How to Complete Direct Certification Using Medicaid Data

Health and Nutrition Services
Arizona Department of Education

Disclaimer

This training was developed by the Arizona Department of Education (ADE) Health and Nutrition Services Division (HNS). The content in this training is intended for professionals operating one or more USDA Child Nutrition Programs in Arizona under the direction of ADE. The information in this training is subject to change. Attendees are encouraged to access professional development materials directly from the training library to prevent use of outdated content.

Intended Audience

This training is intended for School Food Authorities (SFAs) operating the National School Lunch Program (NSLP) and School Breakfast Program (SBP).

Objectives

At the end of this training, attendees should be able to:

- understand the Direct Certification (DC) with Medicaid Data Demonstration Project; and,
- effectively certify qualifying students to free and reduced-price meals using Medicaid Data.

TRAINING HOURS

Information to include when documenting this training for Professional Standards:

Training Title: How to Complete Direct Certification Using Medicaid Data

Key Area: 3000 - Administration

Learning Code: 3120

Length: 15 minutes

Quiz Time

Throughout this guide, there will be comprehension quiz questions to test your knowledge and help you apply what you're learning. Be sure to review these quiz questions and answers available within the guide.

The question mark icon below will indicate a comprehension quiz question.

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The following slides will only cover how-to instructions for Direct Certification using Medicaid Data. Please refer back to the Online Training Library for other How-To Guides outlining other search methods in CNP Direct Certification.

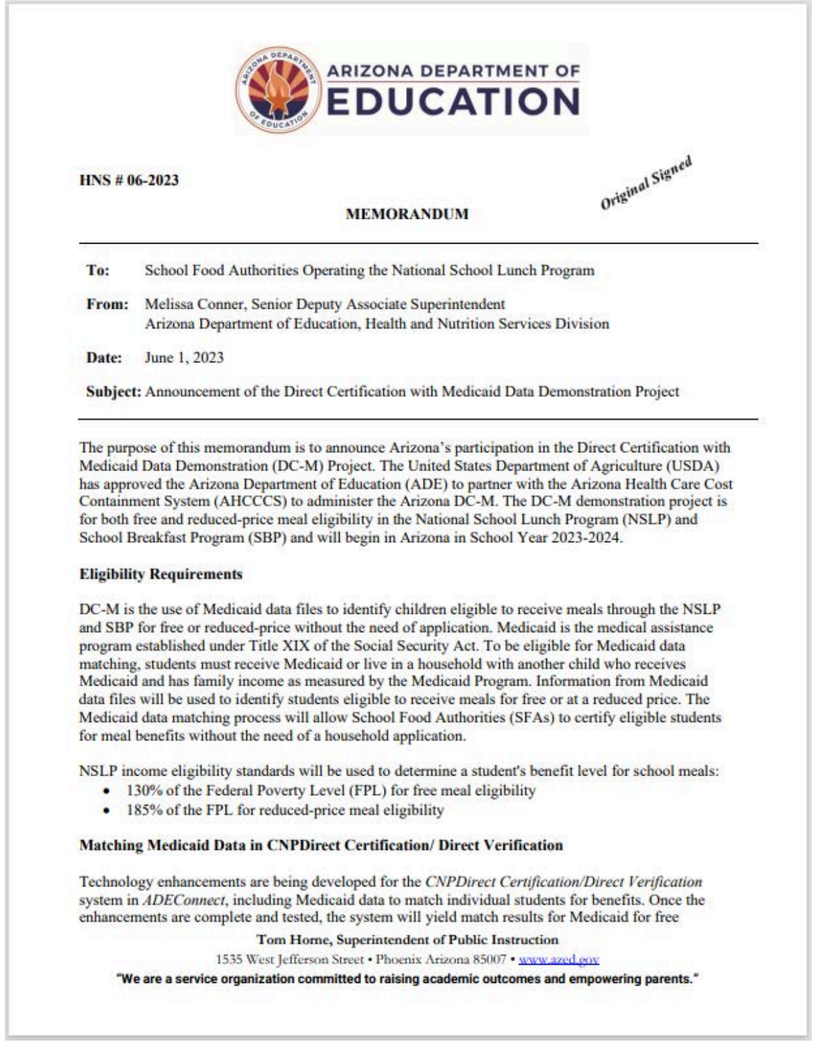
Overview of the Direct Certification with Medicaid Data Demonstration Project

SECTION 1

DC with Medicaid Data Demonstration Project

ADE has been approved to administer the Arizona Direct Certification Medicaid (DC-M) Free and Reduced Demonstration Project starting in School Year 2023-2024.

