PUBLIC SCHOOLS OF NORTH CAROLINA
DEPARTMENT OF PUBLIC INSTRUCTION | June St. Clair Atkinson, Ed.D., *State Superintendent*
WWW.NCPUBLICSCHOOLS.ORG

Direct Certification
Version 2.0

User Guide

September 2011

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.

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, sex, 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.

Purpose:

Welcome to Direct Certification Version 2.0

There have been a few modifications to the direct certification system. The screen shots may in this user guide may look different from the actual screens in the system, but the process remains the same.

Table of Contents

Login ---------- 3

Direct Certification Main Screen (diagram) ---------- 6

Downloading Direct Certified Students Data---------- 8

Manual Direct Certification (Search and Merge)---------- 12

Login:

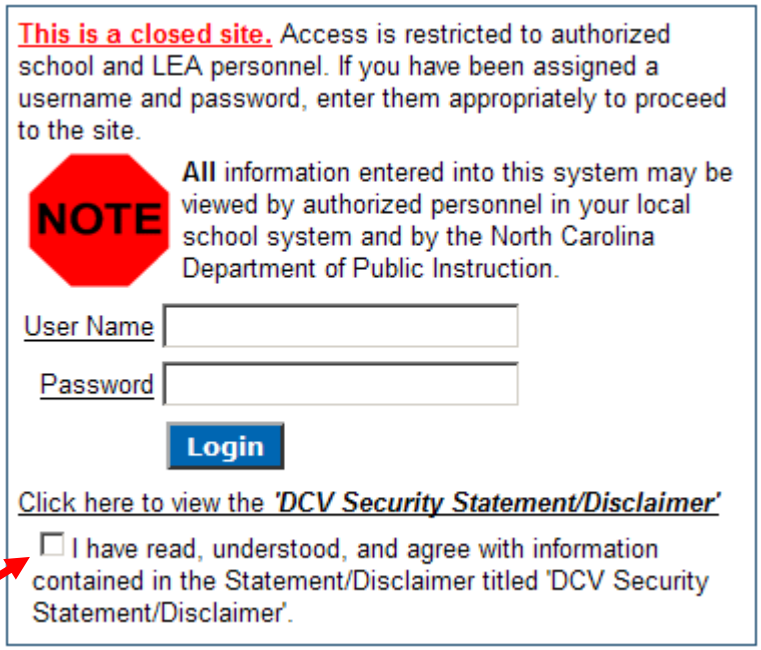
The Login process has not changed with Direct Certification Version 2.0:

STEP 1 - Before you can use the application you must:

- ✓ Have an NCID and
- ✓ Have subscribed to and been approved to use the Direct Certification system.

For additional information see the following web site:
http://www.ncpublicschools.org/childnutrition/dcv-system/

STEP 2 - Go to https://schools.nc.gov/dcv to access the Login screen shown below.



SPECIAL NOTE: The DCV Security Statement/Disclaimer Box must be checked prior to selecting the Login button.

