

How to Complete Direct Certification Using Medicaid Data



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are encouraged to access professional development materials directly from the training library to prevent use of outdated content.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) and School Breakfast Program (SBP).

Objectives

At the end of this training, attendees should be able to:

- understand the Direct Certification (DC) with Medicaid Data Demonstration Project; and,
- effectively certify qualifying students to free and reduced-price meals using Medicaid Data.

TRAINING HOURS

Information to include when documenting this training for Professional Standards:

Training Title: How to Complete Direct Certification Using Medicaid Data

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

Overview of the Direct Certification with Medicaid Data Demonstration Project

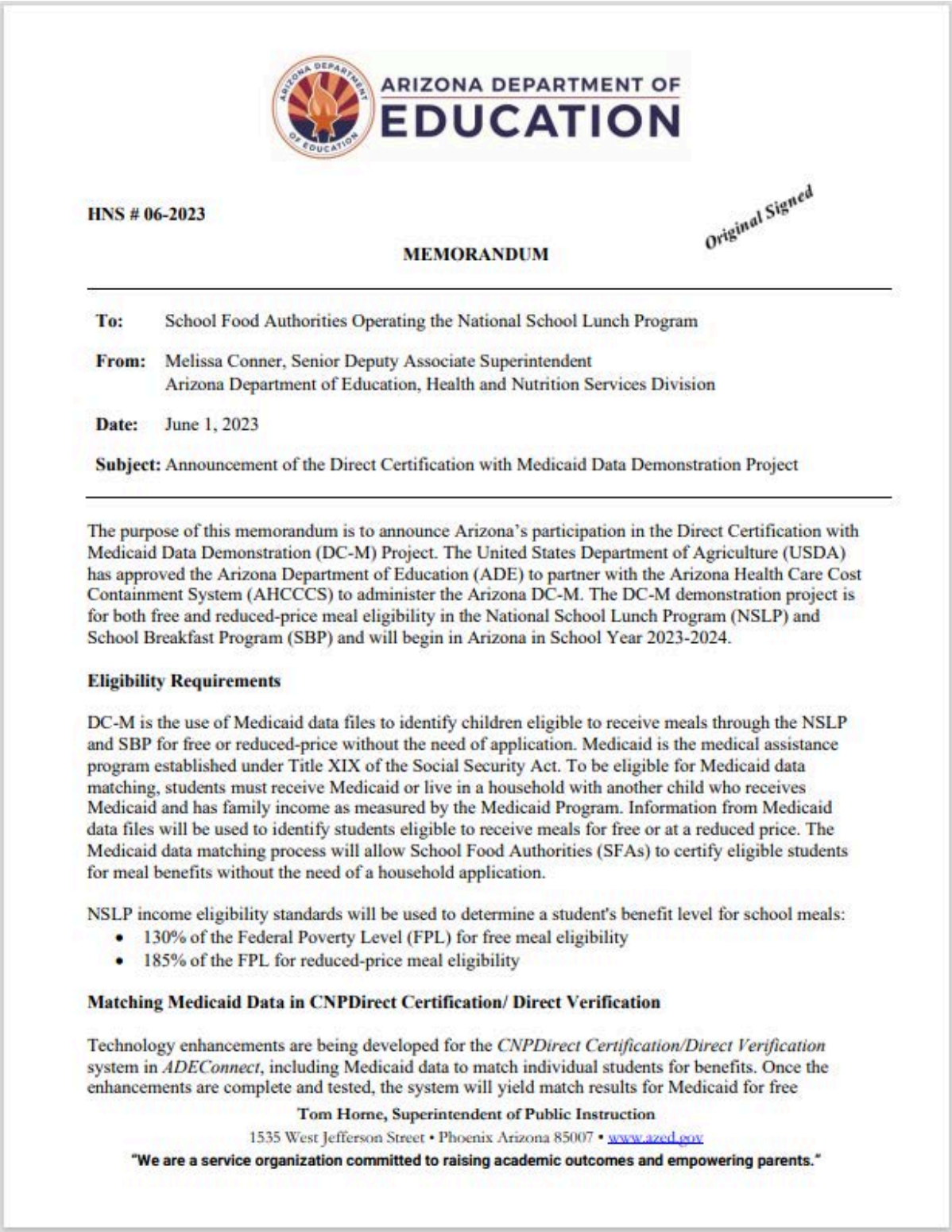
SECTION 1



DC with Medicaid Data Demonstration Project

ADE has been approved to administer the Arizona Direct Certification Medicaid (DC-M) Free and Reduced Demonstration Project starting in School Year 2023-2024.

DC-M is the use of Medicaid data files to identify children eligible to receive meals through the NSLP and SBP for free or reduced-price without the need of an application.



HNS 06-2023: Announcement of the Direct Certification with Medicaid Data Demonstration Project

DC-M Eligibility

STUDENT ELIGIBILITY REQUIREMENTS

To be eligible for Medicaid data matching, students must either receive Medicaid or live in a household with another child who receives Medicaid and has family income as measured by the Medicaid Program.

Hierarchy of DC Matches

Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF), Food Distribution Program on Indian Reservations (FDPIR), and other direct certification matches **always** supersede Medicaid matches for reporting purposes.

