

DIRECTLY CERTIFYING PARTIAL MATCHES

PHASE 1: PREPARE

It is important to declare all Partial Matches in CNP Direct Certification as either a “Match” or “No Match” prior to organizing and counting household applications.

What is a Partial Match?

A Partial Match is a student that didn't show up as a 100% match in CNP Direct Certification.

Partial matching can potentially reduce the total number of applications on file and will help ensure an accurate sample size of applications that are subject for Verification.

- *Reminder: SFAs are required to review and accurately make a decision regarding students' match status using the Partial Match confirmation.*

Begin by clicking on the *Partial Match* link displayed in the *Results* column.

First Name	Last Name	Birth Date	Result
Jody	Walker	04/15/2003	No Match
Johnathan	Tandoy	04/03/2013	Match
Matthew	Green	12/30/2014	No Match
Dimitri	Long-Guevaraso	05/17/1993	Partial Match
Jacob	Villa Long	04/18/2000	Partial Match
Julia	Gonzalos	06/01/2005	Match

In the box, compare the AzEDS data, DES data, and LEA student data.

- *Reminder: LEA student data will be obtained from each LEA's own records and will not be provided by ADE.*

To confirm a student as a “Match”, select the circle under the header *Selected Match* and click *Update Match Result*.

Partial Match Records

Student First Name: Jacob Student Last Name: VillaLong DOB: 04/18/2000
Date Modified: 3/14/2018 1:40:41 PM

First Name	Last Name	Student DOB	Address	PI First Name	PI Last Name	Record Type	Selected Match
Jacob	VILLA	4/18/2000	8425 E HEE BLVD AJO AZ 00871	NORA	Long	SNAP	<input checked="" type="radio"/>
No Eligible Match							<input type="radio"/>

Click

Update Match Result

Cancel

AzEDS Data

DES Data

Select

The student will now display as a “Match” in the *Result* column.

First Name	Last Name	Birth Date	Result
Jody	Walker	04/15/2003	No Match
Johnathan	Tandoy	04/03/2013	Match
Matthew	Green	12/30/2014	No Match
Dimitri	Long-Guevaraso	05/17/1993	Partial Match
Jacob	Villa Long	04/18/2000	Match
Julia	Gonzalos	06/01/2005	Match

Understanding Partial Matches

There are no set criteria when certifying a Partial Match as a “Match” in CNP Direct Certification and determinations are made on a case-by-case basis for each student.

- *Reminder: If the Partial Match cannot be confirmed as a “Match”, it is important to declare the student as a “No Match”.*

If the wrong partial matching determination has been declared by the SFA, this can be changed at any time by following the same steps listed above.

- *Best Practice: Take the online training, [Step by Step Instruction: How to Directly Certify a Partial Match](#) found in the [ADE Online Training Library](#) prior to declaring any Partial Matches.*

All Partial Matches certified as a “Match” by the user will receive the same benefits as students reported back as a “Match” in CNP Direct Certification.

- *Reminder: This includes free meal benefits and the requirement to extend free meal benefits to household members for SNAP, TANF, and FDPIR matches.*

Partial Matches certified as a “Match” must be entered to the Benefit Issuance Document (BID) as free and increased eligibility benefits must be implemented no later than three operating days from the date CNP Direct Certification was complete. Parents should be promptly notified of approval of benefits.



SFAs are expected to come prepared for the Preparing for Verification Workshop by certifying all Partial Matches and updating the BID prior to arrival.