

# Direct Certification

June 2019



Today, we will do a quick overview of Direct Certification. All SFAs must complete the direct certification process every year (with the exception of RCCIs without day students).

First, can someone tell me what Direct Certification is?

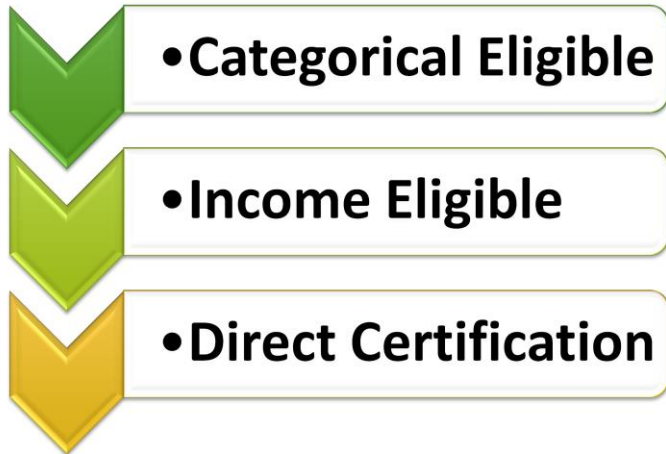
## What is Direct Certification (DC)?

- ▶ Allows SFAs to certify children as eligible for free meals based on data received from State/local agencies
- ▶ No meal application is needed



Read slide.

## Meal Benefits



Households may qualify for meal benefits in two general ways:

1. Categorical Eligible – households are eligible for Assistance Programs (SNAP, TANF) and Other Source Categorical Eligible (foster child, homeless, migrant, runaway, enrolled in Head Start)
2. Income Eligible – income falls within the USDA income eligibility guidelines

Direct Certification is a process by which the SFA certifies categorically eligible children for free meals without further application.

## Categorical Eligible

### ► Assistance Program Households

- SNAP
- TANF

**EXTENDS  
ELIGIBILITY**

### ► Other Source Categorical Eligible

- Foster Child
- Homeless
- Migrant
- Runaway
- Head Start

Remember, Assistance Program Households' (SNAP and TANF) eligibility extends to all members of the household.

This means that when one member of the household receives benefits from an Assistance Program, the eligibility for free benefits automatically extends to all children who are members of the household.

This differs from students that are Other Source Categorical Eligible – eligibility does NOT extend to other household members.

For example, a foster child's eligibility for free benefits does NOT extend to all children in the household.



## DC Requirements

- ▶ SFAs must do the direct certification process
  - ▶ DOE Public Schools
  - ▶ Public Charter Schools
  - ▶ Private Schools
  - ▶ RCCIs with day students
  
- ▶ HCNP requirement: do DC process **MONTHLY**

SFAs that participate in NSLP and SBP are required by USDA to participate in the Direct Certification process.

In Hawaii, this means:

- ALL DOE public schools
- Public Charter Schools
- Private Schools
- RCCIs with day students

Hawaii requires SFAs to do direct certification matching at least monthly.

## DC Eligibility

- Eligibility lasts for the entire school year

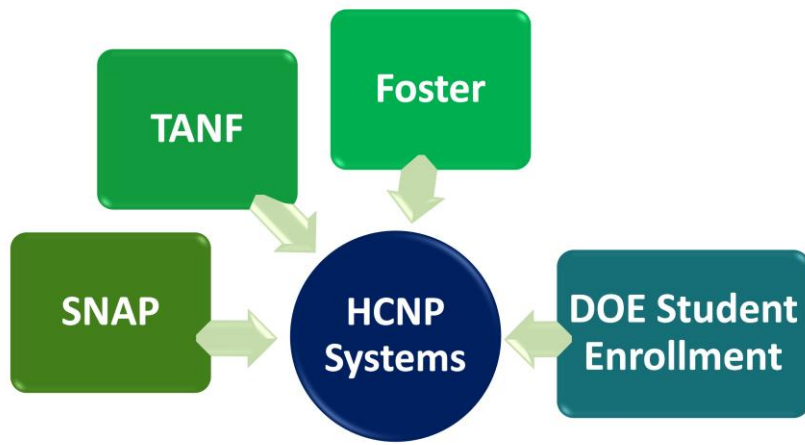


Students who are directly certified are eligible for free meal benefits the entire school year.

