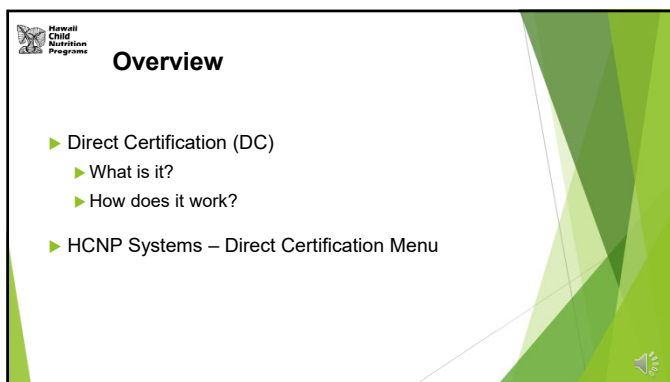
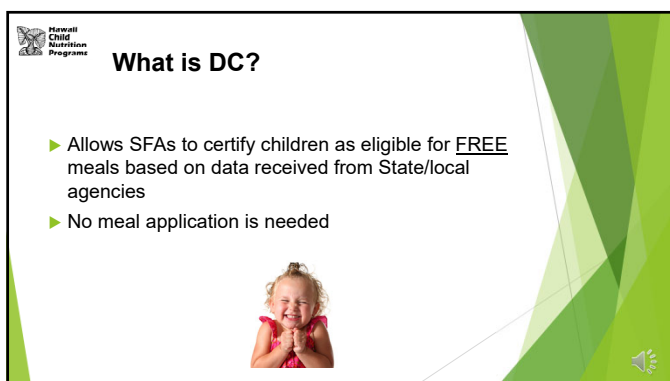










Meal Benefits

- 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. Date to be determined
- ▶ HCNP will send an email notification with the date

MARK YOUR CALENDAR!

 **DC Eligibility**

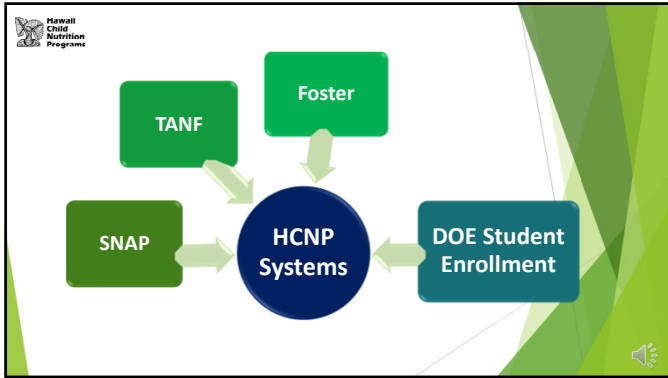
- ▶ Eligibility lasts for the entire school year

