



HCNP Systems Quick Reference Guide

DC Module—Private Schools

All Direct Certifications

Decertify Approved Matches

Indicate if a Parent Declined Benefits

Only students with Match Type 9-14 can be Decertified because they were manually approved

1. Log into HCNP Systems, select Program Year
2. Select **Direct Cert** from the menu bar
3. Select [All Direct Certifications](#)
4. If a student was matched in error, check the “Decertify” box next to the student’s name, then click the [Decertify Selected](#) button
5. If the parent of a certified child completed proper documentation to decline benefits, check the “Parent Declined Benefits” box next to the student’s name, then click the [Decertify Selected](#) button
6. Click the [Save Results](#) button to update changes and download results

All Denied Possible Matches

Certify Previously Denied Matches

1. Log into HCNP Systems, select Program Year
2. Select **Direct Cert** from the menu bar
3. Select [All Denied Possible Matches](#)
4. Find the name of the student, check the “Certify” box next to the student’s name, then click the [Certify Selected](#) button
5. To verify student was successfully recertified, go back to the Direct Certification Menu, select [All Direct Certifications](#), and look for the student’s name
6. Click the [Save Results](#) button to update changes and download results


Match Counts

Report of Number of Match Type by SFA


1. Log into HCNP Systems, select Program Year
2. Select **Direct Cert** from the menu bar
3. Select [Match Counts](#)
4. To generate a year-to date (YTD) report, enter the beginning date as 07/01/20XX, and the ending date as the current date
5. Click the [Get Results](#) button

Parent Letters

Generate Parent Notification Letters

1. Log into HCNP Systems, select Program Year
2. Select **Direct Cert** from the menu bar
3. Select [Parent Notification Letters](#)
4. Click [Generate Parent Letters](#)
5. The letters will appear in the browser window
6. To download the letters, select the  button at the top of the screen, and select PDF
7. Save the PDF download in a secure folder
8. Print and distribute to parents

Once the letters are downloaded, the batch of letters is saved into the [Reprint Notification Letters](#) screen and will not appear in the [Parent Notification Letters](#) link.

1. To reprint letters, select [Reprint Notification Letters](#)
2. Find the batch and click the [Reprint](#) button
3. The letters will appear in the browser window
4. To download the letters, select the  button at the top of the screen, and select PDF. You may also select in WORD to edit the document (add letterhead, etc.)



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Certify Students

Bulk Certification with Import File

1. Log into HCNP Systems, select Program Year
2. Select **Direct Cert** from the menu bar
3. Select [Certify Students](#)
4. Select site (if applicable)
5. Click **Browse** to find upload file– the file must be in tab delimited format
6. Click **Process Direct Certification**
7. System will automatically certify exact matches, and will display possible matches
8. Review possible matches
9. If a possible match can be certified, check the “Certify” box next to the student’s name, then click the **Certify Selected** button
10. If a possible match cannot be certified, check the “Remove” box next to the students name, then click **Remove Selected**
11. Click the **Save Results** button to download results to the All Direct Certifications list

Certify Individual

Search for Students to Certify

1. Log into HCNP Systems, select Program Year
2. Select **Direct Cert** from the menu bar
3. Select [Certify Individual](#)
4. Enter in as much data about the student as possible
5. Click **Student Search**
6. If the student information displayed matches the student, select **Add to Results** next to the child’s name
7. Click the **Save Results** button to download results and add student to the All Direct Certifications list

SSES Student Look-Up

Search for Students in SSES Database

1. Log into HCNP Systems, select program year
2. Select **Direct Cert** from the menu bar
3. Select [SSES Student Look-Up](#)
4. Enter in as much data about the student as possible
5. Select **Student Search**
6. Results will display

Review Sibling Matches

Review Possible Sibling Matches

1. Log into HCNP Systems, select Program Year
2. Select **Direct Cert** from the menu bar
3. Select [Review Sibling Matches](#)
4. Review possible sibling matches
5. If a possible sibling match can be certified based on address, select the “Certify” box next to the student’s name, then click the **Certify Selected** button
6. If a possible sibling match cannot be certified, leave the student on the list until all names have been reviewed
7. Selecting the **Remove Selected** button will remove ALL remaining names on the list because the **Remove checkbox is automatically selected**
8. To remove students from the possible sibling match list, check the “Remove” box next to the student’s name, then click the **Remove Selected** button
9. Click the **Save Results** button to download results to the All Direct Certifications list