

How to Conduct Direct Certification Using State Match



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are encouraged to access professional development materials directly from the training library to prevent use of outdated content.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

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.

State Match

State Match is a search method within CNP Direct Certification. This method pulls students from pre-populated enrollment information via AzEDS and compares it to the assistance program database.

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

Enrollment is pre-populated, therefore you do not need to upload any files or data.* This format is best utilized to conduct direct certification throughout the school year.



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



CNP Direct Certification

[Home](#) [Direct Certification](#) [Email Notification](#) [Administration](#)

Direct Certification State Match Search

Attn: Direct Certification is receiving data from AzEDs, however, if your LEA has not submitted data to AzEDs, then the State Match function will not work. State Match will only use the File Upload function and search by State Student ID in order to obtain your matches.

- This search method is recommended to search the eligibility of a large number of students.
- Student enrollment is pre-populated from AzEDs.
- Select the SFA/Sponsor from the Sponsor Selection dropdown box.
- Choose either all sites or the single site from the Site Selection dropdown box.
- The user may download the results either in Excel or in .PDF.
- For those SFAs/Sponsors that do not report students in AzEDs, the State Match function cannot be used. Please see File Upload method.

Please visit the [ADE Online Training Library](#) for Direct Certification Trainings.

[Frequently Asked Questions](#)

[Modify](#)

Sponsor Selection :

Site Selection :

Search

Quiz Time

When is it recommended to use State Match to conduct direct certification?

- A** When a large number of students is being searched and the school reports student data to AzEDS.
- B** When a large number of students is being searched and the school does not report student data to AzEDS.
- C** When a small number of students is being searched.



Quiz Time

When is it recommended to use State Match to conduct direct certification?

- A** When a large number of students is being searched and the school reports student data to AzEDS.
- B** When a large number of students is being searched and the school does not report student data to AzEDS.
- C** When a small number of students is being searched.

State Match should be used when a large number of students, or the entire population of a school or district that reports student data to AzEDS, is being searched. The State Match format will show zero results when used by an SFA that does not report student data to AZEDS.



Accessing the CNP Direct Certification System

SECTION 2



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

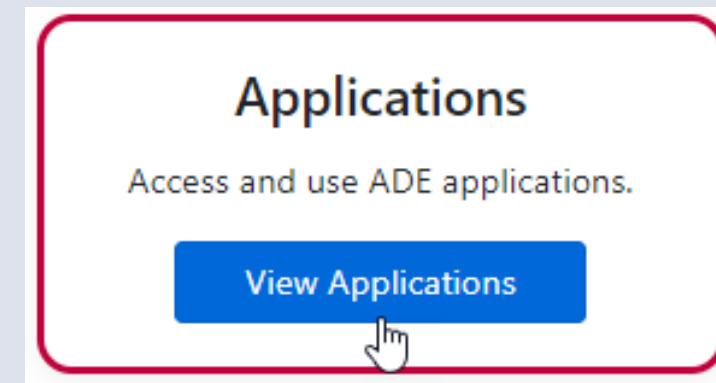
LOGIN TO ADECONNECT

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

State Match



SECTION 3

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.

