PUBLIC SCHOOLS OF NORTH CAROLINA
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WWW.NCPUBLICSCHOOLS.ORG

# Direct Certification Version 2.0

# User Guide

## How to Manually Upload Student Data Using a Standardized Template for Non-NCWise SFAs

**NOTICE: This system is the property of the State of North Carolina and is for authorized use only. Unauthorized access is a violation of federal and state law. All software, data transactions, and electronic communications are subject to monitoring.**

**Non-discrimination Statement: This explains what to do if you believe you have been treated unfairly.**

In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, gender (male or female), age, or disability.

To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

# IMPORTANT POINTS

Before starting this process there are some important points to remember:

1. The numbers assigned to students (Student_ID) should not be duplicated, changed or reused for the duration of the school year.

2. All information entered in the Date of Birth column must be hand keyed. **DO NOT cut and paste** this data from another source/document.

3. **Data cannot be uploaded and matched on the same day**. Matches are run daily at approximately 6:00 a.m. Data that is uploaded after 7:00 a.m. will be included in the data run the following morning.

# UPLOAD TEMPLATE

**STEP 1** – The upload template is available on the Child Nutrition website at:

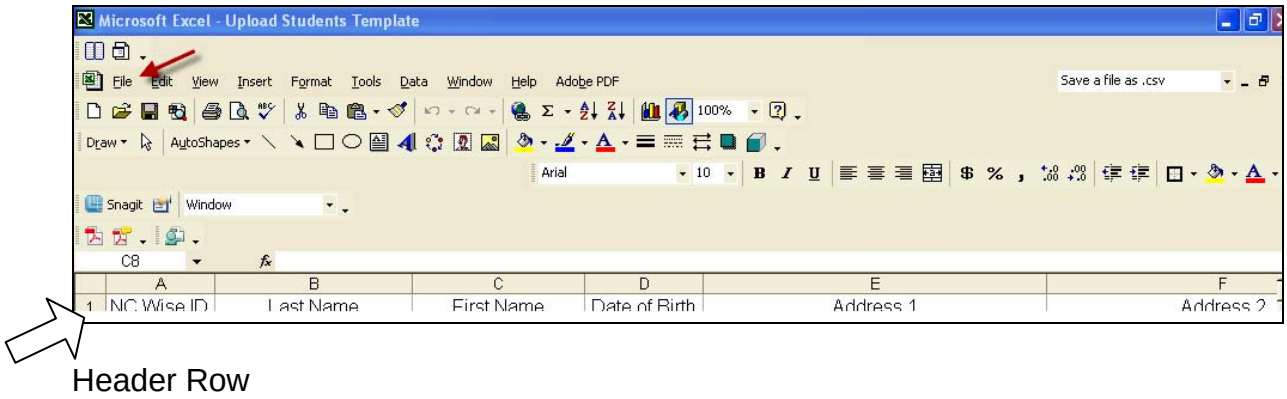
**http://www.ncpublicschools.org/childnutrition/dcv-system/**

