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

STEP-BY-STEP INSTRUCTION

Revised December 2022

Professional Standards Learning Code: 3120

Arizona Department of Education (ADE)

This training was developed by the Arizona Department of Education (ADE) Health and Nutrition Services Division (HNS).

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.

Professional Standards

Information to include when documenting this training for Professional Standards:

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

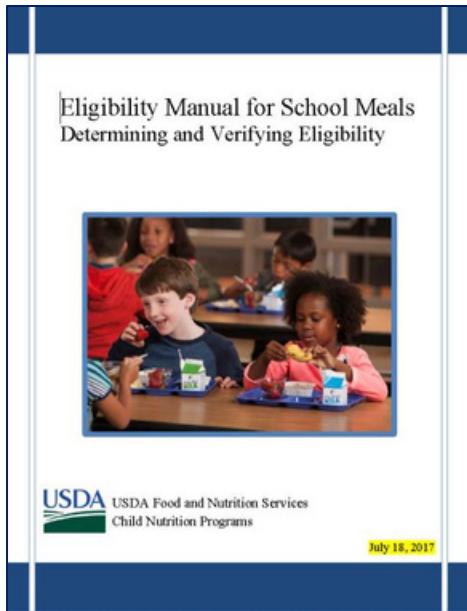**Key Area:** 3000 –Administration

**Learning Codes:** 3120

Length: 30 minutes

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.

The instruction within this How-To Guide is based on guidance from USDA's Eligibility Manual for School Meals.

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.
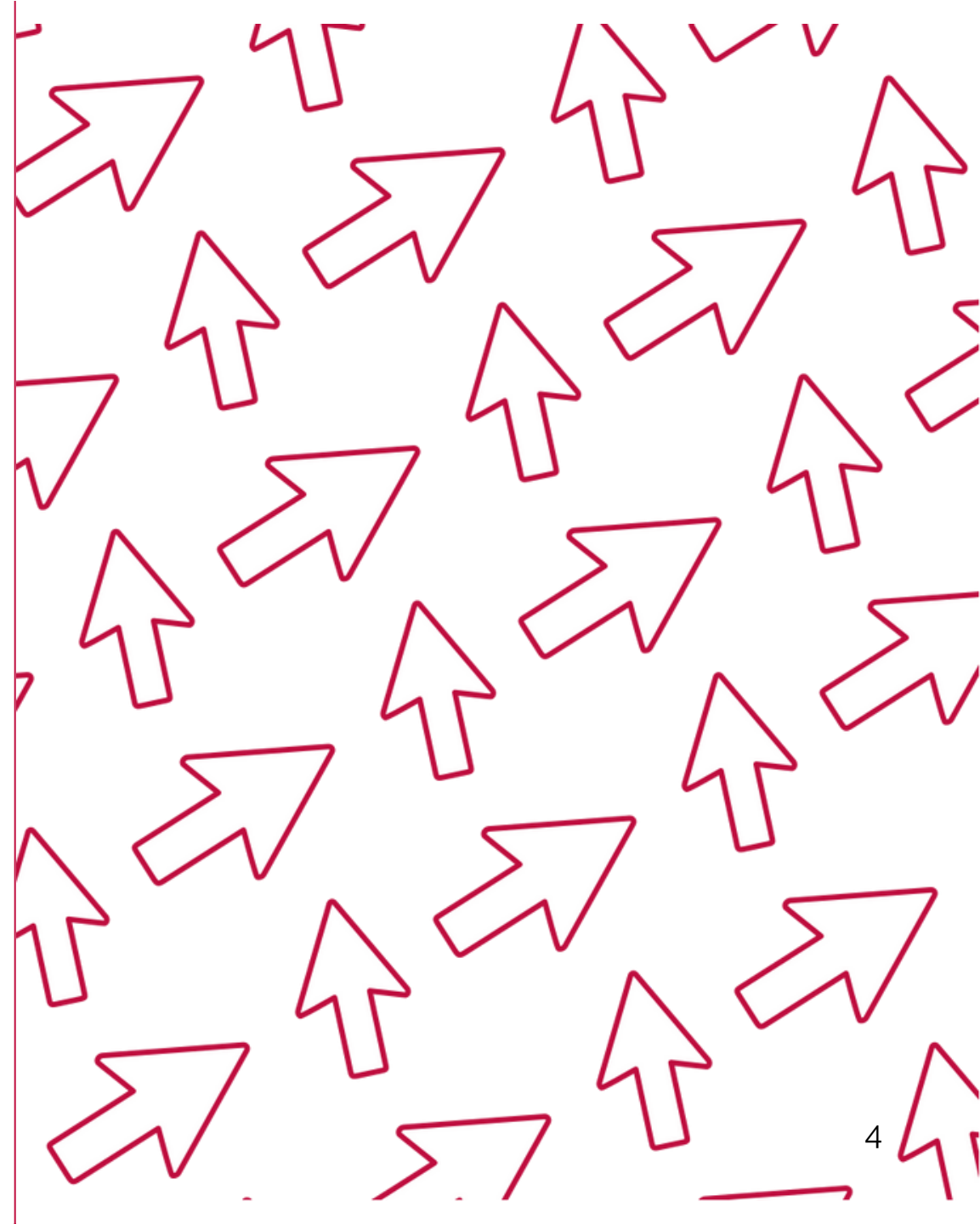
- Throughout this guide, there will be comprehension quiz questions to test your knowledge and help you apply what you're learning.

- Be sure to review these quiz questions and answers available within the guide.

