



Department of Education

Hawaii Child Nutrition Programs

CNPwebTM

Direct Certification Module

User Guide for all Schools

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DIRECT CERTIFICATION OVERVIEW

Direct Certification is the process of determining children eligible for free school meal benefits based on documentation obtained directly from an appropriate State or local agency or other authorized individual. Most of the students directly certified live in households where someone, maybe the student himself, receives SNAP and/or TANF benefits through the Department of Human Services (DHS).

The direct certification module matches student enrollment data (from the DOE student information system and from uploaded private school enrollment data) to children listed in the Department of Human Services (DHS) assistance programs. These matches are made using criteria to identify the match as either an “exact match” or “possible match.”

For Hawaii public school and public charter school students, enrollment data is collected and maintained by the Department of Education (DOE) in the DOE’s student information system (currently SSES). Student data from SSES is uploaded into HCNP Systems where a nightly match to data from DHS is performed. Private Schools participating in the National School Lunch Program in Hawaii upload their enrollment data and run the matching process upon demand.

An **exact match** finds the enrolled student’s first name, last name, and birthdate and matches it to a child’s record found in the DHS database.

A **possible match** describes a situation where an enrolled student’s information has a partial match to a student’s information in the DHS database. Possible matches are identified if they:

- Match the first 5 characters of the student’s last name and the first 3 characters of the first name and birthdate.
- Match the student’s first and last name and partial birthdate (only month/year or month/day)
- Match the student’s last name and birthdate only
- Are a metaphone or double metaphone match (based on sound of name) and match the birthdate
- Are a sibling match (based on address)

All possible matches are reviewed at the SFA level to be approved or denied.

REVIEWING AND PROCESSING POSSIBLE MATCHES

- **Note:** Appendix A: HCNP_S/CNPweb Definitions outlines the specific meanings of the data elements displayed for possible matches.

Match Types are used and referenced on all of the Direct Certification menu links. A close review of how the various match types work is helpful before beginning a review of the functionality related to each menu link.

HCNP_Systems/CNPweb performs an automatic, nightly match. Any identified matches are divided into exact matches or possible matches for review.

Exact matches are students who have identical first name, last name, and birthdates in both the enrolled student data (student information system or file upload) and DHS data. Exact matches are directly added to the All Approved Direct Certifications list.

Possible matches are enrolled students whose information has a partial match to a student's information in the DHS database.

Possible matches have to be manually reviewed to be approved or denied and to be added to either the All Approved DC Matches list or the All Denied Possible Matches list.

- **Note:** If possible matches are not reviewed, these students will not be certified, possibly causing eligible students to be denied free meal benefits.

There are six (6) different Match Types associated with possible matches; they are outlined in Appendix A: CNPweb Definitions, and can also be found at the bottom of each possible matches screen.

Match Type Key

Match Type	Description
3	Match First 5 Characters of Last Name and First 3 Characters of First Name
4	Match Last and First Name and Partial Date (Month and Year or Month and Day)
5	Match Last Name and Birthday Only
6	Metaphone Match
7	Double Metaphone Match

Both the metaphone and double metaphone matches also require a birthdate match.

Match Type Key

Match Type	Description
8	Sibling Match

Match Type 1 and **Match Type 2** are considered exact matches and do not require review.

Match Type 1 is when the first name, last name and birthdate from the two data bases are exactly the same.

Match Type 2 is considered an exact match when the first 14 characters of the last name and the first 3 characters of the first name and the exact birthdate match.

Match Type 3 is a partial name match using the first 5 characters of the last name and first 3 characters of the first name, plus the exact birthdate. This Match Type typically finds misspelled names.

Match Type 4 is a match using the first 5 characters of the last name and first 3 characters of the first name and partial birthdate (month and year, or month and day). This Match Type finds mistyped birthdates

Match Type 5 is a match using the first 14 characters of the last name and the exact birthdate. This Match Type finds students who may use a different first name (i.e. nickname) than their legal first name or misspelled first names.

Match Type 6 is a metaphone match, which uses certain phonetic sounds to match first or last names. Metaphone matches suggest names that sound like an assistance student's name in the DHS participant data and finds slightly misspelled names. The metaphone match also requires an exact birthdate match.

Match Type 7 is a double metaphone match (similar to Match Type 6), where the names are analyzed by the way they sound. The double metaphone match also requires an exact birthday match.

Match Type 8 is a sibling match. HCNP_S/CNPweb compares all the unmatched enrolled student addresses to all the directly certified student addresses. If there is an address match between a directly certified student and an unmatched enrolled student, HCNP_S/CNPweb will identify the unmatched student as a possible sibling match. Possible matches must be reviewed to determine which ones can be certified as eligible for direct certification benefits and which ones must be denied.

To certify a possible match:

When the reviewer confirms that a possible match is a certified match, the "Certify" checkbox to the left of the student's name must be clicked. After identifying all matches, the reviewer will click the "Certify Selected" button at the top or bottom of the screen. The Certify Selected button will find the students with a check in the "Certify" checkbox next to their name and will add them to the All Approved Matches list, removing them from the possible match list. This button can be clicked at any time during the certification process.

WARNING: All possible matches are also marked “Remove” by default. Do not click the **Remove Selected** button until **AFTER** you have reviewed and certified all possible matches. EVEN IF the “Certify” checkbox is selected, if the **Remove Selected** button is clicked before the **Certify Selected** button, all the names will be removed and the students WILL NOT be certified.

After certifying all possible matches, click the **Remove Selected** button to remove any names that are not matches. This will move the student’s name to the All Denied Possible Match List. If the reviewer wishes the student’s name to remain on the possible match list for further review and evaluation, de-select “Remove” BEFORE clicking on the Remove Selected button.

It is important to remove possible matches from the list because the possible matches will appear in the match counts as unmatched students.

In the example below, there are 590 students that were identified as an exact match, and 31 students identified as possible matches. This information is always in a red font. To group the possible matches by Match Type, click the Match Type column and all the Match Types will group together in either ascending or descending order. Review each of the possible matches and determine those students that can be certified as a match.

Review and Download Automatic Matches

This page allows the Review and Download of Nightly Direct Certification of qualified children.

Certify Selected

Save Results (590)

Remove Selected

Site:

590 matched - 31 possible matches listed below...

Certify	Remove	Date Matched	Enrolled Student ID	Enrolled Last Name	Enrolled First Name	Enrolled Birthday	Assistance Sibling Student ID	Assistance Sibling Last Name	Assistance Sibling First Name	Assistance Student Last Name	Assistance Student First Name	Assistance Student M.I.	Assistance Student Birthday	Match Type	Source	Case No	Parent Last Name
<input type="checkbox"/>	<input checked="" type="checkbox"/>	7/1/2015	001	Duck	Donald	02/23/2008				Duck	Donald Jr		02/23/2008	3	SNAP	12345	Duck
<input type="checkbox"/>	<input checked="" type="checkbox"/>	7/1/2015	002	Woodpeker	Woody	06/11/2003				Woodpecker	Woody		06/11/2003	3	SNAP	45678	Woodpecker
<input type="checkbox"/>	<input checked="" type="checkbox"/>	7/1/2015	003	Scissor	Edward	05/09/2009				Scissor-Hands	Edward		05/09/2009	3	SNAP	98765	Inventor
<input type="checkbox"/>	<input checked="" type="checkbox"/>	7/20/2015	004	Krueger	Freddy	07/07/2007				Krueger	Freddie		07/07/2007	3	SNAP	24682	Krueger
<input type="checkbox"/>	<input checked="" type="checkbox"/>	7/1/2015	005	Griffin	Stewie	02/17/2003				Griffin	Stewart		02/17/2003	3	SNAP	13579	Griffin
<input type="checkbox"/>	<input checked="" type="checkbox"/>	7/1/2015	006	Leghorn	Foghorn	01/17/2007				Leghorn	Foghorn		02/07/2007	4	SNAP	54321	John
<input type="checkbox"/>	<input checked="" type="checkbox"/>	7/1/2015	007	Simpson	Lisa	05/16/2010				Simpson	Lisa		05/16/2012	4	TANF	11223	Simpson
<input type="checkbox"/>	<input checked="" type="checkbox"/>	7/7/2015	008	Star	Tom	10/16/1998				Star	Patrick		10/16/1998	5	SNAP	44556	Star
<input type="checkbox"/>	<input checked="" type="checkbox"/>	7/1/2015	009	King	Anne	04/14/2010				King	Roxanne		04/14/2010	5	SNAP	77889	King
<input type="checkbox"/>	<input checked="" type="checkbox"/>	7/2/2015	010	Wimpy	Wellington	06/22/2006				Wimpy	J. Wellington		06/22/2006	5	TANF	32132	Wimpy
<input type="checkbox"/>	<input checked="" type="checkbox"/>	7/2/2015	011	McFly	Marvin	10/24/2006				McFly	Martin		10/24/2006	5	TANF	65465	McFly
<input type="checkbox"/>	<input checked="" type="checkbox"/>	7/1/2015	012	Peleikai	Lilo	11/19/2007				Peleikai	Lilo		11/19/2007	6	SNAP	98798	Peleikai

Using this example, the following evaluations explain the rationale for certifying the possible matches for direct certification benefits.

Row 1: Match Type 3 - Suffixes

- In this example, the assistance student's name has a "Jr," while the enrolled student's name does not. This type of error is also seen with other types of suffixes (III, IV, etc.). It is important to confirm the correct spelling and to fix the student's name in either the enrollment information.

