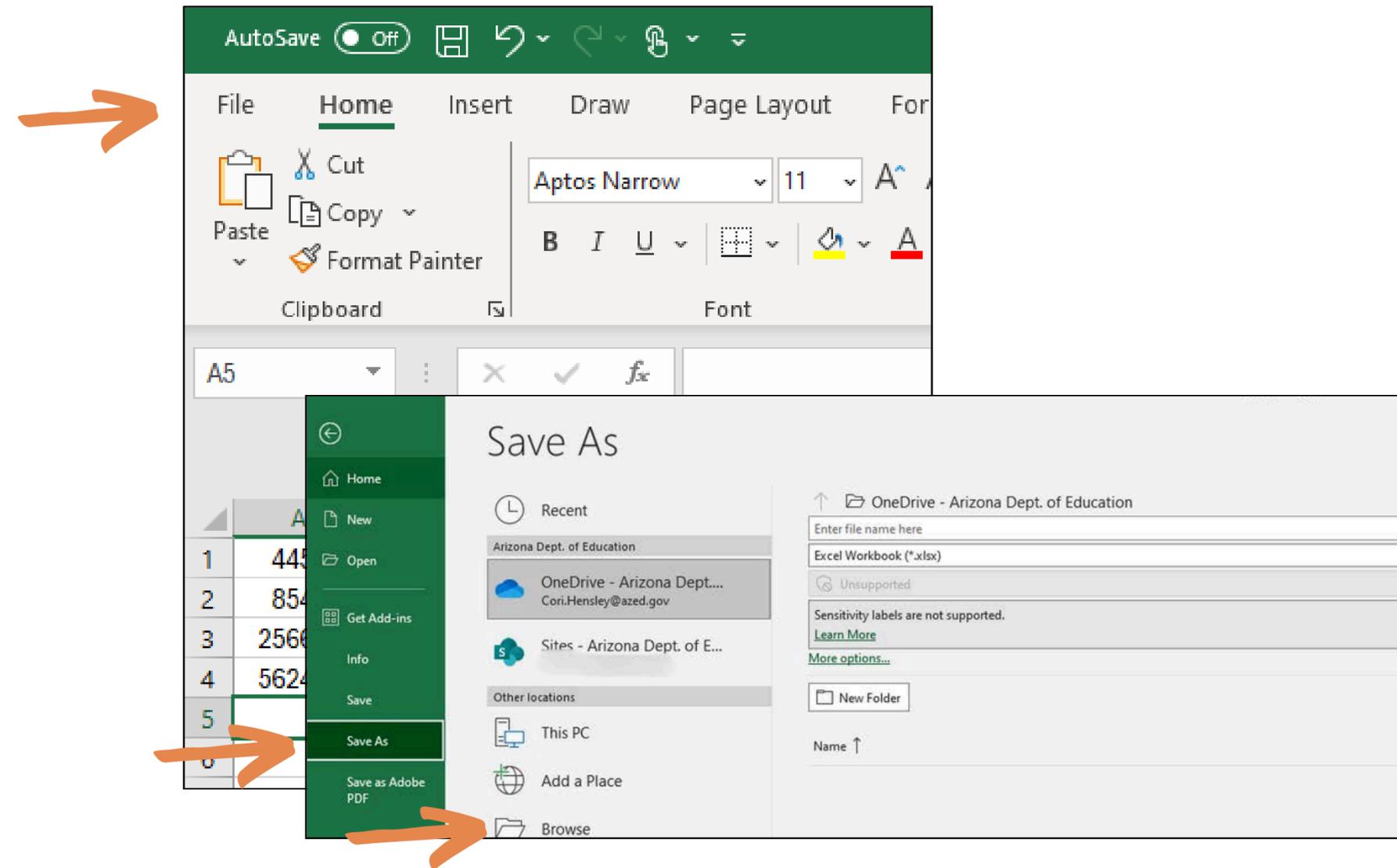
1. Type the student's Case Number in cell **A1**.
  - a. Please note that Case Numbers must be eight digits or less with no hyphens.
2. Repeat this step for every student.

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

# Saving the File

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

Click **Browse** to choose the location where you would like the file saved.