Students should be identified as a Medicaid match only when there is no match with SNAP, TANF, FDPIR, or other programs.



Preparing for DC-M

SFA RESPONSIBILITIES

SFAs must notify their respective vendor/Point of Sale software provider of the inclusion DC-M free and DC-M reduced data for the upcoming school year.

Vendors will need to prepare the user interface and system to intake the two new direct certification fields (DC-M Free and DC-M Reduced) and ensure hierarchy rules outlined on the prior slide are implemented when a child matches in multiple categories of direct certification.



Quiz Time

True or False. Medicaid matches supersede SNAP, FDPIR, and other direct certification matches.

A True.

B False.



Quiz Time

True or False. Medicaid matches supersede SNAP, FDPIR, and other direct certification matches.

A True.

B False.

SNAP, TANF, FDPIR & other direct certification matches always supersede Medicaid matches for reporting purposes.

Only identify a student as a Medicaid match if the child does not match with SNAP, TANF, FDPIR or other programs.



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

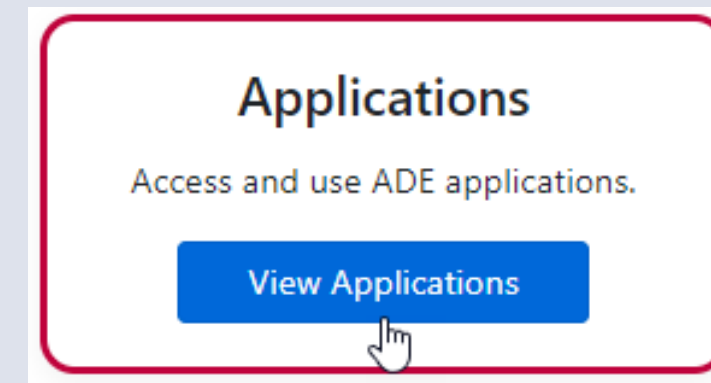
LOGIN TO ADECONNECT

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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Identifying a Direct Certification with Medicaid Data Match in the CNPDC System

SECTION 3



Changes to the CNPDC System

HNS 07-2023: DC-M ENHANCEMENTS TO THE CNPDC SYSTEM

To accommodate DC using Medicaid data, the CNPDC system received the following updates:

1. Addition of Medicaid (MA)-Free and MA-Reduced Categories and Counts.
2. Addition of MA-Free and MA-Reduced in the Eligibility Type Column and Data Extraction.