Row #2: Match Type 3 - Misspelled names

- The enrolled student's last name is spelled slightly different from the assistance student's. It is likely that this is the same student because the name is unique and the birthdates match. Typographical errors are common if either the DOE or DHS uses manual data entry; the reviewer must confirm the correct spelling and update the enrollment information.

Row #3: Match Type 3 - Hyphenated names

- For Hawaii, all hyphens and other diacritical markings are ignored in the matching process. However, the enrolled student's last name may be different from the assistance student's because the assistance student's name is hyphenated and both names are given. To certify or deny the student, the reviewer must confirm the student's actual name. If it is the same student, the enrollment data (SSES or the data upload file) must be corrected to reflect the student's entire hyphenated name.

Row #4: Match Type 3 - Names are spelled differently

- In this example, the student's first name is spelled differently in each database, but both spellings reflect the name as it is spoken. It is likely that this is the same student because the last name and birthdate match. The reviewer must identify the actual spelling of the name and if necessary update the enrollment information.

Row #5: Match Type 3 - Nickname/Preferred name

- Although legal names are supposed to be used for both student enrollment (SSES) and DHS, sometimes parents use the student's preferred or "nick" name. In this example, the possible match found a matching last name and birthday. The first names are close enough that it may be the same student. To certify or deny the student, the reviewer must do additional research to ensure it is the same student.

Rows #6 and #7: Match Type 4 -Different birthdates

To certify or deny these students, the reviewer must confirm the birthdates. Typographical errors occur, especially with numbers, and can cause the birthdates to differ. The reviewer must determine whether the possible match is a truly a match or not. If it is a match, the reviewer must update the enrollment information.

Row #8: Match Type 5 -Completely different first name

- Common last names and either common birthdays or typographical errors may result in possible matches that are not actual matches. Reviewers must investigate to determine if there is an error on an actual match or if in fact, there is no match at all.

Row #9: Match Type 5 - Similar First name

- This possible match could be a related scenario to the example in Row #5, where the student's preferred name or nickname is used instead of his/her legal name. The birthdates match. The reviewer must verify if the possible match is an actual match or if the two student names listed are different students. If the student's record needs to be corrected, the reviewer should update the student enrollment database.

Row #10: Match Type 5 - Different first name

- This possible match could be a related scenario to the example in Row #5, where the student's preferred name or nickname is used instead of his/her legal name. The birthdates match. The reviewer must verify if the possible match is an actual match or if the two student names listed are for different students. If the student's record needs to be corrected, the reviewer should update the student enrollment database.

Row #11: Match Type 5 - Slightly different first name

- Although legal names are supposed to be used for both the student information system and DHS, sometimes parents use the student's preferred name or data entry personnel incorrectly enter in the student's name. In this example, the first names are close enough that it may be the same student and should be researched. The birthdates match. To certify or deny the student, the reviewer must do additional research to ensure it is the same student.

Row #12: Match Type 6- Metaphone match for last name

- Metaphone matches can capture misspelled names, similar "sounding" names, or similarly spelled names. In this example, the metaphone found a possible match using the last name, which has a slight spelling difference, and date of birth. To certify or deny this student, the reviewer must research and see if the student's name is misspelled in the enrollment database.

DIRECT CERTIFICATION MODULE

Log into <https://www.cnpweb.org/hawaii>, select the School Nutrition Programs puzzle piece, and then select the current Program Year. The link to the Direct Certification (DC) module is found in the menu bar.



THE DIRECT CERTIFICATION MENU

Direct Certification Menu	
Menu Item	Description
Review Nightly Certifications	Review Automatic Direct Certifications From Nightly FTP
Review Sibling Matches	Review Automatic Sibling Matches From Nightly FTP
Certify Individual	Lookup Individual for Certification
Certify Students	Upload Student File for Certification
SSES Student Look-Up	Look-Up Students in the SSES Database
All Approved DC Matches	Review All Approved Direct Certifications Matches for the Program Year
Download New Matches	Download New Direct Certification Matches
All Denied Possible Matches	Review All Denied Possible Matches for the Current Program Year
Direct Certify Report	Report of Direct Certifications
Match Counts	Report of Direct Certification Match Counts
Parent Notification Letters	Generate Parent Notification Letters of Direct Certification
Reprint Notification Letters	Reprint Parent Notification Letters of Direct Certification

The DC module has 12 basic functions. Public SFAs will not use the menu item “Certify Students).

Menu Item	Used By	Description
Review Nightly Certifications	Public SFAs	Review possible matches from the automatic nightly match
Review Sibling Matches	Public SFAs	Review possible sibling matches from automatic nightly match
Certify Individual	Public SFAs Private SFAs	Look-up/search for individual in current DHS database for certification
Certify Students	Private SFAs	Import student enrollment information via a file upload, to match against DHS database
SSES Student Look-Up	Public SFAs Private SFAs	Look-up a student in the SSES database (see where a student is registered, the status of the student)
All Approved DC Matches	Public SFAs Private SFAs	Review all approved direct certification matches for the current program year, indicate if parents declined benefits, decertify manually approved matches, download a list of all approved matches
Download New Matches	Currently DOE SFSB	Download new certification matches to upload into POS System
All Denied Possible Matches	Public SFAs Private SFAs	Review all denied possible matches for the current program year, manually certify denied matches made in error
Direct Certify Report	Public SFAs Private SFAs	Report to review frequency of direct certifications
Match Counts	Public SFAs Private SFAs	Report of direct certification match counts
Parent Notification Letters	Public SFAs Private SFAs	Generate batches of parent notification letters
Reprint Notification Letters	Public SFAs Private SFAs	Reprint batches of parent notification letters

REVIEW NIGHTLY CERTIFICATIONS (MENU OPTION 1)- PUBLIC SCHOOLS

One of the main functions of the nightly match is to automatically match newly eligible students against the student information system database (SSES). The exact matches can be reviewed via the All Approved Direct Certification link. The Review Nightly Certifications link displays the possible matches identified in the nightly match after exact matches have been processed.

Possible matches are displayed daily for the SFA to review and process for certification. The Review Nightly Certification screen has a column to either certify or remove (deny) the student.

The screenshot shows the 'Review and Download Automatic Matches' interface. At the top, there's a navigation bar with links like 'Applications', 'Direct Cert', 'Accounting', 'Maintenance', 'Reports', and 'Resources'. Below this, a breadcrumb trail shows 'Home > Direct Certification Menu > Review Nightly Certifications'. The main heading is 'Review and Download Automatic Matches'. A sub-header states: 'This page allows the Review and Download of Nightly Direct Certification of qualified children.' Below this, there are buttons for 'Save Results (148)', 'Certify Selected', and 'Remove Selected', along with a 'Site' dropdown menu. A message indicates '148 matched - 7 possible matches listed below...'. The table below has columns for 'Certify', 'Remove', 'Date Matched', 'Enrolled Student(s)', 'Enrolled Last Name', 'Enrolled First Name', 'Enrolled Birthday', 'Assistance Sibling Student ID', 'Assistance Sibling Last Name', 'Assistance Sibling First Name', 'Assistance Student Last Name', 'Assistance Student First Name', 'Assistance Student M.I.', 'Assistance Student Birthday', 'Match Type', 'Source', 'Case No', 'Parent Last Name', 'Parent First Name', 'Parent M.I.', 'Addr 1', 'Addr 2', 'City', 'State', and 'Zip'. The first three rows show matches with 'Certify' checked and 'Remove' unchecked.

If the reviewer determines that a listed enrolled student is a match to an assistance student, then select the Certify checkbox next to the student's name, then click the Certify Selected button.

- Note: failure to click the Certify Selected button can result in a loss of student data
- **Note: All possible matches are marked "Remove" by default. Only click the Remove Selected button AFTER you have reviewed and certified all possible matches. EVEN IF the "Certify" checkbox is selected, clicking the Remove Selected button will remove the names and will NOT certify the student if the user has NOT clicked the Certify Selected button.**
- Note: If the Remove Selected button is accidentally clicked, all the names with a check in the "Remove" box will be removed. If some of the names were actual matches, a manual search for each individual child will have to be done using the Certify Individual menu link in order to certify the student, OR students can be certified from the "Review all Denied Possible Matches" screen.

TO REVIEW AND EVALUATE THE POSSIBLE MATCHES:

- While processing possible matches, it is important to process the certifiable students first. HCNP_S/CNPweb is programmed to have a check box in the “Remove” column by default. If the “Remove Selected” button is pressed at any time, the names on the possible matches list with the check will be denied benefits, even if they are actual matches.
- To certify (approve) a student for DC benefits, click the checkbox in the “Certify” column. Check the boxes for all applicable students on the page. Then, before leaving the page, click the “Certify Selected” button to save the data.
 - If there are over 50 students to be processed process all the matches on the first page before continuing to the second page.
 - Clicking the “Certify Selected” button adds the student(s) to the “All Approved DC” list, and removes them from the possible matches list.
- To deny (remove from the list) a student for DC benefits, leave the check mark (the default for all possible matches) in the box in the “Remove” column. Then before leaving the page, click the “Remove Selected” button. This will mark the student’s record as being denied DC benefits with a denial date.
 - Note: it is important to not click the “Remove Selected” button until after all certifiable students are certified.

For a more in-depth description, see the “Reviewing and Processing Possible Matches” section

If you wish to download a text file of the processed students for your own files, click the “Save Results” button. This is not required as the information is saved and accessed in CNPweb.

