

How to Conduct Direct Certification Using Other Documentation



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are encouraged to access professional development materials directly from the training library to prevent use of outdated content.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 the term direct certification;
- explain the different ways students can be directly certified when they are not a match in CNP Direct Certification;
- understand the documentation that should be maintained when students are directly certified through methods other than CNP Direct Certification; and,
- update the benefit issuance document based on the type of documentation received.

TRAINING HOURS

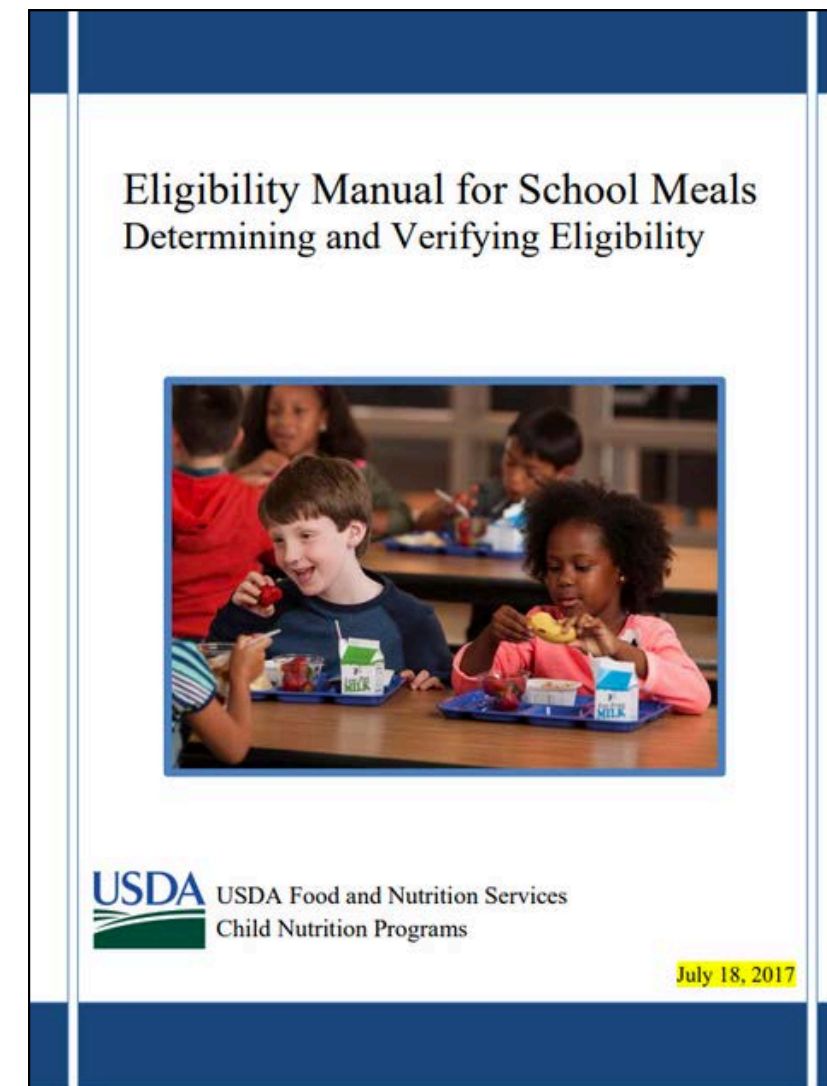
Information to include when documenting this training for Professional Standards:

Training Title: How to Conduct Direct Certification Using Other Documentation

Key Area: 3000 - Administration

Learning Code: 3120

Length: 30 minutes



The instruction within this How-To Guide is based on guidance from the USDA's Eligibility Manual for School Meals, 2017.

It is recommended to review this manual in addition to reviewing this course for complete guidance on processing and verifying household applications.

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

Definitions

Categorically Eligible Children

Children who are automatically eligible for free meal benefits because they, or any member of their household receive benefits under assistance programs like the Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) or Food Distribution Program on Indian Reservations (FDPIR). All students in the household are automatically eligible for free meals.

Certification

The process of obtaining and reviewing documentation to determine the meal benefits for which a child is eligible.

CNP Direct Certification

Automated State Matching system created by the Arizona Department of Education (ADE) that communicates directly with the Department of Economic Security (DES). Matches are made between student enrollment records and benefit recipient records from Other Assistance Programs (i.e., SNAP, TANF, FDPIR), the Migrant Education Program, and Foster care agencies.

Direct Certification

The process of determining which children are automatically eligible for free meal benefits based on documentation obtained directly from the appropriate State or local agency. Children directly certified should automatically receive free meal benefits without the need to submit a household application to the school.

