

# Introduction to Direct Certification



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are encouraged to access professional development materials directly from the training library to prevent use of outdated content.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)**. All regulations are specific to operating the NSLP under the direction of ADE.

# Objectives

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

- comprehend the process of direct certification;
- understand the various methods of searching in CNP Direct Certification; interpret and apply match results; and
- locate additional resources available for each search method.

## TRAINING HOURS

Information to include when documenting this training for Professional Standards:

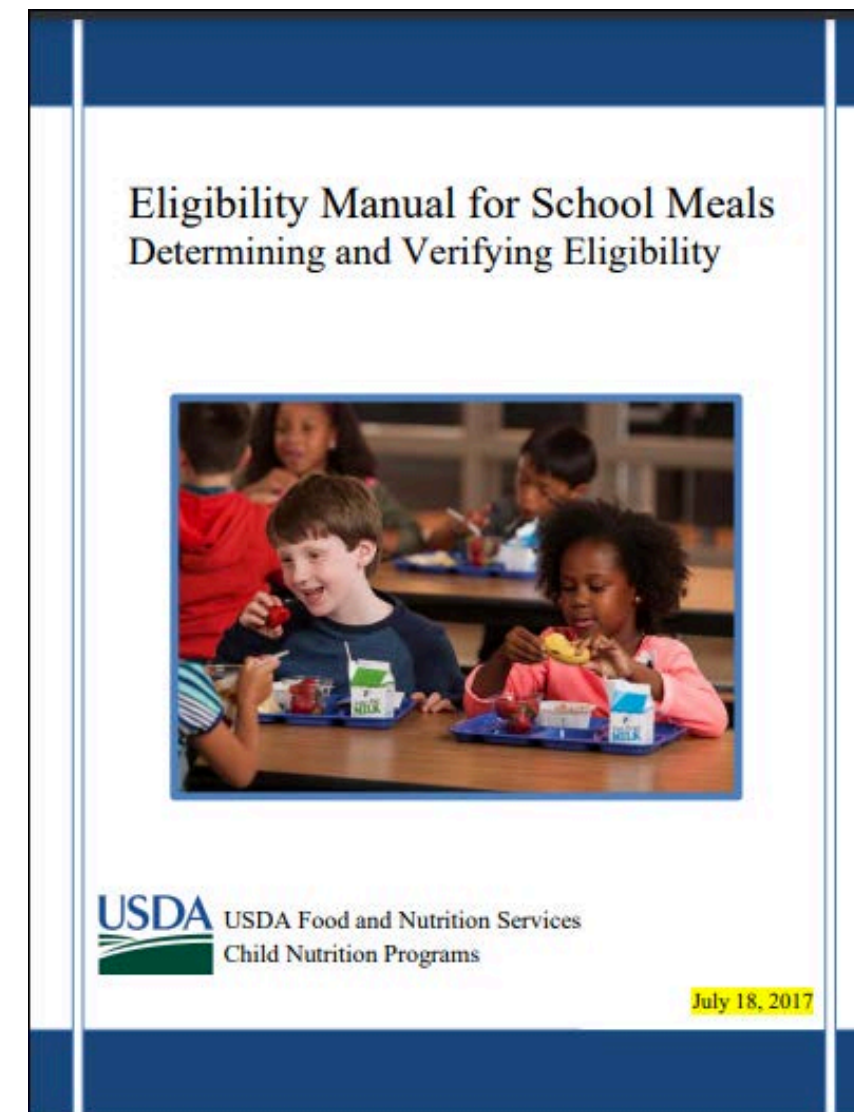
**Training Title:** Introduction to Direct Certification

**Key Area:** 3000 - Administration

**Learning Code:** 3120

**Length:** 30 minutes





The instruction within this Online Course is based on guidance from USDA's Eligibility Manual For School Meals, 2017.

It is recommended to review the information from the other Step-by-Step Instructions on CNP Direct Certification for additional help with understanding how to use all search methods.

[Click here](#) to access the manual.



# 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.





# Table of Contents

Section 1: Overview of CNP Direct Certification Process	7-14
Section 2: Search Methods	15-28
Section 3: Direct Certification Matching and Search Results	29-44
Section 4: Additional Resources for Conducting Direct Certification	45-46



The following slides are an introduction to CNP Direct Certification. For detailed instructions that outline each step in conducting direct certification using the various methods discussed in this presentation, please refer back to the [Online Training Library](#).



# Overview of the CNP Direct Certification Process

## SECTION 1





## DIRECT CERTIFICATION

**Direct Certification** is the process of determining which students are eligible for free or reduced-price meal benefits based on documentation obtained directly from the appropriate state or local agency. Students directly certified will **automatically** receive free meal benefits without submitting a household application.

## CNP Direct Certification

ADE houses an online computer matching system called **CNP Direct Certification** which allows SFAs to directly obtain confirmation from such agencies to determine if their students will qualify for free meal benefits.

- SFAs can access this system at any time to generate documentation that may be used to certify students for free or reduced-price meal benefits without a household application within the current program year.



# CNP Direct Certification

## ACCESSING THE SYSTEM

To access CNP Direct Certification, the user must have access to ADEConnect.

**ADEConnect** is an online portal that houses web access to different program applications for multiple program areas within ADE.

Throughout the program year, School Nutrition Programs will require LEAs to submit reports using this online application.

Once a user has access to ADEConnect, they are then able to search for students through CNP Direct Certification/Direct Verification. Users may request access to CNP Direct Certification by contacting their Entity Administrator.

- For security purposes, only those with a username and password should have access to CNP Direct Certification.