## How Does DC Work?

- ▶ Student enrollment data is electronically matched against records from assistance agencies
- ▶ Students with matching data are “directly certified” for free school meals





Data from Assistance agencies (SNAP, TANF, and Foster) is imported into HCNP Systems monthly at the beginning of the month.

The data files from SNAP, TANF, and Foster are matched to the DOE student enrollment system nightly.

HCNP Systems identifies the matches.

Note: it is critical that the DOE student enrollment data is accurate. For those who are part of the DOE, remember to update your school's student enrollment in a timely manner.

For private schools, since your students are not in the DOE student enrollment system, you will need to upload your student enrollment into HCNP Systems at least monthly. We will discuss this towards the end of the presentation.



## Categorical Eligible

### ► Assistance Program Households

- SNAP
- TANF

### ► Other Source Categorical Eligible

- Foster Child
- Homeless
- Migrant
- Runaway
- Head Start

What students show up in HCNP Systems as Directly Certified?  
SNAP, TANF, and foster children.

## Categorical Eligible

### ► Assistance Program Households

- SNAP
- TANF

### ► Other Source Categorical Eligible

- Foster Child
- Homeless
- Migrant
- Runaway
- Head Start

Homeless, Migrant, Runaway, and Head Start children are not identified in HCNP Systems.

**Homeless** children are identified and documented by either the homeless liaison or an official of a homeless shelter.

**Migrant** are students enrolled in the Migrant Education Program as determined by the Migrant Education liaison or the state are eligible for free school meals.

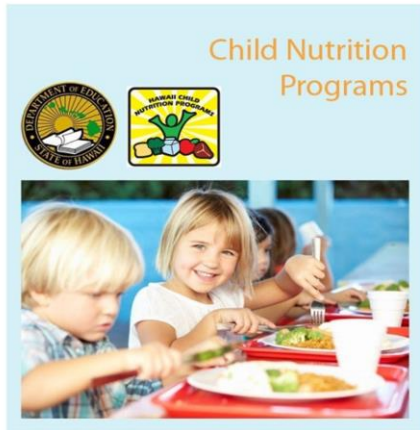
**Runaways** are students receiving assistance under the Runaway and Homeless Youth Act. Documentation is provided by either the homeless liaison or by an official working with one of the programs under this Act.

**Head Start** are students enrolled in Head Start.

Now let's look at HCNP Systems.



# HCNP Systems



Welcome to



Sign In

Enter User Id:

Enter Password:

Login

To view the students who are directly certified at your school, you will need access to the Direct Certification part of HCNP Systems.



# HCNP Systems

Applications ▾

Training ▾

Direct Cert ▾

Help ▾

Programs ▾

Program Year: No Year Selected

## Program Year Selection

Program Year

Program Begin Date

Program End Date

If you have access to the Direct Certification section, you will see “Direct Cert” at the top.

# HCNP Systems

Applications ▾
Training ▾
Direct Cert ▾
Help ▾
Programs ▾

Program Year: No Year Selected

	Program Begin Date	Program End Date
2013	013	June 2014
2014	014	June 2015
2015	015	June 2016
2016	016	June 2017
2017	017	June 2018
2018	018	June 2019
2019	019	June 2020

Review Nightly Certifications  
Review Sibling Matches  
Certify Individual  
Certify Students  
SSES Student Look-Up  
Matched Student Look-Up  
All Approved DC Matches  
All Denied Possible Matches  
Direct Certify Report  
Match Counts  
Parent Notification Letters  
Reprint Notification Letters

There is a drop down menu for Direct Certification. We will be reviewing the different menu options that you would use.