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

STATE STUDENT ID

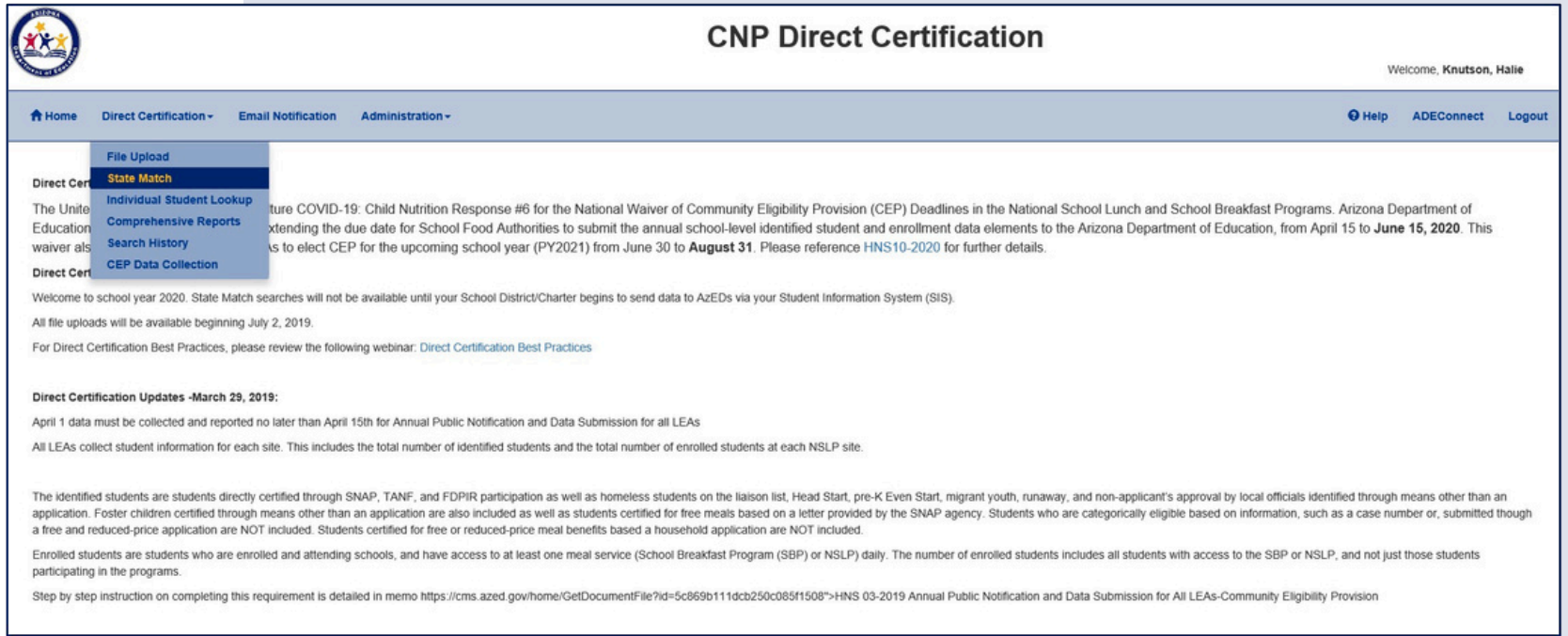
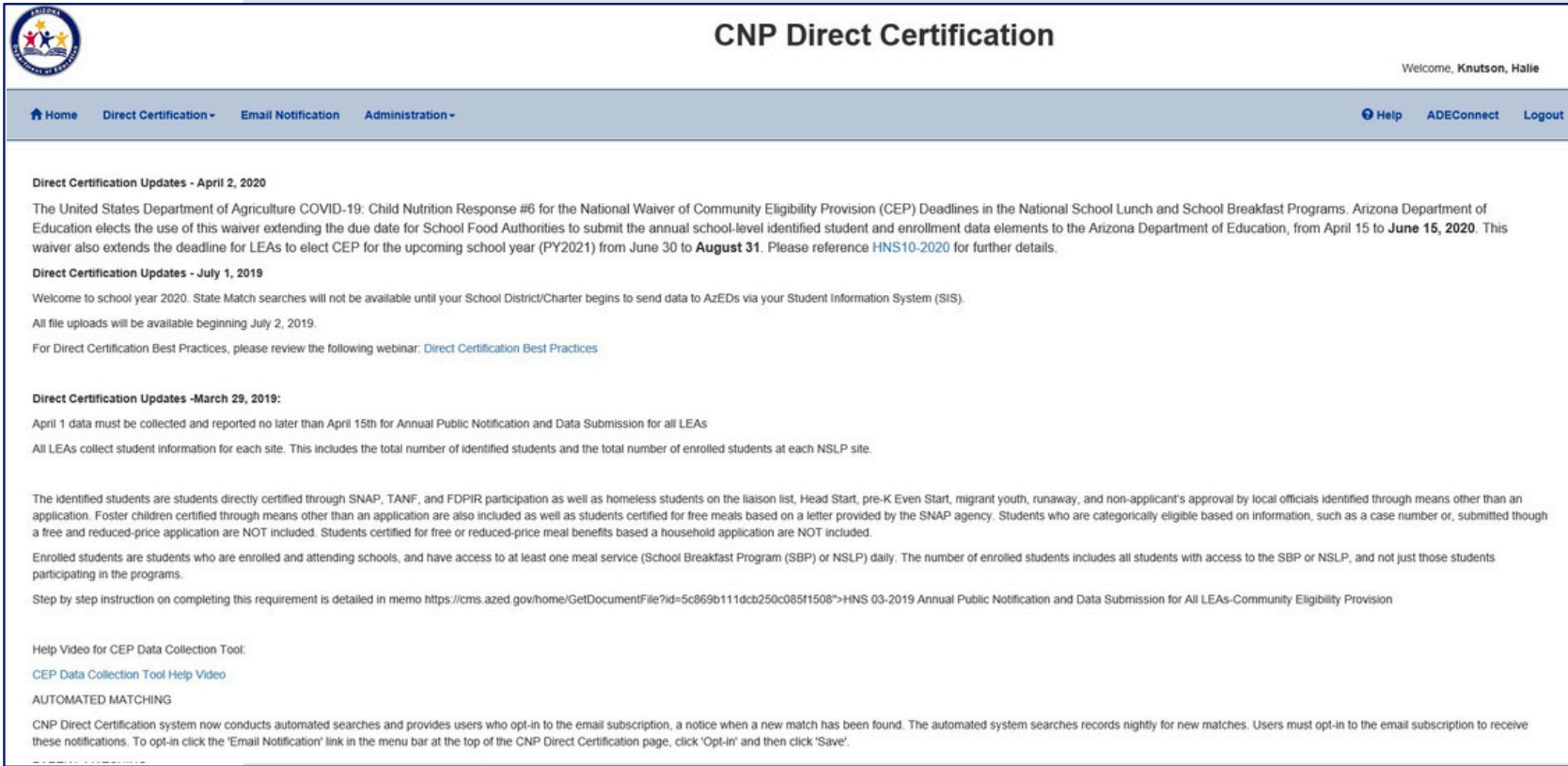
ADE assigns each student with an AzEDS State Student ID (formerly known as SAIS ID) that acts as a student identifier from K-12th grade.

