

Download DV Report

Completed	Description
	1. Click on Reports in the blue menu bar.
	2. Select the CE Direct Verification Matches
	3. Download report
	4. Save archive copy.
	5. Save again as working copy.
	6. Using working copy:
	A. Check for students program information.
	Confirm that free/reduced-price eligibility matches application.
	B. If yes, count the number of applications students directly certified or directly verified by program.
	(Record number of SNAP, TANF, Medicaid-Free, Medicaid-Reduced Price, CHIPS-Free,
	Chips-Reduced Price applications and students).
	C. If no, follow process in ARM (Section 6 - Verification) to notify household that
	application has been selected for verification.
	7. Document direct verification matches in POS. Change application status to Direct Certified, if applicable.