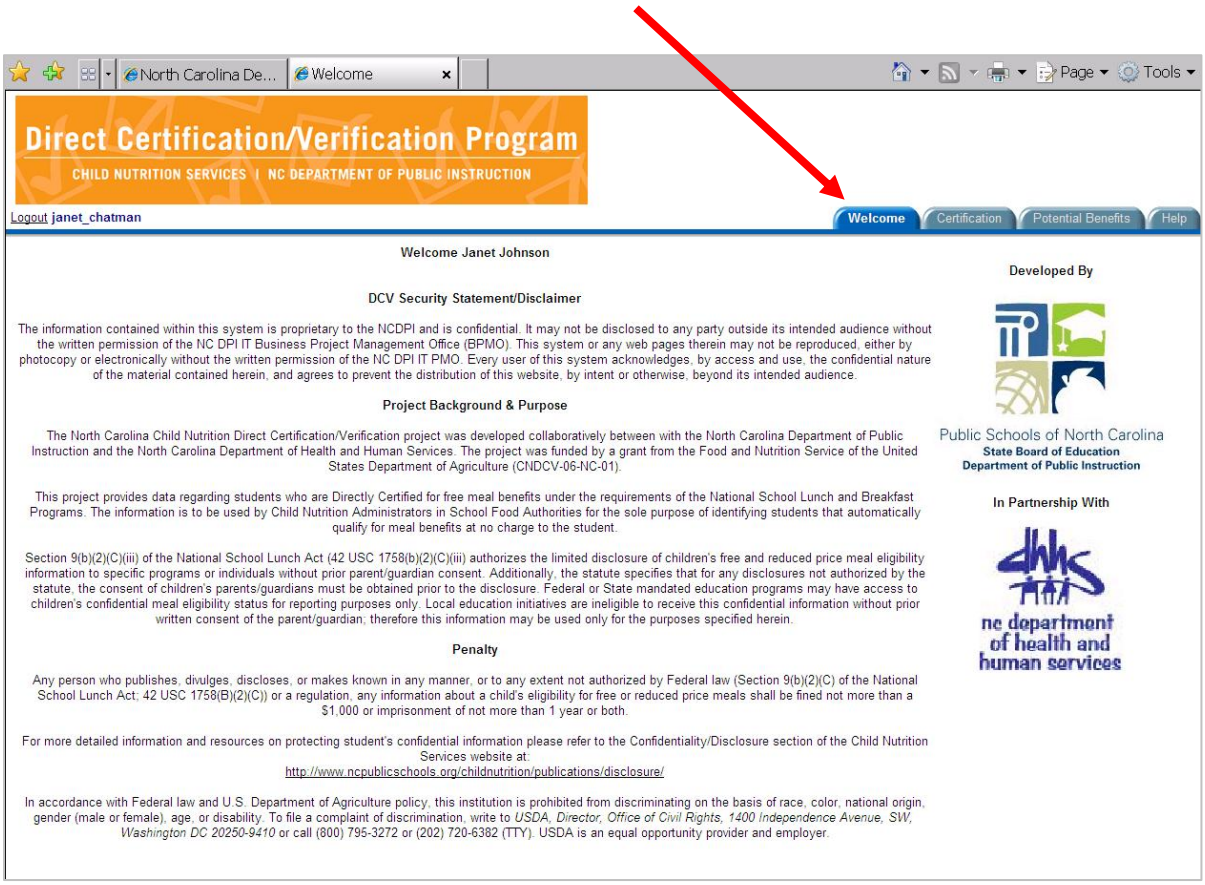
STEP 3 - Be sure you are familiar with the DCV Security Statement/Disclaimer and the penalties for improper disclosure of students' confidential information.

Penalty

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.

DO NOT print or otherwise disclose this information to a third party for any purpose. The information may be uploaded into the School Food Authority's (SFA) Eligibility software ONLY.

