Nutrition Services

Direct Verification Instructions

Version 1.0.0

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NEBRASKA DEPARTMENT OF EDUCATION
Nutrition Services

Contents

Overview

Verification is the confirmation of eligibility for a sample pool of 3% of the Free and Reduced Price School Meals Family Applications on file. Households selected in the sample pool are required to verify the income reported on the application by providing supporting income documentation. The return rate has always been lower than desired and an imposition on the affected families.

An outline of the verification process and needed forms are available on our website at: http://www.education.ne.gov/ns/forms/nslpforms/verification.html

Direct Verification

Nebraska Department of Education (NDE) has developed a computer matching system to compare the data from the free and reduced lunch applications against the Nebraska State Department of Health and Human Services (DHHS) data. The DHHS data includes the beneficiaries of Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF), Foster Care and Medicaid. The free guidelines are at or below 130 percent of the Federal poverty guidelines and the reduced priced guidelines are between 130 and at or below 185 percent of the Federal poverty guidelines. These same income levels are used for the Direct Verification with Medicaid.

The result of the match returns a response for each application of "Yes" for Verified, "No" for not Verified, or "Rejected." Any application with a student already directly certified by NDE will be rejected and a different application will need to be submitted (directly certified students cannot be included in the verification pool). Those applications Verified will need no further action and the families do not need to provide documentation of their income. Those applications that are not verified will need to be handled the same as in the past by notifying the family to provide documentation of their income information on their application for meal benefits.

Prepare the Student List

1. Remove any applications that contain a student who has already been directly certified for free meals and keep them in a separate file. Another application will need to be selected to replace it.
2. Number the applications from 1 through the number you are required to Verify.
3. Add the Date of Birth (DOB) for each student on the application. This is the hardest part of this process requiring you to look up each student for the DOB.
4. Next log in to the CNP website and click on NSLP

5. Click on Verification
6. Click on Direct Verification
7. Your screen will look like this:

Upload to a Single Student Verification Screen

1. Enter the information directly into the green "Single Student Verification" area on the CNP website.

2. Enter the following data in the form
    i. Application Number
    ii. First Name
    iii. Last Name
    iv. Gender
    v. Date of Birth (mm/dd/yyyy)

3. To enter another student on the same application, click the 'Save Student Record (Add additional students to Application)'.
4. Repeat Step 3 and 4 until you have finished all students on that application
5. After entering all students on an application, click the 'Save and Submit Application for processing'.

Upload a CSV File

1. Prepare a CSV file and upload to the CNP site
   a. Open an Excel Spread Sheet and label the columns as follows:
      i. Application Number
      ii. First Name
      iii. Last Name
      iv. Gender
      v. Date of Birth (mm/dd/yyyy)

	A	B	C	D	E
1	APPLICATION#	FIRST_NAME	LAST_NAME	GENDER	DATE_OF_BIRTH
2	1	Sue	Jones	F	5/15/2006
3	1	Joe	Jones	M	8/19/2003
4	2	Jay	Harper	M	3/5/2000
5	3	Max	Doe	M	7/26/1998
6					

   b. Save the file as a CSV file by:
      i. Click on "File Save As"
      ii. Change the "Save as type:" to CSV (Comma Delimited) (*.csv)
2. Upload the CSV file with the student list.

Upload Verification CSV File

Choose a file to Upload:

[   ] [Browse...]

[Upload]

Review Verification list

1. To review the list, click on 'View Processed List'.

NOTICE: All users of this system must adhere to Section 9(b)(6) of the Richard B. Russell National School Lunch Act (NSLA) (42 U.S.C. 1758(b)(6)) which delineates the restrictions on the disclosure and use of information obtained through the direct certification process, as well as the criminal penalties for improper release of information.

Application Number	Student First Name	Student Last Name	Gender	DOB	Verified	Program
100			F	9/1/2001	Yes	MEDI-FREE
100			F	4/11/1995	Yes	MEDI-FREE
101			F	6/27/2008	Rejected	DIRECT CERT
101			F	4/17/2006	Rejected	DIRECT CERT
102			M	5/23/1995	No	NOT MATCHED
103			F	1/3/1994	Yes	MEDI-FREE
103			M	4/1/2006	Yes	MEDI-FREE
104			M	10/15/1998	Yes	SNAP
105			M	6/2/2005	Rejected	DIRECT CERT
106			F	5/13/1994	Yes	MEDI-FREE
107			F	8/2/2008	Yes	SNAP
108			F	8/17/1994	Yes	TANF
21			F	6/22/2005	Yes	MEDI-FREE
90			F	1/3/1994	Yes	MEDI-FREE
90			M	4/1/2006	Yes	MEDI-FREE
91			M	5/23/1995	No	NOT MATCHED
92			F	9/29/2008	No	NOT MATCHED
93			M	9/27/2002	Yes	MEDI-FREE
93			F	2/9/2004	Yes	MEDI-FREE
94			F	9/1/1998	Rejected	DIRECT CERT
94			M	9/12/1994	Rejected	DIRECT CERT
95			M	5/27/2006	Yes	MEDI-REDUCED
96			F	4/17/2006	Rejected	DIRECT CERT
96			F	6/27/2008	Rejected	DIRECT CERT
97			F	9/1/2001	Yes	MEDI-FREE
97			F	4/11/1995	Yes	MEDI-FREE

2. The column descriptions:

Verified	Program	Description
Rejected	DIRECT CERT	The student is not directly verified because the student is directly certified. The district/system needs to sample another application.
No	NOT MATCHED	The student on the application does not have an exact match with the DHHS data. The district/system needs to notify the family to provide documentation for their income information on their application for meal benefits. Attachment F
Yes	SNAP	The student is directly verified from DHHS SNAP program.
Yes	TANF	The student is directly verified from DHHS TANF program.
Yes	FOSTER CARE	The student is directly verified from DHHS Foster Child program.
Yes	MEDI-FREE	The student is directly verified from DHHS Medicaid –Free program.
Yes	MEDI-REDUCED	The student is directly verified from DHHS Medicaid –Reduced program.

APPENDIX A – Change Summary

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