- This icon will indicate a comprehension quiz question, and the background of the slides will be blue like you see on this slide.
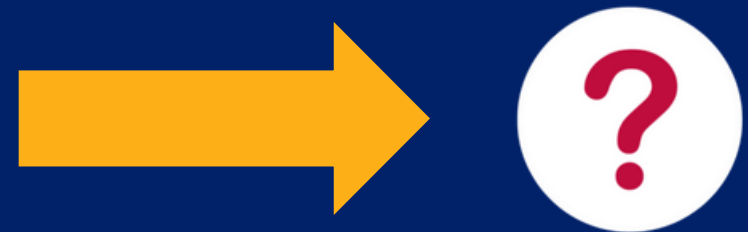
Introduction to CNP Direct Certification in CNP Direct Certification/ Direct Verification

This Step-by-Step Instruction will include:

Overview of the CNP Direct Certification Process	Slides 7 –14
Search Methods	Slides 15 –30
Direct Certification Matching and Search Results	Slides 31 –50
Additional Resources for Conducting Direct Certification	Slides 51 –52

The following slides are an introduction to CNP Direct Certification. For detailed instruction that outlines each step in conducting direct certification using the various methods discussed in this presentation, please refer back to the ADE Online Training Library.

Overview of the CNP Direct Certification Process

Overview of the CNP Direct Certification Process

Direct Certification

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

ADE houses an online computer matching system called CNP Direct Certification which allows Local Educational Agencies (LEAs) to directly obtain confirmation from such agencies to determine if their students will qualify for free meal benefits.

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

Overview of the CNP Direct Certification Process

Accessing CNP Direct Certification

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 LEA's Entity Administrator.

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

Overview of the CNP Direct Certification Process

ADEConnect

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 LEA's Entity Administrator(s), users can log into ADEConnect and click 'Help and FAQ's'.
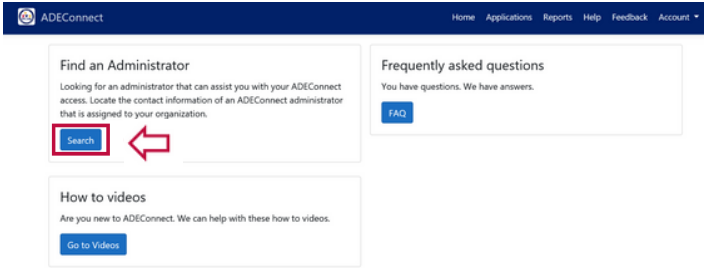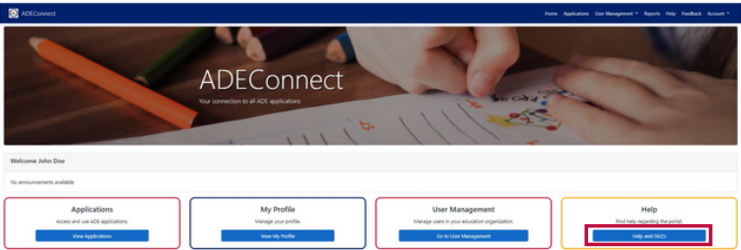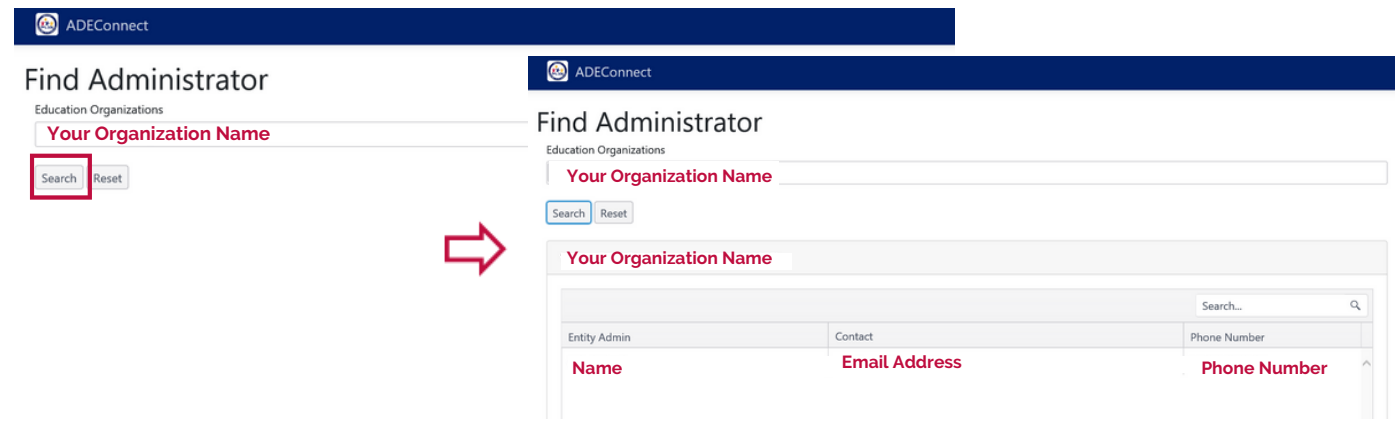
Overview of the CNP Direct Certification Process

ADEConnect

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.

*If you do not have an Entity Administrator, or if you have any other questions about ADEConnect, please contact the ADE Support Center at (602) 542-7378 or ADESupport@azed.gov.

Overview of the CNP Direct Certification Process

Direct Certification Annual Requirements

USDA regulation states that direct certification must be conducted **at least 3 times per program year 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. 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; and
- before verification and April 1 data submission.

