

How to Directly Certify a Partial 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are encouraged to access professional development materials directly from the training library to prevent use of outdated content.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 the requirement of Partial Matching;
- know how to compare Arizona Education Data Standards (AzEDS) data and other school-based student data with Department of Economic Services (DES) data to ensure accurate CNP Direct Certification matching; and,
- be comfortable selecting Match or No Match with the Partial Match link.

TRAINING HOURS

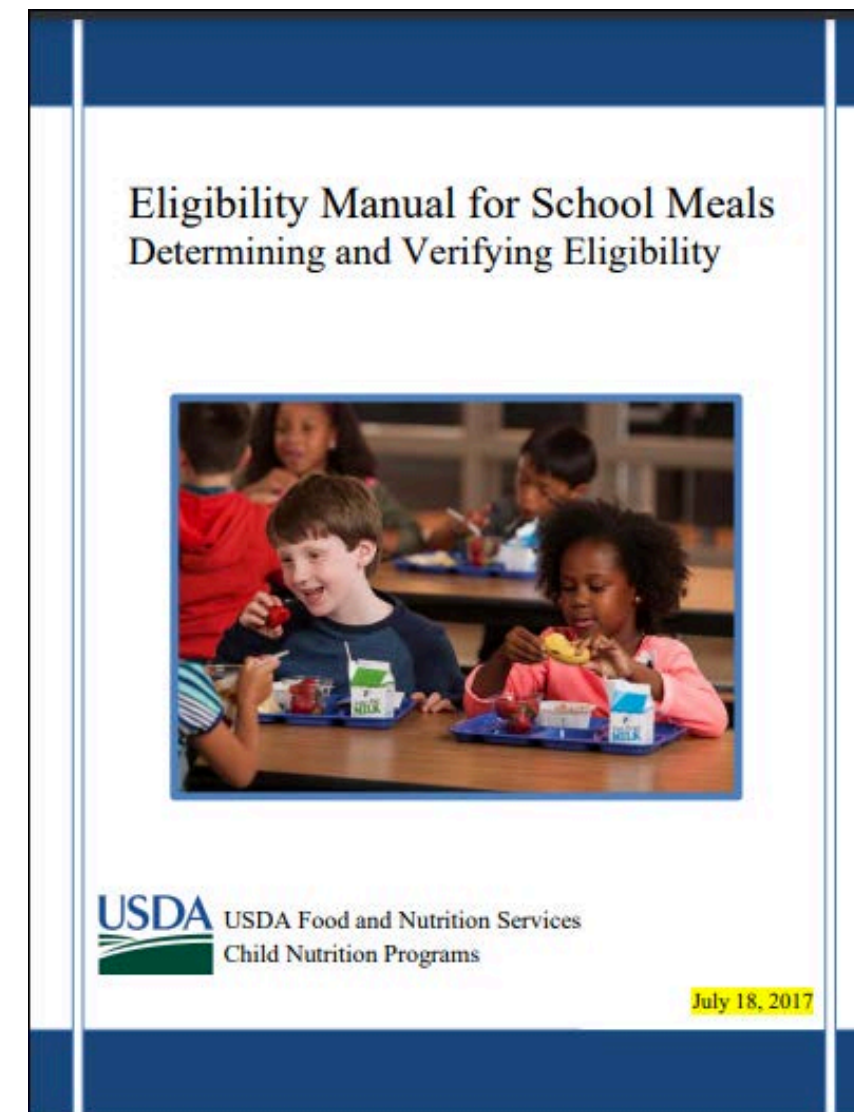
Information to include when documenting this training for Professional Standards:

Training Title: How to Directly Certify a Partial Match

Key Area: 3000 - Administration

Learning Code: 3120

Length: 30 minutes



The instruction within this Online Course is based on guidance from USDA's Eligibility Manual For School Meals, 2017.