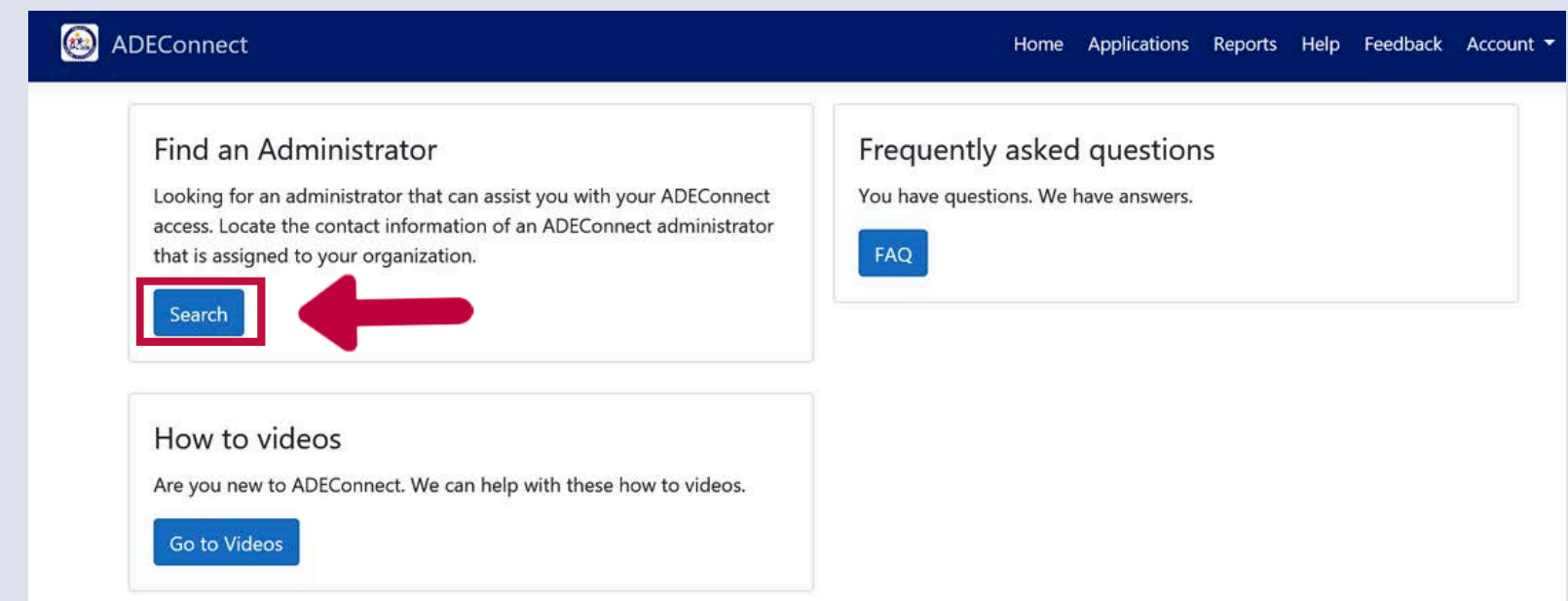
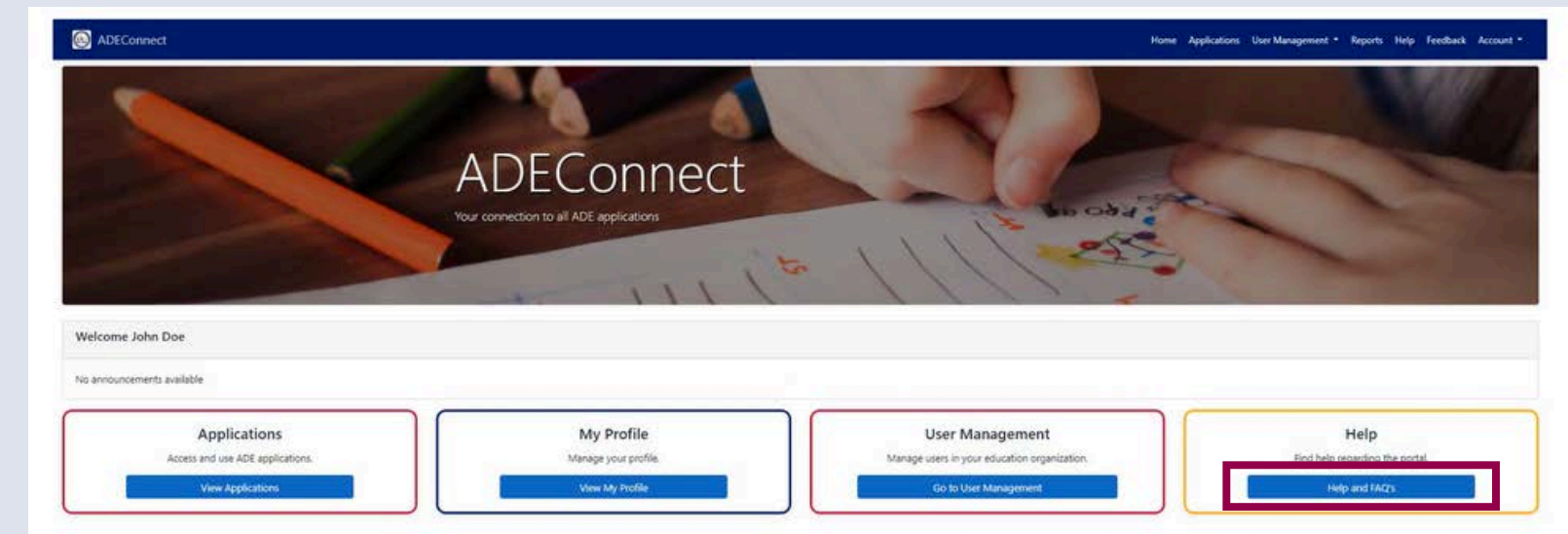
# ADEConnect

## ENTITY ADMINISTRATORS

Only those users who have been designated Entity Administrators can grant permissions to applications within ADEConnect.

Users must contact their LEA's Entity Administrator in order to receive access to CNP Direct Certification/Direct Verification.

To find an Entity Administrator(s), log into ADEConnect and click 'Help and FAQ's'.





# ADEConnect

## ENTITY ADMINISTRATORS

Users are able to search for their Entity Administrator(s) by typing their Entity Name and clicking 'Search.'

A table will appear with the contact information for the LEA’s Entity Administrator(s). Please note, users must contact their Entity Administrators to receive access to CNP Direct Certification/Direct Verification. ADE cannot grant access.

 ADEConnect


### Find Administrator

Education Organizations

Your Organization Name

Search

Reset

 ADEConnect

### Find Administrator

Education Organizations

Your Organization Name

Search

Reset

Your Organization Name

Search...