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

Overview of the CNP Direct Certification Process

Email Notification

Users can opt-in at any time to receive Match and Partial Match email notifications. 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 that a Match was found. If the SFA opts into 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.
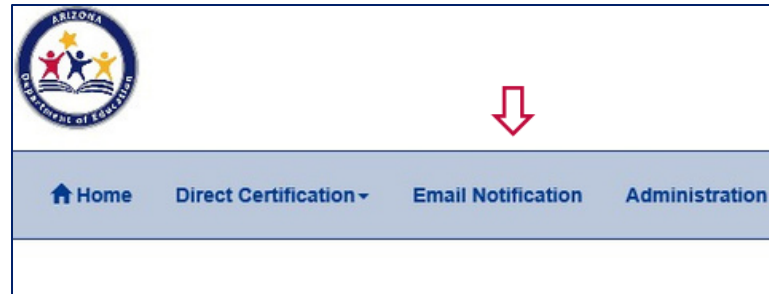

To opt-in to the Email Notifications, login to CNP Direct Certification and click "Email Notification" as shown above.

Overview of the CNP Direct Certification Process

How CNP Direct Certification 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 Your Students

CNP Direct Certification Database

CNP Direct Certification Results List

Agency Records
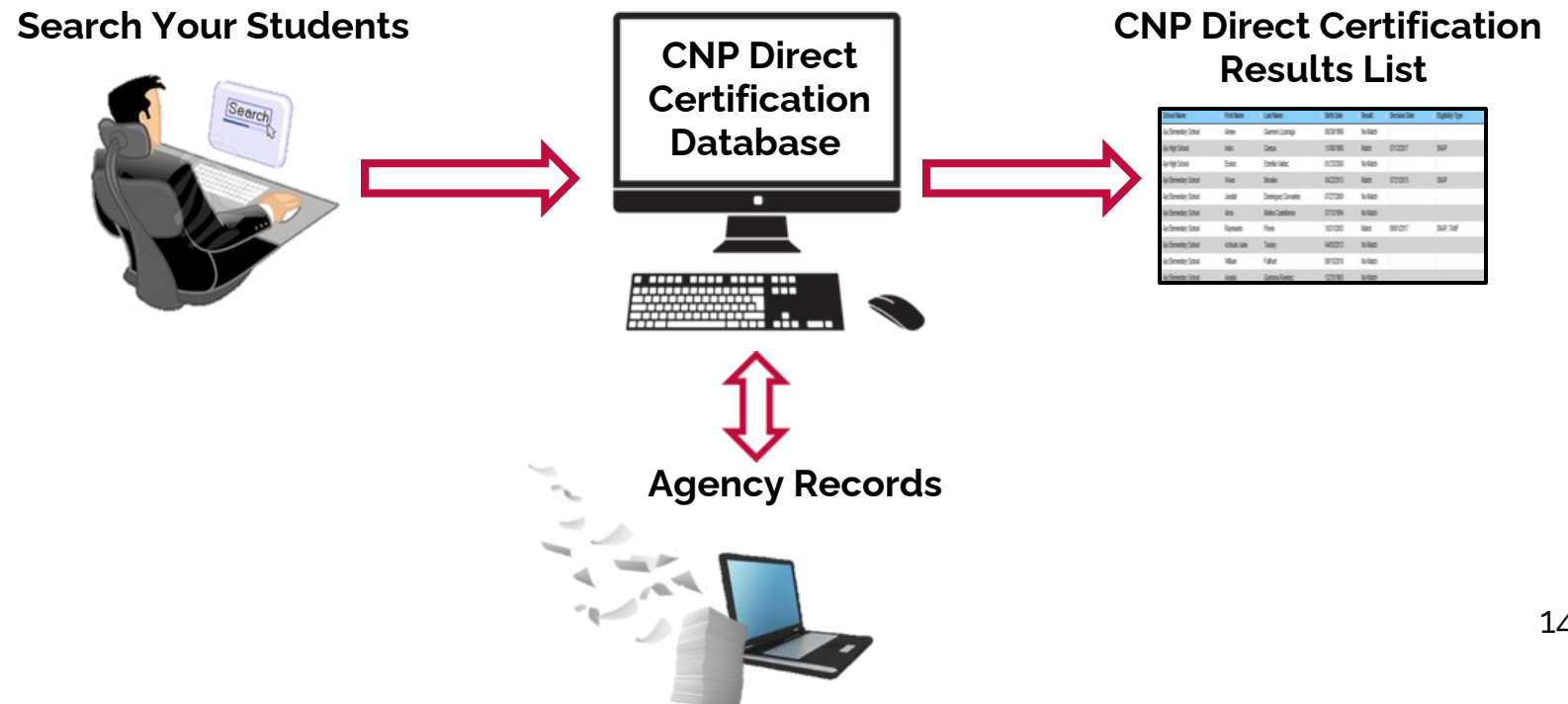
Search Methods

Search Methods

Choose the Search Method

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-The user will create and save an Excel file that contains a list of student data which will be uploaded to CNP Direct Certification.

Individual Student Lookup-The user will type student data directly into the table in CNP Direct Certification.

Search Methods

Arizona Education Data Standards (AzEDS)

Arizona Education Data Standards (AzEDS)-Arizona Department of Education's information system that maintains and reports student-level data for students attending a public educational institution in Arizona.

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.
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 State Student IDs such as File Upload using State Student IDs and Individual Student Lookup using State Student IDs.

Search Methods

Choose the Search Type

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

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

Search Methods

Reviewing Search Methods and Type of Student Data

SEARCH METHOD		SEARCH TYPE
STATE MATCH	Find your organization within a drop down, enrollment is pre-populated	• System Automated
FILE UPLOAD	Create a list of student data to upload into the search bar	• Name/Birthdate; • SSN; • State Student ID* or; • Case Number
INDIVIDUAL STUDENT LOOKUP	Type **student data** directly into the search table	• Name/Birthdate; • SSN; • State Student ID* or; • Case Number

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

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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.

