

**Frequently Asked Questions**  
CNP Direct Certification Enhancements  
Arizona Department of Education  
*Revised July 13, 2018*

## **Partial Matching**

### **1. What is a “Partial Match”?**

Historically, only a student that had a 100% match between the Department of Economic Security (DES) data and the Arizona Education Data Standards (AzEDS) data would be considered a “Match.” Any variation in a student’s name or birthdate, including misspellings or typos in either system, would be identified as “No Match.”

With the new enhancement of Partial Matching, the system uses an algorithm to identify differences in names from both the AzEDS data and DES data. If there is a possible match available, meaning there are small discrepancies between the two data sets, the search result will display a “Partial Match” link on the student record. Users are instructed to click a link to generate a report displaying students’ names and birthdates as they appear in AzEDS and in the DES system. The report will also provide information regarding the benefit application, including the Primary Informant (the person who applied for the household benefit), first name, last name, and address, if available.

Using the report, the user has the ability to determine if the identified partial match is truly a match by comparing the data sets. If a student has been identified as a “Match,” the user will select the appropriate match type (SNAP, TANF, Foster, etc.) and the system will update the partial match record as a “Match.” If the user does not believe these two records are the same child, the user will select “No Eligible Match” and the system will update the partial match record as “No Match.”

### **2. What if the partial match does not have an address or Primary Informant (PI) name?**

If the partial match does not include an address or PI name you may still be able to match the student. For example, if AzEDS has a student’s name as John Smith, and the partial match record from DES says John Smith-Edwards, and you know that the student has two last names, then you may consider that a match.

### **3. Do I contact the households to confirm the information in the partial match record?**

No, you will not contact any household while making partial match determinations. Only use the information you have on file for the partially-matched students to make your determinations.

**4. Do I need to keep any documentation with my partial match determinations?**

No, you do not need to keep any supporting documentation with your partial matches or DC reports. The only expectation is that you use your best judgment when matching the students.

**5. How do I print my DC match results?**

On the left side of the screen, you will see icons for Excel and PDF. Click on the icon for the type of file you want to print and follow the normal printing method.

**6. Do I print my match results before or after designating partial matches?**

Print your match results after you have designated partial matches.

**7. I confirmed a partial match as a “Match” and notified the household of the free meal benefits. I received a call from the family saying they do not participate in any assistance programs. What do I do?**

If a partially-matched student was confirmed as a “Match” and the family notifies you that they do not participate in an assistance program and should not be receiving free meal benefits, you can reverse the eligibility determination in your benefit issuance document and change the student to a “No Match” in CNP direct certification. To do this, click on the match link for the student and change the selection from “Match” to “No Eligible Match.”

**8. I made a mistake and identified a student as a “Match” that should have been a “No Match”—can I change it to No Match?**

Yes, if a partial match determination is incorrect, it can be changed at any time. To change the determination, click on the match link for the student and change the selection from “Match” to “No Eligible Match,” or vice versa.

**9. Can I extend eligibility to enrolled household members?**

Yes, you can extend eligibility to enrolled household members of students that are confirmed matches in SNAP, TANF, and FDPIR.

**10. Why did some students show up as a partial match when they were a match earlier in the school year?**

If this happens, please contact your specialist with the details so we can research the data.

**11. Once I have designated my partial matches, will the match determinations save or will I need to do it again the next time I conduct direct certification?**

As of July 1, 2018, once a partial match has been designated as a ‘Match’ or a ‘No Match’, it will save for the rest of the program year.

**12. Do we have to designate partial matches for withdrawn students?**

No, you do not have to designate partial matches for withdrawn students.

## General Questions

### **13. Should I do State Match or File Upload?**

Previously, State Match was based on data from SAIS, so the data was not always up to date or accurate. Now, State Match uses AzEDS data, which is more up to date and accurate. So if your LEA reports students to AzEDS, State Match is the preferred search method. If your LEA does not report students to AzEDS, you will use File Upload.

### **14. What is the priority level for the record types?**

SNAP has the highest priority, followed by TANF and FDPIR. Matches in these types allow for extending benefits to enrolled household members. Matches in Homeless, MEP (Migrant Education Program) and Foster do not allow for extending benefits to household members.

### **15. In the Standard File Upload we used to be able to have the student school ID number in the first column of our file but now there is not a place to have them in the file. Will that be added in the future?**

Yes, this feature has been added. If you'd like to add a student ID, please include it in column D. A Standard File Upload format for this purpose will be: First Name, Last Name, DOB, Student ID.

### **16. What if there are homeless students that do not show up as a match in the system?**

Please contact your Homeless Liaison to confirm that the student is homeless, and that the homeless need has been identified in AzEDS.

*This institution is an equal opportunity provider.*