

Webinar: CNP Direct Certification Enhancements

March 29, 2018

1:30 PM – 2:30 PM

Professional Standards Learning Code: 3120



This webinar is intended for the School Food Authorities in the State of Arizona. All regulations are specific to operating the National School Lunch Program under the direction of the Arizona Department of Education.

This webinar is intended for School Nutrition Program Staff who are responsible for determining student eligibility for meal benefits and conducting direct certification.

We will cover the following topics:

1. The changes that have been made in the CNP Direct Certification system
 2. How to conduct direct certification to match as many students as possible to increase your Identified Student Percentage (ISP), which is required to be submitted to ADE by April 13, 2018
 3. Resources available for the new CNP Direct Certification system
 4. Q&A
-

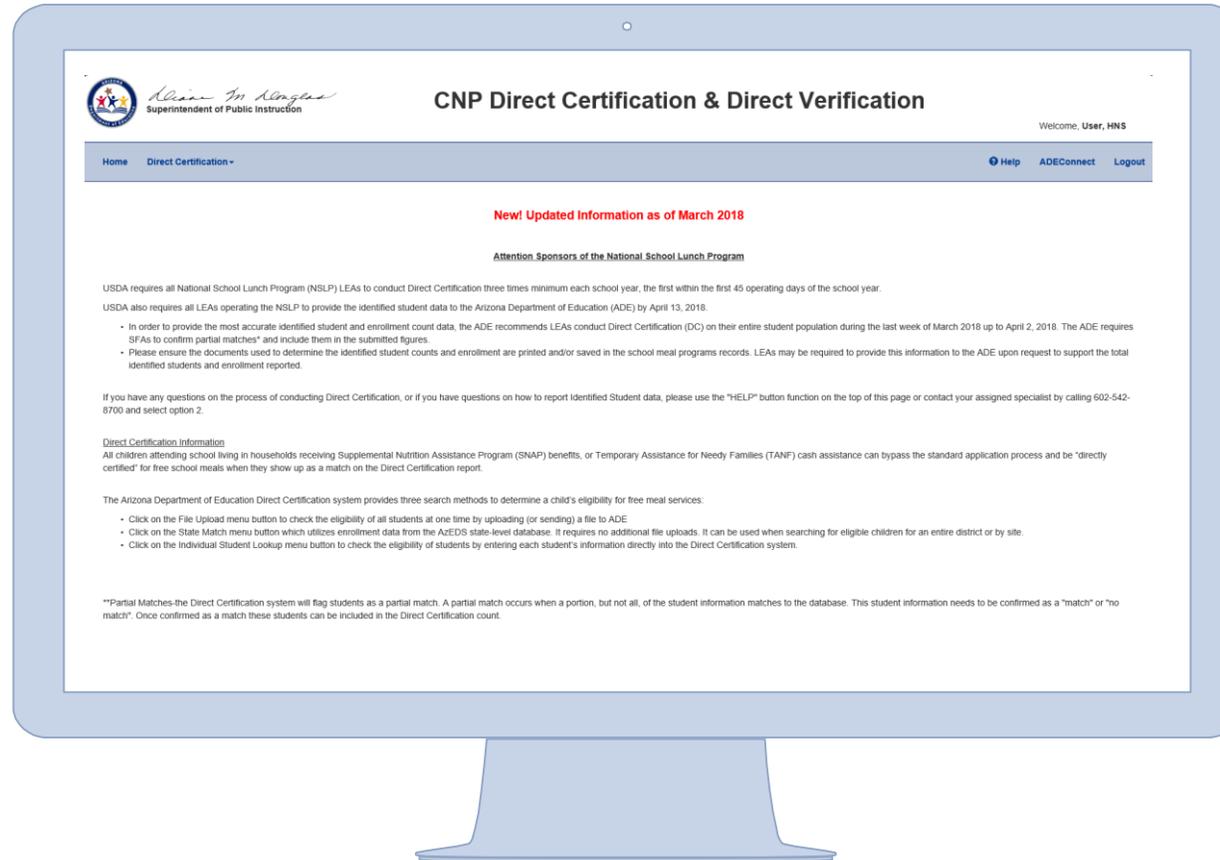
CNP Direct Certification Enhancements

- Enhancements are a result of feedback from users like you!
 - State Match
 - File Upload
 - Individual Student Lookup
 - Search History
 - “Partial Matching”
-

