

Hawaii Child Nutrition Programs

Meal Benefits

- Categorical Eligible
- Income Eligible
- Direct Certification

Hawaii Child Nutrition Programs

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

Hawaii Child Nutrition Programs


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**


 **New for SY 2021-2022**


- ▶ Complete DC process twice in October:
 1. Beginning of October AND
 2. OCTOBER 21, 2021

MARK YOUR CALENDAR!


 **DC Eligibility**

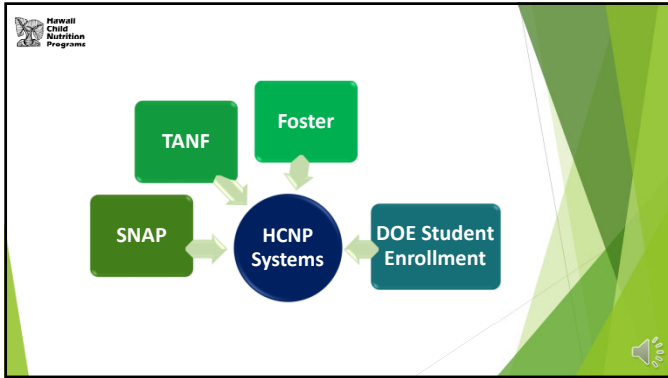
- ▶ Eligibility lasts for the entire school year

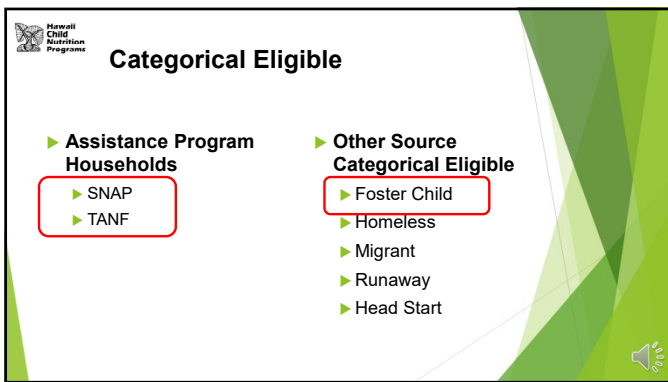


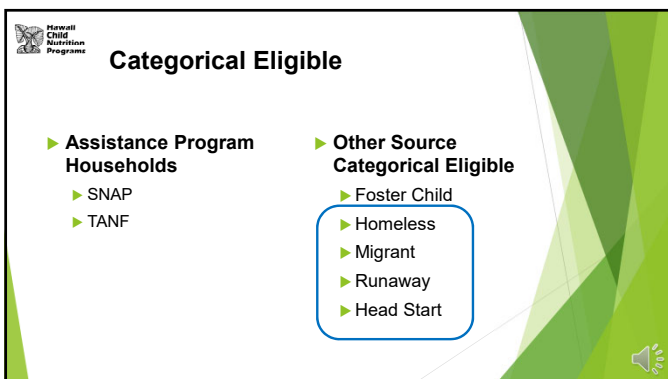
 **How Does DC Work?**

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

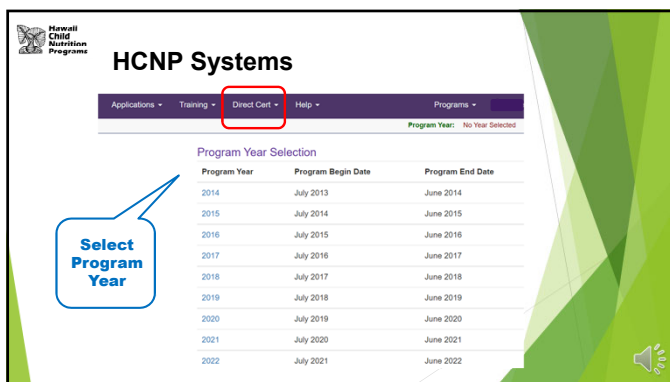


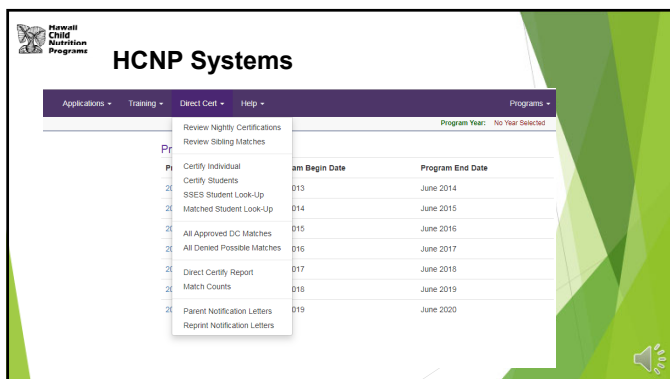












Match Types
(Exact/Perfect Matches)

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

Match Types
(Possible Matches)

Match Type	Description
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

HCNP Systems

Applications ▾ Training ▾ Direct Cert ▾ Help ▾ Programs ▾

Possible Matches

- Review Nightly Certifications
- Review Sibling Matches

Exact/Perfect Matches

- All Approved DC Matches
- All Denied Possible Matches

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

Review Nightly Certifications

(Reviewing Possible Matches)

Review Nightly Certifications

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

Buttons: **Certify Selected** **Save Results** **Remove Selected** **Export**

0 matched - 2 possible matches noted below.

