




---

---

---

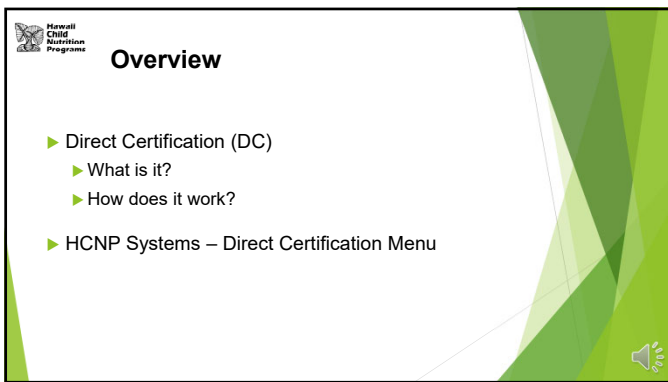
---

---

---

---

---




---

---

---

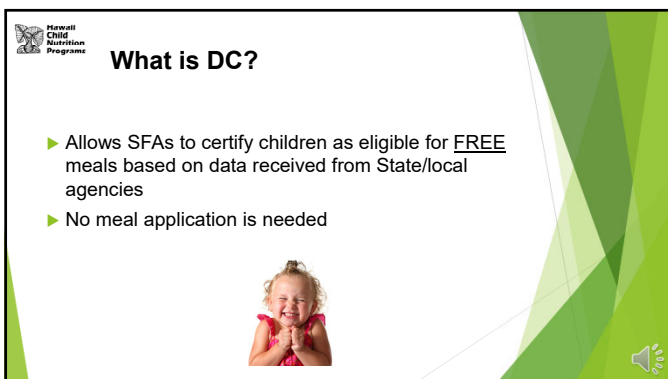
---

---

---

---

---




---

---

---

---

---

---

---

---



## Meal Benefits

- Categorical Eligible
- Income Eligible
- Direct Certification

---

---

---


---

---

---

---

---



## 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**

---

---

---


---

---

---

---

---



## 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**

---

---

---


---

---

---

---

---



## IMPORTANT: October

- ▶ Complete DC process twice in October:
  1. Beginning of October AND
  2. OCTOBER 20, 2022

*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




---

---

---

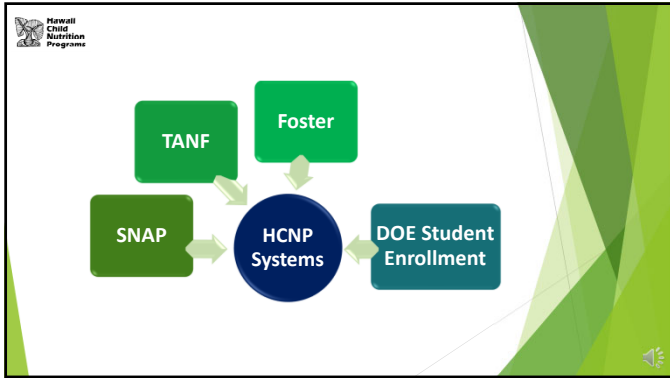
---

---

---

---

---



---

---

---

---

---

---

---

**Categorical Eligible**

<p>► <b>Assistance Program Households</b></p> <ul style="list-style-type: none"><li>► SNAP</li><li>► TANF</li></ul>	<p>► <b>Other Source Categorical Eligible</b></p> <ul style="list-style-type: none"><li>► Foster Child</li><li>► Homeless</li><li>► Migrant</li><li>► Runaway</li><li>► Head Start</li></ul>
---	--

---

---

---

---

---

---

---

**Categorical Eligible**

<p>► <b>Assistance Program Households</b></p> <ul style="list-style-type: none"><li>► SNAP</li><li>► TANF</li></ul>	<p>► <b>Other Source Categorical Eligible</b></p> <ul style="list-style-type: none"><li>► Foster Child</li><li>► Homeless</li><li>► Migrant</li><li>► Runaway</li><li>► Head Start</li></ul>
---	--

