

How to Conduct Direct Certification Using File Upload



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are encouraged to access professional development materials directly from the training library to prevent use of outdated content.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:

- understand how to conduct CNP Direct Certification using File Upload; and
- be aware of common errors that arise using this search method.

TRAINING HOURS

Information to include when documenting this training for Professional Standards:

Training Title: How to Conduct Direct Certification Using File Upload

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 State Match. Please refer back to the [Online Training Library](#) for other How-To Guides outlining other search methods in CNP Direct Certification.

Overview of CNP Direct Certification

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.

File Upload

File Upload is a search method within CNP Direct Certification.

This method is recommended to search the eligibility of a large number of students.



CNP Direct Certification

Welcome, Knutson, Halie

[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, .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.

State Student ID Format
1. Enter the State Student ID (SAIS ID) starting cell A1
2. Add next entry in the row below

	A	B	C
1	123456789		
2	987456321		
3	456321789		
4	789654123		
5	654789321		
6			

SSN 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	568459632		
2	456789123		
3	569327894		
4	554123456		
5	985632147		
6			

Standard 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	Brock	Lee	12/1/2002
2	Cara	Ot	3/2/2001
3	Sue	Chini	2/14/2008
4	Aspara	Gus	5/15/2007
5	Ora	Nge	6/6/2009
6			

Case Number 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	87654321		
2	45698723		
3	32589632		
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](#)

Quiz Time

When is it recommended to use File Upload when conducting direct certification?

- A** When only 99 students are being searched.
- B** When a large number of students is being searched.
- C** When a small number of students is being searched.



Quiz Time

When is it recommended to use File Upload when conducting direct certification?

A When only 99 students are being searched.

B When a large number of students is being searched.

C When a small number of students is being searched.

File Upload can be used for any amount of students the user is wanting to search. File Upload is easiest to use when searching a large number of students. Total enrollment can also be searched using File Upload.