REVIEW SIBLING MATCHES (MENU OPTION 2)

This feature is used only by Public schools.

The nightly matching process also identifies possible sibling matches when a non-certified, enrolled student has the same residence as another certified student. The addresses used to identify residence are from the SSES database.

Review and Download Sibling Matches

This page allows the Review and Download of Nightly Sibling Matches.

Certify Selected

Save Results (1)

Remove Selected

Site:

1 matched - 11 possible matches listed below.

Certify	Remove	Date Matched	Enrolled Student ID	Enrolled Last Name	Enrolled First Name	Enrolled Birthday	Assistance Sibling Student ID	Assistance Sibling Last Name	Assistance Sibling First Name	Assistance Student Last Name	Assistance Student First Name	Assistance Student MI	Assistance Student Birthday	Match Type	Source	Case No	Parent Last Name	Parent First Name	Parent MI	Add-1	Add-2	City	State	Zip
<input type="checkbox"/>	<input checked="" type="checkbox"/>	8/17/2015												S	TANF									

The screen displays the enrolled student's (unmatched) information; the assistance student's (matched) information, the match type, source of the match, case number, and parent information.

To approve sibling matches, additional research may need to be done to determine if the unmatched student resides in the same household as the matched student.

If there is a sibling match, click the checkbox next to the student's name, then click the "Certify Selected" button to add the student to the ALL DC list.

- Note:** All possible sibling matches are marked "Remove" by default. Only click the Remove Selected button AFTER you have reviewed and certified all possible matches. EVEN IF the "Certify" checkbox is selected, clicking the Remove Selected button will remove the names from the list and will NOT certify the student.

CERTIFY INDIVIDUAL (MENU OPTION 3)

The Certify Individual link allows users to manually search for students in the current DHS database file. This feature is particularly helpful for looking up new students for certification. All matches made will be saved to the All Direct Certification list.

The Certify Individual screen has fields to enter in student information; the more information entered, the more exact the results will be. However, the less information that is used, the more likely a match may be found. Because misspelled names are common, begin with only the last name and gradually add additional matching data to refine the search. The system does an EXACT MATCH against the student's First Name, Last Name, and Birthday to the DHS database, followed by an advanced double metaphone string matching.

If a student does not appear during the search:

- The student may not be qualified for DHS services, and thus would not appear in the DHS database file
- The student has not yet been added to the DHS database file
- The student's benefits expired

In order to save matches to the All Direct Certifications list, you need to enter the student's Student ID number. For public schools, this is the designated student's ID. For private schools, this is the assigned ID number used in the file upload.

SAMPLE SEARCH

Names in the DHS student data that match the searched name are listed first, followed by the remaining double metaphone matches. If the student is located, click the Add to Results button to “certify” the student to add his/her information to the All Direct Certifications list. (A larger picture of the sample search is located in Appendix B: Sample Search Example).

This page allows the individual Certification of program qualified children.

Student Last Name: Parent Last Name: Address Line 1:
 First Name: First Name: Address Line 2:
 Middle Initial Name: Middle Initial Name: City:
 Birthday (mm/dd/yyyy): Case No: State:
 Zip:

20 closest matches listed below...
 Additional results were suppressed because more than 20 matches were found. Please narrow down your search criteria to reduce the result set.

	Student Last Name	Student First Name	Student M.I.	Student Birthday	Source	Case No	Parent Last Name	Parent First Name	Parent M.I.	Addr. 1	Addr. 2	City	State	Zip
<input type="button" value="Add to Results"/>	DARIUSSHAWN													
<input type="button" value="Add to Results"/>	DRAYSON													
<input type="button" value="Add to Results"/>	TERSON													
<input type="button" value="Add to Results"/>	TERESEN													
<input type="button" value="Add to Results"/>	TRACEN													
<input type="button" value="Add to Results"/>	TRAYSON													
<input type="button" value="Add to Results"/>	TREYSIN													
<input type="button" value="Add to Results"/>	TRYSON													
<input type="button" value="Add to Results"/>	DREYSON													
<input type="button" value="Add to Results"/>	TRESEAN													
<input type="button" value="Add to Results"/>	TRYCYN													
<input type="button" value="Add to Results"/>	TERSAN													

To search for a student to certify, enter in the student's information. **Be sure to include the student's Student ID.** The student ID is used for identification so multiple certifications for the same student are not performed.

To add a student to the All Direct Certifications list, click the "Add to Results" button.

If you wish to download a text file of the matches performed, click the "Save Results" button. This is not required.

CERTIFY STUDENTS

The Certify Students feature requires a manual upload of student enrollment data from private school systems. The student data file must include all enrolled students. It does an EXACT MATCH using the enrolled student's *First Name, Last Name, and Birthday* against the DHS databases. The system also searches for possible matches using partial information and metaphone matching.

CERTIFY IMPORT FILE- STUDENT FILE LAYOUT

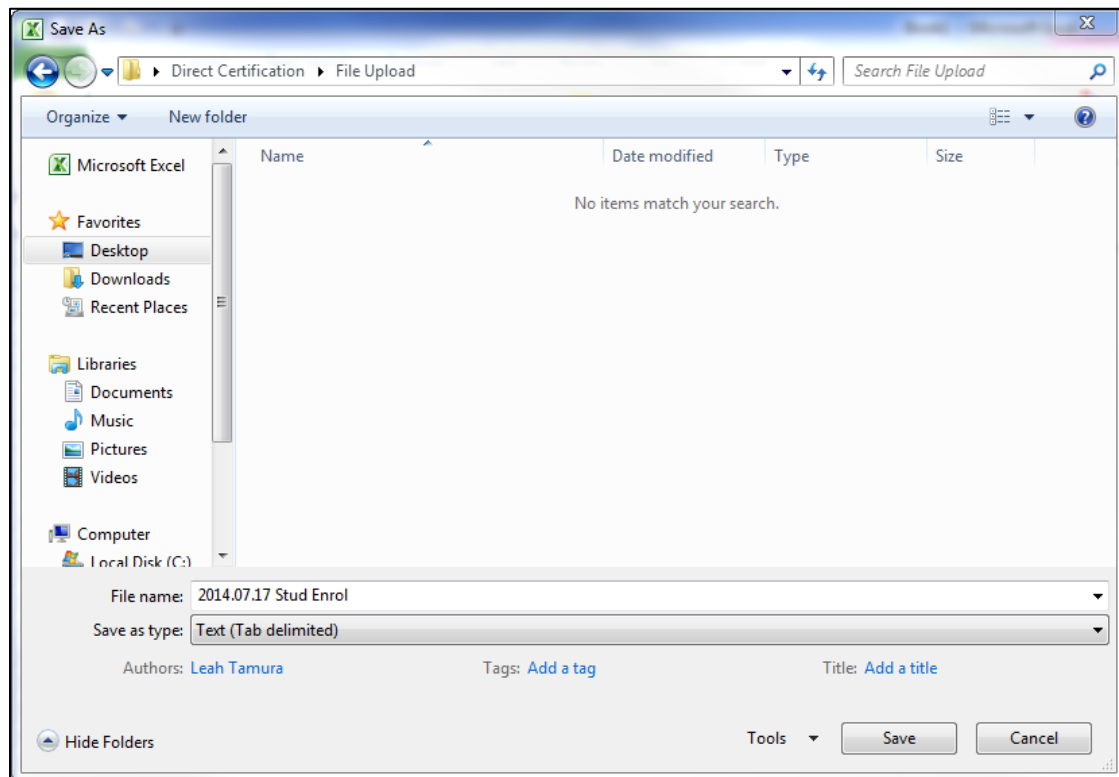
The direct certification program requires the imported student file be in a **tab delimited** format. The first row must contain a header line with "*Last Name,*" "*First Name,*" "*Date of Birth,*" and "*School Use*" as heading titles.

The required fields are:

- **Last Name:** Character data up to 20 characters long
- **First Name:** Character data up to 15 characters long
- **Date of Birth:** Date Format (MM/DD/YYYY). (January 1, 2010 should be "1/1/2010").
- **School Use:** Character data up to 28 characters. This data is VERY IMPORTANT and should be the student ID.

The file can be created using **Excel**. To save the document, select Text (tab delimited) in the drop down menu under "Save as type" for the appropriate format. The recommended naming convention is *YYYY.MM.DD Stud Enrol.txt*. The date in the name of the file should be the date of the upload. Below is an image of how the file should look when saved in Excel:

	A	B	C	D	E
1	Last Name	First Name	Date of Birth	School Use	
2	XXXXXXXX	XXXXX	7/8/2004	11111	
3	XXXXXXXX	XXXXX	4/12/2002	22222	
4	XXXXXXXX	XXXXX	2/27/2008	33333	
5	XXXXXXXX	XXXXX	8/6/2008	44444	
6	XXXXXXXX	XXXXX	2/4/2008	55555	
7	XXXXXXXX	XXXXX	4/23/2006	66666	
8	XXXXXXXX	XXXXX	4/17/2006	77777	
9					
10					
11					
12					
13					



- Note: The file must be saved as a **“Text”** file in **“Tab delimited”** format.

MATCHING USING CERTIFY STUDENTS LINK

The Certify Students link will take users to the file upload screen. The upload screen will vary depending on the browser being used. In Internet Explorer and Mozilla Firefox, the button to search for the file says “Browse,” and the button is at the end of the line. In Google Chrome, the button says “Choose File” and is at the beginning of the line.

