



State of Arizona  
Department of Education



Health and Nutrition Services Division

HNS # 34-2018

MEMORANDUM

**To:** Local Educational Agencies, School Food Authorities, Sponsors and Grant Recipients

**From:** Melissa Conner, Associate Superintendent  
Arizona Department of Education, Health & Nutrition Services Division

**Date:** October 24, 2018

**RE:** **Automated Matching and Email Notification in CNP Direct Certification**

*Original Signed*

The purpose of this memorandum is to notify operators of the new enhancement in CNP Direct Certification. In an attempt to ensure all eligible students receive program benefits, ADE has developed automated searching and notification in hopes that Local Educational Agencies (LEAs) will be able to directly certify eligible students as soon as a new match is available. The CNP Direct Certification system will now conduct automated searches and provide users who opt-in to the email subscription, a notice that a new match has been found.

**Automated Searches**

Beginning October 24, 2018, the CNP Direct Certification system will automatically search student records with Department of Economic Security (DES) records for matches each night.

The automated search process will be completed four different ways:

1. State Match – For any LEA that reports to AZEDS, the system will automatically search all AZEDS student records in your LEA for a match.
2. Standard Search – For any LEA that has completed a standard search (first name, last name, date of birth), the previous records that resulted in a ‘no match’ will continue to be searched every night for a new match.
3. Social Security Number Search – For any LEA that has completed a SSN search, the previous records that were a ‘no match’ will continue to be searched every night for a new match.
4. Case Number Search – For any LEA that has completed a Case Number search, the previous records that were a ‘no match’ will continue to be searched every night for a new match.

**Diane M. Douglas, Superintendent of Public Instruction**

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### **Email Notification**

When a new match is found, the system will send an email notification to the LEA contacts that have opted-in to receive notification emails.

**To opt-in:** Simply click the 'Email Notification' link located in the menu bar at the top of the CNP Direct Certification page, click 'Opt-In' and then click 'Save'. ADE has not prepopulated any users to receive an email notification. It is up to the LEA to opt-in and provide an email address where the notification will be sent.

The generic email will provide language that a new match has been found and will instruct the email recipient to log into CNP Direct Certification to see which students matched. Due to student level confidentiality, no student data will be generated on the email. \*

*\*Please note: This email address is not monitored, please do not reply.*

### **Accessing Automated Search Results**

Automated match results can be accessed in the LEAs "Search History" as well as "Reports". To see the new matches found from the automated search, users should access their "Search History" by clicking on the Direct Certification tab. The user will see a link identified as an automated search result. Once the user clicks on the link, the new matches will refresh on the screen. To see all matches and non-matches users should access the comprehensive report by clicking the 'Reports' link located in the Direct Certification tab. All matches found through an automated search will reflect in the comprehensive report. The LEA should update their Benefit Issuance Document (BID) accordingly.

This is one of many new enhancements made to the CNP Direct Certification System. For additional guidance related to Direct Certification or the CNP Direct Certification system please click 'Home' in the CNP Direct Certification system. If you need assistance or have additional questions, please contact your assigned School Nutrition Programs Specialist, or email [ADESchoolNutrition@azed.gov](mailto:ADESchoolNutrition@azed.gov).

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