It is recommended to review the information from the other Step-by-Step Instructions on CNP Direct Certification for additional help with understanding how to use all search methods.

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

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.

Review CNP Direct Certification & School-Based Data



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.

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.

Introduction to Partial Matching

SECTION 2



Partial Matching

Historically, only a student that had an exact match between Department of Economic Security (DES) data and AzEDS 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 **Partial Matching**, the system uses the Levenschtein Algorithm to identify differences in names from both the student-based data and DES data. If a possible match is available, meaning there are small discrepancies between the two data sets, the search result will display a Partial Match link on the student record.

- For example, if a student’s name was recognized as Jacob Villa in DES and the school- based data recognized the same student as Jacob Villa Long, CNP Direct Certification would report Jacob as a Partial Match.

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
George	Lane	10/30/1995	Match
Shane	Lane	02/08/2001	No Match
Cara	Cardena	09/10/2013	No Match
Lucas	Arellanos	01/22/2017	No Match

The *Partial Match* link will be shown in the “Results” column once the Direct Certification search has been conducted.

Please note that partial matching will be available in any search format including State Match, File Upload, and Individual Student Lookup.

Partial Matching

If the SFA can confirm that the partially-matched student is the individual shown in CNP Direct Certification, the user will certify him/her as a Match.

If the SFA confirms that the partially-matched student is not the individual described in CNP Direct Certification, the user will not certify the student and will declare him/her as a No Match.

Regardless if the student is identified as a Match or No Match, the user is required to review and accurately make a decision regarding the student's match status using the Partial Match confirmation.

Meal Benefits

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

Additionally, Partial Matches certified as a Match by the user will be entered in the SFA's Benefit Issuance Document (BID) as free, and the method of certification will be directly certified along with the category the child matched in.

Quiz Time

True or False: Partial Matches are a bonus to the CNP Direct Certification system and are not required to be certified throughout the year.

A True

B False



Quiz Time

True or False: Partial Matches are a bonus to the CNP Direct Certification system and are not required to be certified throughout the year.

A True

B False

False. Partial Matches are required to be determined as a part of the direct certification process. Failure to certify all Partial Matches could result in students not receiving their entitled free meal benefits.



How to Certify Partial Matches

SECTION 3



Certifying Partial Matches

Each student result that is designated as a **Partial Match** will provide the user with the school-based record along with a DES record. The user should use the information populated from the Partial Match as well as reference their LEA records to determine if the student identified as a Partial Match is the same child who has a record in DES. The SFA should not contact the household to confirm.

The user should compare:

- the school-based record of first name, last name and birthdate with the DES record's first name, last name and birthdate;
- the DES record's address of the household receiving the benefit with the LEA's student address records; and,
- the DES record's of the *Primary Informant's (PI's) first and last name* (also known as the person who applied to benefits for the household) with the LEA's student records.

CNP Direct Certification

ACCESSING THE SYSTEM

Direct Certification 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

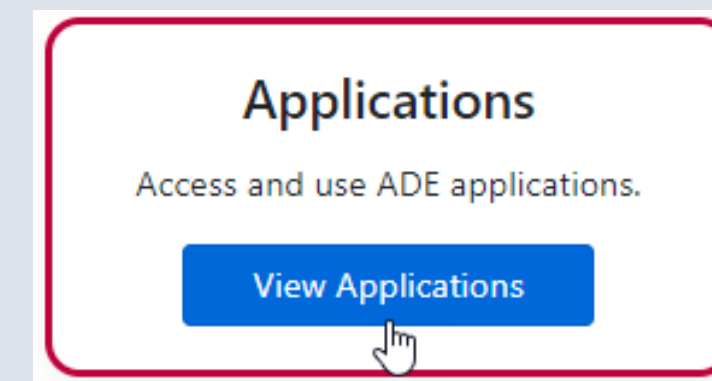
LOGIN TO ADECONNECT

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."