**STEP 2** – Fill in the template according to the following:

| Column | Field Name | Format/Instructions |
|---|---|---|
| **A** | STUDENT_ID Numeric | Enter the student's unique Student_ID. It is required and must be unique to the student. **This number should not be duplicated or changed.** Format is Text. Limited to 9 characters. |
| **B** | LAST_NAME | Enter the student's last name. Format is Text. Limited to 35 characters. |
| **C** | FIRST_NAME | Enter the student's first name. Format is Text. Limited to 35 characters. |
| **D** | Date of Birth | Date of Birth - Enter the date in standard date format (example: 02/12/2001 or 02-12-2001). The template will switch it to the required format (YYYYMMDD). **DOB data must be keyed for every student. DO NOT cut and paste from another source.** |
| **E** | ADDRESS1 | Enter the student's address. Format is Text. Limited to 40 characters. |
| | | **No commas** |
| **F** | ADDRESS2 | Enter the student's address line 2, if applicable. Format is Text. Limited to 40 characters. |
| | | **No commas** |
| **G** | CITY | Enter the City for the student's address. Format is Text. Limited to 25 characters. |
| **H** | STATE | NC Format is Text. Limited to 2 characters. |
| **I** | ZIP_CODE | Enter the student's 5 digit zip code. Format is Text. Limited to 5 characters. |
| **J** | PHONE_NUMBER | Enter the student's contact phone number. Format is Text. Limited to 20 characters. |
| **K** | PARENT_NAME | Enter the Parent's Name of the student. Format is Text. Limited to 50 characters. |
| **L** | LEA_CODE | Enter your 3 digit LEA code. Private Schools and RCCIs can see the third spreadsheet listing their LEA numbers. Format is Text. Linited to 3 characters. |
| **M** | GENDER | Use the drop down box to select the student's gender. Valid options are Male or Female. |
| **N** | ETHNICITY | Use the drop down box to select the student's ethnicity code. Valid options are listed below. |
| | | **(1 = AMIN, 2 = ASIA, 3 = HISP, 4 = BLCK, 5 = WHTE, 6 = MULT)** |
| **O** | SSN - Social Security Number | Enter the 9 digit Social Security Number. This field may be left blank; however, matching rate is higher with this field completed. Format is Text. Limited to 9 characters. **No hyphens or slashes** |

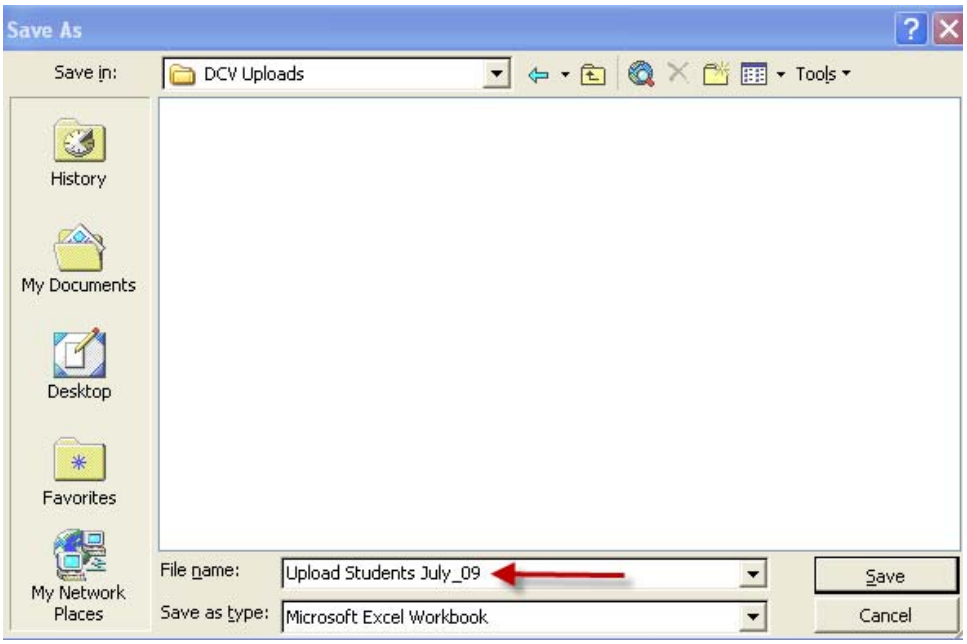
## STEP 3 – DELETE the header row and Save the template as a .csv file.

On the **File** menu, click **Save As**.