Entity Admin	Contact	Phone Number
Name	Email Address	Phone Number



# CNP Direct Certification

## **ANNUAL REQUIREMENTS**

USDA regulation states that direct certification must be conducted at least 3 times per PY for all enrolled students. This must be done at different intervals to ensure all households who have not yet matched in CNP Direct Certification and are participating in assistance programs receive free meal benefits.

There is no maximum number of times LEAs can conduct direct certification.

Direct certification should be conducted:

- near or around the beginning of school (before sending household applications but no sooner than July 1);
- 3 months after initial effort;
- 6 months after initial effort;
- as best practice, when new students enroll; &
- before verification and April 1 data submission.



# Email Notification

Users can opt-in to receive Match and Partial Match email notifications at any time. Each night, CNP Direct Certification will automatically run a search for all enrolled students to potentially find more matches.

When a new Match or Partial Match is found by the system, the user will receive an email notification. If the SFA opts in to the Email Notifications, this will fulfill the direct certification annual search requirements as long as the user is opening the email notifications, designating all Partial Matches, and providing meal benefits to all eligible students.

To opt-in to the Email Notifications, login to CNP Direct Certification and click “Email Notification” as shown below.

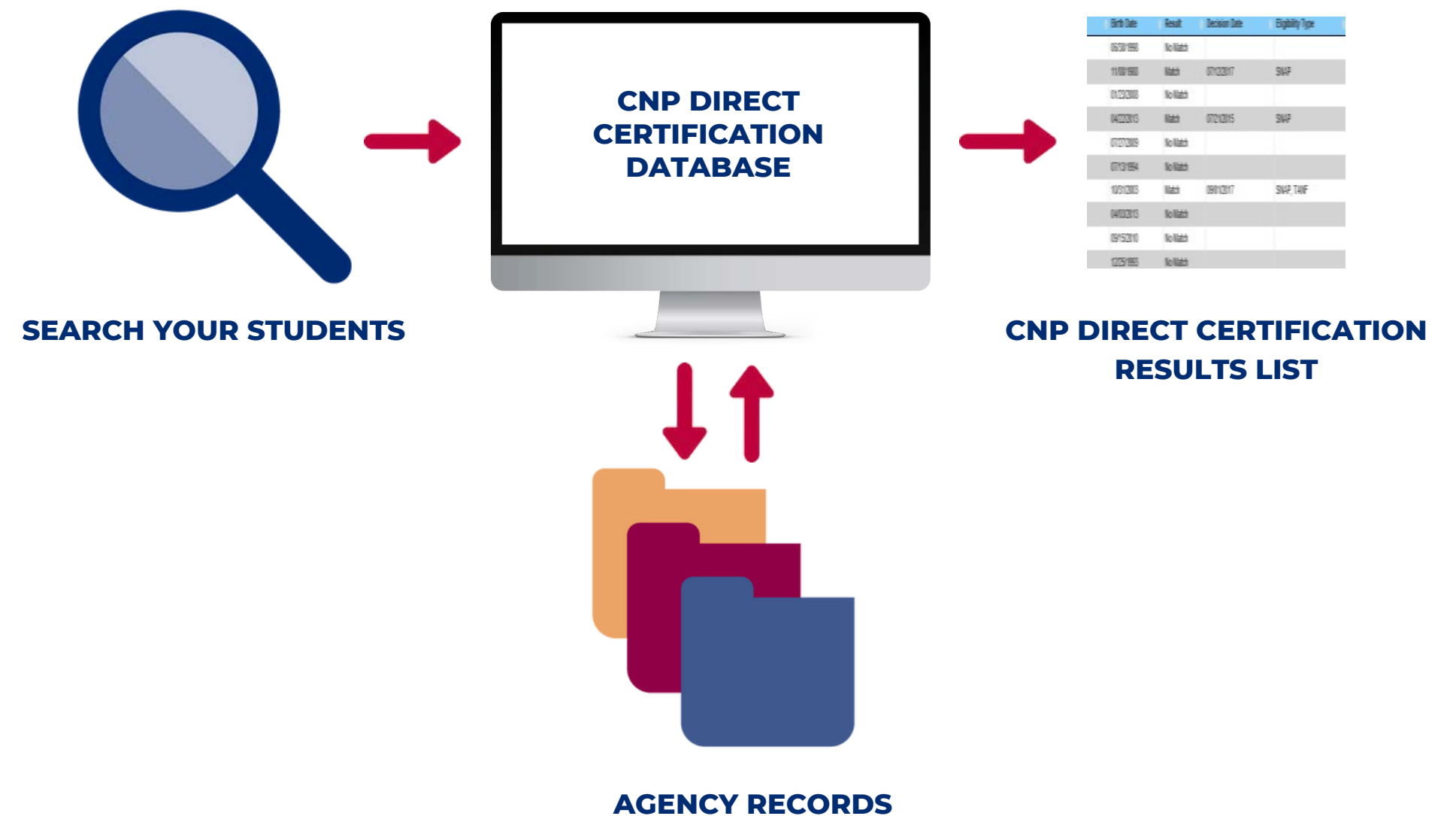




# CNP Direct Certification

## HOW IT WORKS

To initiate a CNP Direct Certification search, LEAs will enter student information into the CNP Direct Certification system. The system then searches the student data against assistance program agency records. Within a few seconds, a report is generated containing all students entered and a Match or No Match designation indicating which students were found in the agency records as receiving benefits.





# Search Methods

## SECTION 2





# Search Methods

## THREE DIFFERENT SEARCH METHODS

There are three different search methods within CNP Direct Certification to choose from: **State Match**, **File Upload**, and **Individual Student Lookup**.

- State Match is the preferred search method for any school or district that reports to AzEDS.

**STATE MATCH:** When a student is pulled from pre-populated enrollment information via AzEDS and compared to the assistance program database. State Match can be utilized to conduct direct certification only if the LEA uses AzEDS to send information to ADE.

**FILE UPLOAD:** File Upload method requires an excel worksheet of a student data set to be uploaded into the CNP Direct Certification system. The File Upload method matches those students in the assistance program database against the uploaded data set and then generates a list of matches. Data sets can be generated with First Name/Last Name/Date of Birth (Standard Format), State Student ID, or Case Number.

**INDIVIDUAL STUDENT LOOKUP:** The user will type student data directly into the table in CNP Direct Certification.

# Arizona Education Data Standards (AzEDS)

## **ARIZONA EDUCATION DATA STANDARDS (AZEDS)**

ADE's information system that maintains and reports student-level data for students attending a public educational institution in Arizona.

