



Accessing the Direct Certification System

Nebraska Department of Education: Nutrition Services
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Access to the Direct Certification system requires users to first be granted user rights in the CNP system, then granted rights through the Direct Certification system. For users who do have CNP login credentials but cannot access the Direct Certification system, follow the Existing User directions. To set up Direct Certification access for users who do not yet have CNP login credentials, follow the New User directions, then complete the steps for Existing Users.

DC Access for Existing Users

The CNP System Administrator must access the 'Maintenance' screen within the DC System to grant rights to users without administrative rights.

Identify the system Administrator by clicking Security > User Manager



Click "ALL" and a list of users will display; "Yes" under "Administrator" indicates who can update other non-Administrator users in the CNP system:



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1. Log into the CNP with your User ID and password.
2. Click on the '**School Nutrition Programs**' button.
3. From the blue menu bar click on Applications > Direct Certification / Direct Verification.

The screenshot shows the 'School Nutrition Programs' interface. At the top, there is a navigation bar with 'Applications', 'Claims', 'Compliance', 'Reports', 'Security', and 'Search'. On the right, there is a 'NEBRASKA DEPARTMENT OF EDUCATION' logo and a secondary navigation bar with 'Programs', 'Year', 'Help', and 'Log Out'. Below the navigation bar, a breadcrumb trail reads 'Applications >'. The main content area is a table with two columns: 'Item' and 'Description'. The 'Direct Certification / Direct Verification' row is highlighted in yellow.

Item	Description
Sponsor Manager	SNP Sponsor's Profile, Site and Hold Information
Application Packet	Applications Forms (Sponsor and Site)
Verification Report	Mandatory Annual Verification Report
Verification Summary	Mandatory Annual Verification Report (FNS-742) Summary
Second Review of Applications	FNS-874 report for Sponsors selected to conduct a second review of applications.
Food Safety Inspections	Number of Food Safety Inspections by Site
Food Safety Inspections Summary	Number of Food Safety Inspections by Site Summary
Financial Report	School Food Annual Revenues and Expenditures Report
FFVP Grant Overview	Fresh Fruit and Vegetable Program Grant Information by Site Overview
FFVP Grant Allocations	Fresh Fruit and Vegetable Program Grant Allocations
FFVP Invitations and Approvals	Fresh Fruit and Vegetable Program Invitations and Approvals
Community Eligibility Provision	Enrollment and Eligibility for Community Eligibility Provision
Direct Certification / Direct Verification	Link to verify Direct Certification / Direct Verification
Download Forms	Forms Available for Downloading

4. Click the '**Direct Certification / Direct Verification**' link.

The screenshot shows the 'Direct Certification / Direct Verification' page. The navigation bar and logo are the same as in the previous screenshot. The breadcrumb trail reads 'Direct Certification / Direct Verification >'. The page title is 'Direct Certification / Direct Verification'. The main content area contains two paragraphs of text, each followed by a link to access the respective feature. The link for 'Direct Certification / Direct Verification' is highlighted in yellow. At the bottom, there is a '< Back' button.

Direct Certification (DC) is a process in which school districts certify children as eligible for free or reduced-price meals using information provided by State agencies administering Assistance Programs and Other Source Categorically Eligible Programs. These programs include but are not limited to: SNAP (Supplemental Nutrition Programs), TANF (Temporary Assistance for Needy Families), FDPIR (Food Distribution Program on Indian Reservations), Migrant, Homeless, Foster and some income-based Medicaid benefits. Information is updated nightly. USDA regulations require schools to utilize the DC list provided. Click the link below to access the list of your district's DC students.

Direct Verification (DV) is a process in which school districts can verify approved household meal applications selected for verification using State agency records to confirm household participation in an eligible program. These programs include but are not limited to: SNAP, TANF, FDPIR, Migrant, Homeless, Foster, SCHIP (State Children's Health Insurance Program) and Medicaid records. Direct Verification is optional. Click the link below to access this feature.

Click on the link below to go to the Direct Certification / Direct Verification screens.

Direct Certification / Direct Verification

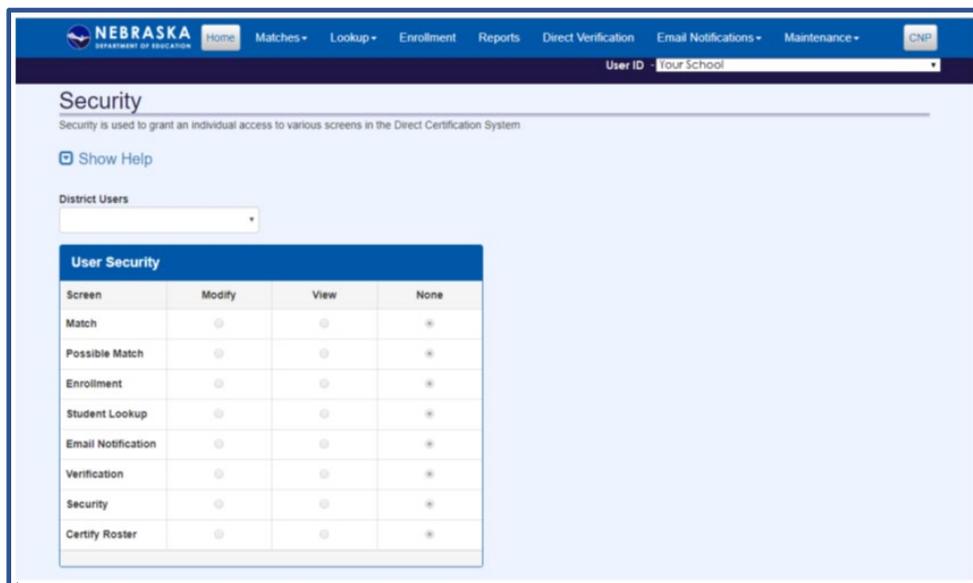
< Back

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5. From the blue menu bar click on 'Maintenance' and select 'User Security' from the drop down list.



