



State of Arizona
Department of Education
Office of Diane M. Douglas
Superintendent of Public Instruction

HNS#13-2016

MEMORANDUM

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

From: Mary Szafranski, Associate Superintendent
Arizona Department of Education, Health & Nutrition Services Division

Original Signed

Date: September 26, 2016

RE: CNP Direct Certification Enhancements

The purpose of this memorandum is to inform School Food Authorities (SFA) of enhancements the Arizona Department of Education (ADE) has made to the online CNP Direct Certification system. The newest enhancement (case number search for direct certification) became effective on September 13, 2016. The other enhancements (ability to match against Migrant Education Program (MEP) data and homeless children/youth) became effective in prior school years (see memos HNS#13-2015 and HNS#07-2016).

Case Number Search for Direct Certification

Historically, during the time period of annual verification activities, SFAs could enter a case number provided on a household application to attempt to *directly verify* the household's eligibility for the SNAP or TANF program. SFAs may now use the CNP Direct Certification system to enter a case number provided by a household as an attempt to *directly certify* all students on the application. The case numbers to be matched against are from the Arizona Department of Economic Security and are only for children ages 3 to 21. If a case number belongs to an adult over the age of 21, it will not be in the dataset sent to ADE from DES.



After an application with an assistance program case number has been deemed complete and the household is provided free meal benefits, the case number search for direct certification can be used. The case number search allows the SFA to search for individual case numbers or upload a file containing multiple case numbers.

When the case number search is used for direct certification and a “match” is returned, the household members are considered directly certified and the benefit issuance document should be updated accordingly. When the case number search is used for direct certification and a “no match” is returned, the categorical application remains in effect as do the free meal benefits for the household members. The SFA should contact the household for further clarification or verify the application for cause. More details are found in the Eligibility Manual for School Meals located on our website at: <http://www.azed.gov/health-nutrition/nslp/programguidance/>. Additional web-based Step by Step Instruction/“How To Guidance” for the case number search will be forthcoming.

Addition of MEP students and students identified as a homeless child or youth under the McKinney-Vento Assistance Act

Two additional matching categories are visible in the CNP Direct Certification match results, “MIG” and “HOM”. Students who are a match for these categories are considered Directly Certified for free meal benefits and are not subject to verification.

Why was the system enhanced?

If a household submits a complete application containing an assistance program (SNAP, TANF, FDPIR) case number, the application is considered to be Categorical Eligible and the students receive free meal benefits. The categorical applications are also subject to verification.

Additionally, if a household submits a complete application designating the child’s status as homeless, runaway, or migrant, the application is considered to be Other Source Categorical Eligible and while the student receives free meal benefits, the appropriate program official must confirm the status for each child. Therefore, providing additional options for SFAs to obtain a match in the CNP Direct Certification system for program eligibility that would otherwise require verification/confirmation, has the potential to:

1. decrease the verification sample size (due to decreased number of applications subject to verification),
2. increase the number of Identified Students for the Community Eligibility Provision, and
3. reduce administrative burden for SFAs to confirm homeless, runaway, and migrant status.

Additionally, enhancements to the CNP Direct Certification are part of the Continuous Improvement Plan that ADE is required to complete per USDA’s Food and Nutrition Service.

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

This institution is an equal opportunity provider.