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 [Excel](#) [PDF](#)

Search Type	Search Date	Searched By	Entity Name	Total Records	Matches		Partial Matches	No Matches	SNAP	TANF	Foster	FDIR	MEP	Homeless	Medicaid	
					Free	Reduced									Free	Reduced
Result: All																

Show 10 entries

First Name	Last Name	Birth Date	Result	Result Date	Decision Date	Eligibility Type	Possible Duplicate
						MA-FREE	
						MA-REDUCED	

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Identifying DC-M Matches

DC-M & THE CNPDC SYSTEM

To identify students qualifying for free and reduced-price meals using Medicaid data, SFAs will conduct DC using standard processes.

The CNPDC system results will reflect student matches in accordance with the hierarchy of DC matches.

Medicaid data matches will be categorized as MA-Free or MA-Reduced under the Eligibility Type column.

Matches	No Matches	SNAP	TANF	Foster	FDPIR	MEP	Homeless	Medicaid	
								Free	Reduced

Search:	
Eligibility Type	Possible Duplicate
MA-FREE	
MA-REDUCED	

HOW DO I CONDUCT DC?

For more information about conducting DC, please visit the [NSLP online training library](#) and review one of the detailed how-to guides!

It's a Match!

NOTIFYING DC-M MATCHES

After conducting DC, students qualifying for free or reduced-price meals must be notified indicating the DC source in which they were matched.

Template Notification Letters for Students Qualifying for Free or Reduced Meals through DC-M:

- Notification for Free School Meals Letter, Direct Certification ([English](#)) ([Spanish](#))
- Notification of Reduced-Price School Meals Letter, Direct Certification - Medicaid ([English](#)) ([Spanish](#))

NOTIFICATION LETTER FOR REDUCED-PRICE SCHOOL MEALS
DIRECT CERTIFICATION-MEDICAID

Dear Parent/Guardian:

We want to let you know that the child(ren) listed below qualify for reduced-price school meals because they receive **Medicaid-Reduced** benefits. If you believe your child(ren) qualify for free meals – complete and return a Free/Reduced application to the school with income information or a current SNAP (Food Stamp)/TANF case number.

Name of Child	Name of School

If someone in your household receives Medicaid-Reduced and there are other children in your household who aren't listed above, *they also qualify for reduced-price meals*.

Please contact the school your child(ren) attends in the following situations:

- If there are other children in your household who are not listed above, and you would like them to be qualified for reduced-price meals.
- You do not want your children to qualify for reduced-price meals.
- You have any additional questions.

Sincerely,

[signature]
[name]
[phone number] [e-mail address]

NOTIFICATION LETTER FOR FREE SCHOOL MEALS
DIRECT CERTIFICATION

Dear Parent/Guardian:

We want to let you know that the child(ren) listed below qualify for free school meals because they receive **[State SNAP] [FDPIR] [State TANF] [Foster] [Homeless] [Migrant] or [Medicaid-Free]** benefits. This means that you do not need to fill out a household application for these children to determine eligibility for free or reduced-price meals.

Name of Child	Name of School

If someone in your household receives State SNAP, FDPIR, State TANF, or Medicaid-Free and there are other children in your household who aren't listed above, *they also qualify for free meals*. Please note that Foster, Homeless, or Migrant students do not extend free meal benefits to other children in their household.

Please contact the school your child(ren) attends in the following situations:

- If there are other children in your household who are not listed above, and you would like them to be qualified for free meals.
- You do not want your children to qualify for free meals.
- You have any additional questions.

Sincerely,

[signature]
[name]
[phone number] [e-mail address]

Template Notification Letters for Students Qualifying for Free or Reduced Meals through DC-M



Households directly certified for reduced-price meals must be notified of the income level used and offered the opportunity to apply via a household application if they think their income is within the standard for free meals.

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 Complete Direct Certification Using
Medicaid Data.**

Information to include when documenting this
training for Professional Standards:

Training Title:

How to Complete Direct
Certification Using
Medicaid Data

Key Area: 3000 – Administration

Learning Code: 3120

Length: 0.25 hour

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:

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Medicaid Data

Key Area: 3000 – Administration

Learning Code: 3120

Length: 0.25 hour

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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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