If your school does not report AzEDS data to ADE, the State Match method will not provide results and will show zero (0) students. This will be the result of all search methods using Student State IDs such as File Upload using Student State IDs and Individual Student Lookup using State Student IDs.

## **STATE STUDENT ID**

ADE assigns each student with an AzEDS State Student ID (formerly known as SAIS ID) that acts as a student identifier from K-12th grade.

Student data is pulled from the pre-populated enrollment information in AzEDS. State Student IDs can be utilized to conduct direct certification only if the LEA uses AzEDS to send information to ADE.



# Search Methods

## SELECTING A SEARCH METHOD

If you have chosen the File Upload or Individual Student Lookup method, you will then choose the search type you want to use to search for the student.

If State Match method was chosen, there is no search type to choose from. You will choose from:

- Standard Format (First Name/Last Name/Date of Birth)
- Social Security Number (SSN)\*
- State Student ID
- Case Number

It is a best practice for all AzEDS-reporting LEAs to use the **State Student ID** search type in all search methods.



**\*Beginning July 1st, 2023, SSN will no longer be a search type option.**

# Search Methods

## REVIEW SEARCH METHODS & TYPES OF STUDENT DATA

SEARCH METHOD		SEARCH TYPE
STATE MATCH	Find your organization within a drop down, enrollment is pre-populated.	<ul style="list-style-type: none"><li>• System Automated</li></ul>
FILE UPLOAD	Create a list of student data to upload into the search bar	<ul style="list-style-type: none"><li>• Name/Birthdate;</li><li>• State Student ID* or;</li><li>• Case Number</li></ul>
INDIVIDUAL STUDENT LOOKUP	Type <b>student data</b> directly into the search table	<ul style="list-style-type: none"><li>• Name/Birthdate;</li><li>• State Student ID* or;</li><li>• Case Number</li></ul>



\*State Student ID is the recommended search type for not only State Match, but also for File Upload and Individual Student Lookup.



# Search Methods

## STATE MATCH

This method is recommended to search for a large number of students. Enrollment is pre-populated, therefore you do not need to upload any files or data\*.

This method is best utilized throughout the school year by LEAs that report to AzEDS.

If your school does not report AzEDS data to ADE, the State Match method will not provide results and will show zero (0) students. This will be the result of all search methods using Student State IDs such as File Upload using Student State IDs and Individual Student Lookup using State Student IDs.

**CNP Direct Certification**

Welcome, Knutson, Halie

[Home](#) [Direct Certification](#) [Email Notification](#) [Administration](#) [Help](#) [ADEConnect](#) [Logout](#)

### Direct Certification State Match Search

Attn: Direct Certification is receiving data from AzEDs, however, if your LEA has not submitted data to AzEDS, then the State Match function will not work. State Match will only work once your LEA begins submitting data to AzEDs. In the meantime, you can use the File Upload function and search by State Student ID in order to obtain your matches.

- This search method is recommended to search the eligibility of a large number of students.
- Student enrollment is pre-populated from AzEDs.
- Select the SFA/Sponsor from the Sponsor Selection dropdown box.
- Choose either all sites or the single site from the Site Selection dropdown box.
- The user may download the results either in Excel or in PDF.
- For those SFAs/Sponsors that do not report students in AzEDs, the State Match function cannot be used. Please see File U...

Please visit the [ADE Online Training Library](#) for Direct Certification Trainings.

[Frequently Asked Questions](#)

[Modify](#)

Sponsor Selection :

Site Selection :

Find your LEA by using this dropdown.



# Search Methods

## FILE UPLOAD

This method is recommended when searching a large number of students. File Upload allows the user to create and upload an Excel file that will be compared to the DES database records.

This method is best utilized for large LEAs that do not report to AzEDS.

**CNP Direct Certification**

Welcome, Knutsen, Halle

Home Direct Certification Email Notification Administration Help ADEConnect Logout

### Direct Certification File Upload Search

- Use this search function to check eligibility of a large number of students by uploading (sending) a formatted file to ADE.
- The file must be formatted in .csv, .xls, .xlsx, or .xls.
- Choose the type of File Format you wish to upload from the dropdown box.
- Select the file you wish to upload.
- Click Upload.
- You may download the results in Excel or .PDF.

Please visit the [ADE Online Training Library](#) for Direct Certification training.

**Standard File Format**

1. Enter the State Student ID (DAIS ID) starting with A1.
2. Add next entry in the row below.

A	B	C
1	123456789	
2	10104121	
3	456121789	
4	78901234	
5	456789123	
6		

**CSV File Format**

1. Enter the SSN starting in A1 (must be 9 digits, no hyphens).
2. Add next entry in the row below.

A	B	C
1	3684391632	
2	4567891231	
3	569127094	
4	354123456	
5	385632147	
6		

**Standard File Format**

1. In cell A1, enter the FIRST name of the student.
2. In cell B1, enter the LAST name of the student.
3. In cell C1, enter the birthdate of the student (mm/dd/yyyy).
4. Add next entry in the row below.

A	B	C
1	Brack	lee
2	Cara	Oh
3	Sue	Chen
4	Angela	Gut
5	Chris	Ng
6		

**Case Number File Format**

1. Enter the Case Number starting in cell A1 (should be 8 digits or less, do not enter hyphens).
2. Add the next entry in the row below.

A	B	C
1	875543321	
2	45698721	
3	51234567	
4	14598765	
5	25896314	
6		

\*\*\*\*If your spreadsheet has ##### because the cell is not expanded all of the way, you may receive an error when you attempt to upload the data.

[Frequently Asked Questions](#)

Modify

File Format: Standard (First and Last Name, Birthdate) Select a file to upload:  Browse


Upload your Excel file of students here.

# Search Methods

## INDIVIDUAL STUDENT LOOKUP

This method is recommended when searching a small number of students. It allows the user to search up to 99 students at a time by inputting student information directly into the Direct Certification system.

This method is best utilized when new students enroll.