The screenshot shows the top of the application interface. At the top left is the Arizona Department of Education logo. The title "CNP Direct Certification & Direct Verification" is centered at the top. On the right, it says "Welcome, Rhodes, Maddie" and has links for "Help", "ADEConnect", and "Logout". Below the header, a welcome message reads: "Welcome to the Arizona Department of Education CNP Direct Certification / Direct Verification Application". An "ATTENTION:" section follows, containing a disclaimer about FERPA and the application's purpose. Below this is an "Acknowledgement:" section with a statement: "I acknowledge that my use of the CNP Direct Certification / Direct Verification application is in compliance with all restrictions stated above." There is a "Modify" link. At the bottom, there are two buttons: "I AGREE / CONTINUE" (green) and "I DO NOT AGREE / Exit" (red). The footer includes "Acceptable Use Policy", "Copyright © 2017 Arizona Department of Education . All rights reserved.", and a "Contact ADE Support" button with social media icons.

This screenshot shows the main menu of the application. It has the same header as the previous screen. Below the header, there are two large colored boxes. The left box is blue and titled "Direct Certification". It contains text explaining that Direct Certification means determining eligibility for free meal benefits based on documentation from the State or local agency. It also states that 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. A bulleted list specifies the timing: "At or around the beginning of the school year (July 1)", "three months after the initial effort, and", and "six months after the initial effort". It notes that no application is necessary if eligibility is determined through the direct certification process, and that direct certification takes precedence over an application if a household submits one. There is a "Modify" link and a "Proceed to Direct Certification >>>" button. The right box is orange and titled "Direct Verification". It has a red header "Available October 1st". The text explains that Direct Verification is a requirement in Arizona, but it is not Direct Certification; however, they are located in the same application via the ADE Common Logon, CNP Direct Certification/Direct Verification. It states that 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. There is a "Modify" link and a "Proceed to Direct Verification >>>" button. The footer is identical to the previous screen.

