

Direct Certification


SY 2024 - 2025

Overview

- ▶ Direct Certification (DC)
 - ▶ What is it?
 - ▶ How does it work?
- ▶ HCNP Systems – Direct Certification Menu

What is DC?


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





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 21, 2024


MARK YOUR CALENDAR!





 **DC Eligibility**

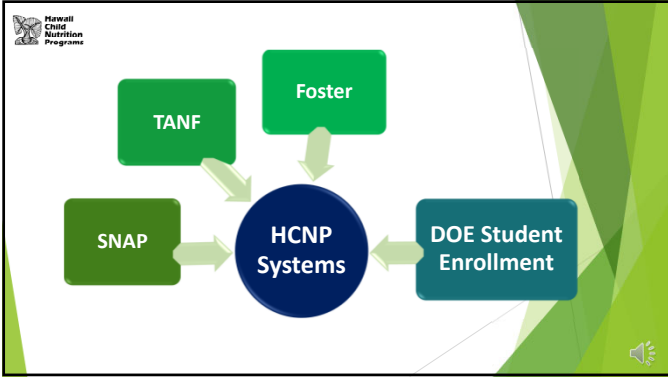
- ▶ Eligibility lasts for the entire school year

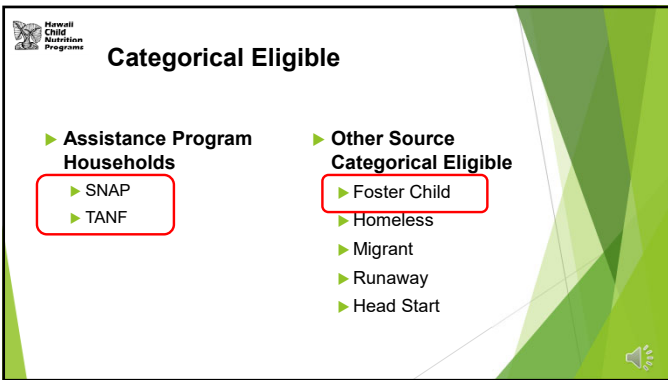


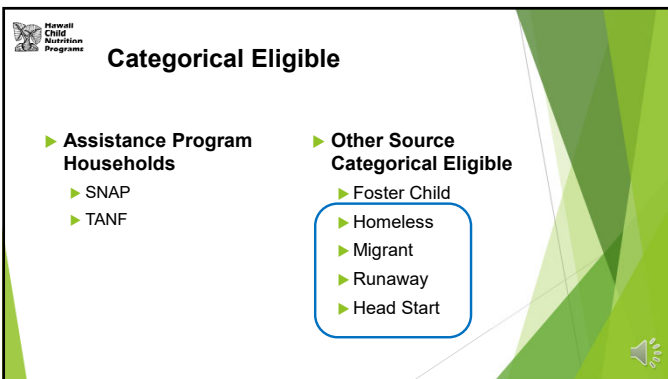
 **How Does DC Work?**

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

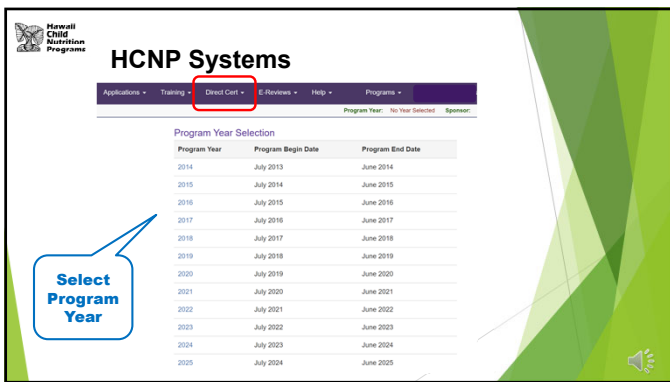


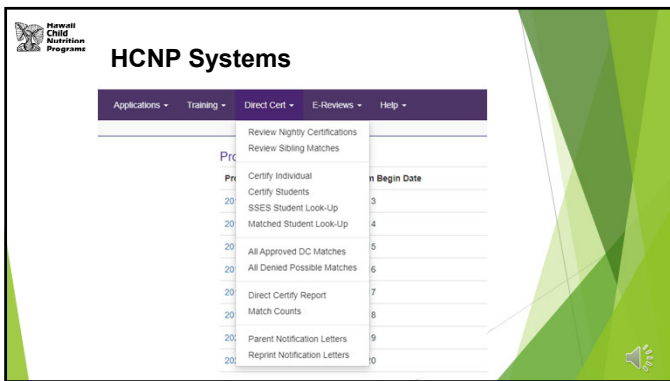
















Match Types

(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 listed below.

Certify	Remove	Date Matched	Enrolled StudentID	Enrolled Last Name	Enrolled First Name	Enrolled Birthdate	Assistance Sibling StudentID	Assistance Sibling Last Name	Assistance Sibling First Name	Assistance StudentID	Assistance Student Last Name	Assistance Student First Name	Assistance Student W.I.	Assistance Student Birthdate	Match Type	Case No
<input type="checkbox"/>	<input type="checkbox"/>	7/27/2024		Brown	Charlie	1/1/2016									5	SNAP
<input type="checkbox"/>	<input type="checkbox"/>	7/27/2024		Brown	Charlie III	1/1/2016									7	SNAP

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	Misphoneme Match and Exact Birth Date
7	Double Misphoneme MATCH and Exact Birth Date

Use the 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 listed below.