6. The "Security" screen will display a drop down list of "District Users." Select the user who needs access



Tip: If no names appear in the drop down list, either all users in the system have "administrator" rights OR the User IDs are not set up correctly in the CNP System; see "DC Access for New Users" for instructions.

7. Select **'Modify'**, **'View'**, or **'None'** to establish rights for each of the screens listed OR click on 'Default Permissions' to display the preset list of standard permissions. • Tip: Definitions for the User Security options can be found in the "Help" section in the upper left corner of the page.

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8. Click **'Save'** after selecting the appropriate rights. The message "Success! Permissions saved successfully" appears.
9. Confirm with the new/former user to ensure they can access the DC System.

Tip: After you set up the user's rights in the DC System, have the user log into the CNP System and view the DC System's home page.

DC Access for New Users

The CNP System has its own security module that requires the CNP System Administrator (**Authorized Representative**) to grant security rights for users. CNP System Administrators can assign rights for users to access the DC System and the CNP System, if not already granted.

- **Note:** Best practice is to have only ONE individual identified as the System Administrator as this individual is responsible for the overall management of the National School Lunch Program.
- **Note:** Best practice is for each individual accessing the CNP and DC Systems to have their own User ID. Sharing of User IDs and Passwords is strongly discouraged.

1. Follow the instructions to 'Add' a new user in the [CNP Security Administrator User Manual](#) beginning on page 11. The CNP Security Administrator User Manual can also be found on the Nutrition Services webpage (<https://www.education.ne.gov/ns/>).
2. From the 'User Options' screen: a. Complete a 'User Profile' for the new user and assign appropriate Security Group.



Note: Assign the 'SNP Application' to access the DC System.

- Tip: If the user already exists, ensure the 'User Status' is set to "Active" and click **'save.'**

User Profile

User Information

First Name:
Middle Initial:
Last Name:
Title:
Email Address:
Phone Number: Ext:
Are you an Employee of this Sponsor:
(i.e., Receive W-2) Yes No

Login Information

User Name:
Hint Question:
Hint Answer:
Require password change next login:

Security Base

User is an Administrator: Yes No
Security Group(s): SNP Application Public
 SNP Claims
 SNP Claims (FFV)
 SNP AR
 SFSP Claims
 SNP Admin Security
Associated to Sponsor(s): Omaha Public Schools

Status

User Status:
Notes:

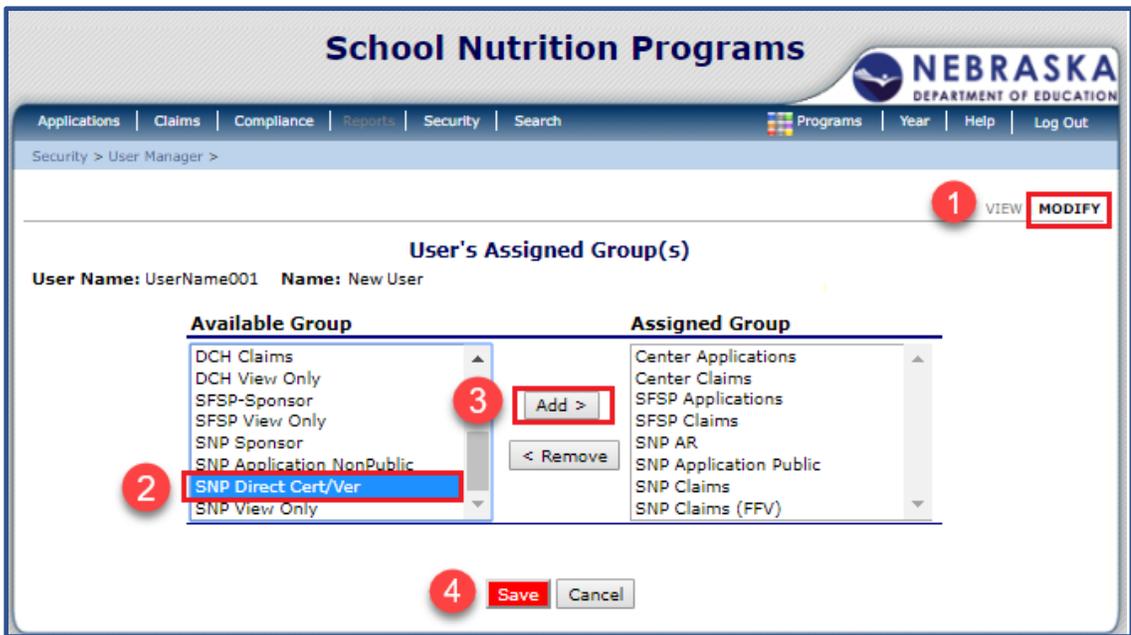
Created By: cnp_conversion on: 1/23/2013 Modified By: tYarmon on: 6/11/2018 1:45:07 PM

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Click on the 'User's Assigned Group(s)' hyperlink to add 'SNP Direct Cert/Ver' to the user's "Assigned Group".



c. Select 'SNP Direct Cert/Ver' then click 'Add' (and 'OK' if prompted), 'Save', and then click 'Finish' when prompted.



d. Now that the individual has security rights to view the DC System, follow the instructions in the "DC Access for Previous Users" on page 1 to grant security rights to the DC System.