



Arizona Department of Education
Health & Nutrition Services Division

HNS# 42-2020

MEMORANDUM

TO: Local Educational Agencies Operating the National School Lunch Program and School Breakfast Program

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

DATE: December 21, 2020

SUBJECT: Automated Matching to Comply with Annual Direct Certification Search Requirements

Original Signed

The purpose of this memorandum is to notify operators who are utilizing the automated searching enhancement in CNP Direct Certification (CNP DC) that they may only be in compliance with 7 CFR 254.6(b)(3) **if** the Local Educational Agency (LEA) logs into CNP DC within 90 calendar days of each new match notification.

In 2018, ADE launched system enhancements in CNP DC that automatically search an LEA's student records with the Department of Economic Security (DES) records for matches each night. If a match or partial match is identified, the system provides users who have opted-in to the email subscription a notice that a new match or partial match has been found. LEAs must log into CNP DC to access the student information for each automated match received. Details of this enhancement were outlined in the memorandum [HNS# 34-2018](#).

Per 7 CFR 245.6(b)(3), at a minimum, all LEAs must conduct Direct Certification as follows: (1) At or around the beginning of the school year; (2) Three months after the initial effort; and (3) Six months after the initial effort. If each automated match is accessed within 90 calendar days of notification, the annual Direct Certification search requirement is considered met and the LEA is in compliance with this regulation.

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 upon logging into CNP DC. 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 be reflected within the comprehensive report. The LEA should update their Benefit Issuance Document (BID) accordingly.

If you have questions concerning this guidance, please contact your assigned SNP Specialist. Your assigned SNP Specialist can be found at the top of the Sponsor application in CNPWeb. You may also send an email to ADESchoolNutrition@azed.gov or call 602-542-8700, option 2.

This institution is an equal opportunity provider.