Find your LEA by using this dropdown.

*If your school does not report AzEDS data to ADE, the State Match method will not provide results and will show zero (0) students and matches.

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.

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.

Type your student's 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 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 in **not** considered directly certified and can be subject to verification. Households are given the opportunity 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.

Which of the following is <u>not</u> a valid search method in CNP Direct Certification?

A) Enrollment Scan

B) File Upload

C) State Match

D) Individual Student Lookup

Which of the following is <u>not</u> 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.

Which of the following is <u>not</u> a valid search type of data format you can enter into the CNP Direct Certification system?

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

B) State Student IDs
C) Home address
D) Social Security Number (SSN)

Which of the following is <u>not</u> a valid search type of data format you can enter into the CNP Direct Certification system?

A) Standard (first name, last name, birthdate)
B) State Student IDs
C) Home address
D) Social Security Number (SSN)

The CNP Direct Certification system does not have capabilities to search for home addresses. You are only able to use the identifiers such as student names and birthdates, State Student ID numbers, or Social Security Numbers in order to search in CNP Direct Certification.

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

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

Direct Certification Matching and Search Results

Match Results

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

Direct Certification Matching and Search Results

Match Results Details

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

- The date and time direct certification was conducted (example below: 3/15/2018 11:11:55 AM);
- Name of person who prepared direct certification (example below: User, HNS);
- Number of records processed (example below: 498).

Search Type	Search Date	Searched By	Entity Name	Total Records	Matches	Partial Matches	No Matches	SNAP	TANF	Foster	FDPIR	MEP	Homeless
StateMatch	3/15/2018 11:11:55 AM	User, HNS	Ajo Unified District	498	184	21	293	179	26	11			5

Show 10 entries   Search:

State Student ID	Alternate Student ID	Withdrawn	School Name	First Name	Last Name	Birth Date	Result	Decision Date	Eligibility Type
1000650			Ajo Elementary School	Jody	Walker	04/15/2003	No Match		
1015230			Ajo Elementary School	Johnathan	Tandoy	04/03/2013	Match		FOSTER
1019358			Ajo Elementary School	Matthew	Green	12/30/2014	No Match		
1030266			Ajo High School	Dimitri	Long-Guevaraso	05/17/1993	Partial Match		
1031648			Ajo High School	Jacob	Villa Long	04/18/2000	Partial Match		
1032107			Ajo High School	Julia	Gonzalos	06/01/2005	Match	12/09/2016	SNAP
1034877			Ajo High School	George	Lane	10/30/1995	Match	09/29/2017	SNAP
1035306			Ajo High School	Shane	Lane	02/08/2001	No Match		
1050655			Ajo Elementary School	Cara	Cardena	09/10/2013	No Match		
1055180			Ajo Elementary School	Lucas	Arellanos	01/22/2017	No Match		

Direct Certification Matching and Search Results

CNP Direct Certification Match Results

The system is currently connected with six 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 (example below, SNAP, TANF). 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)

Direct Certification Matching and Search Results

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 Levenschtein 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 <u>required</u> 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](#).

Direct Certification Matching and Search Results

Effective Date, CNP Direct Certification Match Results

When the system provides a match under the Results column, it also provides a date listed under the column titled, Decision Date. For purposes of certifying students for free meal benefits, we disregard the Decision Date and record the date direct certification was conducted.

State Student ID	Alternate Student ID	Withdrawn	School Name	First Name	Last Name	Birth Date	Result	Decision Date	Eligibility Type
1000650			Ajo Elementary School	Jody	Walker	04/15/2003	No Match		
1015230			Ajo Elementary School	Johnathan	Tandoy	04/03/2013	Match		FOSTER
1019358			Ajo Elementary School	Matthew	Green	12/30/2014	No Match		
1030266			Ajo High School	Dimitri	Long-Guevaraso	05/17/1993	Partial Match		
1031648			Ajo High School	Jacob	Villa Long	04/18/2000	Partial Match		
1032107			Ajo High School	Julia	Gonzalos	06/01/2005	Match	12/09/2016	SNAP
1034877			Ajo High School	George	Lane	10/30/1995	Match	09/20/2017	SNAP

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

Direct Certification Matching and Search Results

CNP Direct Certification Match Results

Since 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 program year. 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 program year.

Search Type	Search Date	Searched By	Entity Name	Total Records	Matches	Partial Matches	No Matches	SNAP	TANF	Foster	FDPIR	MEP	Homeless
StateMatch	3/15/2018 11:11:55 AM	User, HNS	Ajo Unified District	498	184	21	293	179	26	11			5

Show 10 entries   Search:

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1015230			Ajo Elementary School	Johnathan	Tandoy	04/03/2013	Match		FOSTER
1019358			Ajo Elementary School	Matthew	Green	12/30/2014	No Match		
1030266			Ajo High School	Dimitri	Long-Guevaraso	05/17/1993	Partial Match		
1031648			Ajo High School	Jacob	Villa Long	04/18/2000	Partial Match		
1032107			Ajo High School	Julia	Gonzalos	06/01/2005	Match	12/09/2016	SNAP
1034877			Ajo High School	George	Lane	10/30/1995	Match	09/29/2017	SNAP
1035306			Ajo High School	Shane	Lane	02/08/2001	No Match		
1050655			Ajo Elementary School	Cara	Cardena	09/10/2013	No Match		
1055180			Ajo Elementary School	Lucas	Arellanos	01/22/2017	No Match		

For example, the LEA conducted direct certification on 3/15/18, and Julia Gonzalos matched in the SNAP column. If Julia's benefits cease on 3/16/18 and the LEA conducts a Direct Certification on 4/2/18, Julia will continue to appear as a Match in the Result column for the remainder of the program year (July 1st-June 30th) due to matching in March.