Before we begin, let's first discuss the matches that are done in HCNP Systems – “perfect/exact” matches and the “possible” matches.

# Match Types

(Exact/Perfect Matches)

Match Type	Description
1	Exact match (Last Name (LN), First Name (FN), and Date of Birth (DOB))
2	Match First 14 Letters of LN, First 3 Letters of FN, and Exact DOB

In HCNP Systems, the system will identify how each student was matched by the match type number.

This slide shows what are considered “exact/perfect” matches in HCNP Systems. Remember, as explained earlier, HCNP Systems is matching data between DHS and the DOE student enrollment system.

Read slide.

# Match Types

(Possible Matches)

Match Type	Description
3	Match First 5 Letters of LN, First 3 Letters of FN, and Exact DOB
4	Match First 5 Letters of LN, First 3 Letters of FN, Partial DOB
5	First 14 Letters of LN and Exact DOB
6	Metaphone and Exact DOB
7	Double Metaphone and Exact DOB
8	Sibling Match

This slide shows the possible matches (match types 3-8).

- Match type 3 matches the 1<sup>st</sup> 5 letters of the student's last name, 1<sup>st</sup> 3 letters of the first name and exact DOB
- Match type 4 matches the 1<sup>st</sup> 5 letters of the student's last name, 1<sup>st</sup> 3 letters of the first name and partial DOB
- Match type 5 matches the 1<sup>st</sup> fourteen letters of student's last name and exact date of birth only. This match type is good for finding students who may use a different first name or a nickname instead of their legal first name and for finding misspelled first names.
- Match type 6 matches the student's name based upon how it sounds and is called a metaphone match plus the exact DOB
- Match type 7 also matches the student's name based upon how it sounds and is called a double metaphone match plus the exact DOB
- Match type 8 is a sibling match and is currently based upon matching addresses



# HCNP Systems

Applications ▾

Training ▾

Direct Cert ▾

Help ▾

Programs ▾

Program Year: No Year Selected

	Program Begin Date	Program End Date
2013	013	June 2014
2014	014	June 2015
2015	015	June 2016
2016	016	June 2017
2017	017	June 2018
2018	018	June 2019
2019	019	June 2020

Review Nightly Certifications

Review Sibling Matches

Certify Individual

Certify Students

SSES Student Look-Up

Matched Student Look-Up

All Approved DC Matches

All Denied Possible Matches

Direct Certify Report

Match Counts

Parent Notification Letters

Reprint Notification Letters

Now, let's start reviewing the first item, Review Nightly Certifications.





# Review Nightly Certifications

(Reviewing Possible Matches)

## Review Nightly Certifications

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

[Certify Selected](#) [Save Results](#) [Remove Selected](#)

Site: [All Sites](#)

0 matched - 2 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
<input type="checkbox"/>	<input checked="" type="checkbox"/>	7/23/2018												5	SNAP	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	11/17/2018		Brown	Charlie	1/1/2010				Brown	Charlie III		1/1/2010	7	SNAP	

[Certify Selected](#) [Save Results](#) [Remove Selected](#)

### Match Type Key

Match Type	Description
3	Match First 5 Chars of Last Name and First 3 Chars of First Name and Exact Birth Date
4	Match First 5 Chars of Last, First 3 Chars of First, Partial Birth Date (Month/Year or Month/Day)
5	Match First 14 Chars of Last Name and Exact Birth Date Only
6	Metaphone Match and Exact Birth Date
7	Double Metaphone Match and Exact Birth Date

The system will automatically certify exact matches and will display possible matches.