Meal Benefits

Meals are provided at no cost (free) or a reduced price for eligible children.

Other Source Categorically Eligible Children

Categories which make children automatically eligible for free meals because they are homeless, migrant, runaway, foster children, or enrolled in a Head Start or Even Start Pre-K program. Only the children who fall into these categories are automatically eligible for free meals; the benefits do not extend to all children in the household.

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 directly certifying students who are not a match in CNP Direct Certification. Please refer back to the [ADE Online Training Library](#) for additional Direct Certification How-To Guides.

Direct Certification Overview

SECTION 1



Direct Certification

There are two methods SFAs can use to receive documentation from State or local agencies regarding which students are automatically eligible for free meals (directly certified). These methods are:

- **Computer matching** through CNP Direct Certification; and
- **Receipt of other documents** that provide evidence that the student falls into one of the categories that qualify them to receive free meals.

SFAs must keep all documentation including computer matching results and other documents on file to support the eligibility of all students.



Direct Certification Methods:

COMPUTER MATCHING

The process where student information is compared directly with Department of Economic Security (DES) information. Matches are made between student enrollment records and benefit recipient records from Other Assistance Programs (i.e., SNAP, TANF, FDPIR, Medicaid) and Foster care agencies. In Arizona, this is done using CNP Direct Certification.

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

OTHER DOCUMENTATION

Documentation that SFAs can obtain to support that a student falls into one of the following categories:

- Foster Child
- Homeless
- Migrant
- Runaway
- Enrolled in Head Start or Even Start Pre-Kindergarten program
- Approved to receive TANF or FDPIR assistance.



This training will focus on the requirements for other documentation that directly certifies students for free meals.

Direct Certification for Foster Children

SECTION 2



Foster Care

OVERVIEW

A foster child is a child whose care and placement is the responsibility of the state or is formally placed by a court in a caretaker household, while the state retains legal custody of the child.

- Please note, children who reside with family members through informal agreements or permanent guardianship are **not** considered foster children for the purposes of direct certification, and they are not directly certified for free meals.

When a child is in the foster care system in Arizona, the foster family will receive a Notice to Provider Form. This notice serves to confirm that a child is in the care, custody, and control of the Arizona Department of Economic Security Administration for Children, Youth and Families.

NOTICE TO PROVIDER FORM

This form can be used as other documentation and the child listed on the form is automatically eligible for free meals.

Notice to Provider Form

EXAMPLE

CHILD'S NAME AND BIRTHDATE

CONTACT INFORMATION FOR FOSTER FAMILY

CSO-1035A
(06/21)

ARIZONA DEPARTMENT OF CHILD SAFETY

NOTICE TO PROVIDERS (OUT-OF-HOME, EDUCATIONAL AND MEDICAL)

This form contains confidential information.

Child's Name (last, first, middle)

Date of Birth

Placement Date

MC DCS CHP Member ID No.

Case Name

Case ID

Time

Address

Next Court Hearing (Place, Date and Time)

Out-of-Home Care Provider's Name (last, first, middle)

Email

Out-of-Home Care Provider's Address (No., Street, City, State, ZIP)

Phone Number

Name of School and School District Child Previously Attended, if applicable

Current Grade

Prior Medical Provider's Name, if applicable

Phone Number

Prior Medical Provider's Address (No., Street, City, State, ZIP)

Individuals (name and relationship) that are NOT allowed to have contact with the child or to remove the child from school:

I have received this Notice to Providers (Out-of-Home Care, Educational and Medical). I understand that the child is being placed in my care on a temporary foster care basis. I agree to provide care and supervision consistent with DCS or court direction.

Out-of-Home Care Provider's Signature

Date

DCS Information

DCS Specialist's Name (Print Name)

DCS Specialist's Signature

Date

Phone Number

DCS Specialist's Office Address (No., Street, City, State, ZIP)

Email Address

DCS Supervisor's Name

Phone Number

For additional Out-of-Home Care Provider information and forms, go to <https://www.dcs.az.gov>

Routing: Original - Out-of-Home Care Provider; Canary - Child's School; Pink - Medical Provider; Goldenrod - Case Record

NOTICE: This document (and any attachments) contains information that is CONFIDENTIAL under state and federal law. This information may be used or disclosed only in accordance with law, and you may be subject to penalties under law for improper use or further disclosure of the information in this document and its attachments. Any and all information regarding out-of-home placement is confidential.

