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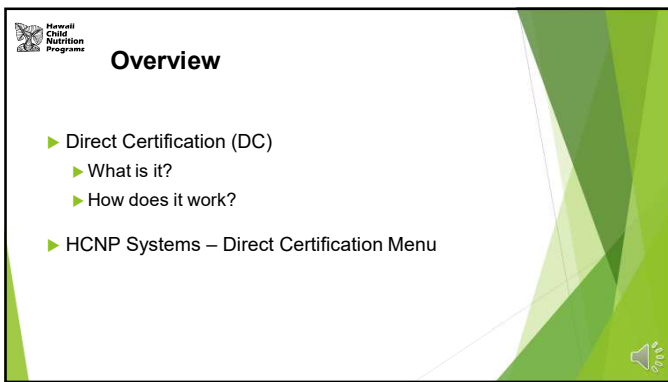
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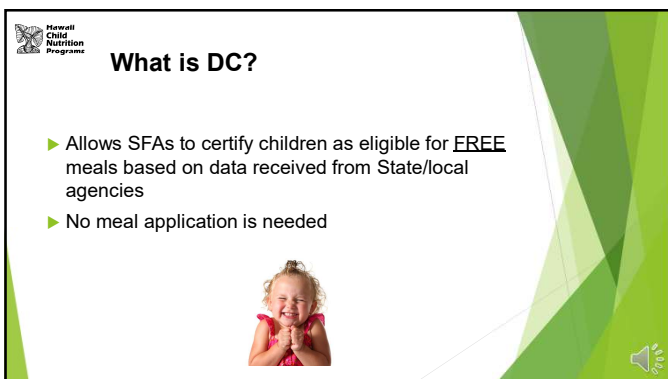
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**Meal Benefits**

- Categorical Eligible
- Income Eligible
- Direct Certification

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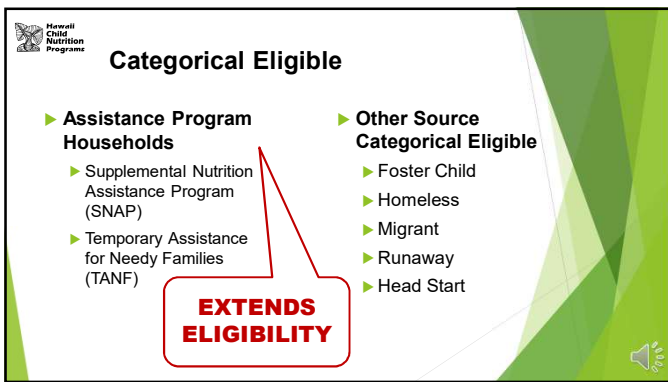
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**Categorical Eligible**

- ▶ **Assistance Program Households**
  - ▶ Supplemental Nutrition Assistance Program (SNAP)
  - ▶ Temporary Assistance for Needy Families (TANF)
- ▶ **Other Source Categorical Eligible**
  - ▶ Foster Child
  - ▶ Homeless
  - ▶ Migrant
  - ▶ Runaway
  - ▶ Head Start

**EXTENDS ELIGIBILITY**

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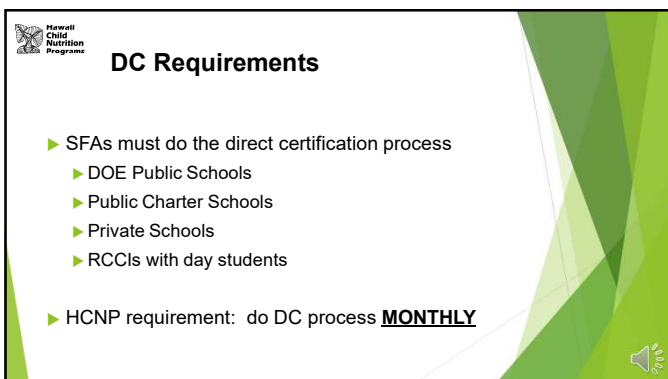
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**DC Requirements**