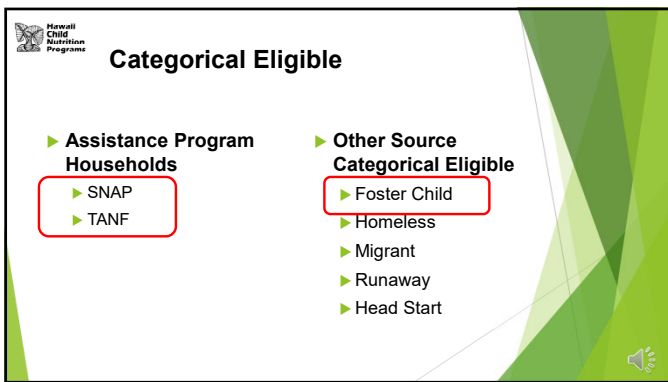


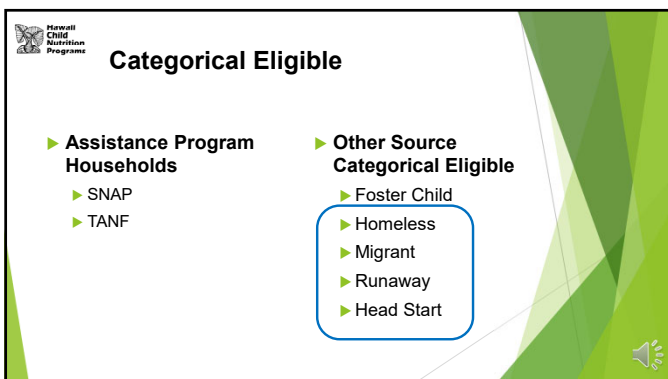
 **How Does DC Work?**

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

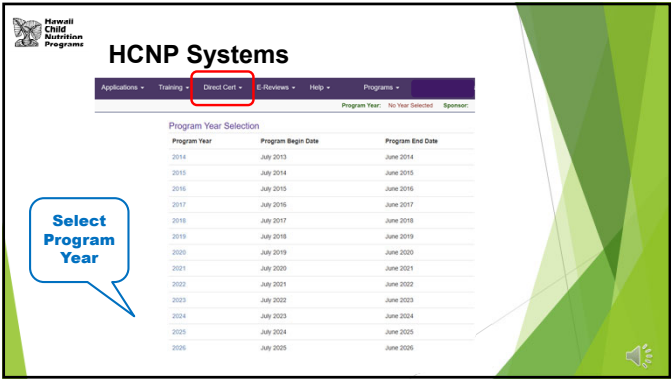


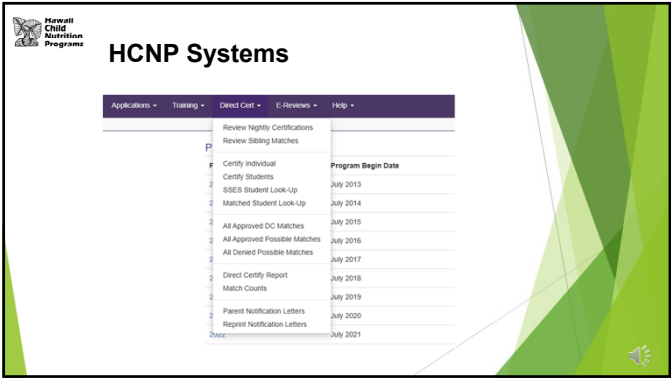












Hawaii Child Nutrition Programs

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

Hawaii Child Nutrition Programs

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

Hawaii Child Nutrition Programs

HCNP Systems

Possible Matches { Review Nightly Certifications
Review Sibling Matches

Exact/Perfect Matches ← All Approved DC Matches
All Approved Possible Matches
All Denied Possible Matches

Direct Certify ▾ E-Reviews ▾ Help ▾

Program Begin Date

Certify Individual	July 2013
Certify Students	July 2014
SSES Student Look-Up	July 2015
Matched Student Look-Up	July 2016
All Approved DC Matches	July 2017
All Approved Possible Matches	July 2018
All Denied Possible Matches	July 2019
Direct Certify Report	July 2020
Match Counts	
Parent Notification Letters	
Reprint Notification Letters	

July 2013

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](#)
[Remove Selected](#)
[Export](#)

File: (All Data)

0 matched - 3 possible matches listed 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 Student Last Name	Assistance Student First Name	Assistance Student Birthdate	Match Type	Source	Case No
☐	☐	3/1/2025													
☐	☐	3/1/2025		Brown	Charlie	1/1/2018				Brown	Charlie	1/1/2018	7	SNAP	
☐	☐	3/1/2025													

[Certify Selected](#)
[Remove Selected](#)
[Export](#)

Match Type Key

Match Type: Description

1 Match First 3 Chars of Last Name, First 3 Chars of First Name, Birth Date (Month/Year or Month/Day)

2 Match First 14 Chars of Last Name and Exact Birth Date Only

3 Match Last Name and Exact Birth Date

4 Double Telephone Search and Exact Birth Date

7

Use the Export Button

[Certify Selected](#)
[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 Approved Possible 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](#)
[Remove Selected](#)
[Export](#)

File: (All Data)

0 matched - 2 possible matches listed 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 Student Last Name	Assistance Student First Name	Assistance Student Birthdate	Match Type	Source	Case No
☐	☐	7/14/2025		Cole	John	4/9/2015							4	SNAP	
☐	☐	7/7/2025		Lee	Sarah	1/23/2013		Smith	Mary				8	SNAP	

[Certify Selected](#)
[Remove Selected](#)
[Export](#)

Match Type Key

Match Type: Description

4 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: MMDDYYYY

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: MMDDYYYY

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: MMDDYYYY

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
							Certified			Elementary
							Shkup			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:

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
Elementary	7/14/2025 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.

