State of Arizona
Department of Education

Health and Nutrition Services Division

MEMORANDUM

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

From: Melissa Conner, Associate Superintendent
Arizona Department of Education, Health & Nutrition Services Division

Original Signed

Date: March 26, 2018

RE: CNP Direct Certification Enhancements

The purpose of this memorandum is to inform School Food Authorities (SFAs) of enhancements the Arizona Department of Education (ADE) has made to the online CNP Direct Certification system. The newest enhancements became effective March 21, 2018.

The enhancements that have been made are a result of user input and are in accordance with the United States Department of Agriculture's (USDA's) Continuous Improvement Plan.

System Enhancements

New User Interface
The new CNP Direct Certification system has an updated appearance. Users will see helpful tips on how to use the system and timely announcements on the home screen, as the messages will change to keep LEAs aware of system updates and reminders.

Partial Matching
Historically, only a student that had a 100% match between the Department of Economic Security (DES) data and the Arizona Education Data Standards (AzEDS) data 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 the new enhancement of 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. Users are instructed to click a link to generate a report displaying students' names and birthdates as they appear in AzEDS and in the DES system. The report will also provide information regarding the benefit application, including the Primary Informant (the

person who applied for the household benefit), first name, last name and address, if available.

Using the report, the user has the ability to determine if the identified partial match is truly a match by comparing the data sets. If a student has been identified as a "Match," the user will select the appropriate match type (SNAP, TANF, Foster, etc.) and the system will update the partial match record as a "Match." If the user does not believe these two records are the same child, the user will select "No Eligible Match" and the system will update the partial match record as "No Match." *Note: It is at the discretion of the user to determine if the partial match is an actual match. No additional documentation to support the determination is required.* Partial Matching will be available in the File Upload, Individual Student Lookup, and State Match functions.

Search History
Previously, all Direct Certification match results were not saved in the system. Now, all searches that are completed will be saved for future reference in the "Search History" tab. Every time a State Match, File Upload, or Individual Student Lookup is completed, there will be a new link available for the user to select and review the results during the school year. ADE still recommends that the LEA print or download their Direct Certification match results. *The search history will reset each year on July 1st, so it is important that the match results are saved for recordkeeping purposes.*

File Upload
Previously, the File Upload function only accepted files in a specific .csv format. File Upload now accepts .xlx, .xlsx, .csv and .txt files. Column headers are no longer needed, but can still be added if the user prefers to use headers.

Individual Student Lookup
Individual Student Lookup is no longer limited to 10 records. The user can now submit up to 99 records at a time. The Individual Student Lookup function is a scrolling form; once you begin entering data, a new line will appear to input additional data.

ADE is hosting a live webinar to demonstrate the new CNP Direct Certification system enhancements on **Thursday, March 29th at 1:30pm**. Registration for the webinar is now open in the ADE Event Management System. The webinar will be recorded and posted on ADE's Training and Professional Standards webpage after the live webinar has occurred. Additionally, the *Step by Step Instruction* online training guides are being updated to reflect the changes made to the CNP Direct Certification system. These trainings can be found in the ADE Online Training Library on the Training and Professional Standards webpage.

For questions regarding this memo or additional suggestions to further enhance the CNP Direct Certification system, please contact your assigned School Nutrition Programs Specialist whose contact information is located on the NSLP CNPWeb home page or send an email to ADESchoolNutrition@azed.gov.

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