DC-M is the use of Medicaid data files to identify children eligible to receive meals through the NSLP and SBP for free or reduced-price without the need of an application.



ARIZONA DEPARTMENT OF EDUCATION

HNS # 06-2023

Original Signed

MEMORANDUM

To: School Food Authorities Operating the National School Lunch Program

From: Melissa Conner, Senior Deputy Associate Superintendent
Arizona Department of Education, Health and Nutrition Services Division

Date: June 1, 2023

Subject: Announcement of the Direct Certification with Medicaid Data Demonstration Project

The purpose of this memorandum is to announce Arizona's participation in the Direct Certification with Medicaid Data Demonstration (DC-M) Project. The United States Department of Agriculture (USDA) has approved the Arizona Department of Education (ADE) to partner with the Arizona Health Care Cost Containment System (AHCCCS) to administer the Arizona DC-M. The DC-M demonstration project is for both free and reduced-price meal eligibility in the National School Lunch Program (NSLP) and School Breakfast Program (SBP) and will begin in Arizona in School Year 2023-2024.

Eligibility Requirements

DC-M is the use of Medicaid data files to identify children eligible to receive meals through the NSLP and SBP for free or reduced-price without the need of application. Medicaid is the medical assistance program established under Title XIX of the Social Security Act. To be eligible for Medicaid data matching, students must receive Medicaid or live in a household with another child who receives Medicaid and has family income as measured by the Medicaid Program. Information from Medicaid data files will be used to identify students eligible to receive meals for free or at a reduced price. The Medicaid data matching process will allow School Food Authorities (SFAs) to certify eligible students for meal benefits without the need of a household application.

NSLP income eligibility standards will be used to determine a student's benefit level for school meals:

- 130% of the Federal Poverty Level (FPL) for free meal eligibility
- 185% of the FPL for reduced-price meal eligibility

Matching Medicaid Data in CNPDirect Certification/ Direct Verification

Technology enhancements are being developed for the *CNPDirect Certification/Direct Verification* system in *ADEConnect*, including Medicaid data to match individual students for benefits. Once the enhancements are complete and tested, the system will yield match results for Medicaid for free

Tom Horne, Superintendent of Public Instruction
1535 West Jefferson Street • Phoenix Arizona 85007 • www.azed.gov
"We are a service organization committed to raising academic outcomes and empowering parents."

[HNS 06-2023: Announcement of the Direct Certification with Medicaid Data Demonstration Project]

DC-M Eligibility

STUDENT ELIGIBILITY REQUIREMENTS

To be eligible for Medicaid data matching, students must either receive Medicaid or live in a household with another child who receives Medicaid and has family income as measured by the Medicaid Program.

Hierarchy of DC Matches

Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF), Food Distribution Program on Indian Reservations (FDPIR), and other direct certification matches **always** supersede Medicaid matches for reporting purposes.

Students should be identified as a Medicaid match only when there is no match with SNAP, TANF, FDPIR, or other programs.

Preparing for DC-M

SFA RESPONSIBILITIES

SFAs must notify their respective vendor/Point of Sale software provider of the inclusion DC-M free and DC-M reduced data for the upcoming school year.

Vendors will need to prepare the user interface and system to intake the two new direct certification fields (DC-M Free and DC-M Reduced) and ensure hierarchy rules outlined on the prior slide are implemented when a child matches in multiple categories of direct certification.

Quiz Time

True or False. Medicaid matches supersede SNAP, FDPIR, and other direct certification matches.

A **True.**

B **False.**

Quiz Time

True or False. Medicaid matches supersede SNAP, FDPIR, and other direct certification matches.

A True.

B False.

SNAP, TANF, FDPIR & other direct certification matches always supersede Medicaid matches for reporting purposes.

Only identify a student as a Medicaid match if the child does not match with SNAP, TANF, FDPIR or other programs.