Creating an Excel Spreadsheet



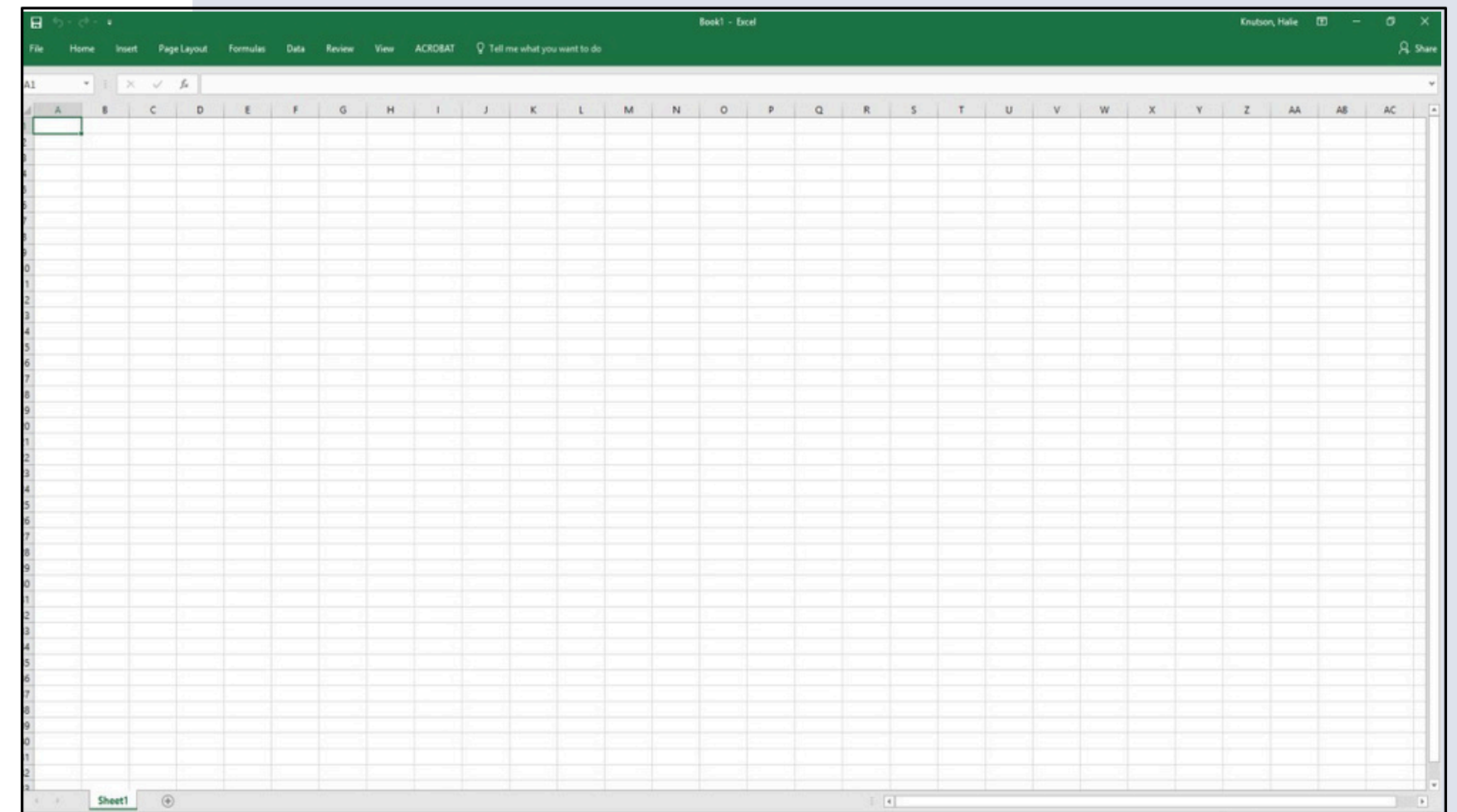
SECTION 2

Creating a Spreadsheet

To create an Excel spreadsheet, first open the Excel application on your computer. A blank spreadsheet, similar to the one to the right, should open.

Once you have a spreadsheet open, determine the date format you want to use to search:

- First Name/Last Name/Date of Birth (Standard Format)
- State Student ID
- Case Number



In the following slides we will go through examples of each data format listed above.

Creating a Spreadsheet

STANDARD DATA FORMAT

To create an Excel spreadsheet using the Standard Data Format, input the following:

- Type the student's *First Name* into cell A1.
- Type the student's *Last Name* into cell B1.
- Type the student's *date of birth* into cell C1. Use the format MM/DD/YYYY.

Repeat the steps for every student.

	First Name	Last Name	Date of Birth
	A	B	C
1	Jody	Walker	4/15/2003
2	Johnathar	Tandoy	4/3/2013
3	Matthew	Green	12/30/2014
4	Dimitri	Long-Gue	5/17/1993
5	Jacob	Villa Long	4/18/2000
6	Julia	Gonzalos	6/1/2005
7	George	Lane	10/30/1995
8	Shane	Lane	2/8/2001
9	Cara	Cardena	9/10/2013
10	Lucas	Arellanos	1/22/2017

Creating a Spreadsheet

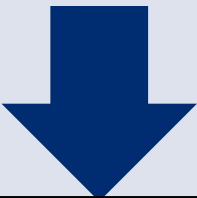
STATE STUDENT ID

To create an Excel spreadsheet using the State Student ID Format, input the following:

- Type the student’s *State Student ID (AzEDS)* into cell A1.

Repeat the steps for every student.

State Student ID (AzEDS)



	A	B	C
1	1000650		
2	1015230		
3	1019358		
4	1030266		
5	1031648		
6	1032107		
7	1034877		
8	1035306		
9	1050655		
10	1055180		

Creating a Spreadsheet

CASE NUMBER

To create an Excel spreadsheet using the Case Number Format, input the following:

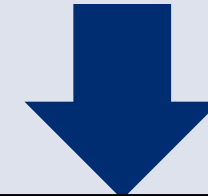
- Type the student's *Case Number* into cell A1.



Case Numbers must be eight digits or less with no hyphens.

Repeat the steps for every student.