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.

State Match

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 State Match method, select **State Match** from the Direct Certification dropdown. Then, a new screen titled "**Direct Certification State Match Search**" will load.



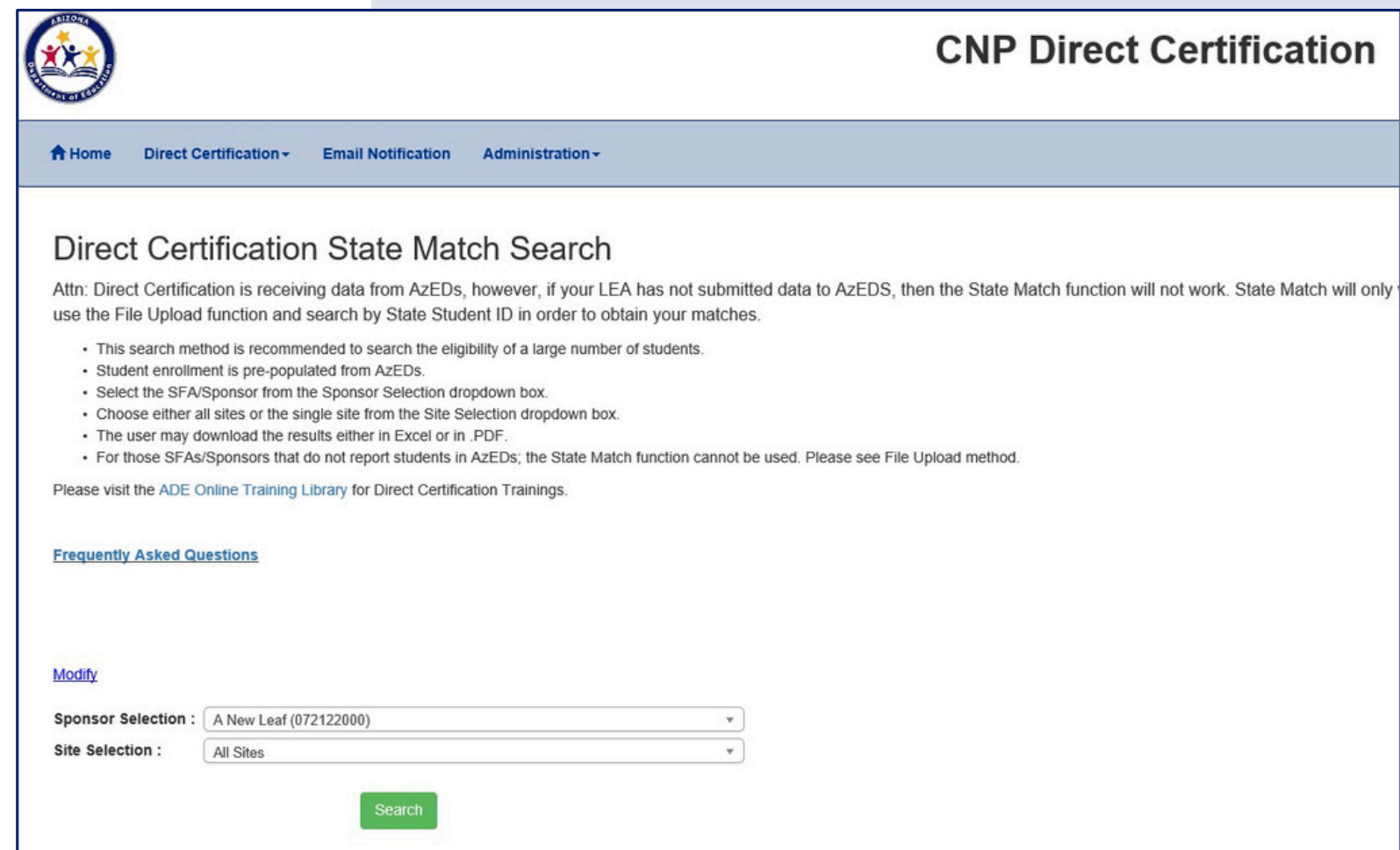
State Match

SELECTING A SPONSOR & SITE

Once the "Direct Certification State Match Search" webpage loads, select your SFA from the **Sponsor Selection** dropdown.

If you would like to conduct Direct Certification using the State Match method for a specific site within your LEA, select the site name from the **Site Selection** dropdown. If you would like to conduct a search for your entire SFA, omit this step and leave the site selection blank.

Once the dropdown options are complete, select **Search**.



The screenshot shows the "CNP Direct Certification" webpage. At the top left is the Arizona Department of Education logo. The title "CNP Direct Certification" is at the top right. A navigation bar includes links for Home, Direct Certification, Email Notification, and Administration. The main heading is "Direct Certification State Match Search". Below this is a notice: "Attn: Direct Certification is receiving data from AzEDS, however, if your LEA has not submitted data to AzEDS, then the State Match function will not work. State Match will only use the File Upload function and search by State Student ID in order to obtain your matches." This is followed by a bulleted list of instructions: "This search method is recommended to search the eligibility of a large number of students.", "Student enrollment is pre-populated from AzEDS.", "Select the SFA/Sponsor from the Sponsor Selection dropdown box.", "Choose either all sites or the single site from the Site Selection dropdown box.", "The user may download the results either in Excel or in .PDF.", and "For those SFAs/Sponsors that do not report students in AzEDS, the State Match function cannot be used. Please see File Upload method." Below the list is a link to "ADE Online Training Library for Direct Certification Trainings." and another link for "Frequently Asked Questions". A "Modify" link is also present. The form contains two dropdown menus: "Sponsor Selection" with "A New Leaf (072122000)" selected, and "Site Selection" with "All Sites" selected. A green "Search" button is at the bottom right of the form.

CNP Direct Certification

Home Direct Certification Email Notification Administration