Certify	Remove	Date Matched	Enrolled StudentID	Enrolled Last Name	Enrolled First Name	Enrolled Birthdate	Assistance Sibling StudentID	Assistance Sibling Last Name	Assistance Sibling First Name	Assistance StudentID	Assistance Student Last Name	Assistance Student First Name	Assistance Student MI	Assistance Student Birthdate	Match Type	Source
<input type="checkbox"/>	<input type="checkbox"/>	7/20/2024		Doe	Jane	4/9/2015		Doe	John						5	SNAP
<input type="checkbox"/>	<input type="checkbox"/>	7/27/2024		Lee	Sarah	1/9/2011		Smith	Mary						5	SNAP

Certify Selected Save Results Remove Selected Export

Match Type Key

Match Type	Description
8	Sibling Match

Hawaii Child Nutrition Programs

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:

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

Addr Line 1:
 Addr Line 2:
 City:
 State:
 Zip:

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:

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:

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

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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](#)

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](#)

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	7/14/2024 12:00:00 AM	SNAP	Automatic								

Hawaii Child Nutrition Programs

All Approved DC Matches

All Approved DC Matches

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

[Save Results \(1/1\)](#) [Locality Selected](#) [Export](#) Site:

23 Approved Possible Matches of 191 Direct Certifications.

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 M.I.	Assistance Student BirthDay	Match Type	Source	Case No.
	7/5/2024												14	SNAP	
	7/7/2024												14	SNAP	
	7/6/2024												1	SNAP	
	7/7/2024												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"/>	7/05/2024							
<input type="checkbox"/>	<input type="checkbox"/>	7/07/2024							
<input type="checkbox"/>	<input type="checkbox"/>	7/06/2024							
<input type="checkbox"/>	<input type="checkbox"/>	7/07/2024							

All Approved DC Matches

Match Type	Source	Case No	Parent Last Name	Parent First Name	Parent MI	Addr 1	Addr 2	City	State	Zip	Approved Denied Date	Decertify Date	Letter Date
1	SNAP												7/05/2024
1	SNAP												7/07/2024
1	SNAP												7/07/2024
2	SNAP												7/07/2024

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 9 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
- ▶ Click **Export** button

Don't forget!

Maintain DC Documentation!
Export Approved DC Matches

All Approved DC Matches

Add the date this report was exported

REPORT DATE: 9/4/2024

Date Matched	Enrolled StudentID	Enrolled Last Name	Enrolled First Name	MatchType	Source
7/1/2024	9876543210	Brown	Charlie	2	SNAP
8/1/2024	8910111213	Flinstone	Fred	1	SNAP
7/2/2024	1208120307	Funnie	Doug	1	FC
9/2/2024	6543210765	Jetson	George	1	SNAP
7/3/2024	1020103456	Lightyear	Buzz	1	FC
7/1/2024	2031210123	Pan	Peter	1	SNAP
7/15/2024	8989108989	Potter	Harry	10	SNAP
7/1/2024	5433454333	Simpson	Homer	2	SNAP

KEEP DC LISTS ON FILE!

All Denied Possible Matches

All Denied Possible Matches

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

County Selection: 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	7/14/2024												17

County Selected:

Match Type	Match Type	Description
67	16	DENIED - Match First 5 Chars of Last First 3 Chars of First, Partial Birth Date
268	17	DENIED - Match First 14 Chars of Last Name and Exact Birth Date Only
1	19	DENIED - Homophone Match and Exact Birth Date
1	19	DENIED - Double Homophone Match and Exact Birth Date
0	20	DENIED - Sibling Match
6	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



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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



Hawaii Child Nutrition Programs

Certify Students

(Private Schools only)

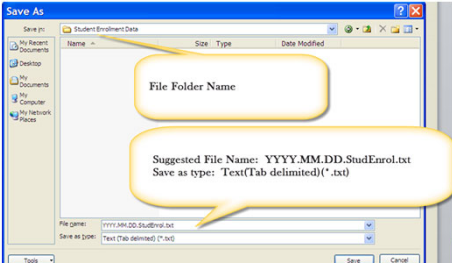
- ▶ Used by private schools only
- ▶ Must upload enrollment data to run DC matching
- ▶ Data must be uploaded using **Tab Delimited** file
 - ▶ Last Name
 - ▶ First Name
 - ▶ Date of Birth
 - ▶ School Use (student ID)

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	02/01/2018	7654321

Hawaii Child Nutrition Programs

Certify Students


(Private Schools only)




File Folder Name


Suggested File Name: YYYY.MM.DD.StudEnrol.txt
Save as type: Text(Tab delimited)(* .txt)

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 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/v9k3TtMCeY5sUnn99>

Code word: export






Questions?



Contact the NSLP Team:

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



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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-DASCR%20P-Complaint-Form-0508-0002-508-11-28-17%20final.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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