- ▶ 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**

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 **DC Eligibility**

- Eligibility lasts for the entire school year





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 **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


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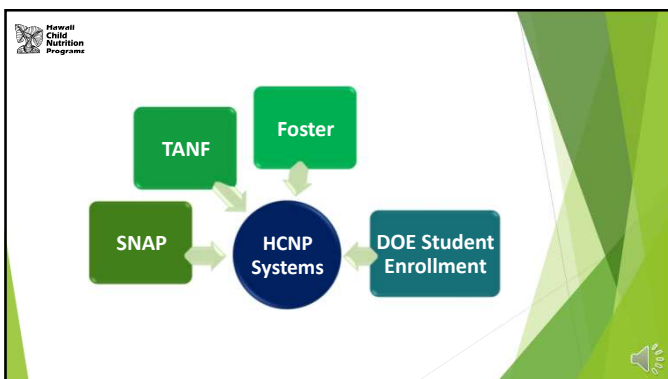
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## Categorical Eligible

► Assistance Program Households

- SNAP
- TANF

► Other Source Categorical Eligible

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

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## Categorical Eligible

► Assistance Program Households

- SNAP
- TANF

► Other Source Categorical Eligible

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

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## HCNP Systems



Welcome to

**CPweb**

Sign In

Enter User ID:

Enter Password:

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**HCNP Systems**

Applications ▾ Training ▾ **Direct Cert ▾** Help ▾ Programs ▾

Program Year: No Year Selected

**Program Year Selection**

| Program Year | Program Begin Date | Program End Date |
|--------------|--------------------|------------------|
| 2014         | July 2013          | June 2014        |
| 2015         | July 2014          | June 2015        |
| 2016         | July 2015          | June 2016        |
| 2017         | July 2016          | June 2017        |
| 2018         | July 2017          | June 2018        |
| 2019         | July 2018          | June 2019        |
| 2020         | July 2019          | June 2020        |

**Select Program Year**

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**HCNP Systems**

Applications ▾ Training ▾ **Direct Cert ▾** Help ▾ Programs ▾

Program Year: No Year Selected

- Review Nightly Certifications
- Review Sibling Matches
- Certify Individual
- Certify Students
- SSIS 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

| Program Year | Program Begin Date | Program End Date |
|--------------|--------------------|------------------|
| 2013         | June 2014          |                  |
| 2014         | June 2015          |                  |
| 2015         | June 2016          |                  |
| 2016         | June 2017          |                  |
| 2017         | June 2018          |                  |
| 2018         | June 2019          |                  |
| 2019         | June 2020          |                  |

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**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     |
| 3          | Match First 5 Letters of LN, First 3 Letters of FN, and Exact DOB      |

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[illegible][illegible]

| 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 SSN | Assistance Student Birthday | Match Type | Source |
|-------------------------------------|--------------------------|--------------|---------------------|--------------------|---------------------|-------------------|-------------------------------|------------------------------|-------------------------------|------------------------------|-------------------------------|------------------------|-----------------------------|------------|--------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 5/20/2019    |                     | Doe                | Jane                | 4/9/2015          |                               | Doe                          | John                          |                              |                               |                        |                             | 8          | SNAP   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 7/1/2018     |                     | Lee                | Sarah               | 1/9/2011          |                               | Smith                        | Mary                          |                              |                               |                        |                             | 8          | SNAP   |

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Student Last Name:  Parent Last Name:  Add Line 1:   
First Name:  Last Name:  Add Line 2:   
Middle Initial Name:  City:   
Birthday:  Case Number:  State:   
Zip:   
Student ID:

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Student Last Name:  Address:   
First Name:  Zip:   
Middle Name:  Student ID:   
Birthday:

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## SSSES Student Look-Up

### SSSES Student Look-Up

This page allows the individual look-up of SSSES 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 |
|            |           |            |        |          |         |     |           |        |       | Elementary |
|            |           |            |        |          |         |     |           |        |       | Elementary |