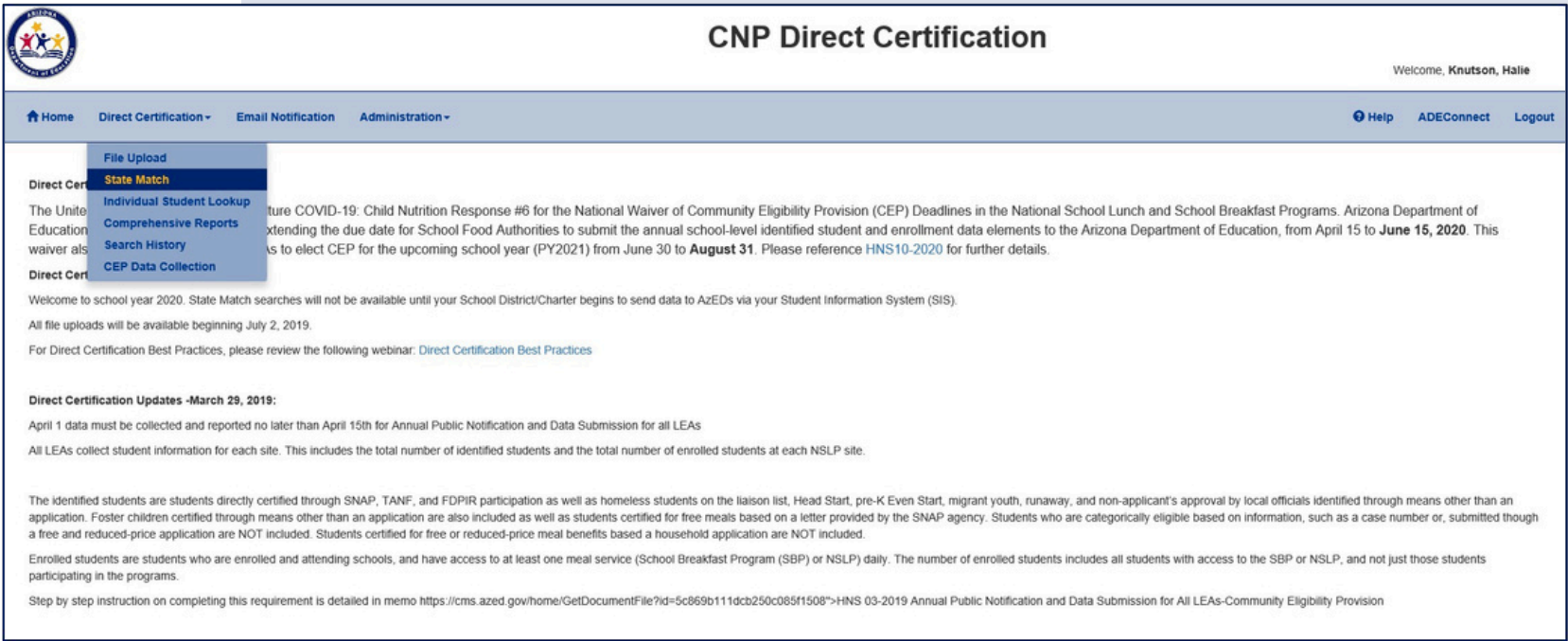
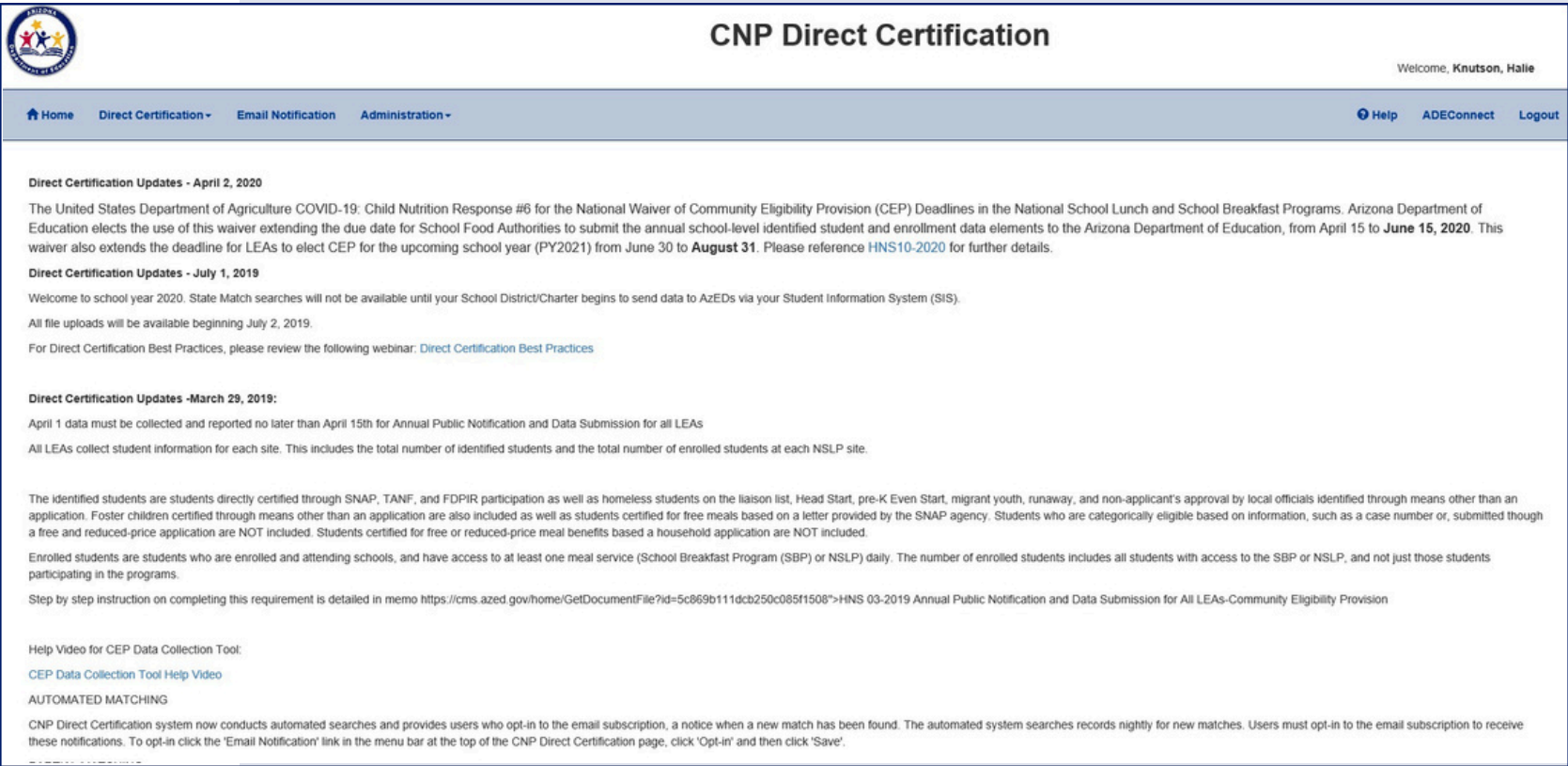
Direct Certification