Accessing the CNP Direct Certification System

SECTION 2

CNP Direct Certification

ACCESSING THE SYSTEM

Direct Certification using Medicaid Data is conducted in the CNP Direct Certification (CNPDC) web-based application in ADEConnect.

To access the CNPDC system, login to ADEConnect, select "View Applications," and then select "CNP Direct Certification / Direct Verification."

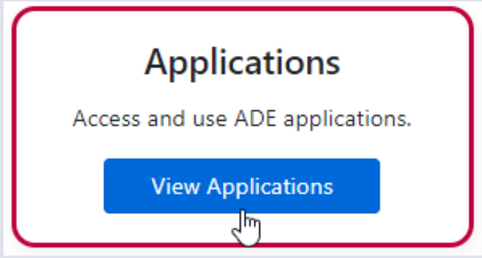
If CNP Direct Certification / Direct Verification is not a listed application in ADEConnect, you will need to request access from your Entity Administrator.

1 LOGIN TO ADECONNECT

Open a web browser, navigate to adeconnect.azed.gov, and input your username and password for ADEConnect.

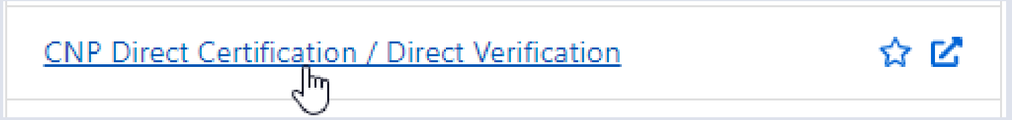
2 SELECT "VIEW APPLICATIONS"

After logging in to ADEConnect, select "View Applications."



3 SELECT "CNP DIRECT CERTIFICATION / DIRECT VERIFICATION"

Select "CNP Direct Certification / Direct Verification" from the list of applications in ADEConnect.