### Review Nightly Certifications

- On this page, it is your responsibility to review the possible matches listed.
- At the bottom, you can see the “Match Type Key”. Look at the number under the “Match Type” column. Then refer to the key to determine why the name is considered a possible match.
- This SFA has two possible matches. Let’s look at the second name. We see that this is a match type 7 (double metaphone match and exact birth date).
- The Enrolled Student’s name is Charlie Brown. “Enrolled” means this is what is in the Student Enrollment System (your school’s data).
- The Assistance Student’s name is Charlie Brown III. “Assistance” means this is what is in the Assistance Program’s system (ex: SNAP office).
- Compare the information listed and determine if this is the same student. There is more information to the right of the Case Number (parent’s information) for you to review as well.
- In this example, let’s say that Charlie Brown and Charlie Brown III with the same DOB is the same child. You would then check the Certify box and then click on Certify Selected.
- If the evaluation shows that this is not the same child, leave the certified column unchecked and leave the remove column checked and click on the Remove Selected

button. This will deny Charlie any DC benefits and will move his name to the All Denied Possible Matches list.

- Click the Save Results button to download the results.

NOTE: It is called "Review Nightly" because the system matches the Student Enrollment System data and the Assistance Programs data nightly. Therefore, you may have new possible matches daily as students enter and exit your school.



# Review Sibling Matches

(Reviewing Possible Matches)

## Review Sibling Matches

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

[Certify Selected](#) [Save Results](#) [Remove Selected](#)

Site:

0 matched - 2 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
<input type="checkbox"/>	<input checked="" type="checkbox"/>	5/30/2019												8	SNAP
<input type="checkbox"/>	<input checked="" type="checkbox"/>	7/1/2018												8	SNAP

[Certify Selected](#) [Save Results](#) [Remove Selected](#)

### Match Type Key

Match Type	Description
8	Sibling Match

The next menu item is Review Sibling Matches. These matches are also Possible Matches.

These students:

- Do not have a SNAP or TANF case #
- Are not associated with an adult having a SNAP or TANF case #
- Either now or in the past, have the **same address** as a matched student who does have a SNAP or TANF case # **BUT** the students may or may not be siblings. As you are well aware, students move frequently.

One way to determine whether or not the two possible sibling matches are in fact siblings is to ask the registrar or principal at the school. Privately ask one of these persons if the two students are siblings or members of the same household.

Review, certify and download the same as the Review Nightly matches screen.



# Certify Individual

(Search for Students to Certify)

## Certify Individual

This page allows the Individual Certification of program qualified children.

Student Last Name:	<input type="text"/>	Parent Last Name:	<input type="text"/>	Addr Line 1:	<input type="text"/>
First Name:	<input type="text"/>	Last Name:	<input type="text"/>	Addr Line 2:	<input type="text"/>
Middle Initial/Name:	<input type="text"/>	Middle Initial/Name:	<input type="text"/>	City:	<input type="text"/>
Birthday:	<input type="text" value="MM/DD/YYYY"/>	Case Number:	<input type="text"/>	State:	<input type="text"/>
				Zip:	<input type="text"/>

Student ID:

\*\*Student ID is not used in the search but is required in order to save any match found to the Match Counts.



## Certify Individual

This menu option is a good search tool that allows one to certify an individual student for direct certification benefits. It is also an excellent tool to use when trying to confirm whether or not a student has been directly certified at another school in the current school year. It is especially useful when you have an application for a sibling of other students who have already been directly certified. If the application has a SNAP case number, that's all you will need to enter to find all the siblings that can receive the benefits.

The search is in the most recent DHS database (the one received at the beginning of the month).

Note: the student ID number is not used as a search filter. However, the student's ID number is REQUIRED in order to save the search results to the All Approved DC list, so it is best to go ahead and enter it if it is available.

After reviewing the possible match or matches that are returned, select the one to certify. Don't forget to Save the results so that the student will be added to the All Approved Direct Certifications list.