Internet Explorer and Mozilla Firefox screen

Department of Education
Hawaii Child Nutrition Programs
School Nutrition Programs

Applications Direct Cert Accounting Maintenance Reports Resources
Home > Direct Certification Menu > Certify Students

Program Year: 2015 Sponsor: [redacted]

Certify Students
This page allows the Bulk Certification of program qualified children.

Site: [redacted]

Student Enrollment File (*.txt) [redacted] **Browse...**

☐ Certify Against Hawaii Department of Education SSES Enrollment Data

Process Direct Certification

Google Chrome screen

Department of Education
Hawaii Child Nutrition Programs
School Nutrition Programs

Applications Direct Cert Accounting Maintenance Reports Resources
Home > Direct Certification Menu > Certify Students

Program Year: 2015 Sponsor: [redacted]

Certify Students
This page allows the Bulk Certification of program qualified children.

Site: [redacted]

Student Enrollment File (*.txt) **Choose File** No file chosen

☐ Certify Against Hawaii Department of Education SSES Enrollment Data

Process Direct Certification

Click the *Choose file* or *Browse...* button to select the file you want to process. (The upload file should be saved in your file upload subfolder). Click the *Process Direct Certification* button to process enrolled students to see who qualify. The system will find the exact matches and place them in the All Direct Certifications list, and will find possible matches and display them in the Certify Possible Matches screen.

The Certify Possible Matches screen will automatically appear after the match is complete. This screen is used to review the possible matches to certify or deny them. Refer to the “Reviewing Possible Matches” section for more information on the possible matches.

Certify Possible Matches

This page allows the Review and Download of Nightly Direct Certification of qualified children.

Save Results (67)

Certify Selected Remove Selected

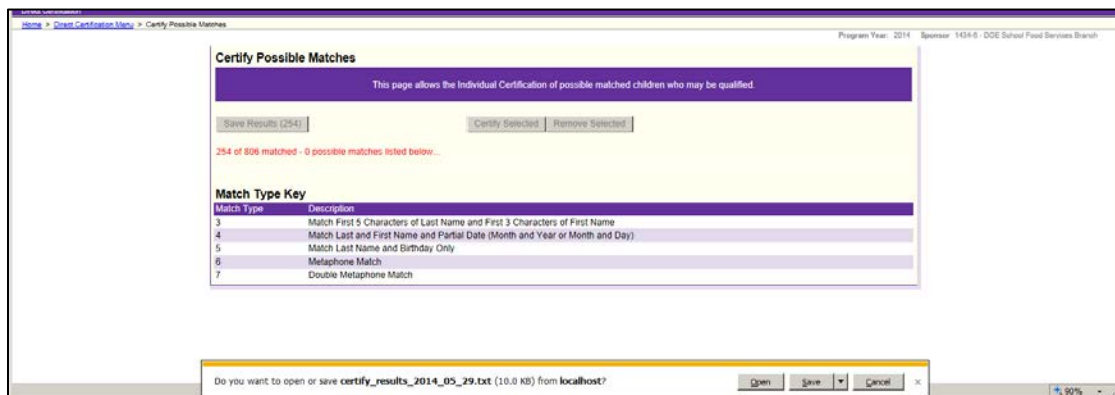
Site:

67 matched - 12 possible matches listed below...

Certify	Remove	Date Matched	Enrolled StudentID	Enrolled Last Name	Enrolled First Name	Enrolled Birthday	Assistance Sibling Student ID	Assistance Sibling Last Name	Assistance Sibling First Name	Assistance Student Last Name	Assistance Student First Name	Assistance Student M.I.	Assistance Student Birthday	Match Type	Source	Case No	Parent Last Name	Parent First Name	Parent M.I.
<input type="checkbox"/>	<input checked="" type="checkbox"/>																		
<input type="checkbox"/>	<input checked="" type="checkbox"/>																		

Review possible matches; if an enrolled student is a match to an assistance student, select the Certify checkbox next to the student's name, then click the Certify Selected button.

- **Note:** All possible matches are marked "Remove" by default. Only click the Remove Selected button AFTER you have reviewed and certified all possible matches. EVEN IF the "Certify" checkbox is selected, clicking the Remove Selected button will remove the names and will NOT certify the student.
- Note: If the Remove Selected button is accidentally clicked, all the names will be removed. If some of the names were actual matches, a manual search for each individual child will have to be done.



Review and evaluate the possible matches. When all possible matches have been processed, click the Save Results button to download the export file of matched student data to your computer. The default name for the certification file is ***certify_results_ccyy_mm_dd.txt***. This file should be stored in the Certify Students subfolder in the Direct Cert folder.

SSSES STUDENT LOOK-UP (MENU OPTION 5)

The SSSES Student Look-Up link is a search feature to look-up students in the DOE student information system database. The Look-Up does a search against a student's First Name, Last Name, and Birthday to the SSSES database, followed by a metaphone match.

This feature is used to identify where a student is enrolled in the database, whether the student has been matched for DC benefits, and what source was used for the certification (SNAP, TANF, etc.)

SAMPLE LOOK-UP:

SSSES Student Look-Up

This page allows the individual look-up of SSSES Students.

Student Last Name:

Address:

First Name:

Zip:

Middle Name:

Student ID:

Birthday (mm/dd/ccyy):

Department of Education
Hawaii Child Nutrition Programs

School Nutrition Programs

Help Programs Logout

Applications Training Direct Cert Accounting Maintenance Reports WBSM Resources

Home > Direct Certification Menu > SSSES Student Look-Up

Program Year: 2018 Sponsor: 1434-B-DOE School Food Services Branch

SSSES Student Look-Up

This page allows the individual look-up of SSSES Students.

Student Last Name:

Address:

First Name:

Zip:

Middle Name:

Student ID:

Birthday (mm/dd/ccyy):

20 closest matches listed below...
Additional results were suppressed because more than 20 matches were found. Please narrow down your search criteria to reduce the result set.

Student ID	Last Name	First Name	Middle	Birthday	Address	Zip	Certified	Status	Grade	School
		Donna					SNAP		10	Henry Perrine Baldwin High
		Donna-Lynn					SNAP		05	Nanaiakapono Elementary
		Chardonnay					SNAP		06	Sanford B. Dole Middle
		Donna May					SNAP		09	James Campbell High
		Madonna					SNAP		02	Kapalama Elementary
		DonnaLyn					SNAP		91	Mali Elementary
		Donna					SNAP		10	Theodore Roosevelt High
		Donna					SNAP		05	Waihee Elementary
		Dauna					I		01	Kahala Elementary
		Donna					W		91	Kahala Elementary

ALL APPROVED DC MATCHES (MENU OPTION 6)

The All Approved DC Matches allows users to review all directly certified students for the current program year and save a file export document containing the last name, first name, birthdate, student ID, and certification data source (SNAP, TANF, Foster Child, etc.).

The screen displays up to 50 students per page. If the site has more than 50 possible matches, they will be displayed on a different page. HCNP suggests saving results by page to avoid losing results.

- Note: Refer to Appendix C: CNPweb Definitions for a specific explanation of each data field.

Column 1 is a checkbox to decertify students who were manually approved. (Only students that were on the Possible Matches list and approved will have this feature). Exact Matches will not be able to be decertified.

Column 2 records whether a parent declined DC benefits. Selecting this checkbox requires proper documentation at the school. This documentation must be maintained for audit and review purposes. This checkbox will appear for all certified students.

26 of 148 Direct Certifications, 0 Denied Possible Matches.

3.	4.	5.	6.	7.	8.	9.	10.	11.	12.	13.	14.	15.	16.	17.	18.	19.	20.	21.	22.	23.	24.	25.
Date Matched	Enrolled Student ID	Enrolled Last Name	Enrolled First Name	Enrolled Birthday	Assistance Student ID	Assistance Student Last Name	Assistance Student First Name	Assistance Student Last Name	Assistance Student First Name	Assistance Student M.I.	Assistance Student Birthday	Match Type	Source	Case No	Parent Last Name	Parent First Name	Parent M.I.	Addr 1	Addr 2	City	State	Zip

Columns 3-25 reflect the information from the Possible Matches screen. These column headers can be clicked to sort the student information by the specified column.

26.	27.	28.
Approved Denied Date	Decertify Date	Letter Date

Column 26 records the date that the possible matches were processed and either manually approved or manually denied.

Column 27 records the date that a student has been decertified. This date will be populated if the checkbox in Column 1 is selected, and the “Decertify Selected” button is pressed. *Only students who were manually approved/certified can be decertified.*

Column 28 shows the date that the Parent Notification letters were generated. The Notification letters are stored in batches by date the letter was generated. This information will aide in finding the batch containing the student’s notification letter when a letter needs to be reprinted.

If you wish to download a text file of the All Direct Certifications list for your own files, click the “Save Results” button. This is not required as the information is saved and accessed in CNPweb.

TO DECERTIFY A STUDENT:

If a student was incorrectly certified during the manual approval process, find his/her name on the All DC List, check the decertify box next to the student’s name, then click the “Decertify Selected” button.

The child will continue to appear on the All Direct Certifications list, but the decertified date will be inserted in Column 26 (and the decertify box will no longer display).

TO INDICATE IF A PARENT DECLINED DC BENEFITS:

The school must first obtain proper documentation from the parent of the student. In the All Direct Certifications list, find the student and click the checkbox in the “Parent Declined Benefits” column, then click the “Decertify Selected” button.

MATCH TYPES

At the bottom of the All Approved Direct Certifications screen, there is a Match Count and the Match Type Key. The Match Counts total the types of matches and sources of matches. The Match Type Key totals each of the match types.