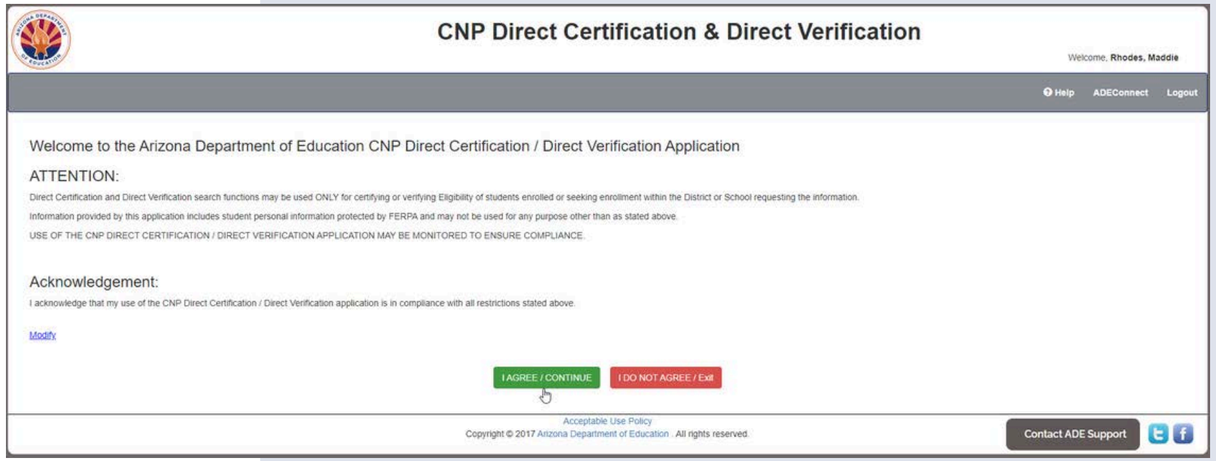


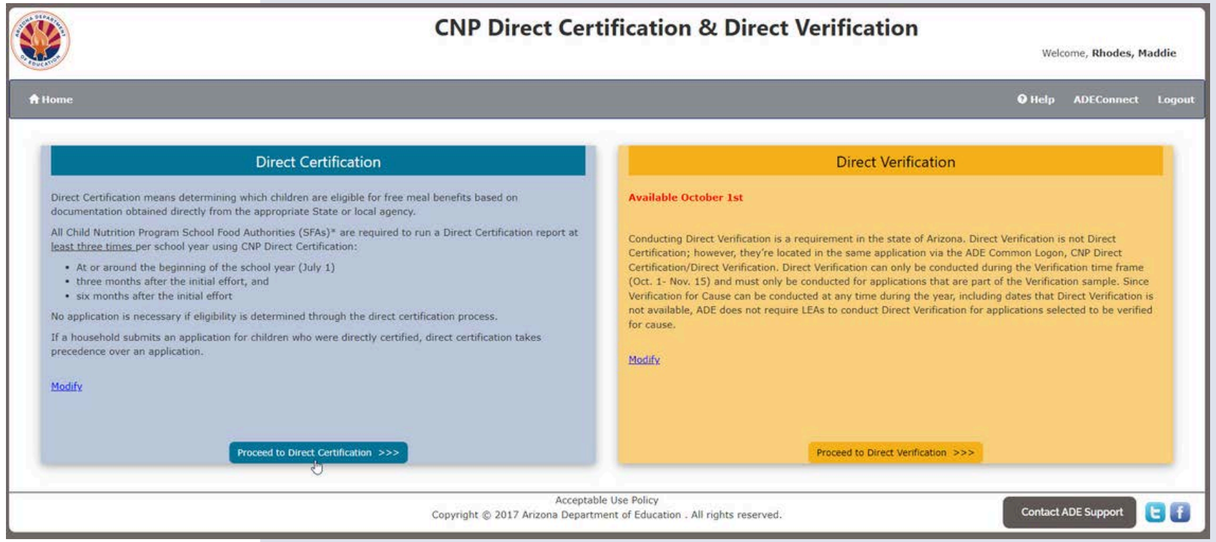
CNP Direct Certification

ACCESSING THE SYSTEM

After successfully logging in to the CNP Direct Certification / Direct Verification System, a screen with a **Family Educational Rights and Privacy Act (FERPA) statement** will load. The statement must be read, understood, and acknowledged to advance in the system by selecting "**I AGREE/CONTINUE.**"

After the FERPA statement has been acknowledged, you will then be brought to a new screen where you must select CNP Direct Certification by clicking "**Proceed to Direct Certification**."





Identifying a Direct Certification with Medicaid Data Match in the CNPDC System

SECTION 3

Changes to the CNPDC System

HNS 07-2023: DC-M ENHANCEMENTS TO THE CNPDC SYSTEM

To accommodate DC using Medicaid data, the CNPDC system received the following updates:

1. Addition of Medicaid (MA)-Free and MA-Reduced Categories and Counts.

2. Addition of MA-Free and MA-Reduced in the Eligibility Type Column and Data Extraction.

Identifying DC-M Matches

DC-M & THE CNPDC SYSTEM

To identify students qualifying for free and reduced-price meals using Medicaid data, SFAs will conduct DC using standard processes.

The CNPDC system results will reflect student matches in accordance with the hierarchy of DC matches.

Medicaid data matches will be categorized as MA-Free or MA-Reduced under the Eligibility Type column.

latches	No Matches	SNAP	TANF	Foster	FDPIR	MEP	Homeless	Medicaid	
								Free	Reduced

Search:

Eligibility Type	Possible Duplicate
MA-FREE	
MA-REDUCED	

HOW DO I CONDUCT DC?

For more information about conducting DC, please visit the NSLP online training library and review one of the detailed how-to guides!

It's a Match!

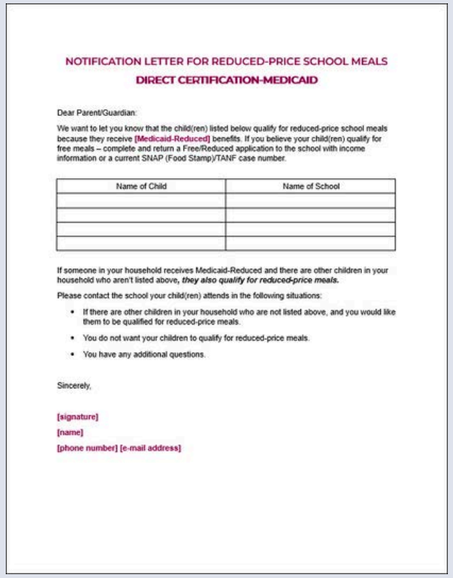
NOTIFYING DC-M MATCHES

After conducting DC, students qualifying for free or reduced-price meals must be notified indicating the DC source in which they were matched.