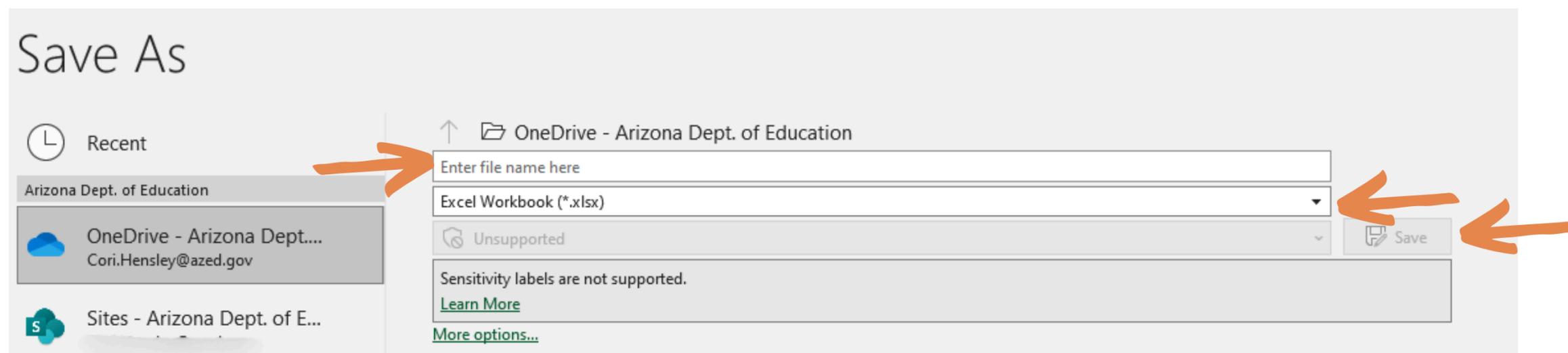
# Saving the File

In the field **Enter File Name Here**, enter the name of the file.

- As a best practice, you should include the date you created the file within the file name.

Use the drop-down to select XLX, XLSX, or CSV.

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



# Uploading the File

## TO START A SEARCH USING THE FILE UPLOAD METHOD, CLICK ON FILE UPLOAD FOUND IN THE GOLD MENU BAR.

- Select the file format used in your Excel (Standard, State Student ID, or Case Number) using the **File Format** drop-down.
- Click **Browse...** to upload the Excel file you created.
- 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**.
  - The name of the Excel file you selected should populate in the field.
- Click **Upload** to run the report.

Arizona Department of Education

CNP Direct Verification

Home Direct Verification

### Direct Verification File Upload Search

- Use this page to check the eligibility of a large number of students by uploading (or sending) a file to ADE.
- The file upload must match one of the 4 upload formats (see the [Help](#) for more information), which defines the type of upload you are performing.
- If you are unsure how to save a ".csv" file please refer to the Direct Certification Manual or contact your specialist at (602) 542-8700 for more information.
- THE DIRECT VERIFICATION FUNCTIONALITY IS NOT AVAILABLE AT THIS TIME. Note: Direct Verification will become available on 12/31/2017.
- You may download the results as a ".csv" file (compatible with Microsoft Excel) by clicking on the "Download" button.
- The results for files containing more than 10,000 students will be available as a download only.

File Format: State Student ID (SAIS ID) ▼

Select a file to upload: C:\Users\hknutso\Docum... Browse...