CNP Direct Certification

Welcome, Knutson, Halie

[Home](#) [Direct Certification](#) [Email Notification](#) [Administration](#) [Help](#) [ADEConnect](#) [Logout](#)

### Direct Certification Individual Student Lookup

- This method is best utilized to conduct Direct Certification searches when new students enroll.
- Use this method to search a small number of students.
- This method will allow the user to search up to 99 students at a time.
- Select the appropriate Search Format from the dropdown box.
- Once the user begins entering data the form will automatically add a new line.

Please visit the [ADE Online Training Library](#) for Direct Certification Trainings.

[Frequently Asked Questions](#)

[Modify](#)

Search Format: Standard (First and Last Name, Birthdate)

S.No	First Name	Last Name	Birth Date
1			

Search Clear

Type student data directly into this search table.



# Search Methods

## CASE NUMBERS

LEAs 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 LEA may search for the case number in the CNP Direct Certification system only after the case number application has been deemed complete and the household is provided free or reduced-price meal benefits.

- Please refer to the memorandum [HNS: 13-2016 CNP Direct Certification Enhancements](#) for further guidance on searching for case numbers.

# Search Methods

## IF A CASE NUMBER DOES NOT MATCH

When a case number is not found in the agency's SNAP or TANF database, **No Match** will be listed next to the case number. Please note, this does **not** change the household's eligibility to paid. The categorical application remains in effect as do the free meal benefits for the household members. This application is **not** considered directly certified and can be subject to verification. Households are allowed to provide a case number either for the student or for any household member receiving benefits. The categorical eligibility of any household member in an Assistance Program conveys free meal benefits to all children in that household.

The CNP Direct Certification system only searches for case numbers for individuals between the ages of 3 and 21. If the household provides a case number on the household application that belongs to a member of the household 21 years or older, the system will **not** be able to identify that case number and **No Match** will appear.

Please refer to the [Eligibility Manual for School Meals](#) for further guidance on searching for case [numbers](#).



# Quiz Time

Which of the following is not a valid search method in CNP Direct Certification?

- A** Enrollment Scan
- B** File Upload
- C** State Match
- D** Individual Student Lookup



# Quiz Time

Which of the following is not a valid search method in CNP Direct Certification?

- A** Enrollment Scan
- B** File Upload
- C** State Match
- D** Individual Student Lookup

There's no search method where you can use an enrollment scan. You must decide if you will use File Upload, State Match, or Individual Student Lookup. Refer to slide 16 for descriptions of each method.





# Quiz Time

Which search type is recommended by ADE and is also a best practice when running a search in CNP Direct Certification?

- A** Standard (first name, last name, birthdate)
- B** State Student IDs
- C** Social Security Number (SSN)
- D** Case Number



# Quiz Time

Which search type is recommended by ADE and is also a best practice when running a search in CNP Direct Certification?

**A** Standard (first name, last name, birthdate)

**B** State Student IDs

**C** Social Security Number (SSN)

**D** Case Number

**State Student ID is the recommended search type for all CNP Direct Certification users who report to AzEDS. If your LEA does not report to AzEDS, your students will not have assigned State Student IDs and State Match will not provide direct certification results.**





# Direct Certification Matching and Search Results

## SECTION 3






# CNP Direct Certification

## MATCH RESULTS

Once students’ information is put into the system and submitted, the window will refresh and display the search results on the page.

The results page includes a summary box which provides details such as:

- The date and time direct certification was conducted;
- Name of person who prepared direct certification;
- Number of records processed.



CNP Direct Certification



Welcome, Rhodes, Maddie

[Home](#) [Direct Certification](#) [Email Notification](#) [Administration](#) [Help](#) [ADEConnect](#) [Logout](#)

Search Results

[Modify](#)

New Search

Download: ☐ Check here to include NO MATCH results  

Search Type	Search Date	Searched By	Entity Name	Total Records	Matches		Partial Matches	No Matches	SNAP	TANF	Foster	FDPIR	MEP	Homeless	Medicaid	
					Free	Reduced									Free	Reduced
StateMatch	07/19/2023	User	SFA Name	448	119	3	12	319	116	1					2	3



Result: All

Show 10 entries

Search:

First Name	Last Name	Birth Date	Result	Result Date	Decision Date	Eligibility Type	Possible Duplicate
			Match	6/05/2023	06/27/2023	SNAP	
			Match	06/27/2023	06/27/2023	MA-FREE	
			No Match				
			Match	05/13/2023	06/27/2023	MA-REDUCED	

Acceptable Use Policy  
Copyright © 2017 Arizona Department of Education . All rights reserved.

Contact ADE Support  



# CNP Direct Certification

## MATCH RESULTS

The system is currently connected with seven different agency records. When a student is found to be a match in one of these records, the word **Match** will be listed next to the individual student's birth date and which agency record(s) the student's information matched in will be located in the Eligibility Type column).

The following agency records are connected with CNP Direct Certification:

- Supplemental Nutrition Assistance Program (SNAP)
- Temporary Assistance for Needy Families (TANF)
- Foster Children (FOSTER)
- Food Distribution Program on Indian Reservations (FDPIR)
- Migrant Education Program (MEP)
- Homeless Child (Homeless)
- Medicaid\* (DC-M FREE or DC-M REDUCED)

\* Starting SY 23-24, Arizona is participating in the Direct Certification with Medicaid Data (DC-M) Demonstration. DC-M is the use of Medicaid data files to identify children eligible to for free or reduced-price meals without the need of application. Refer to [HNS 06-2023: Announcement of the Direct Certification with Medicaid Data Demonstration Project](#) for more information.

# CNP Direct Certification

## **PARTIAL MATCH**

Historically, only a student that had an exact match between the Department of Economic Security (DES) database and AzEDS would be considered a “Match.” Any variation in a student’s name or birthdate, including misspellings or typos in either system, would be identified as “No Match.”

With Partial Matching, the system will use the Levenshtein Algorithm to identify differences in names from both the AzEDS data and DES data. If there is a possible match available, meaning there are small discrepancies between the two data sets, the search result will display a Partial Match link on the student record.

- Please note it is required for all partial matches to be designated as either a Match or No Match by the SFA.

For instructions on partial matching please go to the [Step by Step Instruction: How to Directly Certify a Partial Match](#).



# CNP Direct Certification

## MATCH RESULTS EFFECTIVE DATE

When the system provides a match, it also provides a "Decision Date." For purposes of certifying students for free or reduced-price meal benefits, disregard the Decision Date and record the date direct certification was conducted.