Template Notification Letters for Students Qualifying for Free or Reduced Meals through DC-M:

- Notification for Free School Meals Letter, Direct Certification (English) (Spanish)
- Notification of Reduced-Price School Meals Letter, Direct Certification - Medicaid (English) (Spanish)

Households directly certified for reduced-price meals must be notified of the income level used and offered the opportunity to apply via a household application if they think their income is within the standard for free meals.



NOTIFICATION LETTER FOR REDUCED-PRICE SCHOOL MEALS
DIRECT CERTIFICATION-MEDICAID

Dear Parent/Guardian:

We want to let you know that the child(ren) listed below qualify for reduced-price school meals because they receive [Medicaid-Reduced] benefits. If you believe your child(ren) qualify for free meals – complete and return a Free/Reduced application to the school with income information or a current SNAP (Food Stamp)/TANF case number.

Name of Child	Name of School

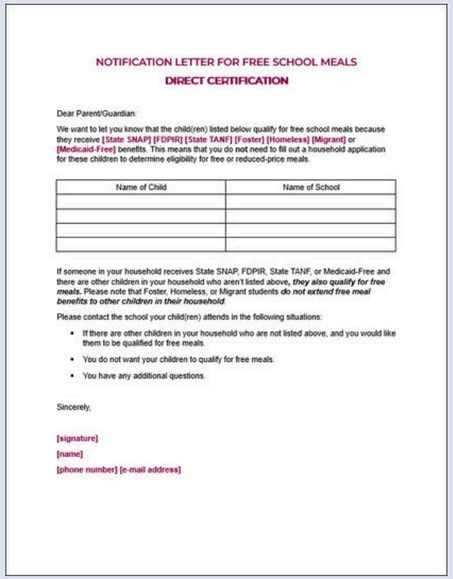
If someone in your household receives Medicaid-Reduced and there are other children in your household who aren't listed above, ***they also qualify for reduced-price meals.***

Please contact the school your child(ren) attends in the following situations:

- If there are other children in your household who are not listed above, and you would like them to be qualified for reduced-price meals.
- You do not want your children to qualify for reduced-price meals.
- You have any additional questions.

Sincerely,

[signature]
[name]
[phone number] [e-mail address]



NOTIFICATION LETTER FOR FREE SCHOOL MEALS
DIRECT CERTIFICATION

Dear Parent/Guardian:

We want to let you know that the child(ren) listed below qualify for free school meals because they receive [State SNAP] [FDPIR] [State TANF] [Foster] [Homeless] [Migrant] or [Medicaid-Free] benefits. This means that you do not need to fill out a household application for these children to determine eligibility for free or reduced-price meals.

Name of Child	Name of School

If someone in your household receives State SNAP, FDPIR, State TANF, or Medicaid-Free and there are other children in your household who aren't listed above, ***they also qualify for free meals.*** Please note that Foster, Homeless, or Migrant students ***do not extend free meal benefits to other children in their household.***

Please contact the school your child(ren) attends in the following situations:

- If there are other children in your household who are not listed above, and you would like them to be qualified for free meals.
- You do not want your children to qualify for free meals.
- You have any additional questions.

Sincerely,

[signature]
[name]
[phone number] [e-mail address]

Template Notification Letters for Students Qualifying for Free or Reduced Meals through DC-M

CONTACT US

If you have a question or require additional assistance, please contact your assigned specialist or contact HNS.

602-542-8700

ContactHNS@azed.gov

www.azed.gov/hns

Congratulations

You have completed the Online Course:
How to Complete Direct Certification Using Medicaid Data.

Information to include when documenting this training for Professional Standards:

Training Title:
How to Complete Direct Certification Using Medicaid Data

Key Area: 3000 – Administration

Learning Code: 3120

Length: 0.25 hour

Please note, attendees must document the amount of training hours indicated on the training despite the amount of time it takes to complete it.

Certificate

Requesting a training certificate
Please click the button to complete a brief survey about this online training. Once the survey is complete, you will be able to print your certificate of completion from Survey Monkey.

TAKE SURVEY

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