State Match Search

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.

On the top blue bar, hover over the tab Direct Certification and select a search type in the drop-down menu. In this example, we will run a State Match.

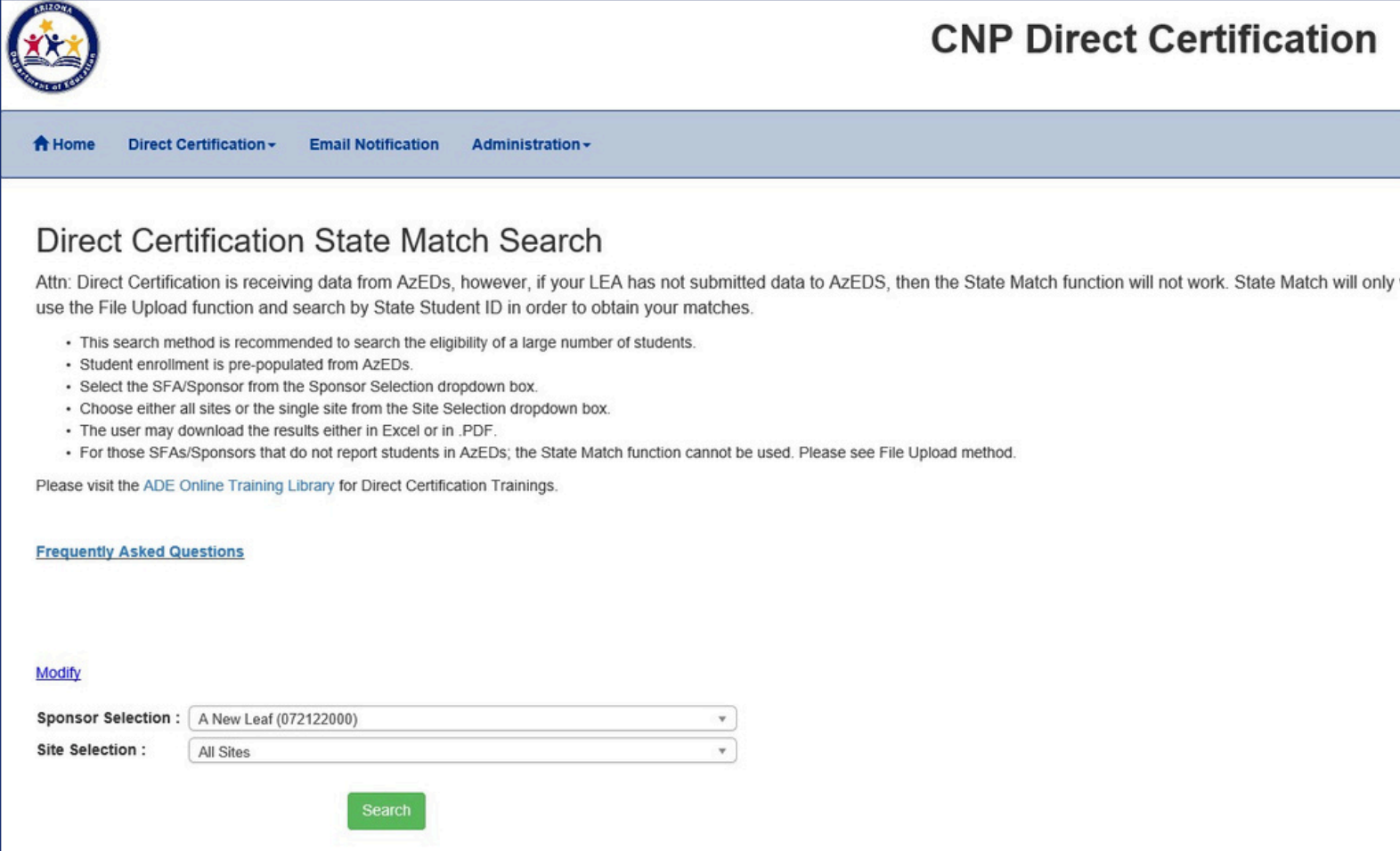
Please note that Partial Matching is available for all search options.