Eligibility lasts for the whole program year. Once a child matches in CNP Direct Certification, the system will retain the match result and continue to display a match for the child throughout the PY. If the student stops receiving benefits mid-year, the Match designation will remain. The LEA will not see the match change to a no match in that PY.

For example, a student received a Match due to SNAP records. The LEA will certify the student for free meal benefits on the day the CNP Direct Certification was conducted, not on the SNAP Decision Date of 12/09/2016.

Result	Result Date	Decision Date	Eligibility Type
Match	07/19/2023	12/09/2016	SNAP

For example, if an LEA conducted direct certification on 3/19/23 and a student matched in the SNAP column but their benefits cease on 3/20/23, the student will continue to appear as a Match for the remainder of the PY (July 1 - June 30) due to matching in March.

Download: ☐ Check here to include NO MATCH results

Search Type	Search Date	Searched By	Entity Name	Total Records	Matches		Partial Matches	No Matches	SNAP	TANF	Foster	FDPIR	MEP	Homeless	Medicaid	
					Free	Reduced									Free	Reduced
StateMatch	07/19/2023	User	SFA Name	448	119	3	12	319	116	1					2	3

Show 10 entries

Result: All



Search:

First Name	Last Name	Birth Date	Result	Result Date	Decision Date	Eligibility Type	Possible Duplicate
			Match	6/05/2023	06/27/2023	SNAP	
			Match	06/27/2023	06/27/2023	MA-FREE	
			No Match				
			Match	05/13/2023	06/27/2023	MA-REDUCED	

Acceptable Use Policy

Copyright © 2017 Arizona Department of Education. All rights reserved.

Contact ADE Support



# CNP Direct Certification

## IF A STUDENT DOES NOT MATCH

When a student is not found in any of the agency records, No Match will be displayed next to the student’s birth date. LEAs should continue to search for non-matching students throughout the program year to determine if they are new participants in any eligible assistance programs.

For example, John Doe was a No Match in DC. This means that their name/record was not found in any of the Assistance Programs. This does not change John's eligibility to paid. They will have to qualify for meal benefits in another way (i.e. household application, etc.).

First Name	Last Name	Birth Date	Result
John	Doe	02-20-2003	No Match



# Quiz Time

The CNP Direct Certification process looks for matches between information for students in your district and which of the following?

- A** Household W-2 forms
- B** Agency records for participation in SNAP, TANF, FDPIR, Foster or Migrant Education Program
- C** AZ Department of Health records



# Quiz Time

The CNP Direct Certification process looks for matches between information for students in your district and which of the following?

**A** Household W-2 forms

**B** Agency records for participation in SNAP, TANF, FDPIR, Foster or Migrant Education Program

**C** AZ Department of Health records

**CNP Direct Certification looks for students who live in households that receive SNAP, TANF, or FDPIR assistance, or are part of the Foster Care System, Homeless, or part of the Migrant Education Program.**





# CNP Direct Certification

## **SAVING SEARCH RESULTS**

Match results must be kept on file to support why free meal benefits were provided to students. Please make sure to download and save or print these results in order to retain all direct certification records and to support student eligibility.

If you want a report that includes both Matches and No Matches, be sure to click the box in the left-hand corner saying “Check here to include NO MATCH results” before downloading search results.

- If this box is not checked before downloading search results, that particular report will not include students that did not match in direct certification and will only include the students that matched. If results are to be used as a valid enrollment list, ensure to check this box.

# Saving Results

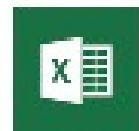
Match results must be kept on file to support why free or reduced-price meal benefits were provided to students. Please download and save or print results to retain all direct certification records and to support student eligibility.

If you want a report that includes both Matches and No Matches, click “*Check here to include NO MATCH results*” before downloading the search results.

- If this box is not checked before downloading search results, that report will not include students that did not match in direct certification and will only include the students that matched. If results are to be used as a valid enrollment list, ensure to check this box.

## Search Results

Download: ☐ Check here to include NO MATCH results





# Downloading the Results

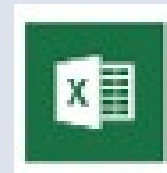
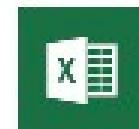
Direct certification match results can either be downloaded in Excel or PDF format as shown below. Remember to always print or save these records to support student eligibility.

If results are downloaded, as a best practice you should include the date direct certification was conducted within the file name.

- For example: If direct certification is conducted on August 23, your file name should be DC results Aug 23, [year].

## Search Results

Download: ☐ Check here to include NO MATCH results



To download results as an Excel, click the green excel icon on this page found towards the top left of the screen. This excel will include the results.



To download results as a PDF, click the red PDF icon found next to the Excel icon on this page. This PDF will include both a summary and detailed list of results.

# Search History

All completed searches are saved for future reference by the CNP Direct Certification system in Search History. The Search History tab is located on the top left-hand side in the drop-down titled, Direct Certification, as shown below.

Every time a State Match, File Upload, or an Individual Student Lookup is completed, there is a new link available for the user to select and view the match results again at any time during the school year. The search history will reset each year on July 1 and the previously saved records will no longer be available to access in CNP Direct Certification.

**CNP Direct Certification**

Welcome, Knutson, Halle

Home Direct Certification Email Notification Administration

Help ADEConnect Logout

Direct Certification

File Upload  
State Match  
Individual Student Lookup  
Comprehensive Reports  
**Search History**  
CEP Data Collection

Welcome to the CNP Direct Certification system. Searches will not be available until your School District/Charter begins to send data to AzEDs via your Student Information System (SIS).  
All file uploads must be completed by 2, 2019.  
For Direct Certification Best Practices, please review the following webinar: [Direct Certification Best Practices](#)

**Direct Certification Updates -March 29, 2019:**  
April 1 data must be collected and reported no later than April 15th for Annual Public Notification and Data Submission for all LEAs  
All LEAs collect student information for each site. This includes the total number of identified students and the total number of enrolled students at each NSLP site.