Notice to Medical/Educational Providers

The notice serves to confirm that this child is in the care, custody, and control of the Arizona Department of Child Safety and has been placed with the aforementioned authorized out-of-home care provider. 1) The whereabouts and information about this child are confidential. 2) The IDEA Parent, Out-of-Home Care Provider, and DCS Specialist are to be notified of all special education needs of the child and associated meetings. 3) This notice confirms that the child is eligible for health coverage through Mercy Care DCS Comprehensive Health Plan (MC DCS CHP) or ALTCS.

Medical Provider Information

ARS § 8-514.05 requires a health care provider, health plan, or health care institution to provide the child's medical and behavioral health records, information relating to the child's condition and treatment, prescription and non-prescription drugs, medications, durable medical equipment, devices and related information to the out-of-home care provider in whose care the child is currently placed. Further, this law authorizes out-of-home care providers to consent to evaluation and treatment for emergency conditions that are not life threatening and routine medical and dental treatment and procedures, including early periodic screening diagnosis and treatment services, services by health care providers to relieve pain or treat symptoms of common childhood illnesses or conditions and testing for the presence of the human immunodeficiency virus. It also states that an out-of-home care provider is not authorized to consent to general anesthesia, surgery, blood transfusions, and abortions.

TO DIRECTLY CERTIFY THIS STUDENT FOLLOW THESE STEPS:

- 1. Review the information to ensure the student listed is enrolled at your school.
- 2. Save a copy of this form.
- 3. Update your BID to show this student as Free, DC Foster effective the date received.

The free meal benefits do not extend to any other students in the household.

Quiz Time

True or False: A student is directly certified if a family member states they are the foster parent of a child, but did not go through the court system.

- A True. All foster children are directly certified.**
- B True. No documentation is needed. You can take the family's word and directly certify the student.**
- C False. Direct certification only applies if the child is formally placed by the court system and there is a Notice to Provider form on file or if the student was a match in CNP Direct Certification.**
- D False. Foster arrangements with family members count as foster care situations**



Quiz Time

True or False: A student is directly certified if a family member states they are the foster parent of a child, but did not go through the court system.

- A True. All foster children are directly certified.**
- B True. No documentation is needed. You can take the family's word and directly certify the student.**
- C False. Direct certification only applies if the child is formally placed by the court system and there is a Notice to Provider form on file or if the student was a match in CNP Direct Certification.**
- D False. Foster arrangements with family members count as foster care situations**

Direct certification for foster children can only be determined by receipt of a Notice to Provider Form which shows that the child has been formally placed in a foster care setting or if the student was a match in CNP Direct Certification.



Direct Certification for Homeless Students

SECTION 3



Homeless Student

OVERVIEW

A homeless student is a student identified as lacking a fixed, regular, and adequate nighttime residence under the McKinney-Vento Homeless Assistance Act by the LEA liaison, or by the director of a homeless shelter.

A homeless liaison is a designated district official who is responsible for identifying homeless students.

Each LEA should have a designated official who is responsible for identifying homeless students, in order to connect them with appropriate support and resources. This official is the homeless liaison.

- The liaison should provide a list that includes the names of all students determined to be homeless, the effective date, and the liaison's signature.
- This list serves as documentation from the liaison (local agency official) that the student(s) are homeless, and they are automatically eligible for free meals.

Quiz Time

Who is responsible for determining which students are considered homeless?

- A The staff member who collects eligibility documentation**
- B The ADE Homeless Program Coordinator**
- C The student or family**
- D The homeless liaison for the school/district**



Quiz Time

Who is responsible for determining which students are considered homeless?

A The staff member who collects eligibility documentation

B The ADE Homeless Program Coordinator

C The student or family

D The homeless liaison for the school/district

Each school or district should have a designated homeless liaison. In some instances, it may be the same person who collects eligibility documentation, but not always. The key factor is that the liaison has been designated as the official who is responsible for identifying homeless students.



Homeless Liaison List

EXAMPLE

ON OFFICIAL SCHOOL/ DISTRICT LETTERHEAD

STUDENTS IDENTIFIED AS HOMELESS AND DATE EACH STUDENT WAS DETERMINED HOMELESS

LIAISON SIGNATURE AND CONTACT INFORMATION



State of Arizona
Department of Education

March 6, 2024

Dear School Food Authority:

The following students are identified as homeless and lacking a fixed and permanent residence:

Student Name	Date Effective
John Doe	07/12/23
Jane Doe	07/13/23
Tim Johnson	05/08/21
Jim Jones	02/05/21
Susie Smith	04/25/20
Sean Smith	08/30/20

Please contact me with any questions.