Direct Certification State Match Search

Once the "Direct Certification State Match Search" webpage loads, select your SFA from the **Sponsor Selection** dropdown. Next, in the Site Selection, click on All Sites.

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



The screenshot shows the "CNP Direct Certification" webpage. The header includes the Arizona Department of Education logo and the title "CNP Direct Certification". A navigation bar contains links for Home, Direct Certification, Email Notification, and Administration. The main content area is titled "Direct Certification State Match Search" and includes an attention notice about data from AzEDS. Below this is a list of instructions for using the search function. A link to "Frequently Asked Questions" is provided. At the bottom, there are two dropdown menus: "Sponsor Selection" (currently showing "A New Leaf (072122000)") and "Site Selection" (currently showing "All Sites"). A green "Search" button is located below the dropdowns.

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 Results

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

In the table, find the header Partial Matches. In this example, there are 19 Partial Matches that will need to be certified as either Match or No Match.



CNP Direct Certification

Welcome, Rhodes, Maddie

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

Search Results

[Modify](#)

[New Search](#)

Search Results

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
John	Doe	02-20-2003	No Match				
Jacob	Villa Long	04/18/2000	Partial Match				
Jane	Doe	09-02-2011	Match	07/19/2023	06/27/2023	MA-REDUCED	

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Contact ADE Support

Filtering the Results

Filter the results in the *Result* drop-down by selecting *Students that Partially Match*.

Now, only Partial Matches are listed in the Result column. The following slides will review how to certify a Partial Match as “Match” or “No Match.”

To access the Partial Match data, click on the blue Partial Match link in the Result column.

Result:

All

Students that Match

Students that Partially Match

Students that Don't Match

wn	School Name	First Name	Last Name
	Ajo Elementary School	Jody	Walker
	Ajo Elementary School	Johnathan	Tandoy
	Ajo Elementary School	Matthew	Green
	Ajo High School	Dimitri	Long-Guevaraso

Search Type	Search Date	Searched By	Entity Name	Total Records	Matches	Partial Matches	No Matches	SNAP	TANF	Foster	FDPIR	MEP	Homeless
StateMatch	3/28/2018 8:59:01 AM	User, HNS	Ajo Unified District	498	184	19	295	179	26	11			5

Show 10 entries

Result: Students that Partially Match

Search:

State Student ID	Alternate Student ID	Withdrawn	School Name	First Name	Last Name	Birth Date	Result	Decision Date	Eligibility Type
1030266			Ajo High School	Dimitri	Long-Guevaraso	05/17/1993	Partial Match		
1031648			Ajo High School	Jacob	Villa Long	04/18/2000	Partial Match		
1191441			Ajo Elementary School	Randy	Juan	07/16/2009	Partial Match		
1344030			Ajo High School	Christopher	Gilramcin	02/28/2003	Partial Match		
1347373			Ajo High School	Johnathan	Garcia	01/06/2018	Partial Match		
1489954			Ajo Elementary School	Ashley	Montes	06/06/1992	Partial Match		
1580013			Ajo High School	Randy	Aguilar Delgado	09/03/2014	Partial Match		
1984978			Ajo Elementary School	Andrea	Alta Louiscourt	01/19/2007	Partial Match		
2190331		Y	Ajo Elementary School	Brian	Mariscal Smith	11/20/1995	Partial Match		
2735980			Ajo Elementary School	Walter	Jones Lucatero	12/25/2003	Partial Match		

First Name	Last Name	Birth Date	Result
Dimitri	Long-Guevaraso	05/17/1993	Partial Match
Jacob	Villa Long	04/18/2000	Partial Match
Randy	Juan	07/16/2009	Partial Match
Christopher	Gilramcin	02/28/2003	Partial Match
Johnathan	Garcia	01/06/2018	Partial Match

Partial Match Records

After selecting a Partial Match, a screen with Partial Match AzEDS data and DES data will load. The student information located at the top will be AzEDS data and the information located below is DES data.

- AzEDS data (will provide the Student First Name, Student Last Name, and the Student Date of Birth (DOB)).
- DES data will provide the First Name, Last Name, Student DOB, Address, PI First Name, PI Last Name, and Record Type. The Primary Informant (PI) is the person who applied for benefits for the household.

AZEDS DATA



DES DATA



Partial Match Records							
Student First Name: Jacob		Student Last Name: VillaLong		DOB: 04/18/2000			
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	☐

Certifying a Partial Match

First, compare the AzEDS Student First Name with the DES First Name. Next, compare the AzEDS Student Last Name with the DES Last Name. Then, compare the AzEDS DOB and the DES Student DOB.

Once those items have been reviewed, next compare the DES Address, and the DES PI First and Last Name with information that your district has on file.

Compare all applicable data from all three data sets (AzEDS, DES, LEA) in depth before certifying any Partial Matches.

Partial Match Records							
Student First Name: Jacob		Student Last Name: VillaLong		DOB: 04/18/2000			
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	☐

Partial Match Records							
Student First Name: Jacob		Student Last Name: VillaLong		DOB: 04/18/2000			
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	☐

Data Comparison

EXAMPLE

AzEDS Data		DES Data	LEA Data
First Name	Jacob	Jacob	Dependent on student data at the LEA level.
Last Name	VillaLong	Villa	
Date of Birth	4/18/2000	4/18/2000	
Address	N/A	8425 E HeeBlvd Ajo, AZ, 00871	
PI First Name	N/A	Nora	
PI Last Name	N/A	Long	

Partial Match Records							
Student First Name: Jacob			Student Last Name: VillaLong		DOB: 04/18/2000		
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	☐

Partial Match Records							
Student First Name: Jacob			Student Last Name: VillaLong		DOB: 04/18/2000		
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	☐

Discretion of the User

There is no set criteria when certifying a Partial Match as a Match in CNP Direct Certification.

- Determinations are a case-by-case basis for each Partial Match.
- It is up to the user's discretion based on AzEDS, DES, and LEA records if the student is a Match or No Match.

For example, a student may match by name and birthdate, but not address. A Partial Match with this scenario may be a Match based on other records; however, another Partial Match may be a No Match even with the same criteria.