Case Number



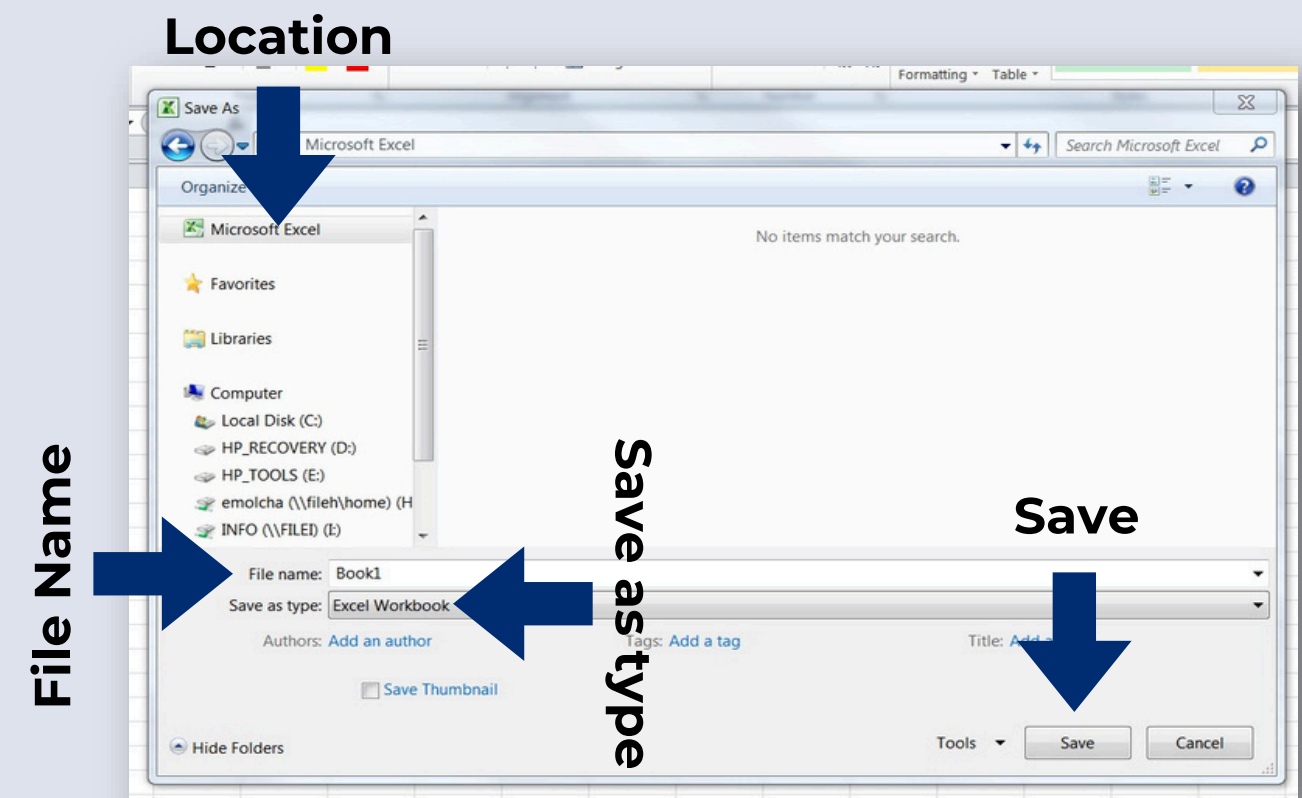
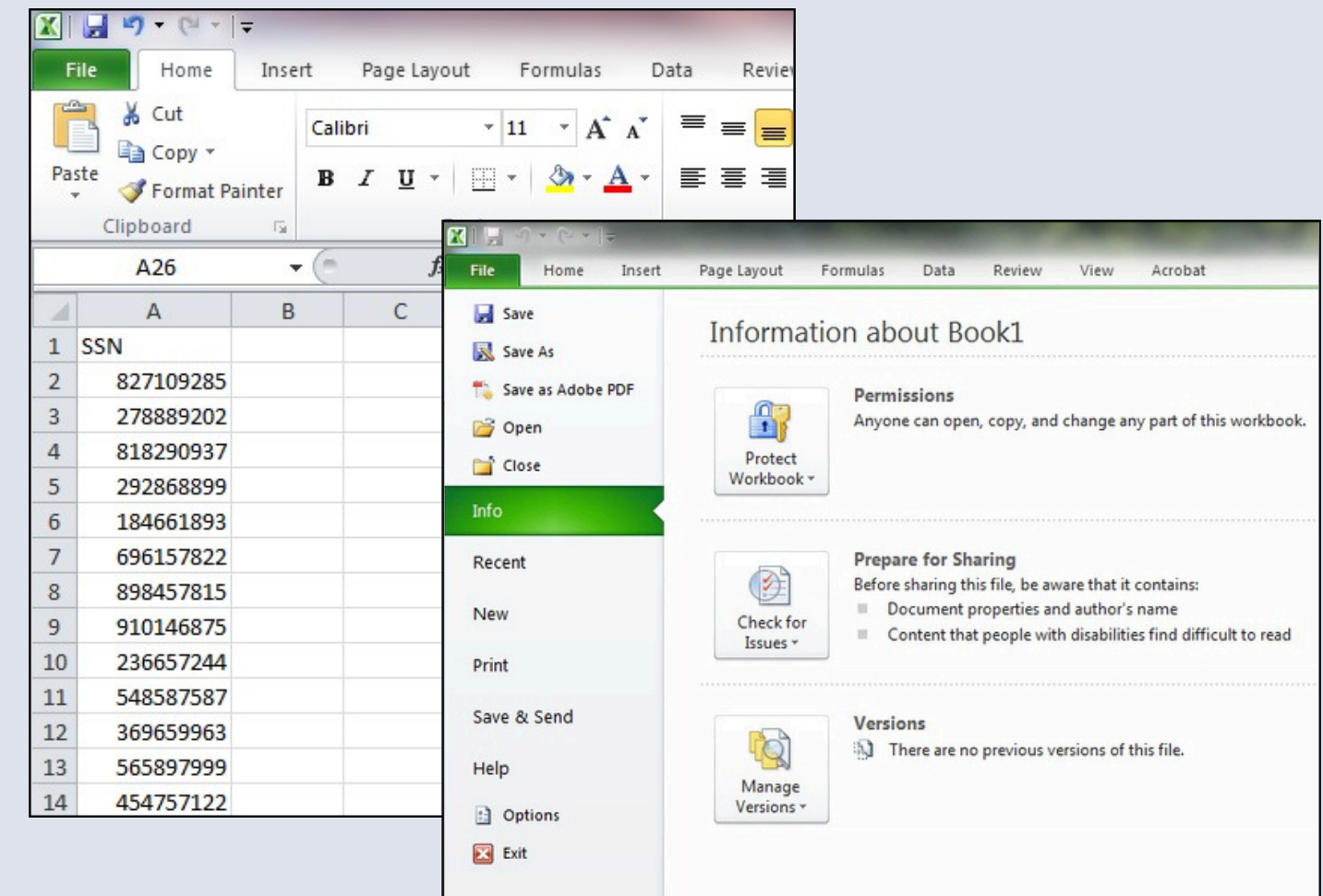
	A	B	C
1	0162756		
2	5892147		
3	68593214		
4	0380235		
5	5896147		
6	8801011		
7	7891455		
8	528914		
9	032107		
0	67364568		