# SSES Student Look-Up

## SSES Student Look-Up

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

Student Last Name:   
First Name:   
Middle Name:   
Birthday:

Address:   
Zip:   
Student ID:

Student Search

## SSES Student Look-Up

A search using this screen will look at the SSES database that contains all the enrolled public and public charter school students. This is the database that is compared to the Assistance Programs database to determine the DC matches.



# SSES Student Look-Up

## SSES Student Look-Up

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

Student Last Name:   
First Name:   
Middle Name:   
Birthday:

Address:   
Zip:   
Student ID:

Student Search

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
										Elementary
										Elementary
							SNAP			Elementary

This slide shows the results with three student names.

The third name has SNAP listed under the "Certified" column. This means that this student is DC eligible based on SNAP certification.

When a name has nothing under the "Certified" column, the student is not DC eligible since the beginning of the school year.

# Matched Student Look-Up

**NEW!**

## Matched Students LookUp

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

Student Last Name:   
First Name:   
Middle Name:   
Birthday:

Address:   
Zip:   
Student ID:

Student Search

Matched Student Look-Up link is new – just added this year.

If you know that a student was directly certified, but are not able to find the student on your list, you can search for the student under “Matched Student Look-Up”. This will be particularly useful for a large SFA like School Food Services Branch who has 260+ sites.

Simply type the student’s name and the student’s information will appear...

# Matched Student Look-Up

**NEW!**

## Matched Students LookUp




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

Student Last Name:   
 First Name:   
 Middle Name:   
 Birthday:

Address:   
 Zip:   
 Student ID:

Student Search

1 closest matches listed below...

Site Name	Match Date	Assistance Type	Match Type	Student ID	Case No.	Last Name	First Name	Middle	Birthday	Address	Zip
 Elementary	7/1/2018 12:00:00 AM	SNAP	Automatic								

This is an example of what the result looks like.

When you type in the student's name, you can see which school the student was enrolled in at the time of the match.





# All Approved DC Matches

## All Approved DC Matches

This page allows the Review of all Direct Certifications of qualified children.

Save Results (191)

Decertify Selected

Site:

23 Approved Possible Matches of 191 Direct Certifications.

12																
Decertify	Parent Declined Benefits	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	MatchType	Source	Case No
<input type="checkbox"/>	<input type="checkbox"/>	7/4/2018												14	SNAP	
<input type="checkbox"/>	<input type="checkbox"/>	7/1/2018												14	SNAP	
	<input type="checkbox"/>	7/1/2018												1	SNAP	
	<input type="checkbox"/>	7/1/2018												1	SNAP	

The [All Approved Direct Certification Matches](#) link allows you to review the matches for the school year selected.

This list consists of the exact matches and the possible matches that were approved. You can also see if the parents declined DC benefits, decertify (deny) manually approved matches, and download a list of all approved matches.

At the top, you can see this SFA has “23 approved possible matches of 191 direct certifications.” This means there are a total of 191 direct certification matches and 23 of them were possible matches that the SFA manually approved.

## All Approved DC Matches

Save Results (191)

Decertify Selected

23 Approved Possible Matches of 191 Direct Certifications.

Decertify	Parent Declined Benefits	Date Matched	Enrolled StudentID	Enrolled Last Name	Enrolled First Name	Enrolled Birthday	Assistance Sibling Student ID	Assistance Sibling Last Name	Assistance Sibling First Name
<input type="checkbox"/>	<input type="checkbox"/>	7/4/2018							
<input type="checkbox"/>	<input type="checkbox"/>	7/1/2018							
	<input type="checkbox"/>	7/1/2018							
	<input type="checkbox"/>	7/1/2018							

**Decertify Column:** this is the column to check if a mistake is found during a second party review of the approved possible matches. If this column is checked, click on the Decertify Selected button.