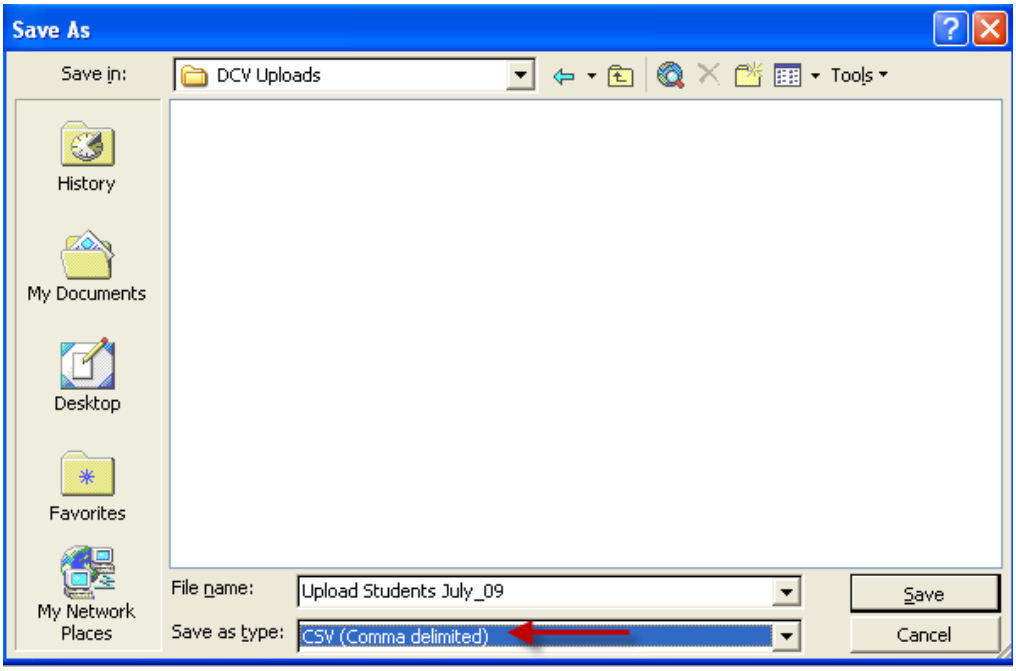



Header Row

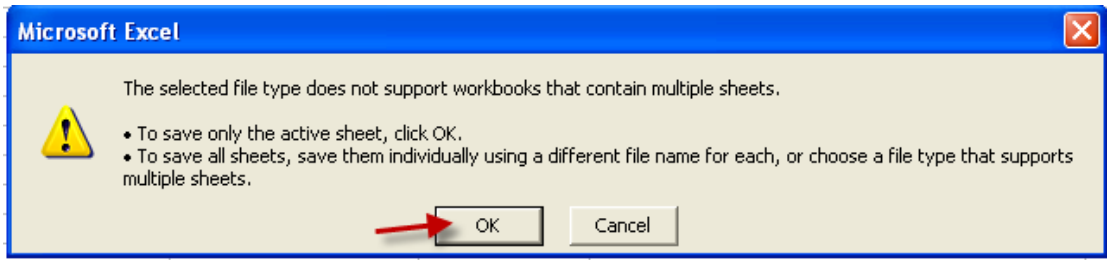
1. In the File name box, type a new name for the workbook. You may want to set up a folder to store these upload files for your records. Name the file in a manner that will help you keep track of what you have done from month to month, such as: *Upload Students as of July_09*



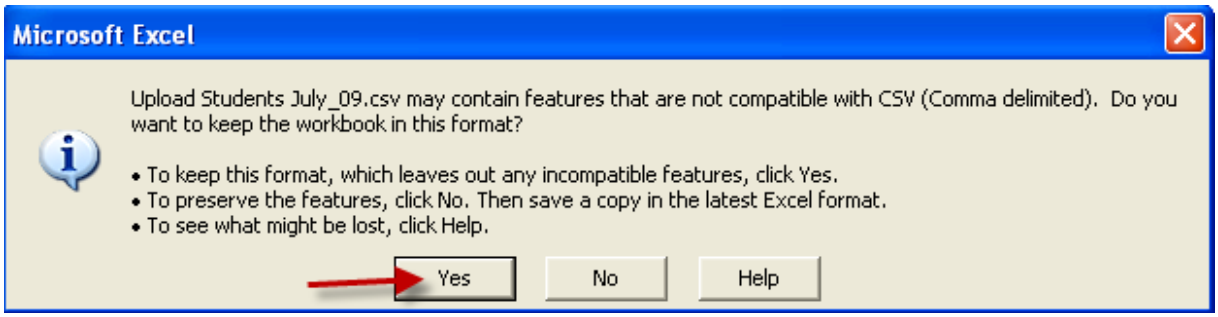
2. In the Save as type list, click on CSV (comma delimited) file format.