The identified students are students directly certified through SNAP, TANF, and FDPIR participation as well as homeless students on the liaison list, Head Start, pre-K Even Start, migrant youth, runaway, and non-applicant's approval by local officials identified through means other than an application. Foster children certified through means other than an application are also included as well as students certified for free meals based on a letter provided by the SNAP agency. Students who are categorically eligible based on information, such as a case number or, submitted through a free and reduced-price application are NOT included. Students certified for free or reduced-price meal benefits based on a household application are NOT included.

Enrolled students are students who are enrolled and attending schools, and have access to at least one meal service (School Breakfast Program (SBP) or NSLP) daily. The number of enrolled students includes all students with access to the SBP or NSLP, and not just those students participating in the programs.

Step by step instruction on completing this requirement is detailed in memo <https://cms.azed.gov/home/GetDocumentFile?id=5c869b111dcb250c085f1508>>HNS 03-2019 Annual Public Notification and Data Submission for All LEAs-Community Eligibility Provision

Help Video for CEP Data Collection Tool:  
[CEP Data Collection Tool Help Video](#)

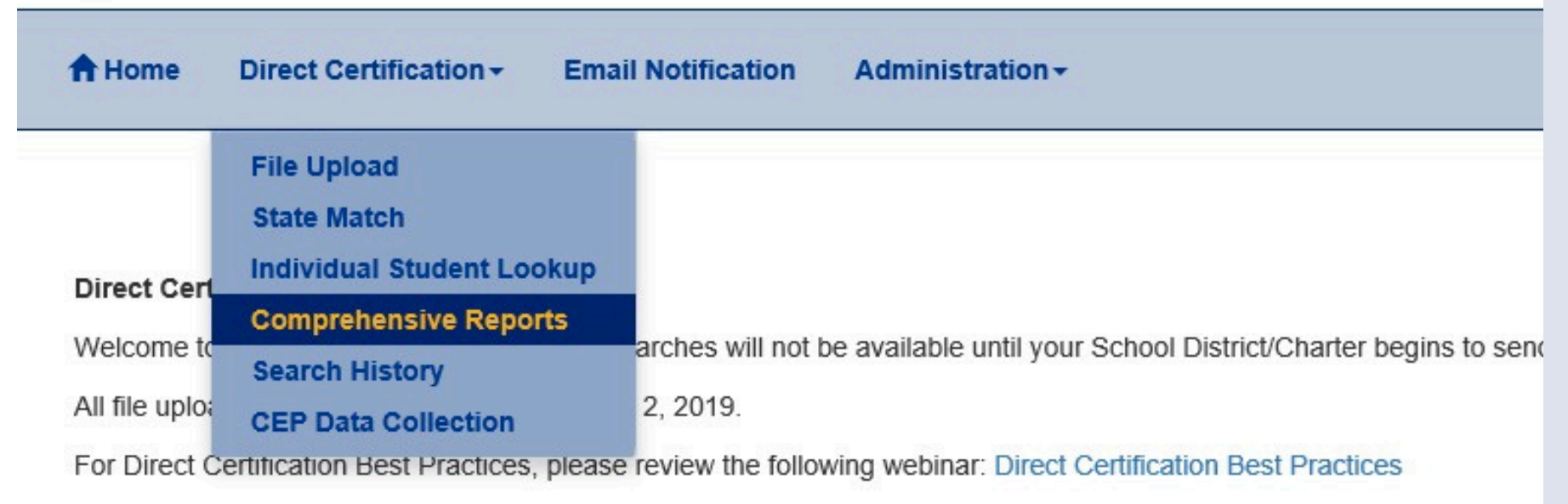
**AUTOMATED MATCHING**  
CNP Direct Certification system now conducts automated searches and provides users who opt-in to the email subscription, a notice when a new match has been found. The automated system searches records nightly for new matches. Users must opt-in to the email subscription to receive these notifications. To opt-in click the 'Email Notification' link in the menu bar at the top of the CNP Direct Certification page, click 'Opt-in' and then click 'Save'.



# Comprehensive Match Report

Once a direct certification search is conducted, a Comprehensive Match Report will be saved in CNP Direct Certification. Comprehensive Match Reports can be located in the Comprehensive Reports tab at the top left-hand side in the drop-down titled Direct Certification.

Comprehensive Match Reports will save based on the search type (Standard Format, SSN, State Student ID, or Case Number) that was used when direct certification was conducted, not the search method (State Match, File Upload, or Individual Student Lookup).



# Comprehensive Match Report

Every time a new student is entered into direct certification, he/she will automatically be added to the Comprehensive Match Report.

It is best practice to search students by their State Student ID in all search methods to accumulate one comprehensive report based on the State Student ID search type. If your LEA does not report to AzEDS and your students do not have State Student IDs, then it is best practice to search students using one other search type for the entire year to accumulate only one Comprehensive Match Report.

⇒

State Student ID	District Student ID	School Name	First Name	Last Name	Birth Date	Result	Result Date	Decision Date
1000650			Jody	Walker	04/15/2003	No Match		
1015230			Johnathan	Tandoy	04/03/2013	Match	03/29/2018	
1019358			Matthew	Green	12/30/2014	No Match		
1030266			Dimitri	Long-Guevaraso	05/17/1993	Match	03/29/2018	09/09/2014
1031648			Jacob	Villa Long	04/18/2000	Match	03/29/2018	02/06/2018
1032107			Julia	Gonzalos	06/01/2005	Match	03/29/2018	12/09/2016
1034877			George	Lane	10/30/1995	Match	03/29/2018	09/29/2017
1050655			Cara	Cardena	09/10/2013	No Match		
1055180			Lucas	Arellanos	01/22/2017	No Match		
1059869			Darren	Vega	10/31/2003	No Match		



If the LEA searches students using State Student ID, Standard Format, and Case Number, they will have three different Comprehensive Match Results. It will be more convenient for the LEA to identify the number of students who matched if only one report is accumulated. This will also reduce the potential of duplicating student match results.



# Extending Eligibility

If an individual student matches in any of the agency records (SNAP, TANF, Foster, FDPIR, MEP, Homeless, DC-M Free, or DC-M Reduced) the child automatically qualifies for free or reduced-price meal benefits.

A student with a match in SNAP, TANF, FDPIR, and/or DC-M will qualify him/herself and will also qualify all enrolled household members for free or reduced-price meal benefits. This is referred to as **extending eligibility**.

Please note, a match in Foster, MEP, or Homeless does not extend free meal benefits to other household members.