CNP Direct Certification Enhancements

- Please be aware that this is the **first phase** of system enhancements. There are more improvements that will be made in the coming months.
- The timing of the release of the current changes is aligned with the requirement to conduct direct certification around April 1st for reporting your ISPs to ADE.

Let's Take a Look at the System



Recap

- Conduct direct certification on Monday, April 2nd for purposes of reporting your ISP.
- You MUST designate partial matches for CEP, and it is highly recommended that this is completed in the Search History results.
- State Match is the preferred search method (If your LEA reports to AzEDS).

Resources

Health and Nutrition Services

Memos

[Twitter](#)
[Share](#)

[2018](#)
[2017](#)
[2016](#)
[2015](#)
[Older](#)

2018 Memorandums				
SP #	CACFP #	SFSP #	HNS #	Memo Title
SP 01-2018				Updated Infant and Preschool Meal Patterns in the National School Lunch Program and School Breakfast Program
	CACFP 01-2018			Grain Requirements in the Child and Adult Care Food Program; Questions and Answers
	CACFP 02-2018			Feeding Infants and Meal Pattern Requirements in the Child and Adult Care Food Program; Questions and Answers
			HNS 16-2017	New Automated Phone Greeting System for Health and Nutrition Services
			HNS 01-2018	Locally Grown Fresh, Raw, Whole Fruits and Vegetables
			HNS 02-2018	SFSP Program Year 2018 Application and Program Announcement
SP 04-2018	CACFP 04-2018	SFSP 01-2018		Market Basket Analysis when Procuring Program Goods and Modifying Contracted-For Product Lists
SP 05-2018	CACFP 05-2018			Providing Child Nutrition Program Benefits to Disaster Survivor Evacuees
			HNS 04-2018	HNS Response to New Meal Pattern Recordkeeping Requirements
			HNS 06-2018	FDCH Provider Manager System Update
			HNS 07-2018	Leaders for School Wellness Subgrant Awardees Announced
SP 09-2018				Reducing School Meal Certification Error through Improved Online Application Design
SP 11-2018				Community Eligibility Provision: Statutory Annual Notification and Publication
			HNS 13-2018	Option to receive USDA Foods or Cash In Lieu of Commodities
			HNS 14-2018	CNP Direct Certification Enhancements

HNS Memos

<http://www.azed.gov/hns/memos/>

HNS 14-2018: CNP Direct Certification Enhancements

Health and Nutrition Services

ADE Online Training Library

▼ Font | □ Show

- ▶ 1000- Nutrition
- ▶ 2000- Operations
- ▶ 3000- Administration
- ▼ Training on Applications for State Reporting (CNP Web, Direct Certification/ Direct Verification and Verification)