[Recently Selected](#)
[Export](#)

Site:

1 Approved Possible Matches of 206 Direct Certifications. 0 Current Possible Matches.

Page numbers

School	Directly Certified	Parent Matched	Date Matched	Enrolled Student ID	Enrolled Last Name	Enrolled First Name	Enrolled Birthday	Assistance Student ID	Assistance Student Last Name	Assistance Student First Name	Assistance Student M.I.	Assistance Student Birthday	Match Type	Source	Case No.
			7/1/2025										1	SNAP	
			8/4/2025										1	SNAP	
			7/5/2025										10	SNAP	
			7/1/2025										1	SNAP	



All Approved DC Matches

All Approved DC Matches

This page allows the Review of all Direct Certification

Directly Selected

Export

Site: All Sites

1 Approved Possible Matches of 206 Direct Certifications. 0 Denied Possible Matches.

School	Directly Decided Benefits	Parent Matched	Date	Enrolled StudentID	Enrolled Last Name	Enrolled First Name	Enrolled Birthdate	Assistance Student ID	Assistance Last Name	Assistance First Name
	☐		7/1/2025							
	☐		8/4/2025							
	☐		7/5/2025							
	☐		7/1/2025							



All Approved DC Matches

MatchType	Source	Case No	Parent Last Name	Parent First Name	Parent M.I.	Addr 1	Addr 2	City	State	Zip	Approved Denial Date	Decision Date	Letter Date
1	SNAP												7/15/25
1	SNAP												8/4/25
10	SNAP										6/7/23/2025		7/25/25
1	SNAP												7/15/25

Match Type Key

Total Matched	Match Type	Description
185	1	Exact Match (Last Name, First Name and Birth Date)
20	2	Match First 14 Chars of Last Name and First 3 Chars of First Name and Exact Birth Date
0	3	Match First 5 Chars of Last Name and First 3 Chars of First Name and Exact Birth Date
2	4	Match First 5 Chars of Last, First 3 Chars of First, Partial Birth Date (Month/Year or Month/Day)
0	5	Match First 14 Chars of Last Name and Exact Birth Date Only
1	6	Metaphone Match and Exact Birth Date
0	7	Double Metaphone Match and Exact Birth Date
20	8	Sibling Match
0	9	APPROVED - Match First 5 Chars of Last Name and First 3 Chars of First Name and Exact Birth Date
1	10	APPROVED - Match First 5 Chars of Last Name and First 3 Chars of First Name and Partial Birth Date



All Approved DC Matches

Remember to save the direct certification results

Click

Export

 button

Don't forget

Maintain DC Documentation!
Export Approved DC Matches

[illegible][illegible]