Saving the File

After all of the students have been inputted, complete the following steps to save the Excel file. Do not click save until all steps have been complete.

- Click File in the upper left corner of the Excel window and select **Save As**.
- Select the location you would like to save the file.
- Input the name of the file in the **File name** field. As a best practice, include the date the file was created.
- Select **XLX, XLSX, or CSV** from the **Save as type** drop-down.

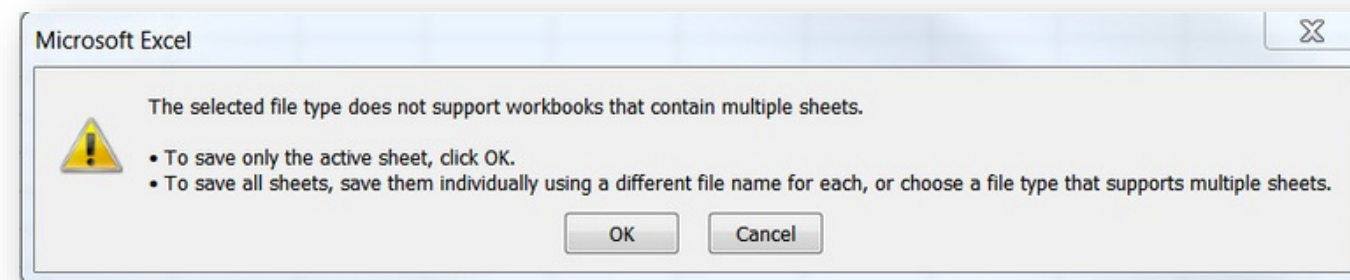
Once all of the above actions are complete, select **Save**.



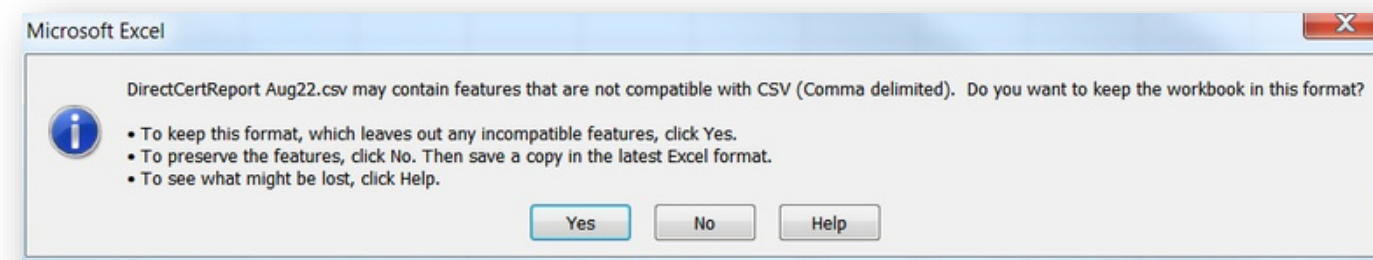
Saving the File

Depending on which version of Excel is being used, the following windows may appear after clicking *Save*.

