# Arizona Department of Education

Health and Nutrition Services Division

HNS# 21-2019

## MEMORANDUM

**TO:**     Local Educational Agencies Operating the National School Lunch Program

*Original Signed*

**FROM:**   Melissa Conner, Associate Superintendent
Arizona Department of Education, Health and Nutrition Services Division

**DATE:**   July 29, 2019

**SUBJECT:** Automatic Designation of Partial Matching

The purpose of this memorandum is to communicate updates to the CNP Direct Certification (DC) system and provide useful information about the automatic designation of partial matching. On July 26, 2019, the automatic designation of partial matching was implemented. ADE believes this will reduce the workload of the School Food Authority (SFA) that have a large number of partial matches.

**What is Automatic Designation?**
Partial matches that have a high enough match percentage will automatically become a match in the DC system. These matches allow the SFA to provide impacted students with free meal benefits and do not require the SFA to conduct further validation on the student.

**How do I know if a partially matched student was automatically designated?**
Upon review of the Search Results, the result column will display *Match* with a blue hyperlink. When the link is clicked, the SFA will see the match record was done by the system. Please see the diagram on the following page.



Show 10 entries

| First Name | Last Name | Birth Date | Result | Result Date |
|---|---|---|---|---|
| edward | | | Match | 07/24/2019 |

**Partial Match Records**

Student First Name: edward    Student Last Name: ▨▨▨    DOB: ▨▨▨

Date Modified: 7/24/2019 3:21:20 PM **By:** System

| First Name | Last Name | Student DOB | Address | PI First Name | PI Last Name | Record Type | Selected Match |
|---|---|---|---|---|---|---|---|
| EDWARD | ▨▨ | ▨▨ | ▨▨▨ | JERRICA | ▨▨ | SNAP | ⦿ |
| | | | | | | No Eligible Match | ◯ |

**Update Match Result**    **Cancel**

**False Positive Matching**

There is a possibility that the algorithm put in place may misidentify a student. If the SFA is made aware of an automatically designated match that should not be a match, the SFA can click the *Match* hyperlink and change the student to a no match by selecting the option *No Eligible Match* (see above). In this case of a no match, ADE recommends the SFA work with the household to obtain eligibility status through the Household Application for Free and Reduced-Price Meals or revert to the previously determined eligibility status the SFA had on file for the student.

**Parent Calls**

If a parent calls to let you know that a student should not be receiving a meal benefit, locate the student match in the DC system and manually change the match designation. Advise the parent that their child had a similar name and birthdate to another child that matched and that it is preferable to err on the side of providing a meal benefit, rather than not. If the parent refuses to accept that explanation, they may call ADE at (602) 542-8700, option 2.

Under *no circumstances* should you share the partial match data with the parent.

For questions regarding this memo, please contact your assigned School Nutrition Programs Specialist whose contact information is located on the NSLP CNPWeb home page, or send an email to ADESchoolNutrition@azed.gov.

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