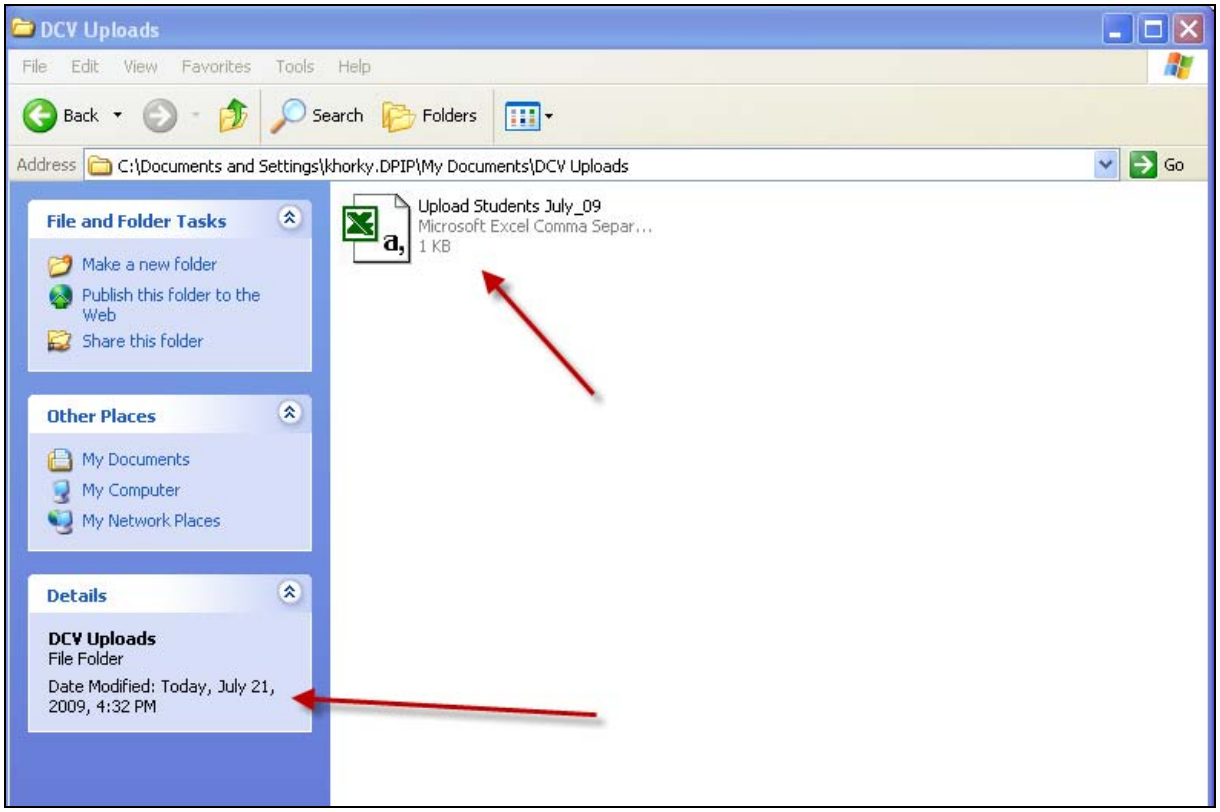

4. Verify file name and file type are correct and press save. An EXCEL information box will appear. Click **OK**.



5. A second EXCEL information box will appear. Click **YES**




6. You have successfully saved your file. You may verify the file by checking the folder to see if it is there:



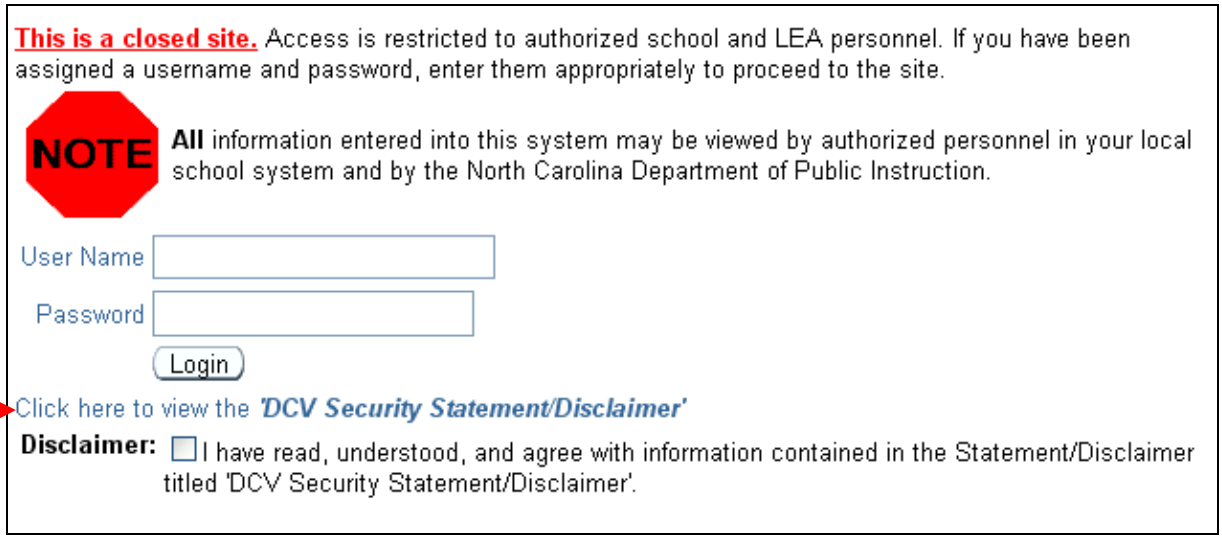
# HOW TO LOGIN

**STEP 4** - You must have

- ✓ Obtained an NCID and
- ✓ Subscribed to the DCV system.

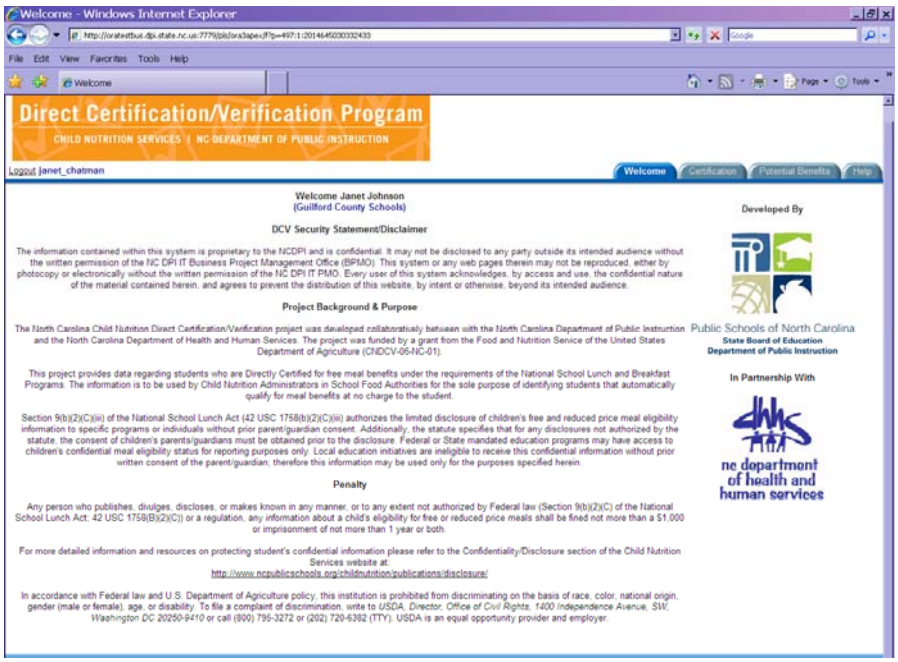
**STEP 5** - Go to https://schools.nc.gov/dcv to access the Login screen.