Click *OK* to confirm saving the file.



Click *Yes* to confirm saving the file.



Accessing the CNP Direct Certification System

SECTION 3



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."

1

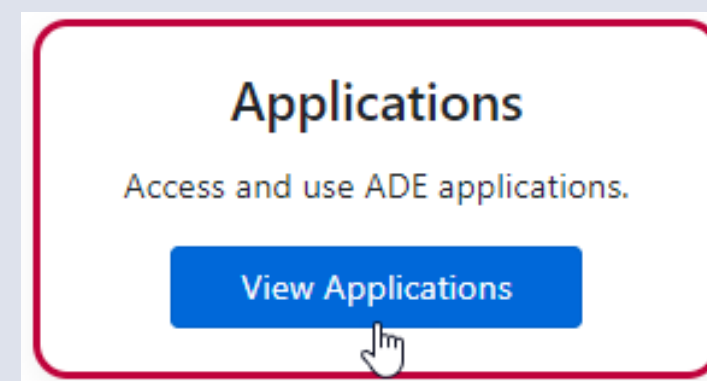
LOGIN TO ADECONNECT

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.



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

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."

CNP Direct Certification & Direct Verification

Welcome, Rhodes, Maddie

Help ADEConnect Logout

Welcome to the Arizona Department of Education CNP Direct Certification / Direct Verification Application

ATTENTION:

Direct Certification and Direct Verification search functions may be used ONLY for certifying or verifying Eligibility of students enrolled or seeking enrollment within the District or School requesting the information. Information provided by this application includes student personal information protected by FERPA and may not be used for any purpose other than as stated above. USE OF THE CNP DIRECT CERTIFICATION / DIRECT VERIFICATION APPLICATION MAY BE MONITORED TO ENSURE COMPLIANCE.

Acknowledgement:

I acknowledge that my use of the CNP Direct Certification / Direct Verification application is in compliance with all restrictions stated above.

[Modify](#)

[I AGREE / CONTINUE](#) [I DO NOT AGREE / Exit](#)

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Contact ADE Support

CNP Direct Certification & Direct Verification

Welcome, Rhodes, Maddie

Home Help ADEConnect Logout

Direct Certification

Direct Certification means determining which children are eligible for free meal benefits based on documentation obtained directly from the appropriate State or local agency.

All Child Nutrition Program School Food Authorities (SFAs)* are required to run a Direct Certification report at least three times per school year using CNP Direct Certification:

- At or around the beginning of the school year (July 1)
- three months after the initial effort, and
- six months after the initial effort

No application is necessary if eligibility is determined through the direct certification process.

If a household submits an application for children who were directly certified, direct certification takes precedence over an application.

[Modify](#)

[Proceed to Direct Certification >>>](#)

Direct Verification

Available October 1st

Conducting Direct Verification is a requirement in the state of Arizona. Direct Verification is not Direct Certification; however, they're located in the same application via the ADE Common Logon, CNP Direct Certification/Direct Verification. Direct Verification can only be conducted during the Verification time frame (Oct. 1- Nov. 15) and must only be conducted for applications that are part of the Verification sample. Since Verification for Cause can be conducted at any time during the year, including dates that Direct Verification is not available, ADE does not require LEAs to conduct Direct Verification for applications selected to be verified for cause.

[Modify](#)

[Proceed to Direct Verification >>>](#)

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Contact ADE Support

File Upload



SECTION 4

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.