Upload

# Results of CNP Direct Verification

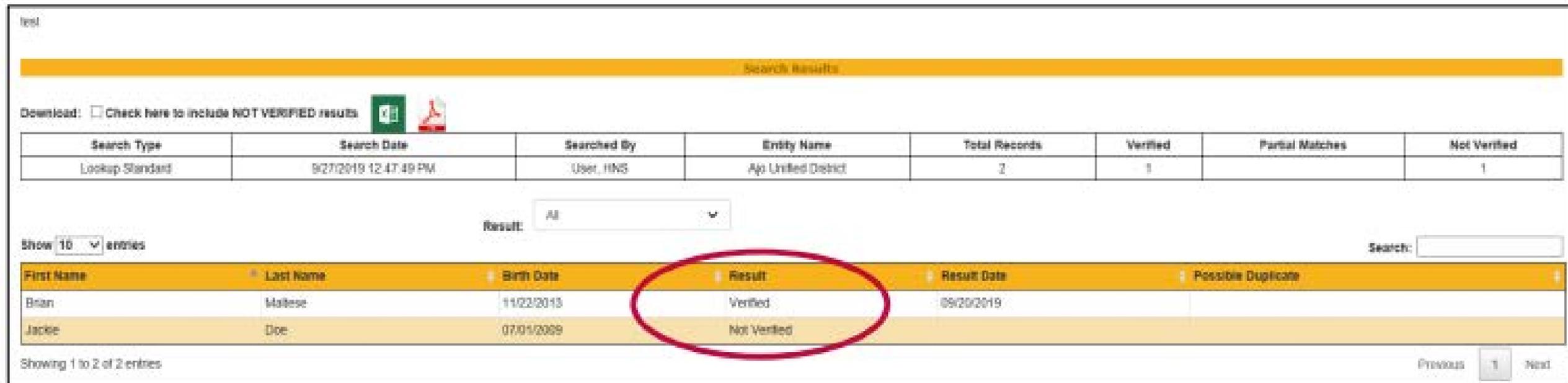
SECTION 5



# Results

**ONCE YOU INPUT OR UPLOAD THE STUDENT DATA AND CLICK UPLOAD, THE WINDOW WILL REFRESH AND DISPLAY YOUR RESULTS BELOW THE SEARCH BAR.**

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	Aj United District	2	1		1

Show 10 entries

Result: All

First Name	Last Name	Birth Date	Result	Result Date	Possible Duplicate
Brian	Maltese	11/23/2013	Verified	09/20/2019	
Jackie	Doe	07/01/2009	Not Verified		

Showing 1 to 2 of 2 entries

Previous 1 Next

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.

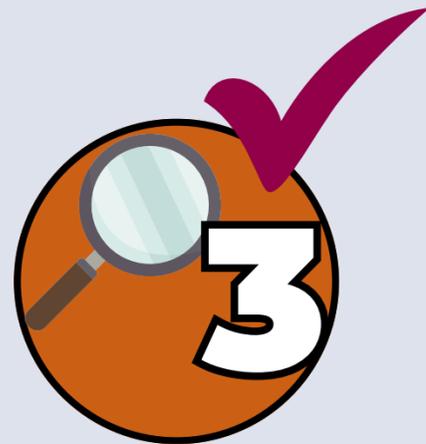
## Initial Eligibility Determination

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.

# 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).



# 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.

# 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.

## CONTACTING THE HOUSEHOLD

If the student was **Not Verified**, the household must provide documentation to support the information on the application.

Notify the household that their application was selected for verification and request income documentation.

The SFA must document the day the letter was sent.

# 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 who 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.

Search Type	Search Date	Searched By	Entity Name	Total Records	Ver
Lookup Standard	8/27/2019 12:47:49 PM	User, HNS	Ajo Unified District	2	

Result: All

First Name	Last Name	Birth Date	Result	Result Date
Brian	Mattese	11/22/2013	Verified	08/20/2019
Jackie	Doe	07/01/2009	Not Verified	

Showing 1 to 2 of 2 entries

# 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.

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.

Download:  Check here to include NO MATCH results



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.

# Phase 3: Verify

## USE FOR PHASE 3 ASSISTANCE

Refer to the Verification Tracking Form for next steps. ADE strongly encourages SFAs to print and attach this form to each application that is being verified.

- **Verified:** Print the results and attach to the tracking form. Verification is complete for this application.
  - **STOP.** Do not contact the household! Do not select another application!
- **Not Verified:** Print the results and attach to the tracking form. Continue to Step 3.

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/FDPR 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 verified correctly. Cannot be the same person who initially verified 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 SSO: \_\_\_\_\_ (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.

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**Now contact the household**

**Step 3**  Send First Verification Notice \_\_\_\_\_ (sent date)      Responding Documentation returned by: \_\_\_\_\_

If no response by give 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.

# 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](http://www.azed.gov/hns)





# Congratulations

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

Information to include when documenting this training for Professional Standards:

**Training Title:**  
How to Conduct Direct  
Verification

**Key Area:** 3000 – Administration

**Learning Code:** 3110

**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.

# Certificate

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## 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:

<b>Training Title:</b>	<b>Key Area:</b> 3000 – Administration
<b>Step-by-Step Instruction:</b>	<b>Learning Code:</b> 3110
<b>How to Conduct Direct Verification</b>	<b>Length:</b> 1.5 hours

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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.





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