Sincerely

Paul Atreides
Great School District
(999) 503-4554

***Note that the effective date on the liaison list is the date the student was determined to be homeless. The effective date on your BID should reflect the date you received the list.**

TO DIRECTLY CERTIFY THIS STUDENT FOLLOW THESE STEPS:

1. Review the information to ensure the students listed are enrolled at your school.
2. Make sure the list is on district letterhead and that it is signed by the liaison.
3. Save a copy of this list.
4. Update your BID to show these students as Free, DC Homeless effective the date you received the list.*

The free meal benefits do not extend to other students in the household.

Homeless Children in Private Schools

Private schools may use documentation obtained from shelter directors, a public school liaison, or the State Coordinator for Education of Homeless Children and Youth to determine a child's eligibility for free meals.

Although the McKinney-Vento Homeless Assistance Act only applies to public schools, private schools are encouraged to establish a homeless or runaway liaison for this purpose.

Direct Certification for Migrant Students

SECTION 4



Migrant Education

PROGRAM OVERVIEW & ACCEPTABLE DOCUMENTATION

A migrant student is a student who has moved across school district lines within the last three years in order to accompany or join a parent or guardian who has moved to seek/obtain temporary or seasonal work in agriculture or fishing.

Migrant students are identified when the National Certificate of Eligibility is received by the State Migrant Education Program (MEP) Coordinator. This form is kept on file in the attendance office of each district.

- The Migrant Education Program (MEP) Director is a State or local official who is responsible for identifying and maintaining supporting documentation regarding who is defined as a migrant child.

A State or local agency official should be able to provide a list of students who are enrolled in the Migrant Education Program. This list serves as documentation from the liaison that the student(s) are migrant, and they are automatically eligible for free meals.

- A letter from an MEP official or local educational liaison provided by a household that confirms that a child currently meets the definition of a migrant is also acceptable documentation for direct certification of a migrant student.

Migrant Liaison List

EXAMPLE

ON OFFICIAL SCHOOL/ DISTRICT LETTERHEAD

STUDENTS IDENTIFIED AS MIGRANT AND THE DATE DOCUMENTS WERE RECEIVED BY THE LIAISON

LIAISON SIGNATURE AND CONTACT INFORMATION



State of Arizona
Department of Education

March 6, 2024

Dear School Food Authority:

The following students have been identified as migrant students, based on receipt of the National Certificate of Eligibility.

Student Name	Date Effective
John Doe	07/12/23
Jane Doe	07/13/23
Tim Johnson	05/08/21
Jim Jones	02/05/21
Susie Smith	04/25/20
Sean Smith	08/30/20

Please contact me with any questions.

Sincerely
Emma Watson
Great School District
(999) 503-4554

TO DIRECTLY CERTIFY THIS STUDENT FOLLOW THESE STEPS:

1. Review the information to ensure the students listed are enrolled at your school.
2. Make sure the list is on district letterhead and that it is signed by the liaison.
3. Save a copy of this list.
4. Update your BID to show these students as Free, DC Migrant effective the date you received the list.*

***Note that the effective date on the liaison list is the date the student was determined to be migrant. The effective date on your BID should reflect the date you received the list.**

The free meal benefits do not extend to other students in the household.

Direct Certification for Runaway Students

SECTION 5



Runaway Student

OVERVIEW

A runaway child is identified as a runaway receiving assistance through a program under the Runaway and Homeless Youth Act (RYHA) by the local educational liaison.

The homeless liaison may also be connected with organizations that operate programs funded through the Runaway and Homeless Youth Act (RHYA). The liaison should provide the SFA with a list of students known to be enrolled in an RHYA program, the effective date, and the liaison's signature.

The director of the RHYA service provider runaway shelter may also provide a signed letter stating that the child is a runaway.

This list (or letter) serves as documentation from the liaison (local agency official) that the student(s) are runaways and/or homeless, and they are automatically eligible for free meals.

Runaway Student

OVERVIEW

The programs for runaways are established by the Family and Youth Services Bureau (FYSB) of the U.S. Department of Health and Human Services. Because FYSB coordinates with school district homeless liaisons, LEA officials should be able to obtain documentation of a child's participation in an RHYA-funded program.

- Please refer to [Memorandum CN#21-05](#) for further guidance regarding runaway students and a list of RHYA grantees.
- For more guidance/information about the operations of the RHYA programs please refer to the [Family & Youth Services Bureau Webpage](#).