STATE STUDENT ID

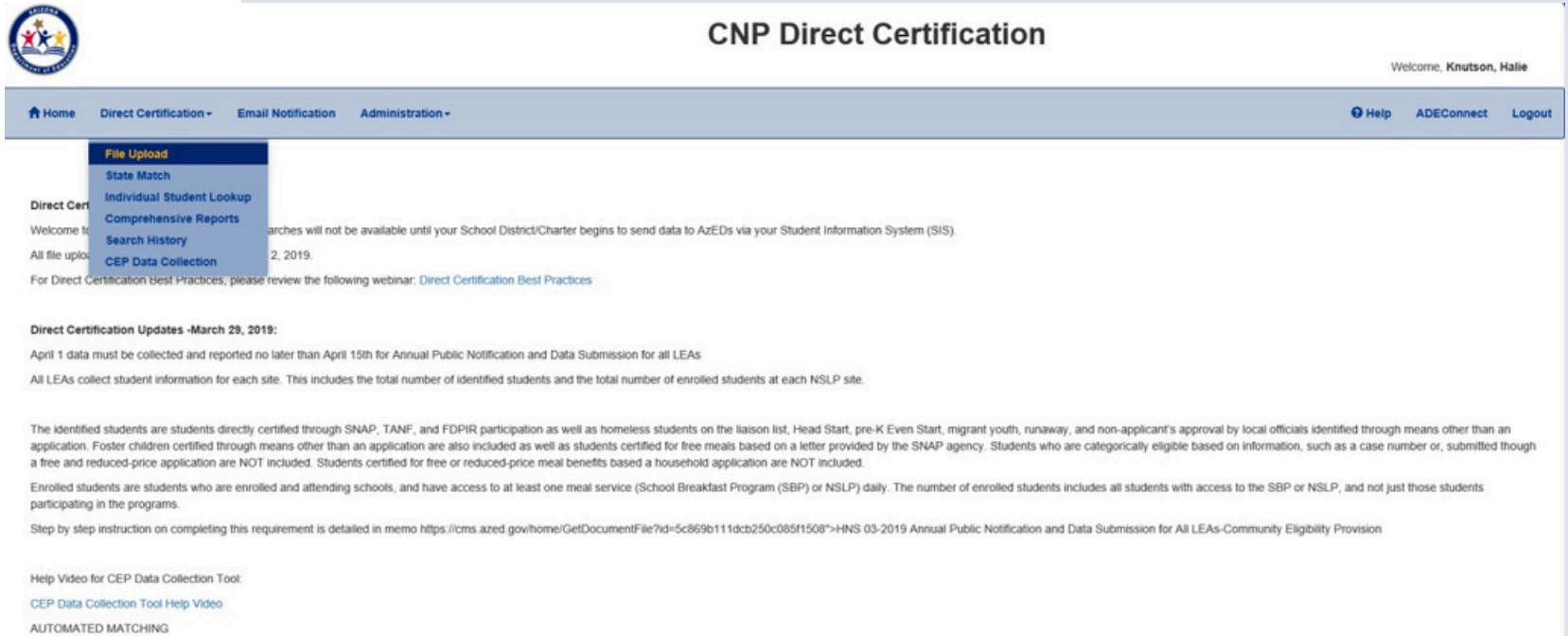
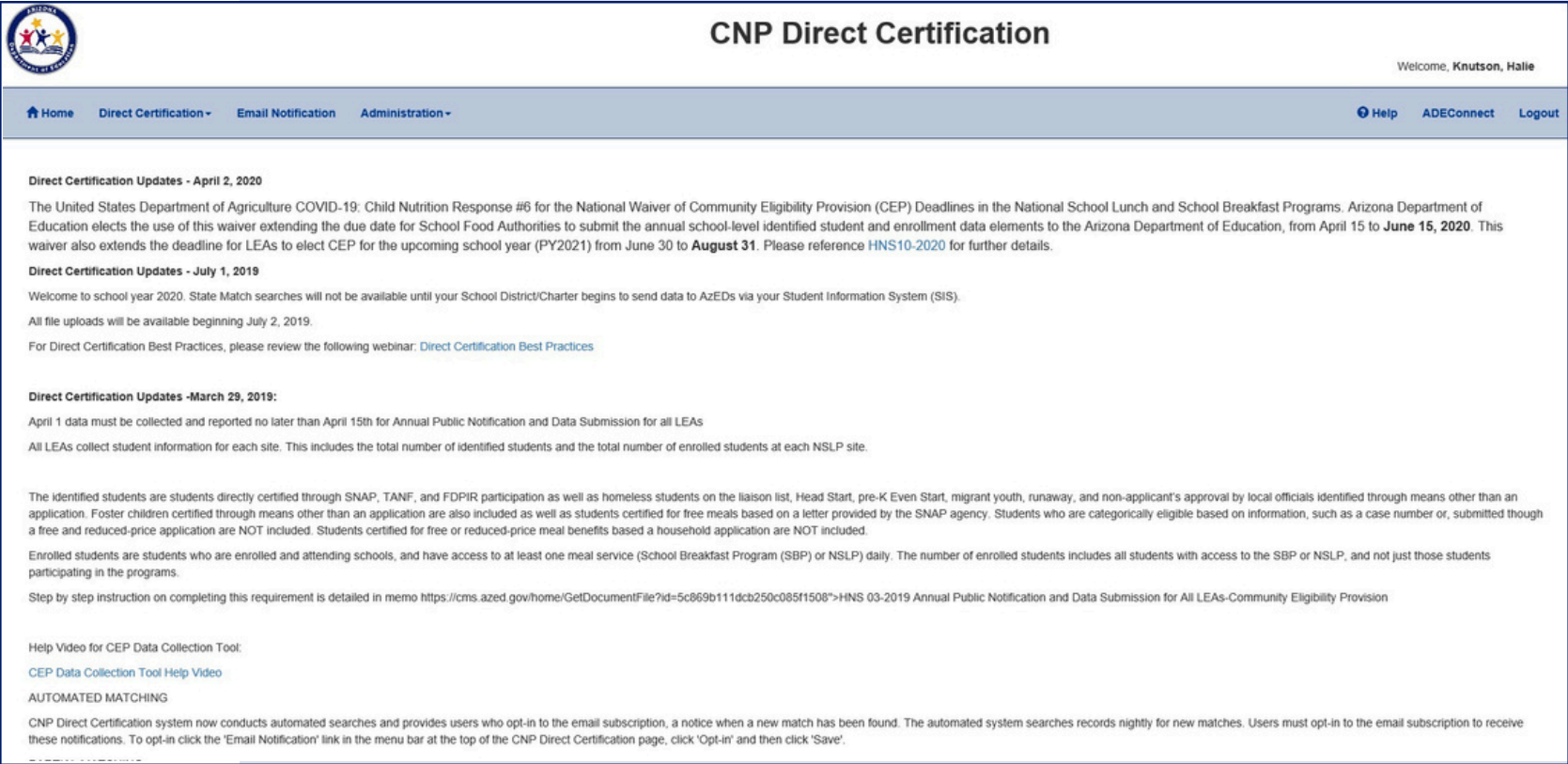
ADE assigns each student with an AzEDS State Student ID (formerly known as SAIS ID) that acts as a student identifier from K-12th grade.