Certify	Remove	Date Matched	Enrolled Student ID	Enrolled Last Name	Enrolled First Name	Enrolled Birthdate	Assistance Student ID	Assistance Last Name	Assistance First Name	Assistance Birthdate	Match Type	Source	Case No.
<input type="checkbox"/>	<input type="checkbox"/>	7/20/2019		Brown	Charlie	1/1/2010		Brown	Charlie	1/1/2010	5	SNAP	

Buttons: **Certify Selected** **Save Results** **Remove Selected** **Export**

Match Type Key

Match Type: Description

- 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

Export Button

NEW

Buttons: **Certify Selected** **Save Results** **Remove Selected** **Export**

- Data is exported into an Excel file
- Available on the following menu options:
 - Review Nightly Certifications
 - Review Sibling Matches
 - All Approved DC Matches
 - All Denied Possible Matches

Review Sibling Matches

(Reviewing Possible Matches)

Review Sibling Matches

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

Buttons: **Certify Selected** **Save Results** **Remove Selected** **Export**

0 matched - 2 possible matches noted below.


Certify	Remove	Date Matched	Enrolled Student ID	Enrolled Last Name	Enrolled First Name	Enrolled Birthdate	Assistance Student ID	Assistance Last Name	Assistance First Name	Assistance Birthdate	Match Type	Source
<input type="checkbox"/>	<input type="checkbox"/>	5/30/2019		Doe	Jane	4/9/2015		Doe	John		5	SNAP
<input type="checkbox"/>	<input type="checkbox"/>	7/1/2015		Lee	Sarah	1/9/2011		Smith	Mary		5	SNAP

Buttons: **Certify Selected** **Save Results** **Remove Selected** **Export**

Match Type Key

Match Type: Description

5 Sibling Match



Direct Certification, Part 2


► Please view the second part of this presentation:

- Go to: <http://hcnp.hawaii.gov/training-resources/>
- Direct Certification – Part 2



Direct Certification (Part 2)

SY 2021-22



Certify Individual

(Search for Students to Certify)

Certify Individual

This page shows 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.

Hawaii Child Nutrition Programs

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](#)

Hawaii Child Nutrition Programs

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
							SNAP			Elementary
										Elementary
										Elementary

Hawaii Child Nutrition Programs

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](#)

Matched Student Look-Up

Matched Students LookUp

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

Student Last Name:
First Name:
Middle Name:
Birthdate: MM/DD/YYYY

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	Birthdate	Address	Zip
Elementary	7/1/2018 12:00:00 AM	SNAP	Automatic								

All Approved DC Matches

All Approved DC Matches

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

23 Approved Possible Matches of 191 Direct Certifications

Decertify	Parent Declined Benefits	Date Matched	Enrolled Student ID	Enrolled Last Name	Enrolled First Name	Enrolled Birthdate	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 Birthdate	Match Type	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"/>	<input type="checkbox"/>	7/1/2018												1	SNAP	
<input type="checkbox"/>	<input type="checkbox"/>	7/1/2018												1	SNAP	

All Approved DC Matches

23 Approved Possible Matches of 191 Direct Certifications.

Decertify	Parent Declined Benefits	Date Matched	Enrolled Student ID	Enrolled Last Name	Enrolled First Name	Enrolled Birthdate	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"/>	<input type="checkbox"/>	7/1/2018							
<input type="checkbox"/>	<input type="checkbox"/>	7/1/2018							

Hawaii Child Nutrition Programs

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 Date	Denial Date	Letter Date
1	SNAP												2/9/2019
1	SNAP												2/9/2019
1	SNAP												6/2/2018
2	SNAP												6/2/2018

Match Type Key

Total Matched	Match Type	Description
166	1	Exact Match (Last Name, First Name and Birth Date)
14	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
0	10	APPROVED - Match First 5 Chars of Last Name and First 3 Chars of First Name and Partial Birth Date
0	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

Hawaii Child Nutrition Programs

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: Site:

1 Denied Possible Matches.

County	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
03	7/1/2020												17

County Selected:


Match Type Key

Total Matched	Match Type	Description
67	16	DENIED - Match First 5 Chars of Last Name and First 3 Chars of First Name and Partial Birth Date
288	17	DENIED - Match First 14 Chars of Last Name and Exact Birth Date Only
1	18	DENIED - Metaphone Match and Exact Birth Date
1	19	DENIED - Double Metaphone Match and Exact Birth Date
0	20	DENIED - Sibling Match
6	22	DENIED - Individual Student Match

Hawaii Child Nutrition Programs

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
- Keep a copy of the letter sent to the household



Hawaii Child Nutrition Programs

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



Hawaii Child Nutrition Programs

Certify Students

(Private Schools only)

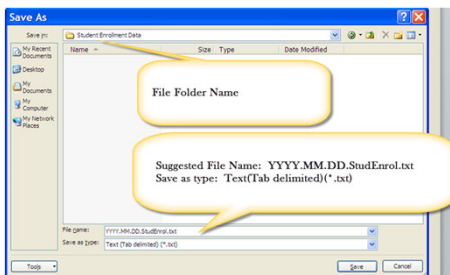
- ▶ Used by private schools only
- ▶ Must upload enrollment data to run DC matching
- ▶ Data must be uploaded using **Tab Delimited** file
 - ▶ Last Name
 - ▶ First Name
 - ▶ Date of Birth
 - ▶ School Use (student ID)

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

Hawaii Child Nutrition Programs

Certify Students

(Private Schools only)



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

Certify Students
(Private Schools only)

Certify Partial Matches

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

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

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

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.

 **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.




 **Questions?** 

Contact the NSLP Team:


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 Shirley Robinson shirley.robinson@k12.hi.us




 **Pop Quiz**

▶ Link to Google Forms Quiz:

<https://forms.gle/9XcuUyMeGkvBX1E79>







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