1. Enter your NCID username
2. Enter your NCID password
3. Remember to check the disclaimer box. **IMPORTANT: Be sure you are familiar with and understand the DCV Security Statement/Disclaimer.** (See below)
4. Click the **Login** button

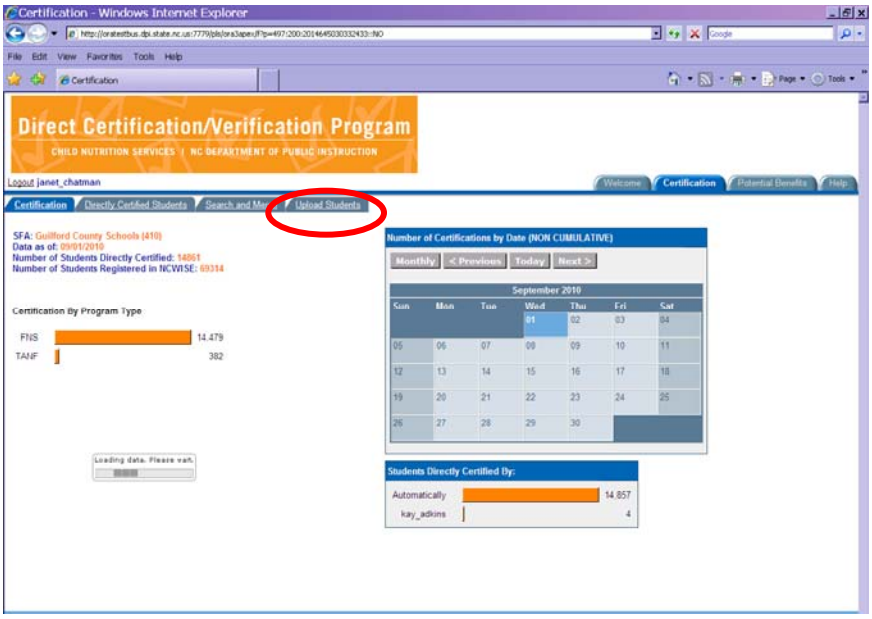



**Warning:** Any person who publishes, divulges, discloses, or makes known in any manner, or to any extent not authorized by Federal law (Section 9(b)(2)(C) of the National School Lunch Act; 42 USC 1758(B)(2)(C)) or a regulation, any information about a child's eligibility for free or reduced price meals shall be fined not more than a $**1,000** **or imprisonment of not more than 1 year or both.**