Direct Certification Matching and Search Results

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.

State Student ID	Alternate Student ID	Withdrawn	School Name	First Name	Last Name	Birth Date	Result	Decision Date	Eligibility Type
1000650			Ajo Elementary School	Jody	Walker	04/15/2003	No Match		
1015230			Ajo Elementary School	Johnathan	Tandoy	04/03/2013	Match		FOSTER

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

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

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.
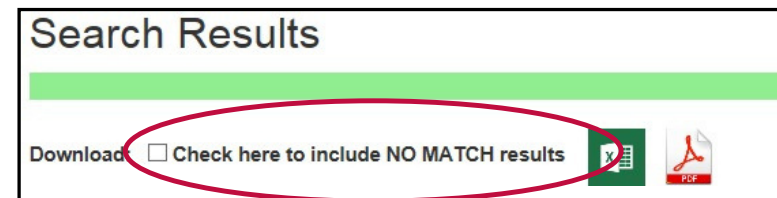
Direct Certification Matching and Search Results

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.

Downloading Results

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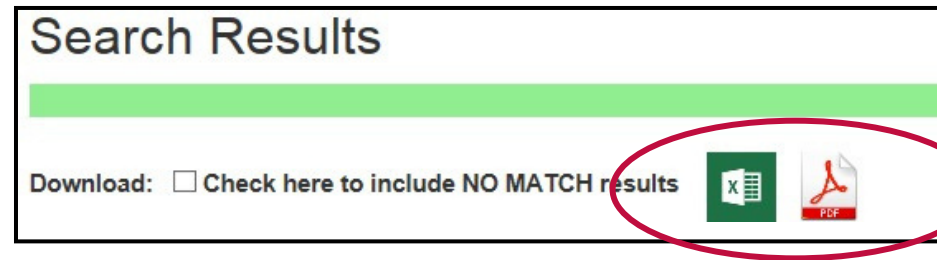
To download results as an **Excel**, click the **green** excel icon on this page found towards the top left of the screen. This excel will include the results.

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.

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 23rd , your file name should be DC results Aug 23, 2020.

Downloading Results

Direct Certification Matching and Search 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.
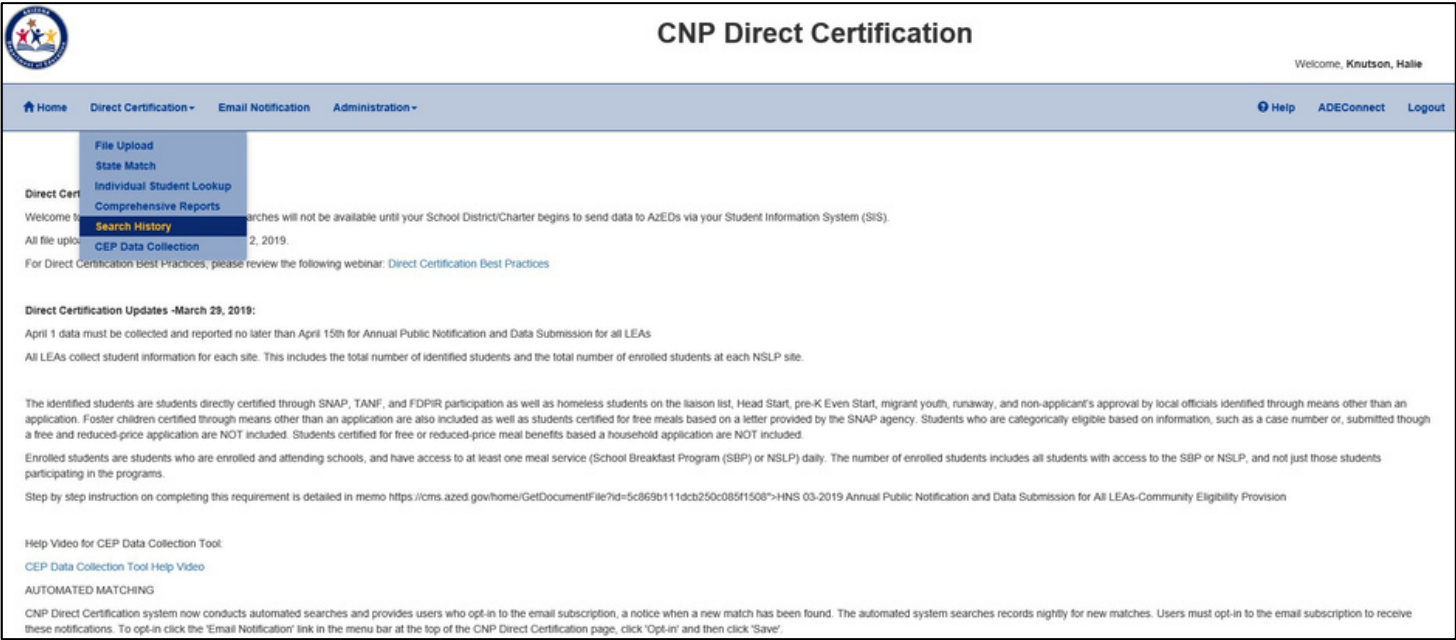
Direct Certification Matching and Search Results

Search History

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 stand the previously saved records will no longer be available to access in CNP Direct Certification.

For example; Ajo Unified District forgot to download and save their results from 3/12/2018 at 3:28:15 PM. The Search History Option allows them to click on the link under Search Date in order to review the match results.