Match Counts		
Total Matched		Description
414		Automatic Matches
0		Individual Matches
13		Manual Matches
427		Total DC Matches
401		SNAP Matches
7		TANF Matches
19		Foster Care Matches
0		Migrant Matches
Match Type Key		
Total Matched	Match Type	Description
377	1	Exact Match
37	2	Match First 14 Characters of Last Name and First 3 Characters of First Name
5	9	APPROVED - Match First 5 Characters of Last Name and First 3 Characters of First Name
5	10	APPROVED - Match Last and First Name and Partial Date (Month and Year or Month and Day)
3	11	APPROVED - Match Last Name and Birthday Only
0	12	APPROVED - Metaphone Match
0	13	APPROVED - Double Metaphone Match
0	14	APPROVED - Sibling Match
0	21	APPROVED - Individual Student Match

DOWNLOAD NEW MATCHES (MENU OPTION 7)

The Download New Matches feature allows SFAs to download a list of certified students from CNPweb for the purpose of uploading the list into a POS system. The download includes all new certifications since the last download was performed. **Once the file is downloaded, the list will reset and only include new matches.**

This feature is currently available to only DOE School Food Services Branch to allow the SFA to upload the list directly into their POS system. If any additional SFAs are interested in this feature, contact the HCNP Program Specialists.

ALL DENIED POSSIBLE MATCHES (MENU OPTION 8)

Review All Denied Possible Matches for the Current Program Year

This page allows the Review of all Denied Possible Matches for the current program year.

Site:

500 Denied Possible Matches

Certify	Date Matched	Enrolled Student ID	Enrolled Last Name	Enrolled First Name	Enrolled Birthdate	Assistance Status Student ID	Assistance Status Last Name	Assistance Status First Name	Assistance Status Last Name	Assistance Student Last Name	Assistance Student MI	Assistance Student Birthdate	Match Type	Source	Case No	Parent Last Name	Parent First Name	Parent MI	Addr 1	Addr 2	City	State	Zip	Denied Date	Certify Date
<input type="checkbox"/>	7/10/2014													SNAP								HI			

The All Denied Possible Matches feature allows the reviewer to see all denied possible matches for the current program year.

Every possible match that was denied DC benefits during the process of reviewing possible matches will be displayed on this screen. The denied date is the date that the reviewer manually reviewed the student data and determined that there was no DC match that could be approved.

This feature will allow the reviewer to re-certify any possible matches that were denied in error by clicking the Certify check box next to the student's name, then clicking the "Certify Selected" button.

TO CERTIFY A PREVIOUSLY DENIED STUDENT:

- Find the student's name in the All Denied Possible Matches screen
- Click the checkbox in the "Certify" column, then click the "Certify Selected" button
- The screen will refresh
- The date the student's record was corrected will be displayed in the "Certify Date" column, and the student will be added to the All Direct Certifications list
 - To confirm, go to the All Direct Certifications link and search for the student
 - The Approved/Denied date will be updated to show the new date of certification
 - There will still be a date in the "Decertify Date" column to reflect the date the student was originally denied DC benefits

DIRECT CERTIFY REPORT (MENU OPTION 9)

The Direct Certify Report shows each date that the system runs Direct Certification matches. The report shows the Sponsor, Site, Date Certified, the user that ran the certification, and the number of children processed and certified. The automatic nightly runs will log a match daily and the user will display as “system.”

Any manual certifications performed will be added to the list to identify that the SFA is processing all matches.

Matches must be processed at least three times a year by the SFA.

The screenshot shows the 'Direct Certify Report' web application. The header includes the Department of Education logo and navigation links. The main content area has a title 'Direct Certify Report' and a description: 'This page allows the Reporting of Direct Certifications performed by Sponsors.' Below this are input fields for 'From Date (mm/dd/ccyy)', 'To Date (mm/dd/ccyy)', 'Sponsor', and 'Site'. There are three radio buttons for 'Manual Bulk Certifications', 'Automatic Certifications', and 'All Certifications'. A 'Get Results' button is present. Below the form is a table with the following data:

Sponsor	Site	Date Certified	User Name	Processed	Certified
		7/10/2014		296	148
Totals			1	296	148

In this feature, the user may select a date range, sponsor, site, and type of certification performed. The user will only be able to select multiple sponsors if he/she has been given access to multiple SFAs. If a SFA has more than one site, the user will be able to select an individual site to review.

User may select type of certifying process. Selecting “All Certifications” is recommended to view both the automatic and manual match counts.

The “Totals” row at the bottom of the screen is not useful because it summates all of the data in the rows. It displays:

1. Number of users who have run a match- for SSES schools, the user is the System

2. The grand total of enrolled student records that were processed for the Sponsor/SFA and site selected
3. The grand total of students certified for the sponsor/SFA and site(s) selected

MATCH COUNTS (MENU OPTION 10)

The Match Counts page displays a breakdown of the types of matches made in the direct certification process for a specified date range.

The default date range is the current date. Users can change the date range to the first date of the program year to get all match counts for the program year.

There are four categories of counts that are displayed: Exact Matches, Possible Matches, Approved Matches, and Denied Matches. Each category is broken down by Assistance Type: SNAP, TANF, FC (Foster Care), and Migrant.

PARENT NOTIFICATION LETTERS (MENU OPTION 11)

The Parent Notification Letters link on the DC Menu takes the user to the section where notification letters are generated. The Parent Notification link is only responsible for generating the **initial** letters. This menu option does not allow access to stored letters.

The letters are generated using the matched/certified student's information. One letter is generated per household and will include all students who have been matched to the same address (per DHS data).

The system will not generate letters for every student after each run. Letters are generated only for students who have been matched and do not already have a generated letter on file. Letters are generated and stored in batches, which are identified by the date the letter was created in the All Approved Matches screen.

The screenshot shows the 'Direct Certification Parent Letters' interface. At the top, there is a navigation bar with links for 'on', 'ograms', 'School Nutrition Programs', 'Help', 'Programs', and 'Logoff'. Below this is a secondary bar with 'Monitoring', 'Maintenance', 'Reports', 'WBSM', and 'Resources'. The main content area has a title 'Direct Certification Parent Letters' and a description: 'This program will generate parent letters for directly certified students for each site associated with the selected Sponsor.' Below the description is a 'Choose a Sponsor:' dropdown menu showing '(2068 Letters)'. At the bottom of the form is a 'Generate Parent Letters' button. The top right corner of the page indicates 'Program Year: 2015'.

The “Choose a Sponsor” field will default to the assigned user’s Sponsor/SFA. Next to the Sponsor name is the number of letters that has been created in the batch.

Click “Generate Parent Letters”

- Note: The number of letters being generated will impact the speed of the system.

The screen that displays the letters is the letter viewing page. To view the generated letters, click the arrows at the top of the letter viewing page (it is in the light grey/brown bar)

NSLP009 - Parent Letter

1 of 2 ? Find | Next

Letter Date: 07/25/2014

NOTICE OF DIRECT CERTIFICATION

Dear: Parent/Guardian:

This letter is to notify you that the child(ren) listed below will receive free school meals because they receive Supplemental Nutrition Assistance Program (SNAP) or Temporary Assistance to Needy Families (TANF) benefits.

NAME

SCHOOL NAME

Please contact the school lunch coordinator at your child(ren)'s school in the following situations:

- If there are other children in your household who are not listed above and you would like them to receive free meals at the school.
- If you have additional questions.

KEEP THIS LETTER FOR YOUR FILE

If you **DO NOT** wish for your child to receive free meals, sign this form and return it to the school.

Signature of Adult Household Member

Date

Notification of Disclosure: Your child(ren)'s name, eligibility status and other information provided on this letter may be disclosed to certain federal, state or local agencies as authorized by the National School Lunch Act.

Non-discrimination Statement: This explains what to do if you believe you have been treated unfairly. The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.) If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

HCNP

Rev 5/2014

The best way to print the letters is to download the file as either a PDF or word document. The PDF does not allow any text changes to be made, and the WORD document will allow you to add any information desired (such as address).

Select the floppy disk icon in the letter viewer menu bar. Select the format that you want to save the letter as. The file will download. Save the file in the Parent Notification Letters subfolder in the Direct Cert folder.

Once letters are saved, they can no longer be accessed through the Parent Notification Letters menu option. The batches of letters are saved and accessible via the Reprint Notification Letters menu option.

Hawaii Child Nutrition Programs

Dynamic Internet Solutions

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July 14, 2016

REPRINT PARENT LETTERS FOR DIRECT CERTIFICATION (MENU OPTION 12)

The system stores printed Student Eligibility Letters by Sponsor and date generated in the [Reprint Parent Letters](#) link. An individual letter or series of letters can be reprinted at any time.

To reprint a single letter: Return to the [All Approved Matches](#) page. Lookup the student needing the additional letter, look in the far right column (column 28) where it will display the date the letter was generated. Make a note of the date.

Then return to the DC Menu and select [Reprint Notification Letters](#). Find the date of the batch and click the Reprint button next to it. The letter viewing page will appear- save the file and print the letters needed

- Note: Only one letter is generated per parent and/or household and contains all students who have been certified at that address.



Reprint Parent Letters for Direct Certification

This page allows the Reprinting of Parent Notification Letters for Direct Certification.