**Parent Declined Benefits Column:** this is the column to indicate that the parent or guardian has declined the free meal benefits that were based upon direct certification. A check mark in this box will alert reviewers and auditors to ask for the paper documentation for validation. Make sure you have documentation that a parent/guardian declines free meal benefits in writing. The direct certification letter has a section where the parent can sign to decline free meal benefits.

**Date Matched Column:** this shows the date that the student was matched.

## All Approved DC Matches

Match Type	Source	Case No	Parent Last Name	Parent First Name	Parent M.I.	Addr 1	Addr 2	City	State	Zip	Approved Denied Date	Decertify Date	Letter Date
1	SNAP												2/8/2019
1	SNAP												2/8/2019
1	SNAP												8/2/2018
2	SNAP												8/2/2018

### Match Type Key

Total Matched	Match Type	Description
224	1	Exact Match (Last Name, First Name and Birth Date)
20	2	Match First 14 Chars of Last Name and First 3 Chars of First Name and Exact Birth Date
4	3	Match First 5 Chars of Last Name and First 3 Chars of First Name and Exact Birth Date
2	4	Match First 5 Chars of Last, First 3 Chars of First, Partial Birth Date (Month/Year or Month/Day)
2	11	APPROVED - Match First 14 Chars of Last Name and Exact Birth Date Only
0	12	APPROVED - Metaphone Match and Exact Birth Date
0	13	APPROVED - Double Metaphone Match and Exact Birth Date
0	14	APPROVED - Sibling Match
0	21	APPROVED - Individual Student Match

**Match Type Column:** the numbers correspond to the Match Type Key at the bottom. Match Types 1-4 are considered exact matches. Match Types 11-21 indicate a possible match was approved.

**Source Column:** this tells you the source of the matching data (ex: SNAP, TANF, FC for foster child). If there are any children receiving both SNAP and TANF benefits, the SNAP benefits take precedence and the word SNAP will display.

**Letter Date:** will display the date the parent notification letter was FIRST generated for the student.

## Parent Notification Letters

- ▶ Generates the **FIRST/INITIAL** copy of the letter
- ▶ Letters are not stored here
- ▶ Reprinting letters is another link
- ▶ One letter per household
- ▶ Letters are generated and stored in batches by date created



The Parent Notification Letters link on the DC Menu is used to generate the parent notification letters the FIRST OR INITIAL time letters are needed. The letters are not stored here and this link CANNOT be used to reprint letters.

One letter is generated per household and it includes the names of all students who have been matched to the same address (per DHS data).

The system does not generate letters for all students after every matching run – only newly matched students will have a letter generated.

Letters are generated and stored in batches. The batches are identified by the date the letter was created.

Next, let's look at how you can reprint a letter for a particular student.

## Reprint Notification Letters

- ▶ Locate the batch containing the letter
  - ▶ Return to All Approved Direct Certifications screen
  - ▶ Find the student's name
  - ▶ Look at the date in the last column (Letter Date)

With the Reprint Notification Letters link, you can reprint a DC letter.

Since the letters print in batches, you will first need to know the date the initial letter was generated. Remember, letters are generated and stored in batches.

To find the date the letter was generated, go to the All Approved Direct Certifications. Find the student's name.

Look at the date in the last column (Letter Date).

Go back to the Reprint Notifications Letter link and find the batch date. Click on the REPRINT button for that date.



## Certify Students

(Private Schools only)

- ▶ Used by private schools only
- ▶ Must upload enrollment data to run DC matching
- ▶ Data must be uploaded using **Tab Delimited** file
  - ▶ Last Name
  - ▶ First Name
  - ▶ Date of Birth
  - ▶ School Use (student ID)

Last Name	First Name	Date of Birth	School Use
Character data – 20 characters long	Character data – 15 characters long	MM/DD/YYYY	Up to 28 characters
Flowers	Daisy	02/01/2010	7654321

Now we will review what private schools need to do.