Direct Certification Matching and Search Results

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, as shown below.
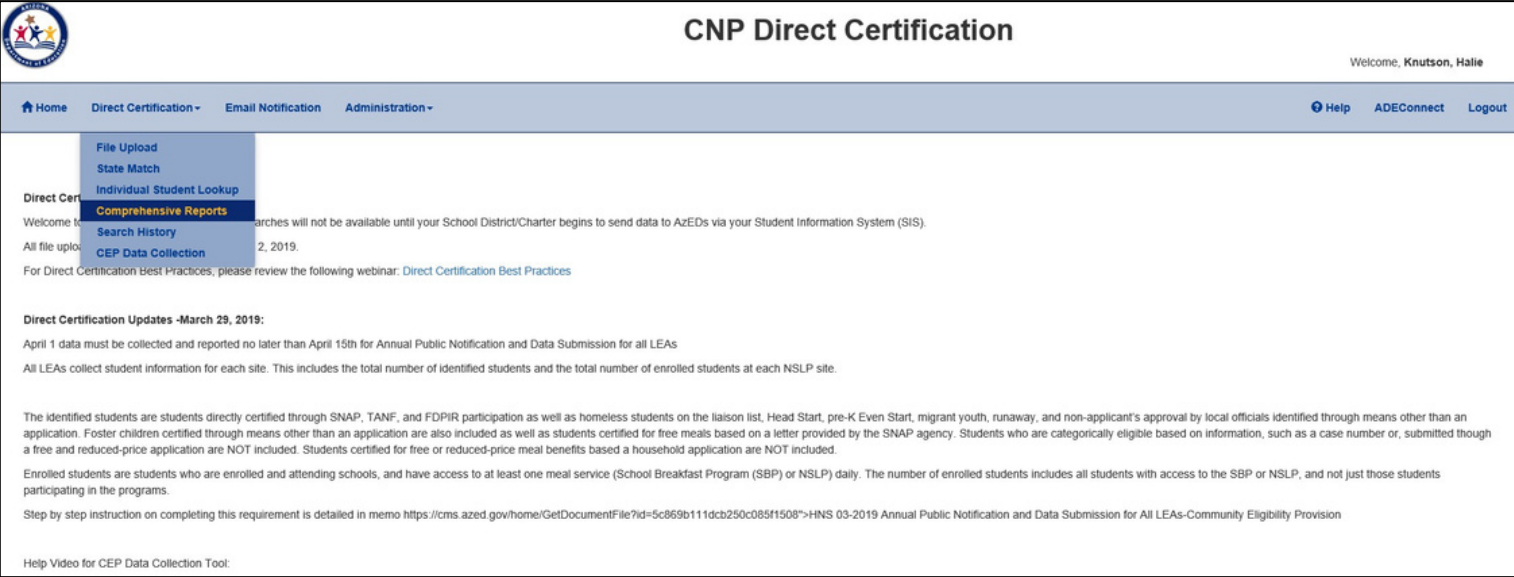
Direct Certification Matching and Search Results

Comprehensive Match Report

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).

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

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

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 <u>one</u> other search type for the entire year to accumulate only <u>one</u> Comprehensive Match Report.

Direct Certification Matching and Search Results

Comprehensive Match Report

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.

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

For example; if Johnathan Tandoy was found as a Match through his State Student ID of 1015230, and he was found as a Match again using his SSN of 123456789, his eligibility for free meals will display on two separate Comprehensive Match Reports. It is for the LEAs' convenience to have all direct certification results be listed in only one all-inclusive Comprehensive Match Report.

Direct Certification Matching and Search Results

Extending Eligibility

If an individual student matches in any of the six agency records (SNAP, TANF, Foster, FDPIR, MEP, Homeless) the child automatically qualifies for free meal benefits.

A student with a match in SNAP, TANF, and/or FDPIR will qualify him/herself and will also qualify all enrolled household members for free 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

Direct Certification Matching and Search Results

Extending Eligibility

Example 1: Let's say Jody Walker and Johnathan Tandoy are part of the same household. Johnathan Tandoy 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		

Direct Certification Matching and Search Results

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 meal benefits, the LEA must discontinue providing free 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

Additional Resources for Conducting Direct Certification

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

Technical Assistance

If you have any questions about directly certifying students for meal benefits, use the other Step-by-Step Instructions at:

https://www.azed.gov/hns/nslp/training

You can also contact your Health and Nutrition Services Specialist if you have additional questions about CNP Direct Certification in CNP Direct Certification/Direct Verification.
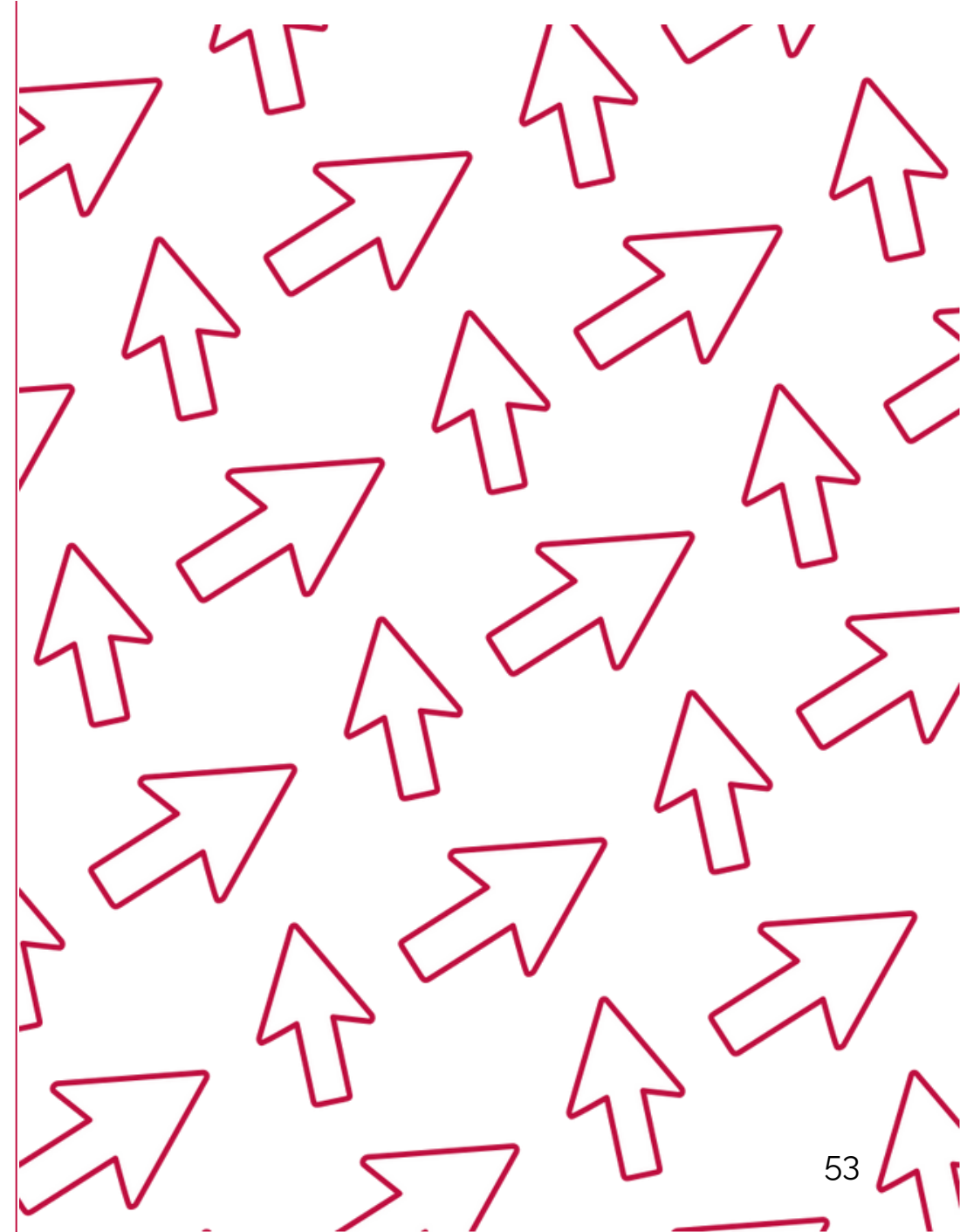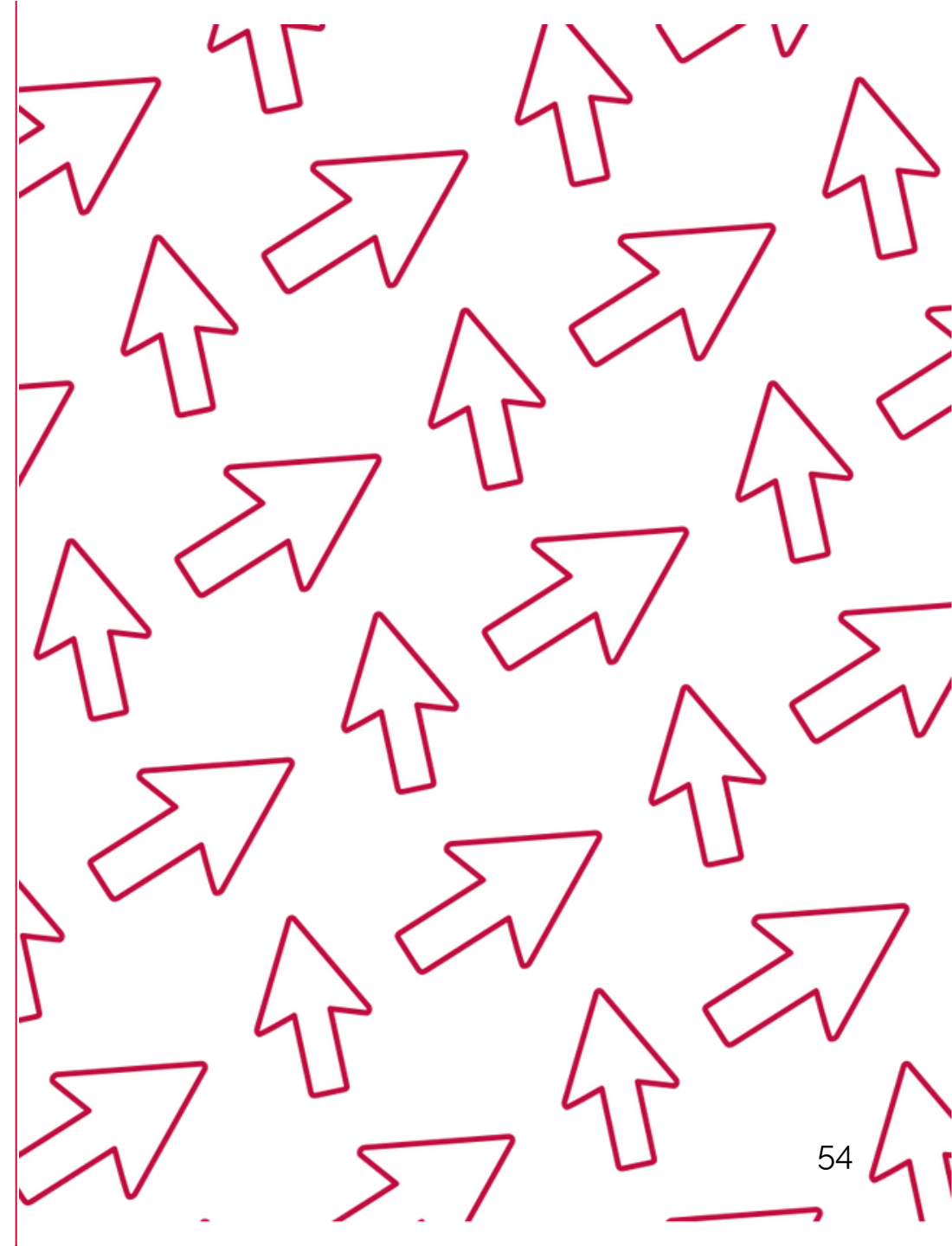
Congratulations