Runaway Liaison List

EXAMPLE

ON OFFICIAL SCHOOL/ DISTRICT LETTERHEAD

STUDENTS IDENTIFIED AS RUNAWAY AND THE DATE DOCUMENTS WERE RECEIVED BY THE LIAISON

LIAISON SIGNATURE AND CONTACT INFORMATION


State of Arizona
Department of Education

March 6, 2024

Dear School Food Authority:

The following students have been identified as runaway students as determined by their enrollment in an RHYA program.

Student Name	Date Effective
John Doe	07/12/23
Jane Doe	07/13/23
Tim Johnson	05/08/21
Jim Jones	02/05/21
Susie Smith	04/25/20
Sean Smith	08/30/20

Please contact me with any questions.

Sincerely,
Anakin Skywalker
Great School District
(999) 503-4554

TO DIRECTLY CERTIFY THIS STUDENT FOLLOW THESE STEPS:

1. Review the information to ensure the students listed are enrolled at your school.
2. Make sure the list is on district letterhead and that it is signed by the liaison.
3. Save a copy of this list.
4. Update your BID to show these students as Free, DC Runaway effective the date you received the list.*

***Note that the effective date on the liaison list is the date the student was determined to be runaway. The effective date on your BID should reflect the date you received the list.**

The free meal benefits do not extend to other students in the household, unless they are also on the list.

Direct Certification for Head Start or Even Start

SECTION 6



Head Start and Even Start

OVERVIEW

Some districts operate federally-funded Pre-K programs (Head Start) or state-funded Pre-K programs (Even Start). The enrollment rosters or a statement of enrollment from these programs serve as documentation supporting that the students are participating in the program and are automatically eligible for free meals.

- **Head Start** is a federally funded Pre-Kindergarten program that promotes school readiness of young children from low-income families.
- **Even Start** is a grant-funded education program that is designed to improve the academic achievement of young children and their parents, with an emphasis on reading. Students enrolled must be at the Pre-Kindergarten level.

Enrollment Roster for Head/Even Start

EXAMPLE

DOCUMENTED
ENROLLMENT
ROSTER

STUDENT NAMES
WHO ARE ENROLLED
IN THE PROGRAM

Great Desert District

Head Start Enrollment Roster

School Year 2016-2017

Student Name	Classroom
Allen, Ray	Mrs. Smith
Bryant, Kobe	Mrs. Smith
Carson, Sally	Mrs. Smith
Daniels, Jacob	Mrs. Smith
Farmer, Jordan	Mrs. Smith
Gonzales, Erica	Mrs. Smith
James, LeBron	Mrs. Smith
Jordan Michael	Mrs. Smith
Morgan, Alex	Mrs. Smith
Anthony, LaLa	Mr. Jones
Banks, Hilary	Mr. Jones
Banks, Carlton	Mr. Jones
Cannon, Nick	Mr. Jones
D'Angelo, Russel	Mr. Jones
Gore, Frank	Mr. Jones
Smith, Alex	Mr. Jones
Wilson, Russel	Mr. Jones

TO DIRECTLY CERTIFY THIS STUDENT FOLLOW THESE STEPS:

1. Review the information to ensure the students listed are enrolled at your school.
2. Make sure the list is on district letterhead and that it is signed by the liaison.
3. Save a copy of this list.
4. Update your BID to show these students as Free, DC Head Start or Even Start effective the date you received the list.*

***Note that the effective date on the list is the date the student was determined to be Head/Even Start. The effective date on your BID should reflect the date you received the list.**

The free meal benefits do not extend to other students in the household.

Direct Certification via the TANF and FDPIR Letter Method

SECTION 7



TANF

OVERVIEW

When families receive assistance from government programs, they receive a letter outlining their benefits. If a family provides a copy of a letter showing they receive Temporary Assistance for Needy Families (TANF), all children in the household are directly certified for free meals.

- Families who provide a copy of their approval letter from these agencies **do not** need to turn in a household application.
- Temporary Assistance for Needy Families (TANF) provides families with cash assistance to care for children, and also assists with job preparation.

TANF Letter

EXAMPLE

INCLUDES A CASE NUMBER

INCLUDES FAMILY/STUDENT NAME

INDICATES THEY ARE RECEIVING CASH ASSISTANCE

INCLUDES BENEFIT INFORMATION AND TIMEFRAME

FAMILY ASSISTANCE ADMIN
ADDRESS

State of Arizona
Department of Economic Security
HTTP:// WWW.AZDES.GOV//FAA

CUSTOMER NAME
ADDRESS

DEAR

Este aviso se refiere a la informacion importante acerca de sus beneficios, los plazos cortos para pedir una Audiencia y la manera de seguir recibiendo beneficios si usted esta en desacuerdo con nuestra decision. Llame de inmediato al DES al 1-855-432-7587 y DES le leeran esta aviso a usted en Espanol.