	Number	Sponsor Name	Letter Date	Total
Reprint			07/23/2014	55
Reprint			07/25/2014	10
Reprint			08/01/2014	1
Reprint			08/11/2014	3
Reprint			08/25/2014	3
Reprint			09/05/2014	4
Reprint			10/08/2014	3
Reprint			10/09/2014	1
Reprint			03/05/2015	9
Reprint			06/02/2015	1
Reprint			07/06/2015	1

APPENDIX A: POSSIBLE MATCHES EXAMPLE

Department of Education
Hawaii Child Nutrition Programs

Training Site
School Nutrition Programs

Test Site
Help Programs Logoff

[Applications](#)
[Direct Cert](#)
[Accounting](#)
[Maintenance](#)
[Reports](#)
[Resources](#)

[Home](#) > [Direct Certification Menu](#) > [Certify Students](#)
Program Year: 2014 Spon

Certify Possible Matches

This page allows the Review and Download of Nightly Direct Certification of qualified children.

Site: XXXXXXXXXX

219 matched - 15 possible matches listed below...

Certify	Remove	Date Matched	Enrolled Student ID	Enrolled Last Name	Enrolled First Name	Enrolled Birthday	Assistance Sibling Student ID	Assistance Sibling Last Name	Assistance Sibling First Name	Assistance Student Last Name	Assistance Student First Name	Assistance Student M.I.	Assistance Student Birthday	Match Type	Source	Case No
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1. 6/26/2014	0123456789	Brown	Charlie	10/24/1995				Brown Jr	Charlie	A	10/24/1995	3	SNAP	987654
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2. 6/26/2014	1122334455	Rogers	Shaggy	12/02/1999				Rogers	Shaggy Jr.		12/02/1998	4	SNAP	123456
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3. 6/26/2014	1212121212	Griffin	Stewie	02/06/1996				Griffin	Stewie		02/04/1996	4	SNAP	987654
<input type="checkbox"/>	<input checked="" type="checkbox"/>	4. 6/26/2014	1010101010	Leghorn	Foghorn	01/12/1997				Leghorn	Foghorn		01/01/1997	4	SNAP	234523
<input type="checkbox"/>	<input checked="" type="checkbox"/>	5. 6/26/2014	1231231231	King	Anne	12/06/1999				King	Roxanne		12/06/1999	5	SNAP	111111
<input type="checkbox"/>	<input checked="" type="checkbox"/>	6. 6/26/2014	1061061061	Kent	Clark	04/07/1996				Kent	Kal-El	C	04/07/1996	5	SNAP	246824
<input type="checkbox"/>	<input checked="" type="checkbox"/>	7. 6/26/2014	1234123412	Pan	Peter	01/17/1996				Pan	Petar		01/17/1996	5	SNAP	333333
<input type="checkbox"/>	<input checked="" type="checkbox"/>	8. 6/26/2014	9079079079	Lee	Bruce	04/10/1999				Lee	Robert	M	04/10/1999	5	SNAP	888458
<input type="checkbox"/>	<input checked="" type="checkbox"/>	9. 6/26/2014	4444444444	Ali	Abu	03/10/1996	1041200184	Ali	Aladdin	Ali	Aladdin	J	05/23/1999	8	SNAP	777777
<input type="checkbox"/>	<input checked="" type="checkbox"/>	10. 6/26/2014	1919191919	Organa	Leia	03/03/1998	2740300247	Skywalker	Luke	Skywalker	Luke		04/10/1997	8	SNAP	121204
<input type="checkbox"/>	<input checked="" type="checkbox"/>	11. 6/26/2014	7272727272	Sweet	Aurora	01/16/1998	1420300139	Fanning	Phillip	Fanning	Phillip	M	04/18/1997	8	SNAP	911111

APPENDIX B: SAMPLE SEARCH EXAMPLE-METAPHONE MATCH

Department of Education
Hawaii Child Nutrition Programs

Training Site
School Nutrition Programs

Test Site

[Applications](#)
[Direct Cert](#)
[Accounting](#)
[Maintenance](#)
[Reports](#)
[Resources](#)
[Help](#)
[Programs](#)
[Logoff](#)

Program Year:
Sponsor:

This page allows the Individual Certification of program qualified children.

Student Last Name:
First Name:
Middle Initial/Name:
Birthday (mm/dd/ccyy):

Parent Last Name:
First Name:
Middle Initial/Name:
Case No:

Addr Line 1:
Addr Line 2:
City:
State:
Zip:

20 closest matches listed below...

Additional results were suppressed because more than 20 matches were found. Please narrow down your search criteria to reduce the result set.

	Student Last Name	Student First Name	Student M.I.	Student Birthday	Source	Case No	Parent Last Name	Parent First Name	Parent M.I.	Addr 1	Addr 2	City	State	Zip
<input type="button" value="Add to Results"/>		DARIUSSHAWN												
<input type="button" value="Add to Results"/>		DRAYSON												
<input type="button" value="Add to Results"/>		TERSON												
<input type="button" value="Add to Results"/>		TERESEN												
<input type="button" value="Add to Results"/>		TRACEN												
<input type="button" value="Add to Results"/>		TRAYSON												
<input type="button" value="Add to Results"/>		TREYSIN												
<input type="button" value="Add to Results"/>		TRYSON												
<input type="button" value="Add to Results"/>		DREYSON												
<input type="button" value="Add to Results"/>		TRESEAN												
<input type="button" value="Add to Results"/>		TRYCYN												
<input type="button" value="Add to Results"/>		TERSAN												
<input type="button" value="Add to Results"/>		TRYSEN												
<input type="button" value="Add to Results"/>		TRISON												

APPENDIX C: CNPWEB DEFINITIONS

POSSIBLE MATCHES AND ALL DIRECT CERTIFICATIONS SCREEN

Column Header	Definition
Certify checkbox	Placing a check in this field indicates that the reviewer, after a careful evaluation of the possible matching data for the individual student, believes that there is adequate information to confirm a match between the student's enrollment data and the data from DHS. Refer to the definition of Certify Selected Button below.
Remove checkbox	All possible matches are marked <i>Remove</i> by default. If checked and the Remove Selected Button is clicked, the student's information will be removed from the list of possible matches. Refer to the definition of the Remove Selected Button below.
Date Matched	The date the student record was matched to the DHS data.
Enrolled Student ID	The Identification Number for the student included in the DOE student information enrollment database
Enrolled Last Name	Last Name of the student included in the DOE student enrollment database
Enrolled First Name	First Name of the student included in the DOE student enrollment database
Enrolled Birthday	Date of Birth for the student included in the DOE student enrollment database
Assistance Sibling Student ID	The student identification number for a certified student who resides at the same location as an enrolled student and who is thusly considered to be a sibling of the enrolled student.
Assistance Sibling Last Name	The last name for a certified student who resides at the same location as an enrolled student and who is thusly considered to be a sibling of the enrolled student.
Assistance Sibling First Name	The first name for a certified student who resides at the same location as an enrolled student and who is thusly considered to be a sibling of the enrolled student.
Assistance Student Last Name	The last name of a student listed in the DHS SNAP/TANF database.
Assistance Student First Name	The first name of a student listed in the DHS SNAP/TANF database.

Column Header	Definition
Assistance Student M.I.	The middle initial of a student listed in the DHS database.
Assistance Student Birthday	The date of birth of a student listed in DHS SNAP/TANF database.
Match Type	When the student enrollment data is compared to the DHS SNAP/TANF database, the software attempts to match as many of the data fields as possible using predetermined criteria. The Match Type is represented by a digit between 1 and 8, and characterizes the criteria upon which the possible match is based. Match Type 1 represents a perfect or exact match between the data sets. The software then uses the criteria in ascending order from Match Types 2 to 8 in an attempt to find a match. The criteria that are used to classify the student as a possible match are identified in the online report as a number. The lower the number, the more likely that the possible match can be classified as a certified match.
Source	The source of the data. Currently, HI receives only SNAP data from DHS. However, the TANF data is mixed in with the SNAP data and cannot currently be identified separately. It is expected that in the near future, the DHS data will be coded SNAP or TANF or both. Other sources of the data can be foster child databases, migrant rolls, homeless rolls, etc. In the event a child receives benefits from SNAP and another assistance source, SNAP takes precedence and the child is counted as a SNAP match.
Case No	This is the case number assigned by the Assistance Program and is used to identify the recipients of the assistance.
Parent Last Name	Last Name of the enrolled student's parent/guardian
Parent First Name	First Name of the enrolled student's parent/guardian
Parent M.I.	Middle Initial of the enrolled student's parent/guardian
Addr 1	Parent's/Guardian's Street address on file with DHS
Addr 2	Parent's/Guardian's Apartment number on file with DHS
City	Parent's/Guardian's City on file with DHS
State	Parent's/Guardian's State on file with DHS

Column Header	Definition
Zip	Parent's/Guardian's Zip Code for the location on file with DHS

MATCH TYPE DEFINITIONS

Match Type 1	Exact Match
Match Type 2	Matched first 14 characters of Last Name and first 3 characters of First Name
Match Type 3	Matched first 5 characters of Last Name and first 3 characters of First Name
Match Type 4	Matched the Last and First Name and Partial Date of Birth (Month and Year or Month and Day)
Match Type 5	Matched the Last Name and Birthday only
Match Type 6	Metaphone match – a sound matching algorithm
Match Type 7	Double Metaphone match - a sound matching algorithm
Match Type 8	Sibling Match – represents an enrolled student who resides at the same location as a certified student. The certified student is listed in the three Assistance Sibling columns.