---

---

---

---

---

---

---



---

---

---

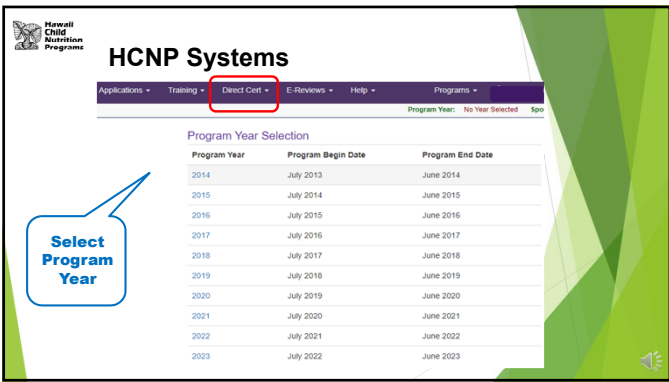
---

---

---

---

---



---

---

---

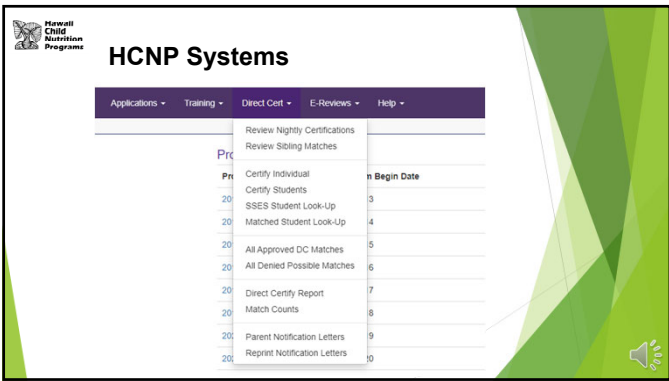
---

---

---

---

---



---

---

---


---

---

---

---

---



### 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

**Possible Matches**

Review Nightly Certifications

Review Sibling Matches

**Exact/Perfect Matches**

All Approved DC Matches

All Denied Possible Matches

	Program Begin Date
Certify Individual	
Certify Students	
SSES Student Look-Up	July 2013
Matched Student Look-Up	July 2014
	July 2015
	July 2016
Direct Certify Report	July 2017
Match Counts	July 2018
Parent Notification Letters	July 2019
Reprint Notification Letters	July 2020

---

---

---

---

---

---

---

---

[illegible]

---


---

---

---

---

---



## Certify Individual

(Search for Students to Certify)

Certify Individual

This page allows the individual Certification of program qualified children.

Student Last Name:  
First Name:  
Middle Initial/Name:  
Birthday: MM/DD/YYYY

Parent Last Name:  
Last Name:  
Middle Initial/Name:  
Case Number:

Address Line 1:  
Address Line 2:  
City:  
State:  
Zip:

Student Search

Save Results

Student ID:

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

---

---

---

---

---


---

---

---

---

---



## SSES Student Look-Up

SSES Student Look-Up

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

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

Address:  
Zip:  
Student ID:

Student Search

---

---

---

---

---


---

---

---

---

---



## 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: MM/DD/YYYY

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

---

---

---

---

---

---

---


---

---

---

8





## 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: MM/DD/YYYY

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:  
Birthday: 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	Birthday	Address	Zip
Elementary	7/15/2022 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.

Save Results (14)

Directly Selects

Export

Site:

23 Approved Possible Matches of 131 Direct Certifications

Directly	Parent Declined Benefits	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.
13	13	7/9/2022												14	SNAP	
14	14	7/8/2022												14	SNAP	
15	15	7/8/2022												1	SNAP	
16	16	7/8/2022												1	SNAP	

---

---

---

---

---

---

---

---

## All Approved DC Matches

Save Results (191)
Decertify Selected
Export

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"/>	7/12/2022							
<input type="checkbox"/>	<input type="checkbox"/>	7/18/2022							
<input type="checkbox"/>	<input type="checkbox"/>	7/8/2022							
<input type="checkbox"/>	<input type="checkbox"/>	7/8/2022							

---

---

---

---

---

---

---

---

## All Approved DC Matches

Match TypeID	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												7/12/2022
1	SNAP												7/18/2022
1	SNAP												7/8/2022
2	SNAP												7/8/2022

**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

---

---

---

---

---

---

---

---

## All Approved DC Matches

► Remember to **SAVE** the direct certification results

---

---

---


---

---

---

---

---



## 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: Export State:

1 Denied Possible Matches

Certify Matched	Date	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
	7/15/2022												17