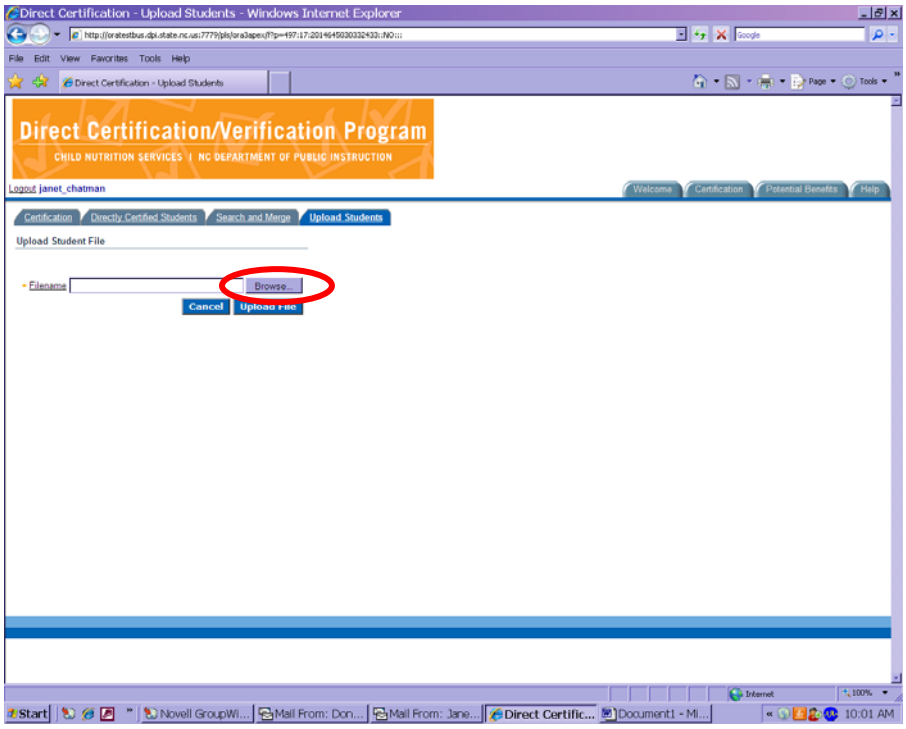
**STEP 6** - Upon successful Login, you will see the Welcome Screen. Click on the **Certification** tab