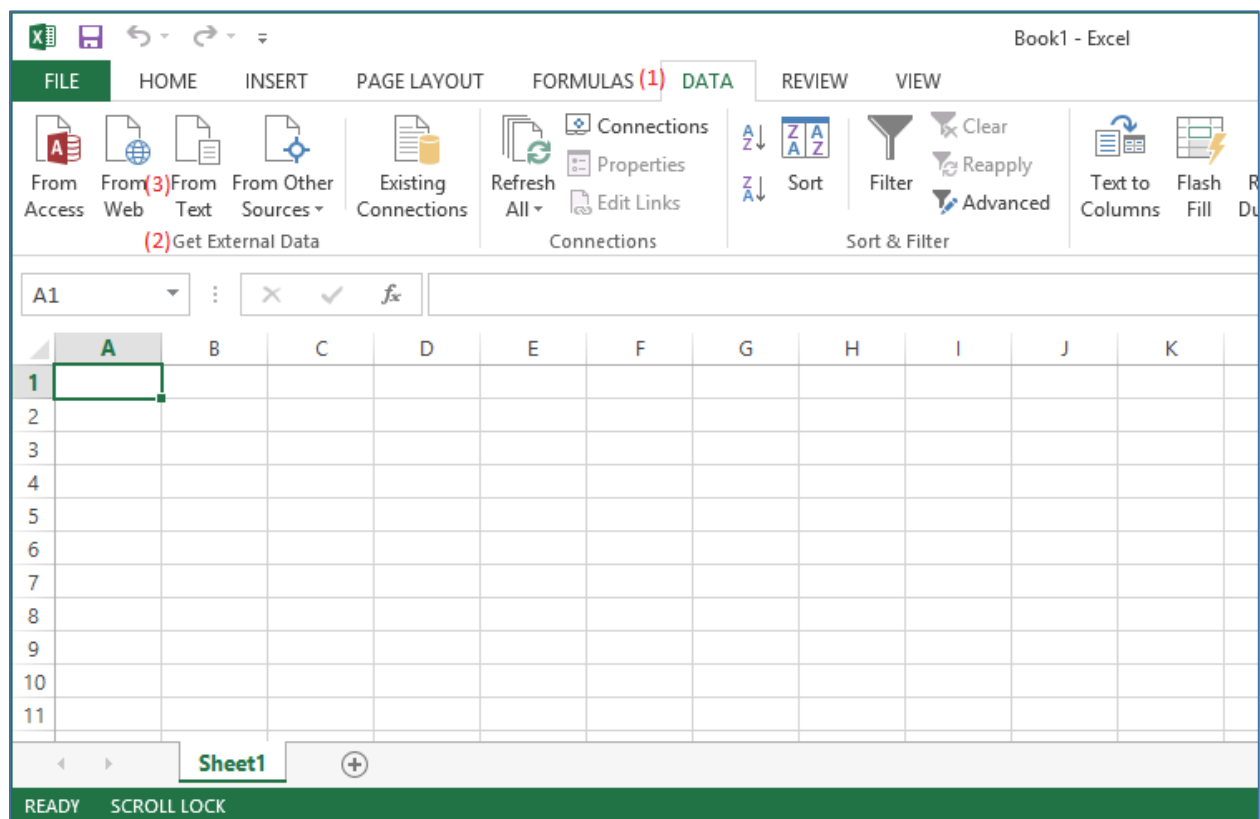
BUTTON AND HEADER DEFINITIONS

Row Header or Button	Definition
Save Results	Click this button to save the number of matched results (students) indicated. Click the button first to save all the automatic matches that were identified. This button can be clicked multiple times as possible matches are confirmed.
Certify Selected	Click this button to move all those students that have been checked in the certify column into the matched results and to remove them from the list of possible matches.
Remove Selected	Click this button only after all the possible matches have been evaluated and you are convinced that the students remaining on the list cannot be certified as a direct certification match.

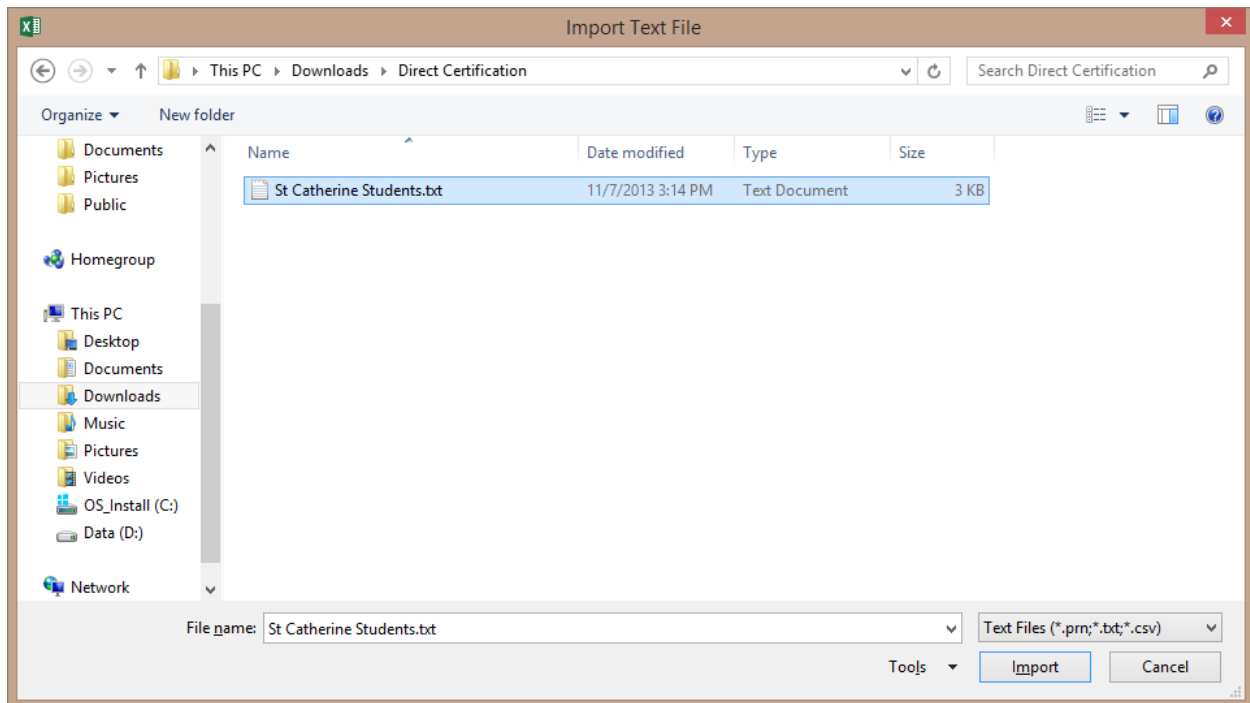
Site	Name of site/school selected and to which the displayed results apply
Number matched	Number of students in the DOE student enrollment database that were automatically matched to the DHS database during the nightly processing
Number possible matches listed below	Number of students in the DOE student enrollment database that met predetermined criteria indicating a possible match that should be manually evaluated

APPENDIX D: HOW TO OPEN TAB DELIMITED FILE IN EXCEL 2013

To open the tab delimited .TXT file in Excel, simply open Excel and open a blank workbook. From within Excel, click on the (1) **DATA** tab (6th tab over from the left). In the (2) *Get External Data* Section click on (3) **From Text**.



The *Import Text File* dialog window will pop up. Select the path where you saved the results from Direct Certification (typically your Downloads folder) and select the tab delimited .TXT file that was recently created. Click the **Import** button.



The *Text Import Wizard – Step 1 of 3* will pop up. It will default to **Delimited**. Click the checkbox **My data has headers**. Click the **Next>** button.

Text Import Wizard - Step 1 of 3

The Text Wizard has determined that your data is Delimited.
If this is correct, choose Next, or choose the data type that best describes your data.

Original data type

Choose the file type that best describes your data:

☒ **Delimited** - Characters such as commas or tabs separate each field.

☐ **Fixed width** - Fields are aligned in columns with spaces between each field.