This Decision Is About Your Cash Assistance Application

CASH ASSISTANCE APPROVED: We APPROVED your Cash Assistance application received on 05/12/2015.

Benefit Amount

Starting 05/2015 you are eligible for \$xxxxxx. For the next month you are eligible for \$xxxxxx, and after that you are eligible for \$xxxxxx. Your benefit amount for the first month may be less than the monthly benefit amount that you are eligible for because your benefits started the day we received your application.

You are approved through 10/2015.

NOTE: You may get less in benefits if you have an ongoing overpayment and it is collected from your monthly benefits. Notices about overpayments are sent by the Office of Accounts Receivable and Collections.

OFFICE NUMBER:
CASE NUMBER:
NOTICE NUMBER:
MAILING DATE:

TO DIRECTLY CERTIFY THIS STUDENT FOLLOW THESE STEPS:

1. Check the information so that the enrolled student matches with the name listed on this page.
2. Make sure there is a case number listed and that it is 8 digits or less.
3. Review the benefit information to make sure the family is receiving CASH ASSISTANCE benefits and that the letter reflects a current timeframe.
4. Save a copy of this letter.
5. Update your BID to show this student as Free , DC TANF Letter effective the date the letter was received.
6. Extend the benefits to all other students in the household.

Quiz Time

What key words should you look for when a family brings in a letter to determine if they are directly certified via TANF?

- A Temporary Assistance for Needy Families**
- B Directly certified**
- C Cash assistance**
- D Benefit Amount**



Quiz Time

What key words should you look for when a family brings in a letter to determine if they are directly certified via TANF?

A Temporary Assistance for Needy Families

B Directly certified

C Cash assistance

D Benefit Amount

A TANF letter is identified by the words “cash assistance” in the benefit amount section. Refer to Slide 34 for a reminder of what to look for.



FDPIR Letter

OVERVIEW

Food Distribution Program on Indian Reservations (FDPIR) provides food assistance to households residing on tribal land based on economic need. FDPIR letters will vary in content depending on the tribal organization providing the assistance.

If you receive a letter from a household receiving FDPIR assistance, review the letter looking for the information listed on the next slide.

- FDPIR case numbers will vary in format based on the tribal organization that issues the benefits. The chart on the following slide shows the case number formats for tribes in Arizona.
- If a tribe is not listed on the chart, they most likely do not participate in FDPIR.

FDPIR Letter and Tribal Organization Case Numbers

INDIAN TRIBAL ORGANIZATION	CASE NUMBER FORMAT
White Mountain Apache Tribe, Navajo Nation, Tohono O’odham Nation, Quechan Indian Tribe, San Carlos Apache Tribe	Head of Household’s Social Security Number(SSN)
Colorado River Indian Tribes	5 digits (preceding zero plus a number from a 1- 2000) (ex.01985)
Gila River Indian Community	A letter plus a number 1-7 plus the last four numbers of the Head of Household’s SSN – (ex.D61234)

Review the letter while checking for the information listed to the right in Steps 1 – 3.

TO DIRECTLY CERTIFY THIS STUDENT FOLLOW THESE STEPS:

1.Review the information to ensure you can connect the family member listed with students who attend your school.

2.Look for information that says they are receiving FDPIR benefits.

3.Look for a case number.

4.Save a copy of this letter.

5.Update your BID to show this student as FREE, DC FDPIR letter effective the date the letter was received.

6.Extend the benefits to all other students in the household.

Quiz Time

What date should be listed on the BID for any method of direct certification via other documentation?

- A** The date the documentation is received by the school nutrition program staff conducting eligibility processes.
- B** The date listed on the letters or lists received by the school nutrition program staff conducting eligibility processes.
- C** The date the student enrolls in the school.
- D** The date a student first eats a school meal.



Quiz Time

What date should be listed on the BID for any method of direct certification via other documentation?

- A** The date the documentation is received by the school nutrition program staff conducting eligibility processes.
- B** The date listed on the letters or lists received by the school nutrition program staff conducting eligibility processes.
- C** The date the student enrolls in the school.
- D** The date a student first eats a school meal.

Direct certification benefits cannot be given to a student until the date the documentation is received. This should be the effective date listed on the BID for purposes of school meal counting and claiming. Refer to the example slides for a reminder about this guideline.