It is important to only certify a Partial Match as a Match based on the student-level data and confidence in the user's matching evaluation. If the Partial Match cannot be confirmed as a Match, it is important to declare the student as a No Match.

Selecting the Match Option

To confirm this student as a Match due to the evaluation of all data and records, select the circle under the header Selected Match and click Update Match Result.

Your screen will now display the updated Search Results and the Partially Matched student will now show as a Match in the Result column.

Partial Match Records

Student First Name: Jacob

Student Last Name: VillaLong

DOB: 04/18/2000

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	☒
No Eligible Match							☐

Update Match Result

Cancel

First Name	Last Name	Birth Date	Result	Decision Date	Eligibility Type
Dimitri	Long-Guevaraso	05/17/1993	Partial Match		
Jacob	Villa Long	04/18/2000	Match	02/06/2018	SNAP
Randy	Juan	07/16/2009	Partial Match		
Christopher	Gilramcin	02/28/2003	Partial Match		
Johnathan	Garcia	01/06/2018	Partial Match		
Ashley	Montes	06/06/1992	Partial Match		
Randy	Aguilar Delgado	09/03/2014	Partial Match		
Andrea	Alta Louiscourt	01/19/2007	Partial Match		
Brian	Mariscal Smith	11/20/1995	Partial Match		
Walter	Jones Lucatero	12/25/2003	Partial Match		

Quiz Time

True or False: Once the user updates the match result, the match is saved either as a Match or No Match depending on the partial match determination. The user does not have to click save to save the result.

A True

B False



Quiz Time

True or False: Once the user updates the match result, the match is saved either as a Match or No Match depending on the partial match determination. The user does not have to click save to save the result.

A True

B False

True. There is not a save button when certifying partial matches. The student will either be displayed as a Match or No Match in CNP Direct Certification records once the user updates the match result.



Updating a Partial Match Result



SECTION 4

Incorrect Determination

If a student was incorrectly certified as a Match, this can be corrected at any time by clicking on the Match link.

By clicking on the Match link, the original Partial Match Records will display on your screen.

To change the determination, select the No Eligible Match circle, and then click Update Match Result.

Once this is completed, the student will show as No Match in the Result column.

First Name	Last Name	Birth Date	Result	Decision Date	Eligibility Type
Dimitri	Long-Guevaraso	05/17/1993	Partial Match		
Jacob	Villa Long	04/18/2000	Match	02/06/2018	SNAP
Randy	Juan	07/16/2009	Partial Match		

Partial Match Records

Student First Name: Jacob Student Last Name: VillaLong DOB: 04/18/2000
Date Modified: 3/20/2018 11:03:13 AM

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	☐
No Eligible Match							☒

Update Match Result

Cancel

First Name	Last Name	Birth Date	Result
Dimitri	Long-Guevaraso	05/17/1993	Partial Match
Jacob	Villa Long	04/18/2000	No Match
Randy	Juan	07/16/2009	Partial Match

Multiple DES Records

SECTION 5



Multiple DES Records

In some situations more than one set of records from DES may appear in the Partial Match Records box.

For example, in the screenshot to the right there are two Partial Match options displayed for Christopher Garcia. In this situation, if this student was a Match, it is best practice to select the particular match with the most accurate or detailed student information.

Partial Match Records

Student First Name: Christopher Student Last Name: Gilramcin DOB: 02/28/2003

Date Modified: 3/20/2018 12:52:16 PM

First Name	Last Name	Student DOB	Address	PI First Name	PI Last Name	Record Type	Selected Match
CHRISTOPHER	GARCIA	2/28/2003				SNAP	☐
CHRISTOPHER	GARCIA	2/28/2003	7662 W VARGASLUCAS RD PHOENIX AZ 01017	Marjorie	GARCIA	SNAP	☐
No Eligible Match							☒

Update Match Result

Cancel

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 Directly Certify a
Partial Match**

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 Directly Certify a
Partial Match**

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.





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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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