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## Matched Student Look-Up

### 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

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## Matched Student Look-Up

### 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  |            |          |           |            |        |          |         |     |

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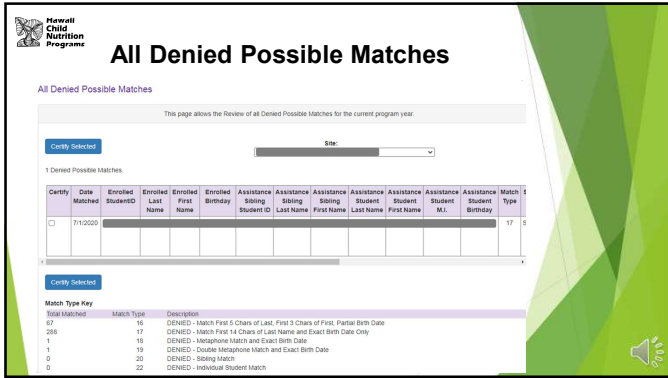
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### All Denied Possible Matches

All Denied Possible Matches

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

County Selected: [Dropdown] Site: [Dropdown]

1 Denied Possible Matches

| Certify                  | Date      | Enrolled  | Enrolled   | Enrolled  | Assistance         | Assistance        | Assistance         | Assistance        | Assistance         | Assistance | Match             | Type |
|--------------------------|-----------|-----------|------------|-----------|--------------------|-------------------|--------------------|-------------------|--------------------|------------|-------------------|------|
| Matched                  | StudentID | Last Name | First Name | Birthdate | Sibling Student ID | Sibling Last Name | Sibling First Name | Student Last Name | Student First Name | Student MI | Student Birthdate |      |
| <input type="checkbox"/> | 7/1/2020  |           |            |           |                    |                   |                    |                   |                    |            |                   | 17   |

Match Type Key

| Total Matched | Match Type | Description  |
|---------------|------------|--|
| 67            | 16         | DENIED - Match First 5 Chars of Last, First 3 Chars of First, Partial Birth Date |
| 288           | 17         | DENIED - Match First 14 Chars of Last Name and Exact Birth Date Only             |
| 1             | 18         | DENIED - Homophone Match and Exact Birth Date                                    |
| 1             | 19         | DENIED - Double Homophone Match and Exact Birth Date                             |
| 0             | 20         | DENIED - Sibling Match   |
| 0             | 22         | DENIED - Individual Student Match  |

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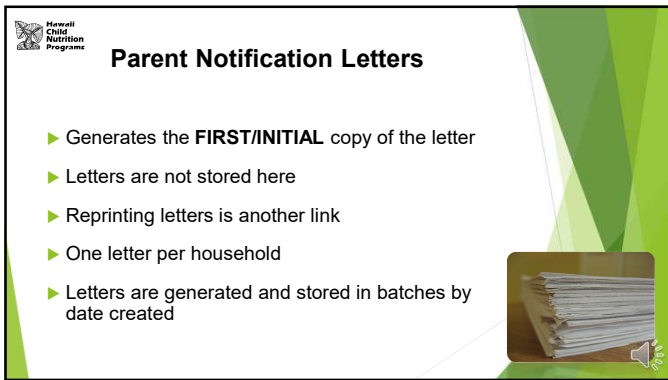
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### Parent Notification Letters

- 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

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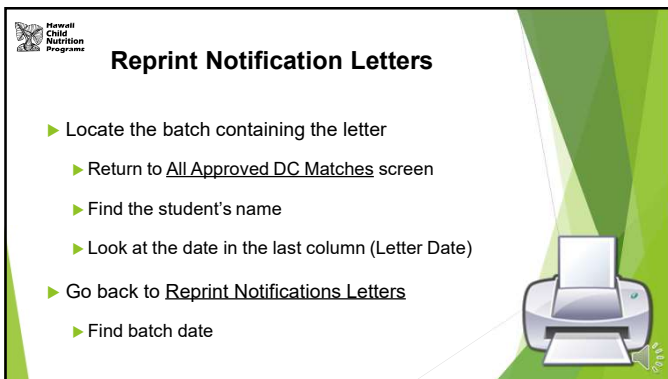
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### Reprint Notification Letters