SNAP Letter Method



SECTION 8

SNAP

OVERVIEW

The Supplemental Nutrition Assistance Program (SNAP) provides families with financial assistance for food. This program was formerly referred to as food stamps.

- Families receiving this type of assistance also receive an approval letter that looks very similar to a TANF letter. Be sure to look closely to see if the family is receiving SNAP or TANF.
- Per USDA guidance, **students that submit a SNAP letter are not considered directly certified.** These students are eligible for free meals, they are just not counted as directly certified.
- These students should be listed on your BID as Free, DC SNAP Letter, and their SNAP letter should be kept on file.

SNAP Letter

EXAMPLE

INCLUDES A CASE NUMBER

INCLUDES FAMILY/STUDENT NAME

INDICATES THEY ARE RECEIVING NUTRITION ASSISTANCE

INCLUDES NAME AND BIRTHDATE FOR ALL PERSONS RECEIVING BENEFITS

INCLUDES BENEFIT AMOUNT GREATER THAN \$0.00

OFFICE NUMBER:
CASE NUMBER:
NOTICE NUMBER:
MAILING DATE:

CUSTOMER NAME
ADDRESS

DEAR

Este aviso se refiere a la informacion importante acerca de sus beneficios, los plazos cortos para pedir una Audiencia y la manera de seguir recibiendo beneficios si usted esta en desacuerdo con nuestra decision. Llame de inmediato al DES al 1-855-432-7587 y DES le leeran esta aviso a usted en Espanol.

This Decision Is About Your Nutrition Assistance Application

NUTRITION ASSISTANCE APPROVED: We APPROVED your Nutrition Assistance application received on 05/19/2015.

The following persons are included in your household. The income, resources, and expenses of these persons are used to determine if you are eligible for Nutrition Assistance benefits and the monthly amount you will get.

Name	Date of Birth
Name and Date of Birth for each person receiving benefits.	

Benefit Amount

Starting 05/2015 you are eligible for \$xxxxxx. For the next month you are eligible for \$xxxxxx, and after that you are eligible for \$xxxxxx. Your benefit amount for the first month may be less than the monthly benefit amount that you are eligible for because your benefits started the day we received your application.

These amounts may change if there is a change in the number of people in your household, income and/or expenses for the 2nd and 3rd months. We will send you a separate notice if this is the case.

FAMILIES WHO SUBMIT THIS LETTER RECEIVE FREE MEALS, BUT ARE NOT DIRECTLY CERTIFIED.

- 1. Make sure a case number is listed.
- 2. Make sure the family is receiving NUTRITION ASSISTANCE.
- 3. Ensure you can connect the name and/or address listed with a student or students enrolled in your school.
- 4. Review the benefit amount and make sure it says something more than \$0.00.

Some families will receive a letter and have a case number but will be approved for zero -benefits. These families do not automatically qualify for free meals and they will need to complete a household income application.

SNAP Letter

EXAMPLE

INCLUDES AMOUNT
AND START DATE

Benefit Amount

Starting 05/2015 you are eligible for \$xxxxxx. For the next month you are eligible for \$xxxxxx, and after that you are eligible for \$xxxxxx. Your benefit amount for the first month may be less than the monthly benefit amount that you are eligible for because your benefits started the day we received your application.

These amounts may change if there is a change in the number of people in your household, income and/or expenses for the 2nd and 3rd months. We will send you a separate notice if this is the case.

There are also certain households that meet the requirements of a

special household. These households may be eligible for the minimum allotment of \$16.00.

You are approved through 11/2015

NOTE: You may get less in benefits if you have an ongoing overpayment and it is collected from your monthly benefits. Notices about overpayments are sent by the Office of Accounts Receivable and Collections.

This amount may change without notice if you have a pending Cash Assistance application and it is approved.

INCLUDES THE
MONTH AND YEAR
WHEN BENEFITS
WILL END

ONCE YOU HAVE COMPLETED STEPS 1 -4 FROM THE PREVIOUS SLIDE, CONTINUE WITH THESE STEPS.

5. Ensure the timeframe of the letter is appropriate. This information is found in the benefit amount section and on page 2 of the letter.
6. Save a copy of this letter.
7. Update your BID to show this student as Free , SNAP Letter effective the date the letter was received.
8. Extend benefits to all students in the household.

Remember, these students ARE NOT categorized as directly certified.

Quiz Time

True or False: Families who provide a letter showing they receive benefits from the Supplemental Nutrition Assistance Program (SNAP) are directly certified.