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



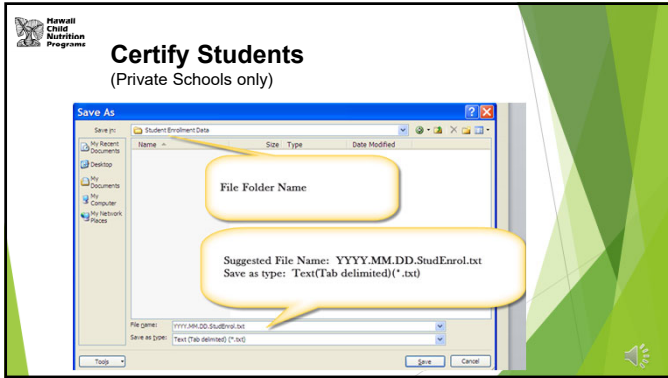


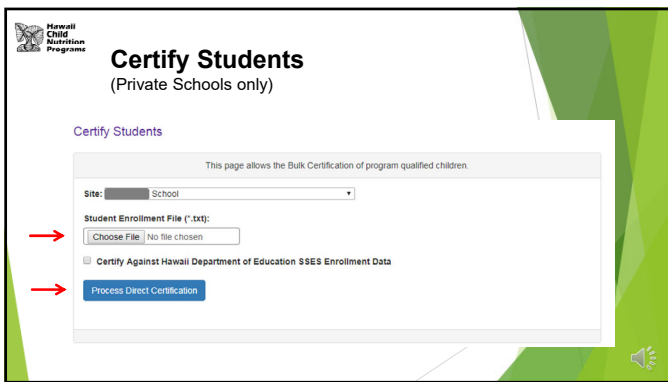
Certify Students

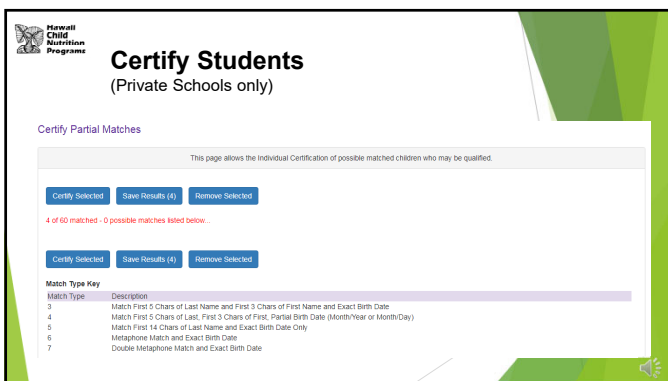
(Private Schools only)

- ▶ 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)

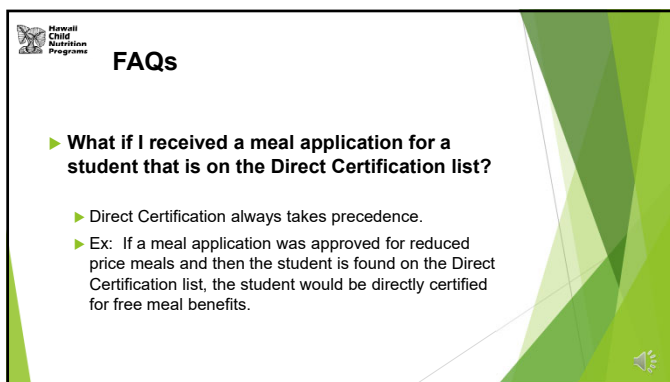
Last Name	First Name	Date of Birth	School Use
Character data – 20 characters long	Character data – 15 characters long	MM/DD/YYYY	Up to 28 characters
Flowers	Daisy	02/01/2018	7654321

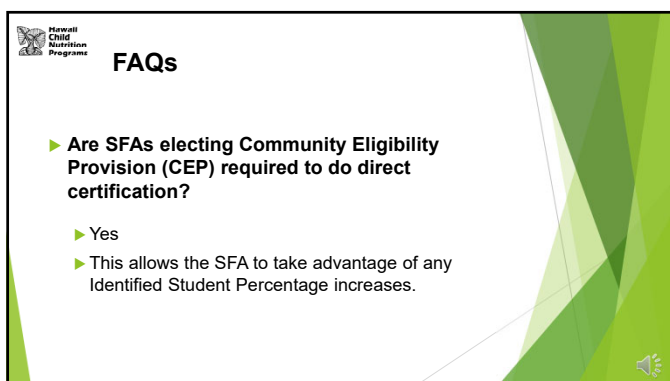












Hawaii Child Nutrition Programs

Pop Quiz

► **Link to Google Forms Quiz:**

<https://forms.gle/EWgqSkiRP7EEowYA9>

Code word: certified

QUIZ



Hawaii Child Nutrition Programs

Questions?



Contact the NSLP Team:

Rachel Itano rachel.itano@k12.hi.us

Kasey Kawamoto kasey.kawamoto@k12.hi.us

Hawaii Child Nutrition Programs

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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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