You have completed the Step-by-Step Instruction: ***Introduction to CNP Direct Certification in CNP Direct Certification/Direct Verification.***

In order to count this training towards your Professional Standards training hours, the training content must align with your job duties. Information to include when documenting this training for Professional Standards:

- **Training Title**: Introduction to CNP Direct Certification in CNP Direct Certification/Direct Verification
- **Learning Code**: 3120
- **Key Area**: 3000 –Administration
- **Length**: 30 minutes

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

Training Certificate

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

*This will not appear in your Event Management System (EMS) Account.

https://www.surveymonkey.com/r/OnlineHowToGuides

The information below is for your reference when completing the survey:

- Training Title: **Introduction to CNP Direct Certification in CNP Direct Certification/Direct Verification**
- Professional Standards Learning Code: **3120**
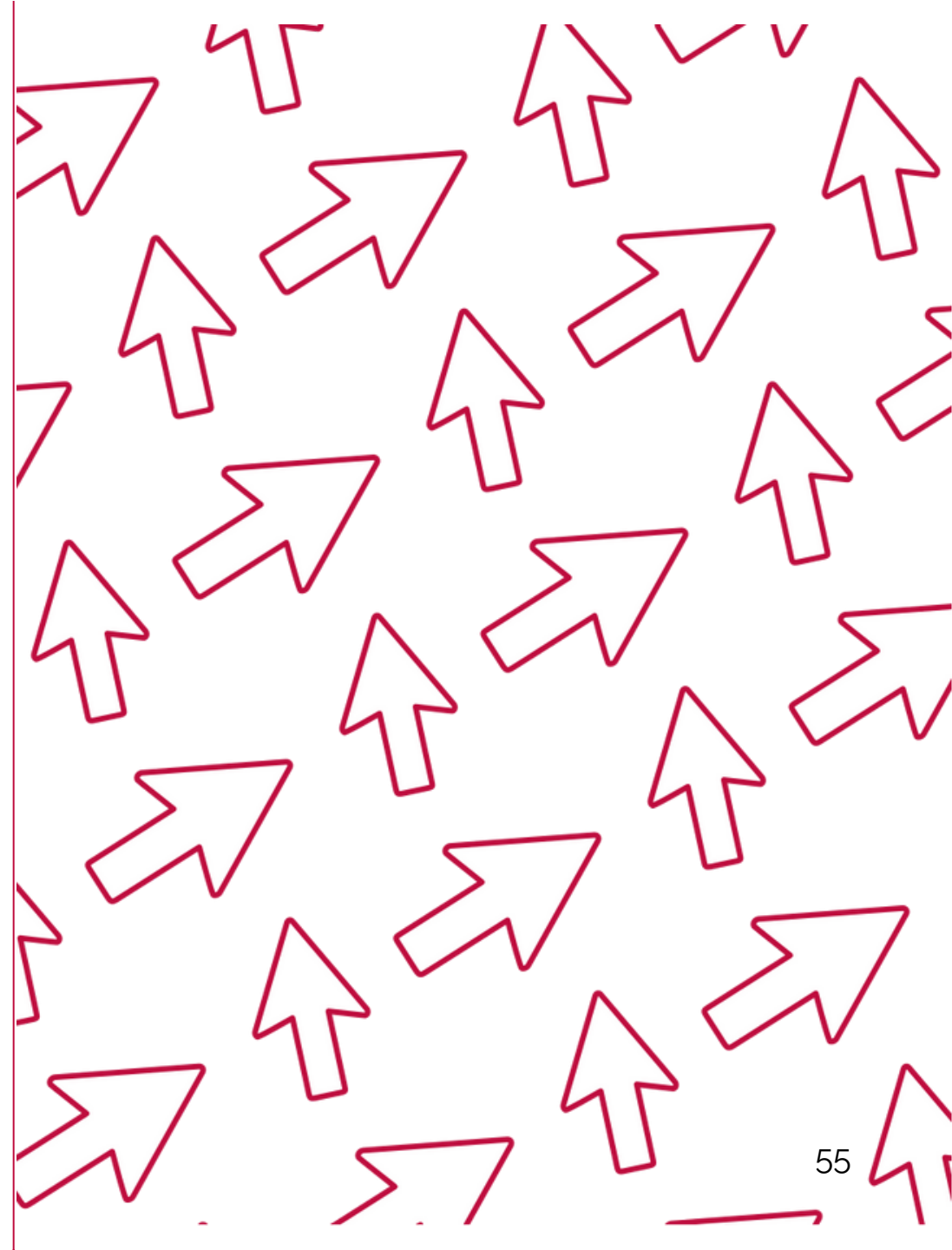
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To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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; or

2. fax:
   (833) 256-1665 or (202) 690-7442; or

3. email:
   program.intake@usda.gov

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