- A True.**
- B False. SNAP letters do not qualify students for free meals.**
- C False. SNAP letters allow students to eat for free, but they are not considered directly certified.**



Quiz Time

True or False: Families who provide a letter showing they receive benefits from the Supplemental Nutrition Assistance Program (SNAP) are directly certified.

A True.

B False. SNAP letters do not qualify students for free meals.

C False. SNAP letters allow students to eat for free, but they are not considered directly certified.

USDA has provided specific guidance stating that SNAP letters allow students to eat for free, but they are not considered to be a direct certification method.



TANF and SNAP

LETTERS COMPARED

Things SFAs should keep in mind:

- look closely at any letters that are received;
- remember that all students in households receiving SNAP and TANF are eligible for free meals; and
- when letters for SNAP and TANF are submitted to the LEA, only the TANF letters are considered **directly certified**.

For additional guidance regarding this method of certification, please refer to the Eligibility Manual for School Meals (pg. 67 – 69).

This Decision Is About Your Cash Assistance Application

CASH ASSISTANCE APPROVED: We APPROVED your Cash Assistance application received on 05/12/2015.

Benefit Amount

Starting 05/2015 you are eligible for \$xxxxxx. For the next month you are eligible for \$xxxxxx, and after that you are eligible for \$xxxxxx. Your benefit amount for the first month may be less than the monthly benefit amount that you are eligible for because your benefits started the day we received your application.

You are approved through 10/2015.

NOTE: You may get less in benefits if you have an ongoing overpayment and it is collected from your monthly benefits. Notices about overpayments are sent by the Office of Accounts Receivable and Collections.

TANF = DIRECTLY CERTIFIED

This Decision Is About Your Nutrition Assistance Application

NUTRITION ASSISTANCE APPROVED: We APPROVED your Nutrition Assistance application received on 05/19/2015.

The following persons are included in your household. The income, resources, and expenses of these persons are used to determine if you are eligible for Nutrition Assistance benefits and the monthly amount you will get.

Name	Date of Birth
Name and Date of Birth for each person receiving benefits.	

Benefit Amount

Starting 05/2015 you are eligible for \$xxxxxx. For the next month you are eligible for \$xxxxxx, and after that you are eligible for \$xxxxxx. Your benefit amount for the first month may be less than the monthly benefit amount that you are eligible for because your benefits started the day we received your application.

These amounts may change if there is a change in the number of people in your household, income and/or expenses for the 2nd and 3rd months. We will send you a separate notice if this is the case.

SNAP = FREE BUT NOT DIRECTLY CERTIFIED

Questions & Answers

SECTION 9



Questions & Answers

A FAMILY SAYS THEY HAVE A CHILD IN FOSTER CARE, BUT THEY DO NOT HAVE A NOTICE TO PROVIDER. CAN THE STUDENT STILL BE DIRECTLY CERTIFIED

No. A foster student is only directly certified if the foster family has the Notice to Provider form. Foster students may also be directly certified if they are listed as a match in the CNP Direct Certification system.

- Note: Informal arrangements where a student is being cared for by a family member are **not** considered foster care.

I KNOW A STUDENT IS HOMELESS, MIGRANT OR RUNAWAY, BUT THEY ARE NOT ON THE HOMELESS LIAISON LIST. CAN I STILL DIRECTLY CERTIFY THE STUDENT?

No. Only students who are on the liaison list are directly certified. However, if you know a student is homeless and is not on the list, you are encouraged to share this information with your liaison(s). The goal is to let the liaison know there is a student who is potentially eligible for additional resources.

Questions & Answers

 OUR LIAISON EMAILED ME A LIST OF STUDENTS WHO ARE ENROLLED IN HOMELESS, MIGRANT OR RUNAWAY PROGRAMS. CAN I DIRECTLY CERTIFY THE STUDENT OR DO I HAVE TO HAVE A HARD COPY LIST?

The email is sufficient documentation provided there is a signature line with contact information for the liaison. You are strongly encouraged to print this email as backup documentation in the event of a computer crash.

 WHAT IF A FAMILY TURNS IN A TANF OR FDPIR LETTER WITH AN APPLICATION?

The TANF or FDIPR letter directly certifies the student(s) for free meals. Keep the application with the letter and **file them together with your direct certification documents**. The student is free on the BID and benefits extend to other members of the household.

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 Other
Documentation**

Information to include when documenting this
training for Professional Standards:

Training Title:
**How to Conduct Direct
Certification Using Other
Documentation**

Key Area: 3000 – Administration
Learning Code: 3120
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.

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 Other
Documentation**

Key Area: 3000 – Administration

Learning Code: 3120

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.





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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