Training on Applications for State Reporting			
Course Title	Online Course Description	Length	Professional Standards Learning Objective
Step by Step Instruction: How to Submit Site and Sponsor Applications in CNPWeb	This online training will review how to submit both your Site and Sponsor applications for NSLP. Attendees will be asked questions throughout the training to test their knowledge.	1 Hour	3310
Step by Step Instruction: How to Submit a Claim in CNP Web	This online training will guide attendees step by step in creating a monthly site-based claim in CNPWeb. Attendees will be asked questions throughout the training to test their knowledge.	.75 Hour	3310
Step by Step Instruction: Introduction to CNP Direct Certification in CNP Direct Certification/Direct Verification	This online training will review the term Direct Certification, explain how the Arizona Department of Education CNP Direct Certification matching system works, and explain "match" and "no match" results. Attendees will be asked questions throughout the training to test their knowledge.	.5 Hour	3120
Step by Step Instruction: How to Conduct Direct Certification using File Upload: SAIS IDs	This online training will guide users through the process of creating and uploading an Excel file using student SAIS IDs in the Arizona Department of Education CNP Direct Certification matching system. Attendees will be asked questions throughout the training to test their knowledge.	1 Hour	3120
Step by Step Instruction: How to Conduct Direct Certification using File Upload: Social Security Numbers (SSN)	This online training will guide users through the process of creating and uploading an Excel file using student SSNs in the Arizona Department of Education CNP Direct Certification matching system. Attendees will be asked questions throughout the training to test their knowledge.	1 Hour	3120
Step by Step Instruction: How to Conduct Direct Certification using File Upload: Standard Format	This online training will guide users through the process of creating and uploading an Excel file using student first name, last name and birthdate in the Arizona Department of Education CNP Direct Certification matching system. Attendees will be asked questions throughout the training to test their knowledge.	1 Hour	3120
Step by Step Instruction: How to Conduct Direct Certification using File Upload: Case Numbers	This online training will guide users through the process of creating and uploading an Excel file using household's Case Numbers in the Arizona Department of Education CNP Direct Certification matching system. Attendees will be asked questions throughout the training to test their knowledge.	1 Hour	3120
Step by Step Instruction: How to Conduct Direct Certification using Individual Student Look Up	This online training will guide users through the process of searching student matches by entering student information directly into the Arizona Department of Education CNP Direct Certification matching system. Attendees will be asked questions throughout the training to test their knowledge.	.5 Hour	3120
Step by Step Instruction: How to Conduct Direct Certification using the State Match Method	This online training will guide users through the process of receiving matches using the State Match search option found within the Arizona Department of Education CNP Direct Certification matching system. Attendees will be asked questions throughout the training to test their knowledge.	.5 Hour	3120
Step by Step Instruction: How to Conduct Direct Verification in CNP Direct Certification/Direct Verification	This online training will review the requirement for SFAs to conduct Direct Verification on the household applications that were selected for Verification and guide users through the process of entering student information directly into the CNP Direct Verification matching system. Attendees will be asked questions throughout the training to test their knowledge.	1 Hour	3110
Step by Step Instruction: How to Submit the Verification Report in CNP Verification	This online training will review the two part Verification Summary Report that is due annually by February 1st. Attendees will be guided through the various questions and provided descriptions of the information that should be entered in each part of the report. Attendees will be asked questions throughout the training to test their knowledge.	1 Hour	3110

ADE Online Training Library

<http://www.azed.gov/hns/nslp/trainingsps/online/>

Training on Applications for State Reporting

Step by Step Instruction trainings are being updated to reflect the new system. Additionally, a new training is being created for partial matching.

Training and Professional Standards

[Tweet](#) [Share](#)

▶ Training for School Nutrition Professionals

▶ Regional Trainings (In-person)

▼ Live & Recorded Webinars

*Please note:
All live webinars should be watched in Google Chrome or Firefox.
*[Review these steps before watching a webinar in Blackboard for NSLP.](#)

Staying on Track Webinars – For Directors

This webinar series will review the activities that should be happening each month to help directors and program staff stay on track with program requirements. Please note: the webinar will follow the outline provided in ADE's Monthly Checklist. It is recommended to review it prior to the webinar. There will be designated time where the facilitator will be available to answer questions about all program operation topics.