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.

File Upload

After successfully logging in to the CNP Direct Certification / Direct Verification System and agreeing to the FERPA Compliance Statement, you will be directed to the **CNP Direct Certification** portal.

To start a search using the File Upload method, select **File Upload** from the Direct Certification dropdown.



File Upload

SELECT FILE FORMAT

After selecting File Upload from the Direct Certification dropdown, a new screen will load.

On the left side of the screen under File Format, select the format used in your Excel spreadsheet - Standard, State Student ID, or Case Number. Then, select *Browse...* in the *Select a file to upload* area to upload your spreadsheet.



For the purposes of this training, a *Standard* search will be conducted by selecting *Standard* from the File Format drop-down. Please follow these same steps when running a Direct Certification search for State Student ID and Case Number.

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, .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.

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***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:

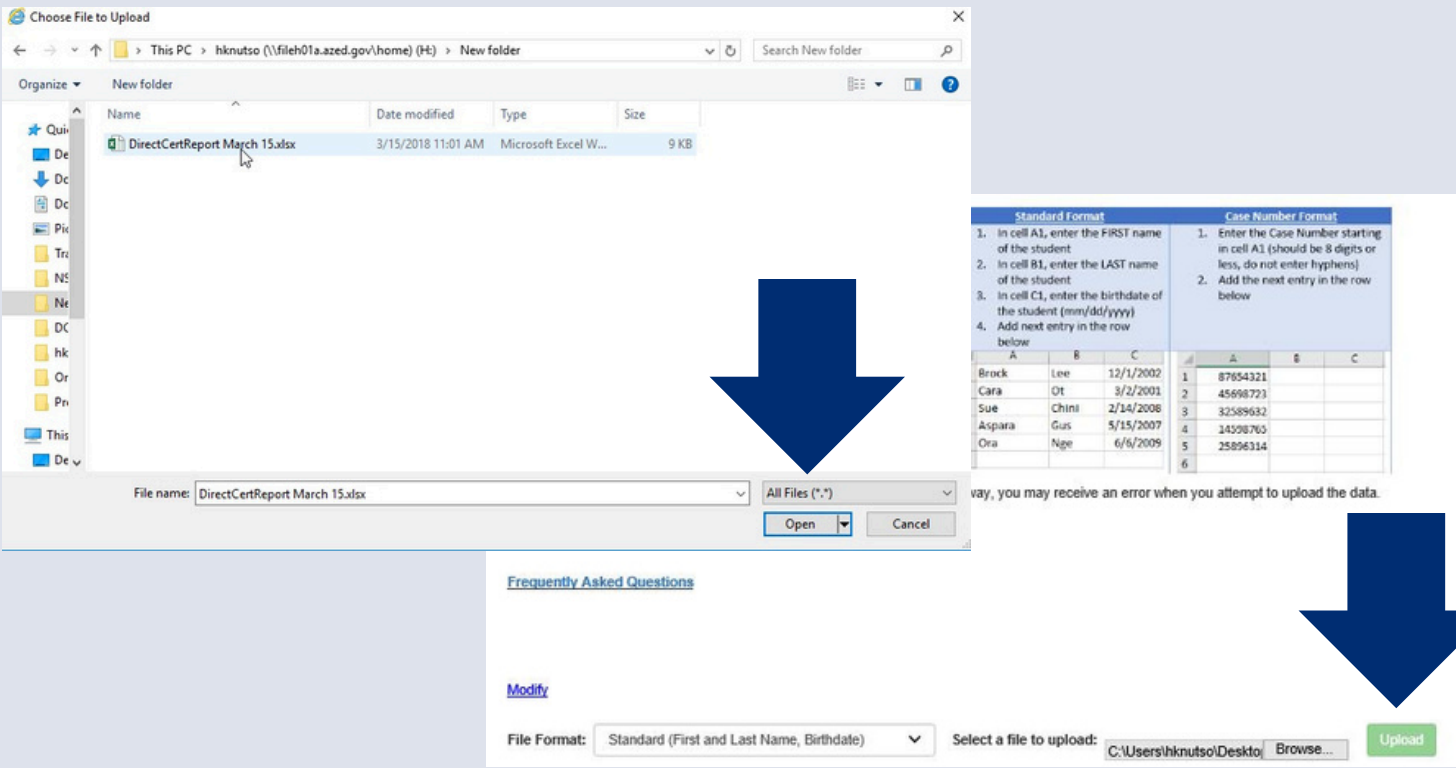


File Upload

THE EXCEL FILE & ACCESSING RESULTS

After selecting *Browse...* in the *Select a file to upload* area, a window similar to the one on the right will appear. Locate the Excel file you created and click *Open*. The pop-up will close and the search bar will show the Excel file you created.

Once the spreadsheet has been selected, click *Upload*. The page will refresh and show the Direct Certification using File Upload results.



Direct Certification File Upload Search

State Student ID Format	SNR Format	Standard Format	Case Number Format
1. Enter the State Student ID (SAS ID) starting cell A1 2. Add next entry in the row below	1. Enter the SNR starting in A1 (must be 5 digits, no hyphens) 2. Add next entry in the row below	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	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	A B C	A B C	A B C
1 123456789	1 567890123	1 Brock Lee 12/1/2002	1 87654321
