




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 19, 2023

MARK YOUR CALENDAR!






DC Eligibility



- ▶ Eligibility lasts for the entire school year

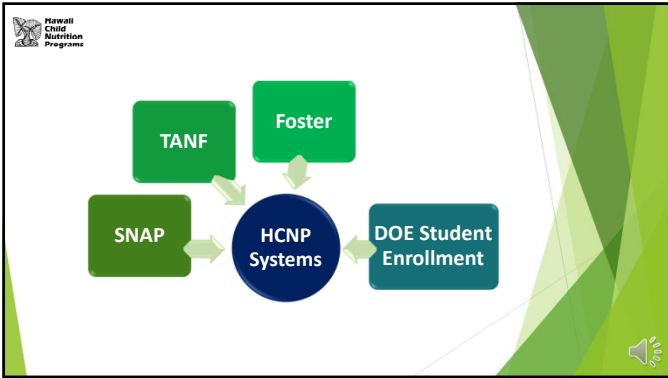


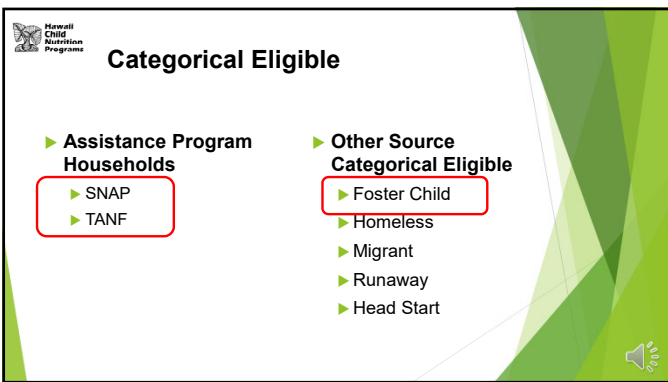



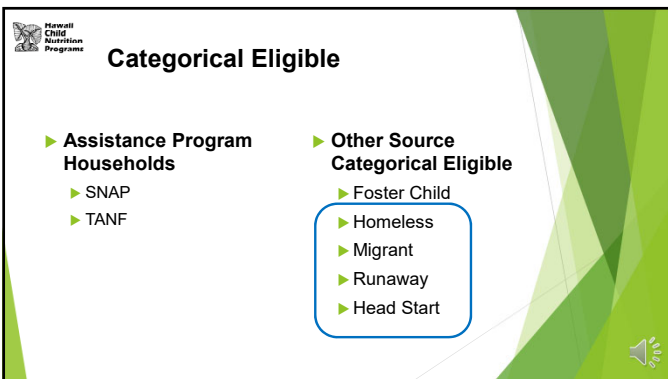
How Does DC Work?

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

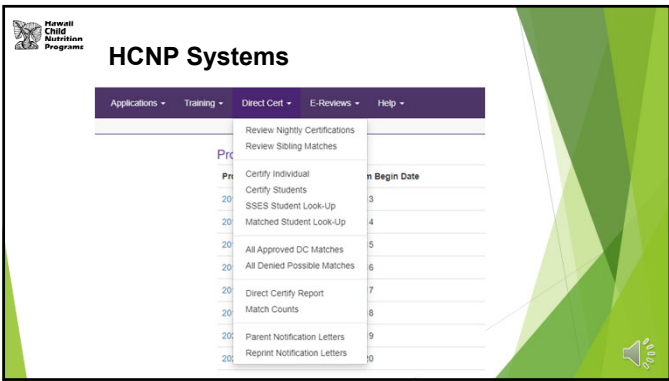
















Match Types

(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

Possible Matches

Exact/Perfect Matches

Direct Cert

E-Reviews

Help

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

Program Begin Date

July 2013

July 2014

July 2015


July 2016

July 2017

July 2018

July 2019

July 2020



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

Export

0 matched - 2 possible matches noted below.

Certify	Remove	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 Sibling Birthdate	Assistance Sibling Last Name	Assistance Sibling First Name	Assistance Sibling Birthdate	Match Type	Source	Case No.
<input type="checkbox"/>	<input type="checkbox"/>	7/20/2023		Brown	Charlie	1/1/2010		Brown	Charlie	1/1/2010				5	SNAP	

Certify Selected

Save Results

Remove Selected

Export

Match Type Key


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


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.

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 Sibling Student ID	Assistance Sibling Last Name	Assistance Sibling First Name	Assistance Sibling Birthdate	Assistance Sibling Last Name	Assistance Sibling First Name	Assistance Sibling Birthdate	Match Type	Source
<input type="checkbox"/>	<input type="checkbox"/>	7/20/2023		Doe	Jane	4/9/2015		Doe	John					5	SNAP
<input type="checkbox"/>	<input type="checkbox"/>	7/20/2023		Lee	Sarah	1/9/2011		Smith	Mary					5	SNAP

Certify Selected

Save Results


Remove Selected

Export

Match Type Key

Description

5 Sibling Match



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
							<div>Certified</div>			Elementary
							<div>Shkup</div>			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](#)



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
<input type="text"/> Elementary	7/14/2023 12:00:00 AM	SNAP	Automatic	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



All Approved DC Matches

All Approved DC Matches


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

[View Results \(14\)](#) [Certify Selection](#) [Export](#)

Site:

23 Approved Possible Matches of 131 Direct Certifications

Certainty	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.
<input type="checkbox"/>	<input type="checkbox"/>	7/5/2023	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	14	SNAP	<input type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	7/7/2023	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	14	SNAP	<input type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	7/6/2023	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	1	SNAP	<input type="text"/>
<input type="checkbox"/>	<input type="checkbox"/>	7/7/2023	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	1	SNAP	<input type="text"/>




All Approved DC Matches

Save Results (191)Decertify SelectedExport

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"/>	7/05/2023							
<input type="checkbox"/>	<input type="checkbox"/>	7/07/2023							
<input type="checkbox"/>	<input type="checkbox"/>	7/06/2023							
<input type="checkbox"/>	<input type="checkbox"/>	7/07/2023							




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												7/05/2023
1	SNAP												7/07/2023
1	SNAP												7/07/2023
2	SNAP												7/07/2023


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



Maintain DC documentation!



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

Site:

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 MI	Assistance Student Birthday	Match Type
	7/14/2022												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 is generated 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



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Certify Students

(Private Schools only)

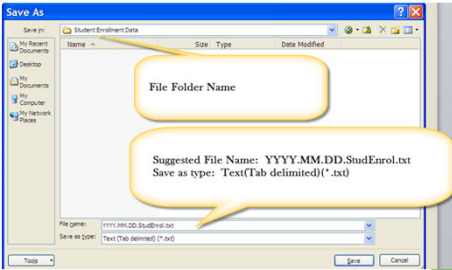
- ▶ Used by private schools only
- ▶ Must upload enrollment data to run DC matching
- ▶ Data must be uploaded using **Tab Delimited** file
 - ▶ Last Name
 - ▶ First Name
 - ▶ Date of Birth
 - ▶ School Use (student ID)


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	02/01/2018	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



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	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




Frequently Asked Questions






FAQs


- **What if I received 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.








Pop Quiz


- Link to Google Forms Quiz:

<https://forms.gle/PqinMVNYZXc7eszd8>






Questions?



Contact the NSLP Team:

Rachel Itano rachel.itano@k12.hi.us
 Kasey Kawamoto kasey.kawamoto@k12.hi.us



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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-OASCR309-Complaint-Form-0508-0002-508-11-28-17fas2Mail.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

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