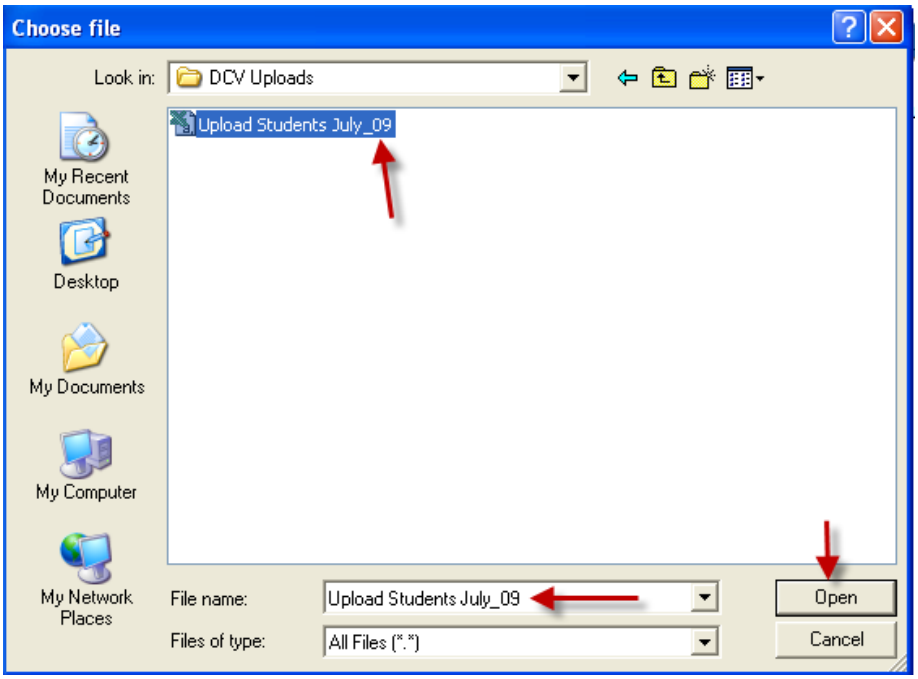

**STEP 7** - Click on the **Upload Students** tab



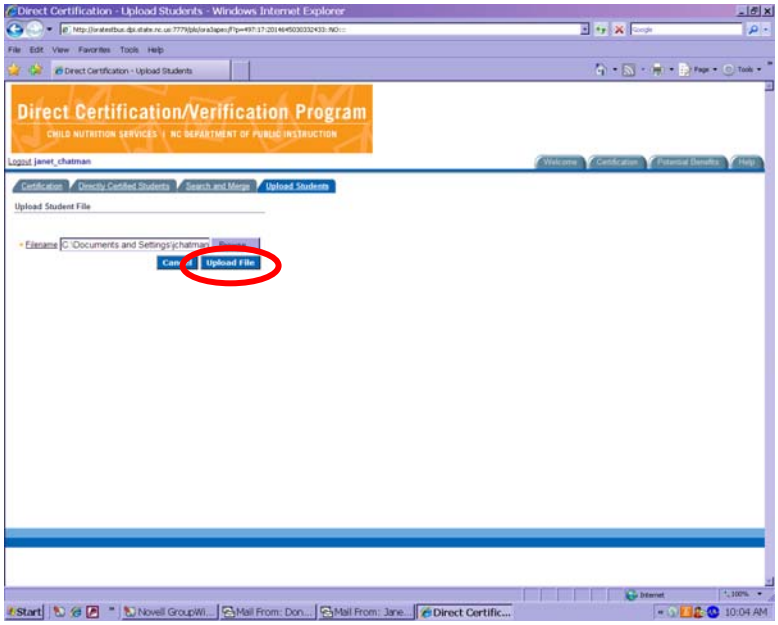
**STEP 8** - Click on the **Browse** button to locate the file (on your hard drive)



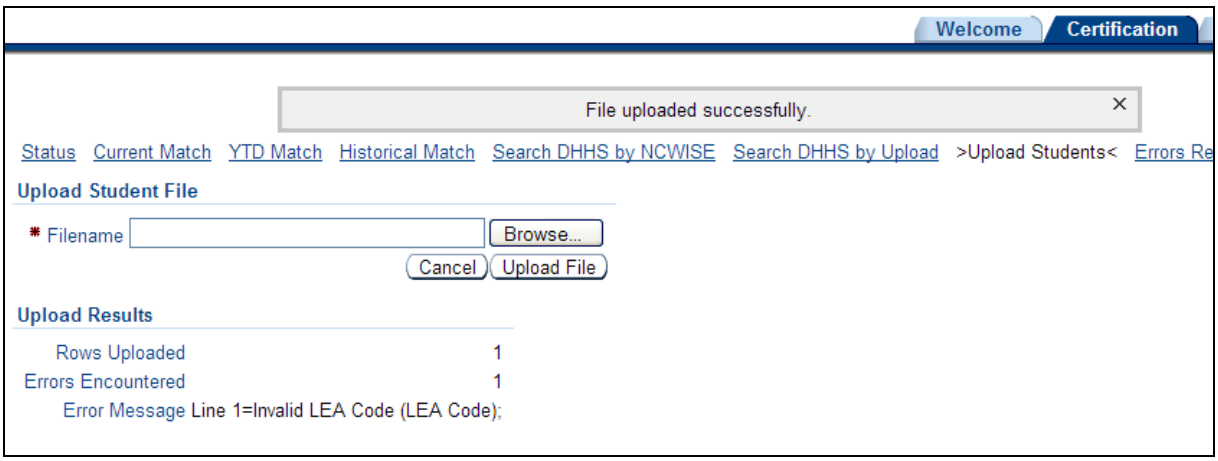

**STEP 9** – Locate and choose the file on your hard drive. Click on **Open** or double click on the file name to select it.



**STEP 10** – The file name will populate. Click the **Upload File** button.




**STEP 11** – The system will let you know you have uploaded the file successfully and will give you upload results.



**STEP 12** – The system will automatically run a match against the uploaded file and the NC DHHS Food Nutritional Services (formerly Food Stamp Program) and Temporary Assistance for Needy Families (TANF) data in the next run which is typically the next morning. Any matches that were made can be downloaded the next day.

To download the data see the instructions titled:

**Direct Certification**
**Version 2.0**
**User Guide**

**How to Download DCV Data**

## Need Assistance?

**For help with troubleshooting, contact your Regional Child Nutrition Consultant.**