



State of Arizona
Department of Education



Health and Nutrition Services Division

HNS# 29-2018

MEMORANDUM

To: Sponsors of the National School Lunch Program and School Breakfast Program
From: Melissa Conner, Associate Superintendent
 Arizona Department of Education, Health & Nutrition Services Division
Date: July 13, 2018
RE: Direct Certification/Direct Verification Enhancements

Original Signed

The purpose of this memorandum is to notify CNP Direct Certification/Direct Verification (DC/DV) users of system enhancements. The following enhancements are now live in the Direct Certification/Direct Verification system:

PARTIAL MATCHING:

Partial matching is the ability for a School Food Authority (SFA) to compare student data from AzEDS that ‘partially matches’ a child in the Department of Economic Security (DES) system and allows the SFA to determine if the child is a ‘Match’ or a ‘No Match’. When this enhancement was added to the DC/DV system, the partial matches would not save in future searches.

Now, when a partial match is designated as a ‘Match’ or a ‘No Match’, the designation is saved for the rest of the program year.

RESULT DATE:

A new column titled ‘Result Date’ has been added to the search results. The result date is the date a match was found by conducting direct certification or the date a ‘Partial Match’ was designated to a ‘Match’. This is the date that SFAs will use on their Benefit Issuance Document (BID) for ‘Certification Date’.

SEARCH RESULTS TABLE:

The search results table is located at the top of any search results page.

Search Type	Search Date	Searched By	Entity Name	Total Records	Matches	Partial Matches	No Matches	SNAP	TANF	Foster	FDPIR	MEP	Homeless
Upload State Student ID	7/9/2018 1:22:41 PM			5,572	1,001		4,571	949	10	42			

The search results table no longer counts withdrawn students or duplicated students.

The match categories only include the number of unique matches based on the order of priority. For instance, if a student matches in both SNAP and TANF, the student will only be counted in

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the SNAP category.

Order of priority:

1. Supplemental Nutrition Assistance Program (SNAP)
2. Temporary Assistance for Needy Families (TANF)
3. Food Distribution Program on Indian Reservations (FDPIR)
4. Foster
5. Migrant Education Program (MEP)
6. Homeless
7. Medicaid (MA) – for Direct Verification only

COMPREHENSIVE MATCH REPORT:

The Comprehensive Match Report is a report that combines the results of all searches by search type for the entire program year. For example, all searches that are completed using the State Student ID (SAIS ID) format will be combined in the State Student ID comprehensive report, even if the SFA searches by individual student lookup, State Match, or File Upload.

The new report will give SFAs the ability to easily report their data for Verification and/or the Community Eligibility Program. This report will also make it easier for an SFA to update their BID.

Due to this new comprehensive report, it is highly recommended that each School Food Authority (SFA) use only one search type. State Student ID (SAIS ID) is the preferred search type.

To access the comprehensive match report, click the Direct Certification menu and then click 'Reports'. Select your LEA and select the search type. Click on either the Excel icon or the PDF icon to view your results.

STATE STUDENT ID/DISTRICT ID:

To take full advantage of the Comprehensive Match Report, we highly recommend the use of State Student ID as the search type only.

We are aware that there are some SFAs that have missing District/School IDs when a State Match or State Student ID search is conducted, which makes it difficult to upload data into an SFAs local meals software. There are two suggestions to alleviate this issue:

Contact your local meals software company and ask that they allow you to upload your student data using the State Student ID instead of your District (local school) Student ID.

Or

Contact your Student Information System (SIS) vendor and ensure that the District Student ID field is a required field so that when the SIS updates AzEDs there will always be a District Student ID.