Example 1: Jody Walker and Johnathan Tandoy are part of the same household. Johnathan matched as Foster. Although Jody is in the same household as Johnathan, we do not automatically certify Jody as being free since a match in Foster cannot be extended to other household members.

Jody	Walker	04/15/2003	No Match		
Johnathan	Tandoy	04/03/2013	Match		FOSTER

Example 2: George Lane matched in SNAP. According to LEA data, George and Shane are siblings and reside in the same household; therefore, we extend free meal benefits to Shane since SNAP qualifies all enrolled household members for free meal benefits.

George	Lane	10/30/1995	Match	09/29/2017	SNAP
Shane	Lane	02/08/2001	No Match		

# Delivery and Refusal of Benefits

LEAs must provide benefits promptly to ensure eligible children do not experience a break in meal access.

If a household refuses free or reduced-price meal benefits, the LEA must discontinue providing free or reduced-price meal benefits as soon as possible. The LEA must document and maintain notification of the refusal.

The documentation should correctly reflect the child's eligibility status, but should include a note that the family has elected to pay for meals.



# Additional Resources for Conducting Direct Certification

SECTION 4

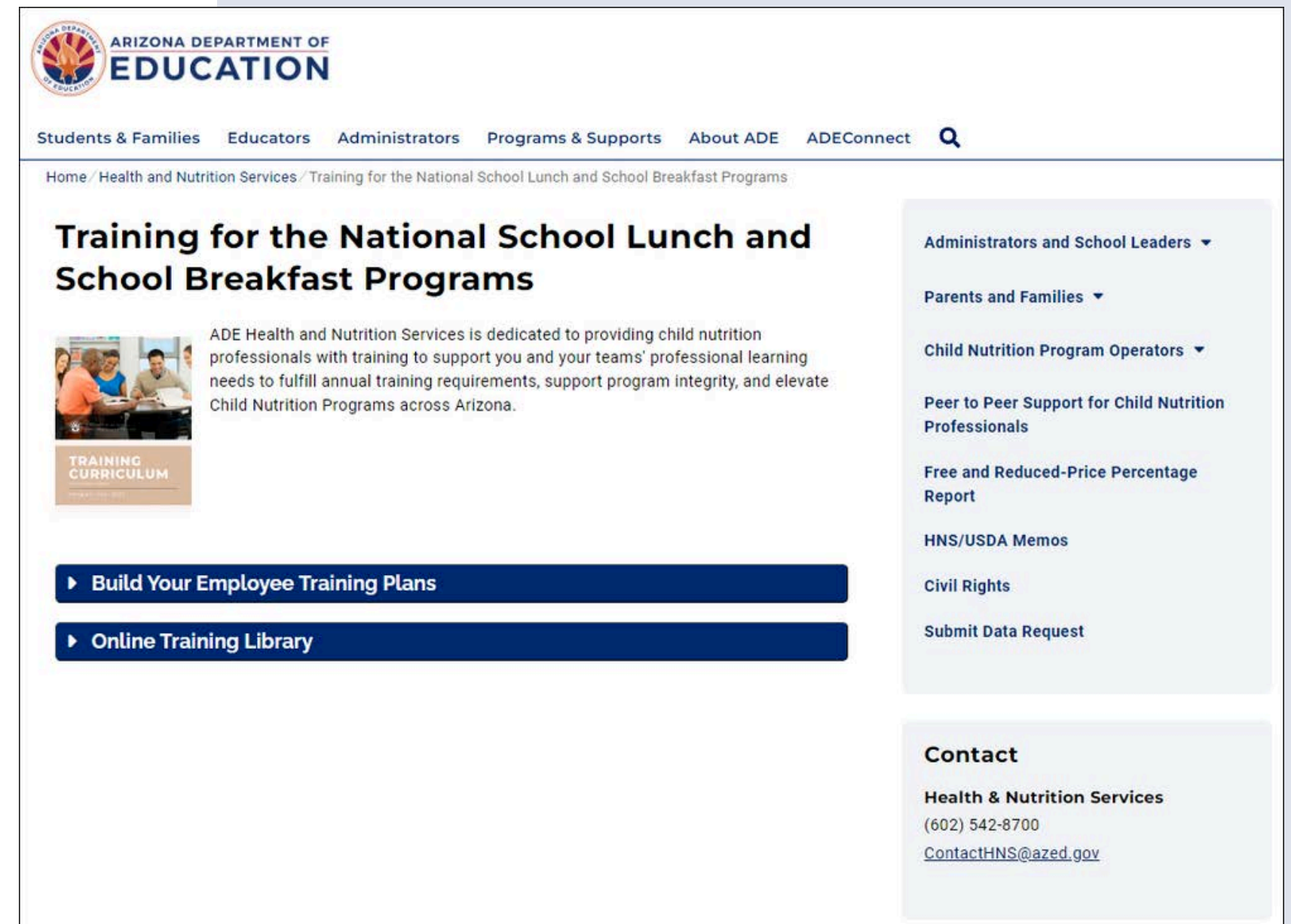




# ADE Online Training Library

The following How-To Guides are available on the [ADE Online Training Library](#) for each of the following search methods in CNP Direct Certification:

- Step-by-Step Instruction: How to Directly Certify a Partial Match
- Step-by-Step Instruction: How to Conduct Direct Certification Using State Match
- Step-by-Step Instruction: How to Conduct Direct Certification Using File Upload
- Step-by-Step Instruction: How to Conduct Direct Certification Using Individual Student Lookup





# 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](http://www.azed.gov/hns)







# Congratulations

---

**You have completed the Online Course:  
Introduction to CNP Direct Certification in CNP  
Direct Certification/ Direct Verification.**

Information to include when documenting this  
training for Professional Standards:

**Training Title:**  
Introduction to CNP  
Direct Certification in  
CNP Direct Certification/  
Direct Verification

**Key Area: 3000 – Administration**

**Learning Code: 3120**

**Length: 0.5 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.



Information to include when documenting this training for Professional Standards:

### Training Title:

Introduction to CNP  
Direct Certification in  
CNP Direct Certification/  
Direct Verification

---

**Key Area: 3000 – Administration**

**Learning Code: 3120**

**Length: 0.5 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.







In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

USDA is an equal opportunity provider, employer, and lender.