County Selected: Export

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 - Match First 14 Chars of Last Name and Exact Birth Date
1	19	DENIED - Double Telephone Match and Exact Birth Date
0	20	DENIED - Sibling Match
0	22	DENIED - Individual Student Match

---

---

---

---

---


---

---

---


---

---



## 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



---

---

---

---

---


---

---

---


---

---



## 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



---

---

---

---

---


---

---

---

---

---



## 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

---

---

---


---

---

---

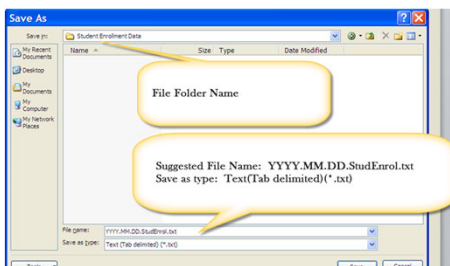
---

---



## 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

---

---

---

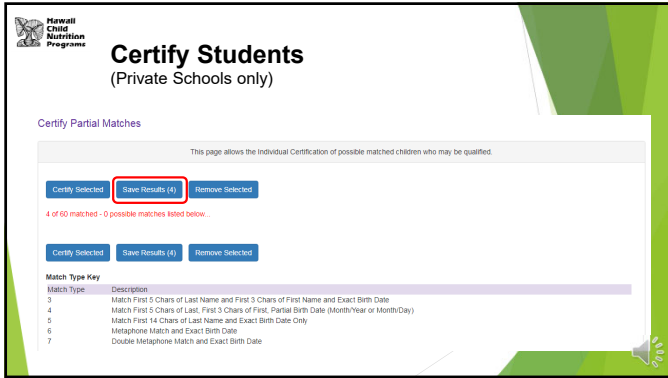
---

---

---

---

---



**Hawaii Child Nutrition Program**

## 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

---

---

---

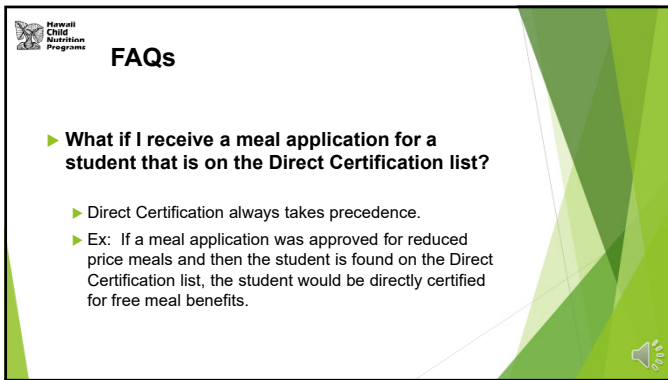
---

---

---

---

---



**Hawaii Child Nutrition Program**

## 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.

---

---

---

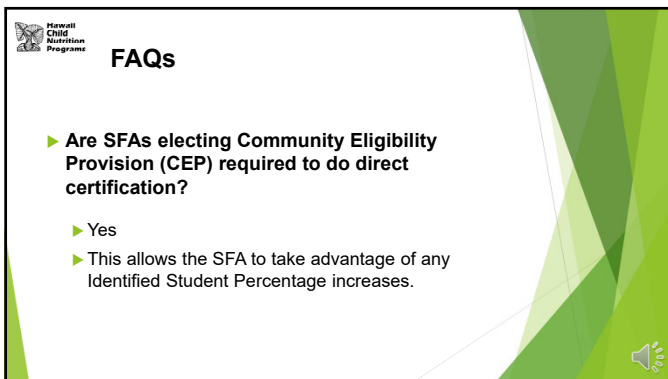
---

---

---

---

---



**Hawaii Child Nutrition Program**

## 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:**

**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)



---

---

---


---

---

---

---



---



## Pop Quiz

► **Link to Google Forms Quiz:**

<https://forms.gle/5zzSh7psclXj6EG5A>

---

---

---

---

---

---

---

---



In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

**mail:**  
 U.S. Department of Agriculture  
 Office of the Assistant Secretary for Civil Rights  
 1400 Independence Avenue, SW  
 Washington, D.C. 20250-9410; or

**fax:**  
 (833) 256-1665 or (202) 690-7442; or

**email:**  
[program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.



---

---

---

---

---

---

---

---