Start import at row: 1 File origin: 437 : OEM United States

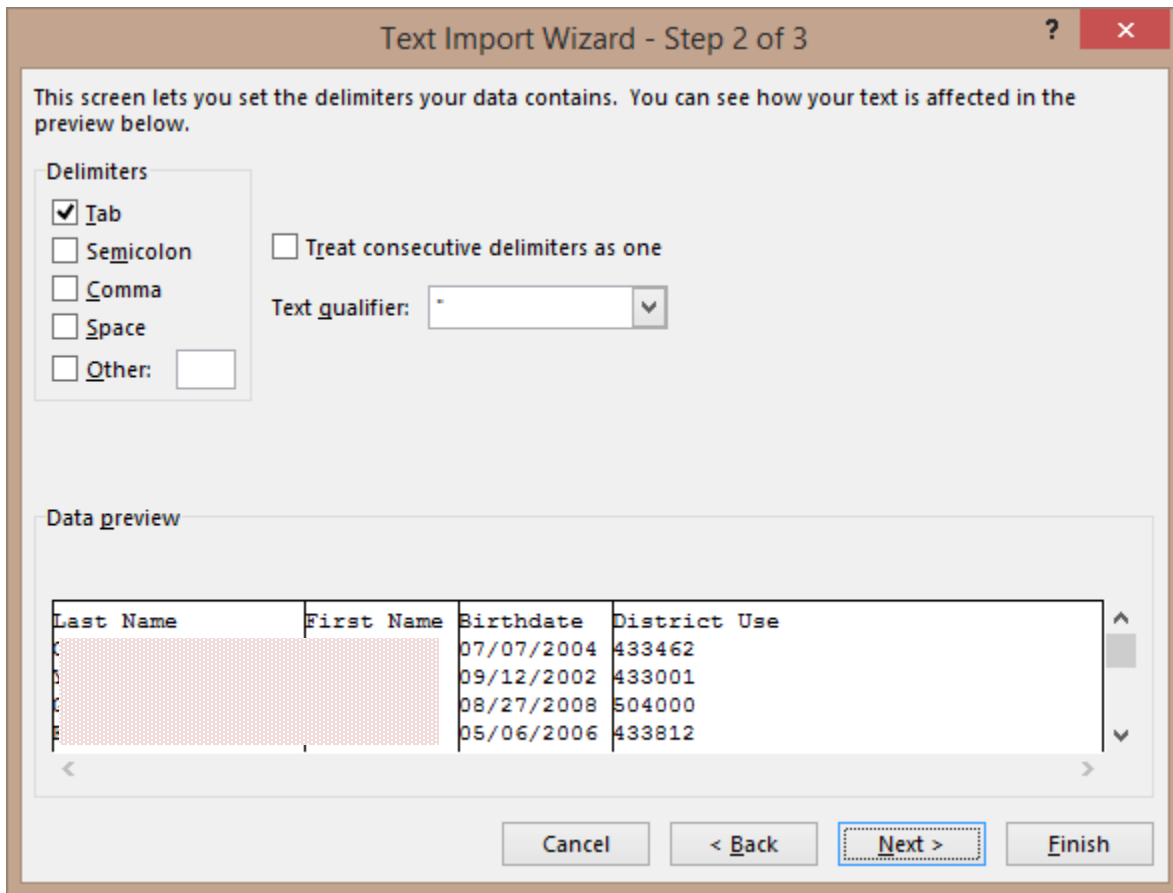
☒ **My data has headers**

Preview of file C:\Users\Dale\Downloads\Direct Certification\St Catherine Students.txt.

1	Last Name	First Name	Birthdate	District	Use
2			433462		
3			001		
4			4000		
5			5/06/2006433812		

Buttons: Cancel, < Back, **Next >**, Finish

On the next screen it will default to **Tab** under the Delimiters section for *Step 2 of 3*. Click the **Next>** button.



The image shows a screenshot of the 'Text Import Wizard - Step 2 of 3' dialog box. The window title is 'Text Import Wizard - Step 2 of 3'. The main text says: 'This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.'

Delimiters

- ☒ **T**ab
- ☐ **S**emicolon
- ☐ **C**omma
- ☐ **S**pace
- ☐ **O**ther:

☐ **T**reat consecutive delimiters as one

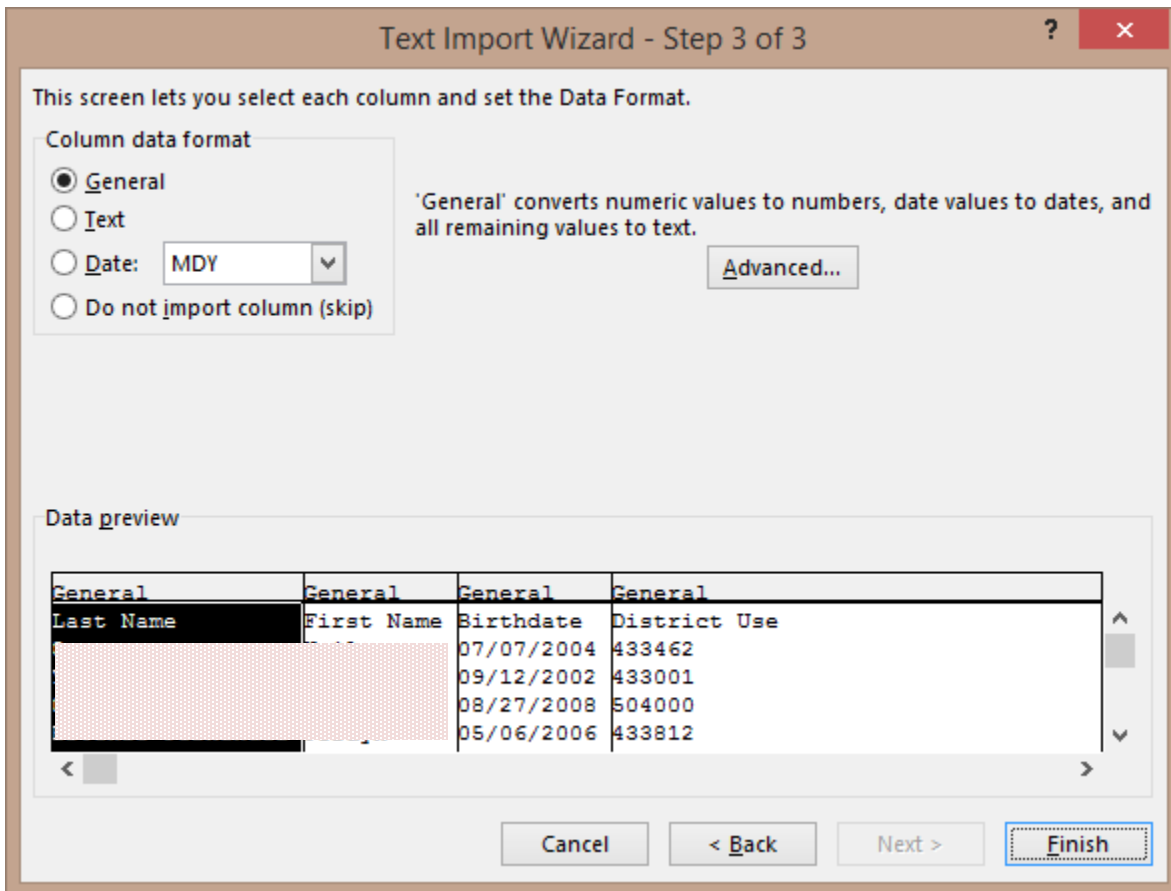
Text **q**ualifier:

Data preview

Last Name	First Name	Birthdate	District Use
K		07/07/2004	433462
S		09/12/2002	433001
C		08/27/2008	504000
E		05/06/2006	433812

Buttons:

Take the defaults on *Step 3 of 3*. Click the **Finish** button.



This screen lets you select each column and set the Data Format.

Column data format

☒ General
☐ Text
☐ Date: MDY
☐ Do not import column (skip)

'General' converts numeric values to numbers, date values to dates, and all remaining values to text.

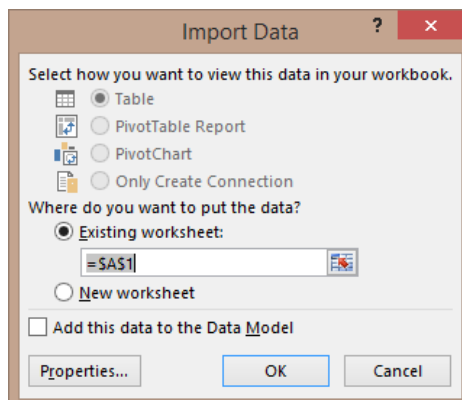
Advanced...

Data preview

General	General	General	General
Last Name	First Name	Birthdate	District Use
		07/07/2004	433462
		09/12/2002	433001
		08/27/2008	504000
		05/06/2006	433812

Cancel < Back Next > Finish

And finally the *Import Data* window will pop up. It will default to importing the data into cell **\$A\$1** of the existing worksheet. Accept the defaults by clicking **OK**.



Import Data

Select how you want to view this data in your workbook.

☒ Table
☐ PivotTable Report
☐ PivotChart
☐ Only Create Connection

Where do you want to put the data?

☒ Existing worksheet:
=A\$1

☐ New worksheet

☐ Add this data to the Data Model

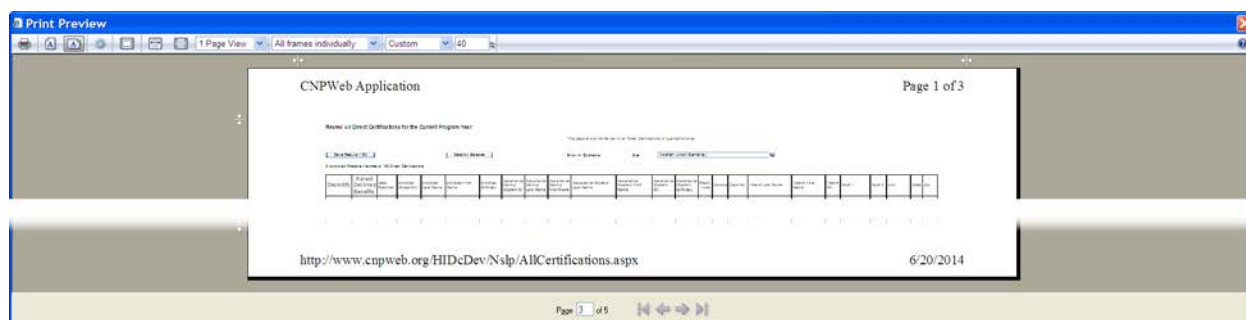
Properties... OK Cancel

APPENDIX E: HOW TO PRINT ENTIRE ALL DC LIST

Printing the entire All Direct Certifications screen with the columns on 8 1/2 "x 11" paper (landscape format) requires scaling the screen to 40% in the print preview screen.

Here's how:

Go to Print Preview → Chose landscape + 1 page per view + All frames individually + Custom + 40% → Click Print icon



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