

Student Eligibility Checklist

Use this checklist to ensure your procedures for providing meal benefits are in compliance to help you prepare for Verification activities.

1. At least one person in our organization has access to ADEConnect and can use CNP Direct Certification/Direct Verification.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
2. Ran CNP Direct Certification for our entire enrollment. Search method used: _____	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
a. Our site only extended eligibility benefits to siblings of students who matched on SNAP, TANF, FDPIR and/or DC-Medicaid.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
b. Our site did not extend eligibility benefits to siblings of students who matched on foster, migrant or homeless.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
3. Printed or saved the CNP Direct Certification Match results.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
4. Collected and reviewed documentation about which students are enrolled in the Head Start Program.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
5. Reviewed Notice to Provider document that was submitted for Foster children.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
6. Reviewed documentation submitted for children from a liaison for homeless, migrant or runaway status.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
7. Reviewed SNAP, TANF and/or FDPIR letters submitted by the household for children receiving assistance programs.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
8. Processed all applications checking for completeness:			
a. We utilized a date stamp to indicate when applications were received.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
b. We ensured all case numbers were validated for assistance programs in Arizona (SNAP/TANF being 8 digits or less or FDPIR based on Indian Tribal Organizations).	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
c. We ensured the <i>total household members</i> box was filled out and that there was Social Security Number information on all income applications.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
d. We ensured all applications contained an adult signature.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
e. We have only certified homeless, migrant, and runaway applications for free meal benefits if we received confirmation from the liaison.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
f. We marked which applications were error-prone.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
9. Entered all case numbers listed on case number applications through CNP Direct Certification.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
10. Notified households of eligibility status with notification letter.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
11. We or our online system organized all household applications according to their eligibility categories and methods of certification:			
a. Divided free by income, free by case number, free by foster, reduced by income.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
b. Labeled all applications for students who are Direct Certification matches and filed them separately.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
c. Labeled all applications for students who have withdrawn.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
12. Created a Benefit Issuance Document (BID)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
a. Our BID indicates the method of certification for each student.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
b. Our BID indicates the date of approval/effective date of benefits.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
c. Our BID has rolled over a child's eligibility status from the previous school year into the current school year for no less than 30 operating days.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
d. On the 31 st operating day, updated child's eligibility from the previous school year to paid if child does not have new eligibility documentation submitted for this program year.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	