- Locate the batch containing the letter
  - Return to [All Approved DC Matches](#) screen
  - Find the student's name
  - Look at the date in the last column (Letter Date)
- Go back to [Reprint Notifications Letters](#)
  - Find batch date

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## 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             |

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## Certify Students

(Private Schools only)

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## 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

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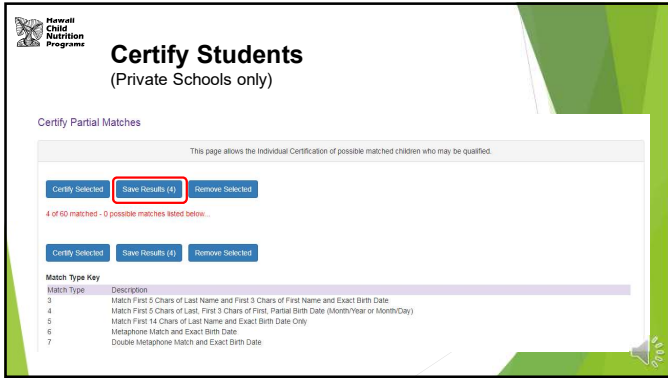
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**Certify Students**  
(Private Schools only)

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   |

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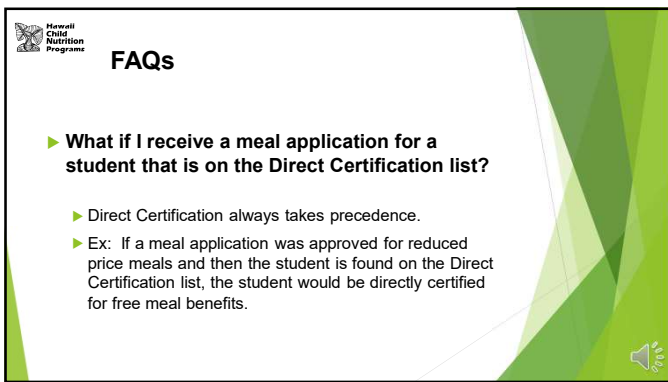
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**FAQs**

► **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.

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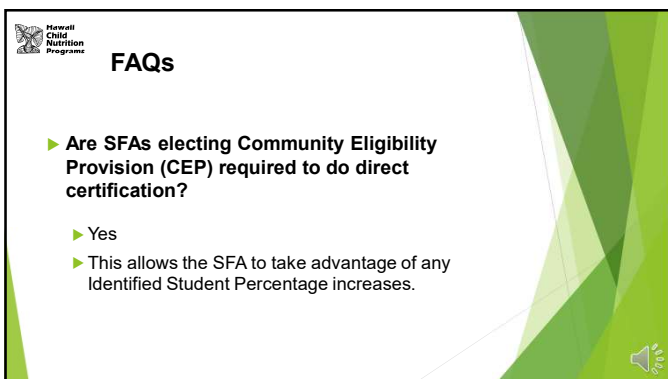
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**FAQs**

► **Are SFAs electing Community Eligibility Provision (CEP) required to do direct certification?**

- Yes
- This allows the SFA to take advantage of any Identified Student Percentage increases.

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## Questions?



**Contact the NSLP Team:**

**Rachel Itano** [rachel.itano@k12.hi.us](mailto:rachel.itano@k12.hi.us)  
**Kasey Kawamoto** [kasey.kawamoto@k12.hi.us](mailto:kasey.kawamoto@k12.hi.us)  
**Shirley Robinson** [shirley.robinson@k12.hi.us](mailto:shirley.robinson@k12.hi.us)




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## Pop Quiz

► **Link to Google Forms Quiz:**  
<https://forms.gle/Pg3K2mPPrxuYdcAP7>


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