2 987654321	2 456789012	2 Cara Ot 3/2/2001	2 45698721
3 456789012	3 567890123	3 Sue Chini 2/14/2008	3 32589632
4 789012345	4 567890123	4 Aspiara Gus 5/15/2007	4 14598765
5 654321098	5 901234567	5 Ora Nge 6/6/2009	5 25896314
6	6	6	6

New Search

Search Results

Download:

Search Type	Search Date	Searched By	Entity Name	Total Records	Matches	Partial Matches	No Matches	SNAP	TANF	Foster	FOPR	MEP	Homeless
Upload Standard	3/15/2018 1:20:10 PM	User: HNS	Alp Unified District	10	3	2	5	2		1			

Show 10 entries

First Name	Last Name	Birth Date	Result	Decision Date	Eligibility Type
Cara	Cardena	09/10/2013	No Match		
Dimbi	Long-Quevarazo	09/17/1993	Partial Match		
George	Lane	10/20/1995	Match	09/29/2017	SNAP
Jacob	Vila Long	04/18/2000	Partial Match		
Jody	Walker	04/15/2003	No Match		
Jonathan	Tandoy	04/03/2013	Match		FOSTER
Julia	Gonzales	06/01/2005	Match	12/08/2016	SNAP
Lucas	Amelias	01/22/2017	No Match		
Matthew	Green	12/20/2014	No Match		
Shane	Lane	02/08/2001	No Match		

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 Conduct Direct Certification Using State
Match**

Information to include when documenting this
training for Professional Standards:

Training Title:
How to Conduct Direct
Certification Using File
Upload

Key Area: 3000 - Administration
Learning Code: 3120
Length: 15 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.

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:
**How to Conduct Direct
Certification Using File
Upload**

Key Area: 3000 - Administration
Learning Code: 3120
Length: 15 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.





In accordance with federal civil rights law and USDA civil rights regulations and policies, the USDA, its agencies, offices, 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, audiotape, American Sign Language, etc.) should contact the state or local agency that administers the program or contact USDA through the Telecommunications Relay Service at 711 (voice and TTY). 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, Mail Stop 9410, Washington, D.C. 20250-9410;
2. **Fax:** (202) 690-7442; or
3. **Email:** program.intake@usda.gov.

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