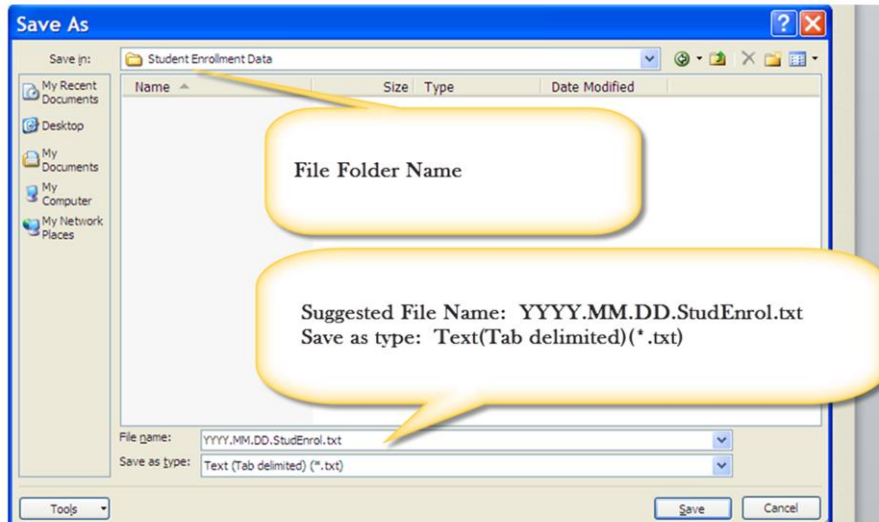
The Certify Students link is only used by private schools.

Since student enrollment information for private schools are not in the DOE student enrollment system, private schools must upload their enrollment data to run the direct certification matching.

To do this, the student enrollment data must be uploaded using a Tab Delimited file. Create an Excel file with the student data listed (last name, first name, DOB, school use (student ID)).

# Certify Students

(Private Schools only)



Remember to Save As a Tab Delimited file.



# Certify Students

(Private Schools only)

## Certify Students

This page allows the Bulk Certification of program qualified children.

Site:

Student Enrollment File (\*.txt):

No file chosen

☐ Certify Against Hawaii Department of Education SSES Enrollment Data

Now you can upload your file. Choose the file to upload.

Do not check the checkbox.

Click on Process Direct Certification.





# Certify Students

(Private Schools only)

## Certify Partial Matches

This page allows the Individual Certification of possible matched children who may be qualified.

Certify Selected **Save Results (4)** Remove Selected

4 of 60 matched - 0 possible matches listed below...

Certify Selected **Save Results (4)** Remove Selected

### Match Type Key

Match Type	Description
3	Match First 5 Chars of Last Name and First 3 Chars of First Name and Exact Birth Date
4	Match First 5 Chars of Last, First 3 Chars of First, Partial Birth Date (Month/Year or Month/Day)
5	Match First 14 Chars of Last Name and Exact Birth Date Only
6	Metaphone Match and Exact Birth Date
7	Double Metaphone Match and Exact Birth Date

There were 4 direct certification matches for this school. Click on “Save Results” to save the list of students who are directly certified. Maintain this documentation.

## FAQs

- ▶ **What if I receive a meal application for a student that is on the Direct Certification list?**
  - ▶ Direct Certification always takes precedence.
  - ▶ Ex: If a meal application was approved for reduced price meals and then the student is found on the Direct Certification list, the student would be directly certified for free meal benefits.

Read slide.

File the meal application behind the copy of the Direct Certification letter in your files in the Direct Certification section. This will prevent you from counting this meal application when it is time to do Verification.

## FAQs

- ▶ **Are SFAs electing CEP required to do direct certification?**
  - ▶ Yes
  - ▶ This allows the SFA to take advantage of any Identified Student Percentage increases.

Read slide.

You do not need to send out the DC letters but you should check your DC matches monthly - this will make it easier for you to determine your CEP data in April.

# Questions?





In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

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To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), 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 Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

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