Direct Certification State Match Search

Attn: Direct Certification is receiving data from AzEDS, however, if your LEA has not submitted data to AzEDS, then the State Match function will not work. State Match will only use the File Upload function and search by State Student ID in order to obtain your matches.

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- Student enrollment is pre-populated from AzEDS.
- Select the SFA/Sponsor from the Sponsor Selection dropdown box.
- Choose either all sites or the single site from the Site Selection dropdown box.
- The user may download the results either in Excel or in .PDF.
- For those SFAs/Sponsors that do not report students in AzEDS, the State Match function cannot be used. Please see File Upload method.

Please visit the [ADE Online Training Library](#) for Direct Certification Trainings.

[Frequently Asked Questions](#)

[Modify](#)

Sponsor Selection : A New Leaf (072122000)

Site Selection : All Sites

Search

State Match

RESULTS

Once the search has been conducted, the screen will refresh to this page that displays the search results.



CNP Direct Certification

Welcome, Rhodes, Maddie

[Home](#) [Direct Certification](#) [Email Notification](#) [Administration](#) [Help](#) [ADEConnect](#) [Logout](#)

Search Results

[Modify](#)

[New Search](#)

Download: ☐ Check here to include NO MATCH results  

Search Type	Search Date	Searched By	Entity Name	Total Records	Matches		Partial Matches	No Matches	SNAP	TANF	Foster	FDPIR	MEP	Homeless	Medicaid	
					Free	Reduced									Free	Reduced
StateMatch	07/19/2023	User	SFA Name	448	119	3	12	319	116	1					2	3

Result: All

Show 10 entries

Search:

First Name	Last Name	Birth Date	Result	Result Date	Decision Date	Eligibility Type	Possible Duplicate
			Match	6/05/2023	06/27/2023	SNAP	
			Match	06/27/2023	06/27/2023	MA-FREE	
			No Match				
			Match	05/13/2023	06/27/2023	MA-REDUCED	

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Contact ADE Support

Please refer back to the [Online Training Library](#) for other How-To Guides outlining other search methods in CNP Direct Certification, and how to interpret and apply match results.

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 State
Match

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 State
Match**

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.





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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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