- April 3, 2018 (1:30pm-2:30pm): [Register Here](#)
- March 6, 2018: [Recorded Webinar](#) & [Webinar Slides](#)
- February 6, 2018: [Recorded Webinar](#) & [Webinar Slides](#)
- January 9, 2018: [Recorded Webinar](#) & [Webinar Slides](#)
- December 5, 2017: [Recorded Webinar](#) & [Webinar Slides](#)
- November 7, 2017: [Recorded Webinar](#) & [Webinar Slides](#)
- October 3, 2017: [Recorded Webinar](#) & [Webinar Slides](#)
- September 5, 2017: [Recorded Webinar](#) & [Webinar Slides](#)
- August 2, 2017: [Recorded Webinar](#) & [Webinar Slides](#)
- May 2, 2017: [Recorded Webinar](#) & [Webinar Slides](#)
- April 4, 2017: [Recorded Webinar](#) & [Webinar Slides](#)

General Content Webinars

- CN Labels and Product Formulation Statements (March 27, 2018 from 1:30pm-2:30pm): [Recorded Webinar](#) & [Webinar Slides](#)
Do you know what documentation you need on file for the chicken nuggets and beef patties you serve? How about the pancakes you serve? This webinar will review the types of documentation you need to ensure your menus and ingredients used are meeting the meal pattern requirements.
- **New!** CNP Direct Certification Enhancements (March 29, 2018 from 1:30pm-2:30pm): [Register Here](#)
ADE is releasing enhancements to the CNP Direct Certification system in March 2018. This webinar will review the changes and walk attendees through how to navigate the new system. There will also be designated time for the facilitator to answer questions.
- **New!** Celebrate Farm to Summer Week (April 6, 2018 from 10:00am-11:30am): [Register Here](#)
Participants will learn how to celebrate Farm to Summer within the Summer Food Service Program during June 11th-15th. This webinar will emphasize how to source locally, leveraging the school or community garden during the summer months and where to find Arizona specific educational resources that can be used in the cafeteria and the classroom.

Live & Recorded Webinars

<http://www.azed.gov/hns/nslp/trainings/>

This webinar is being recorded and will be posted on this page for future use.



Debbie M. Douglas
Superintendent of Public Instruction

CNP Direct Certification & Direct Verification

[Home](#) [Direct Certification](#) ▾

Direct Certification State Match Search

- This search method is recommended to search the eligibility of a large number of students.
- Student enrollment is pre-populated from AZEDS.
- Select the SFA/Sponsor from the Sponsor Selection dropdown box.
- Choose either all sites or the single site from the Site Selection dropdown box.
- The user may download the results either in Excel or in .PDF.
- For those SFA's/Sponsors that do not report students in AzEDS; the State Match function cannot be used. Please see File Upload method.

Partial Matching Video:



Sponsor Selection :

Site Selection :

Partial Matching Video Tutorial

This video can be found on each page in CNP Direct Certification.

Thank you for your time!

You will receive a link to complete your evaluation of this training. The link will be emailed to the account used to register for this training. After completing the survey, you can print a certificate of completion to file for purposes of Professional Standards.

Any Questions?

Please type them into the chat bar now.

Congratulations!

You have completed the ***Recorded Webinar: CNP Direct Certification Enhancements***.

To request a certificate, please go to the next slide.

In order to count this training toward 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: ***Recorded Webinar: CNP Direct Certification Enhancements***
- Learning Codes: 3120
- Key Area: 3000-Administration
- Length: 30 minutes

Please Note:

- *Attendees must document the amount of training hours indicated regardless of the amount of time it takes to complete it.*
- *This recorded webinar is a non-interactive activity, which may count toward no more than two hours of annual training.*



**Request a
Certificate**

Requesting a Training Certificate

Please click on the link below to complete a brief survey about this webinar. Once the survey is complete, you will be able to print your certificate of completion from Survey Monkey. **This will not appear in your Event Management System (EMS) Account.*

<https://www.surveymonkey.com/r/RecordedWebinarOnlineSurvey>

The information below is for your reference when completing the survey:

- Training Title: ***Recorded Webinar: CNP Direct Certification Enhancements***
- Professional Standards Learning Codes: ***3120***