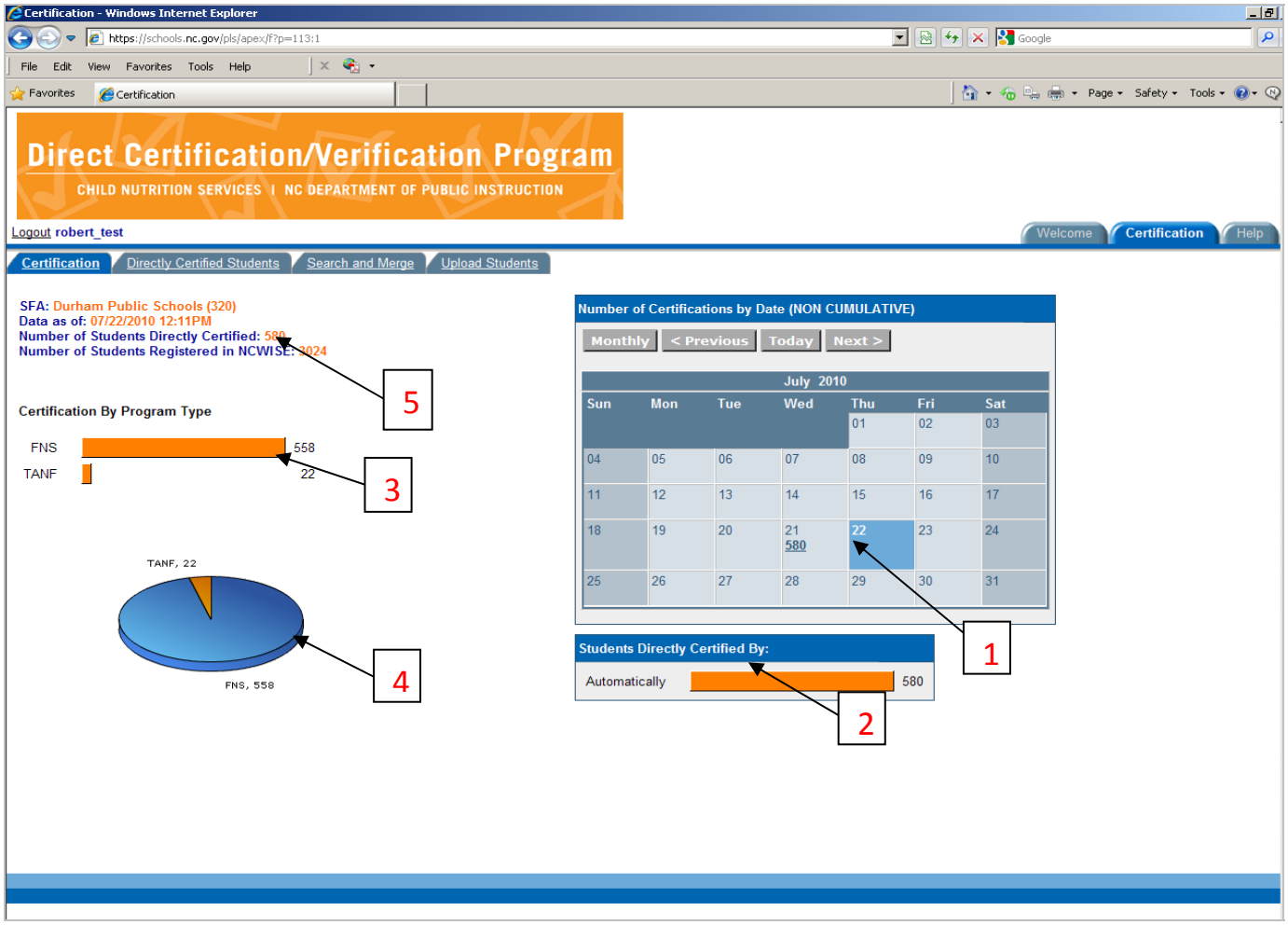
STEP 4 - Upon successful Login, you will see the *Welcome Screen*. Select the **"Certification"** tab to proceed to the Direct Certification screen.



NEW PROCESS ALERT

Direct Certification matches are now occurring on a DAILY basis. A date range specifying the time frame when students were certified must be provided in order to view or download students who are directly certified.

Direct Certification Main Screen



Certification Tab Main Screen

Refer to the numbers shown in the boxes above. Each number corresponds to a number and description shown below:

Box 1: Provides a calendar displaying the number of students directly certified for the SFA on that day. Selecting a day in the calendar will take the user to a screen showing the records of those students who were directly certified as this particular date.

Box 2: Shows the breakdown of the method used to directly certify the students in the SFA. The number of students directly certified by using this technology system will be listed as “Automatically”. The number of students directly certified using the “Search and Merge” tab will be listed under the user ID of the person who performed the search and merge operation.

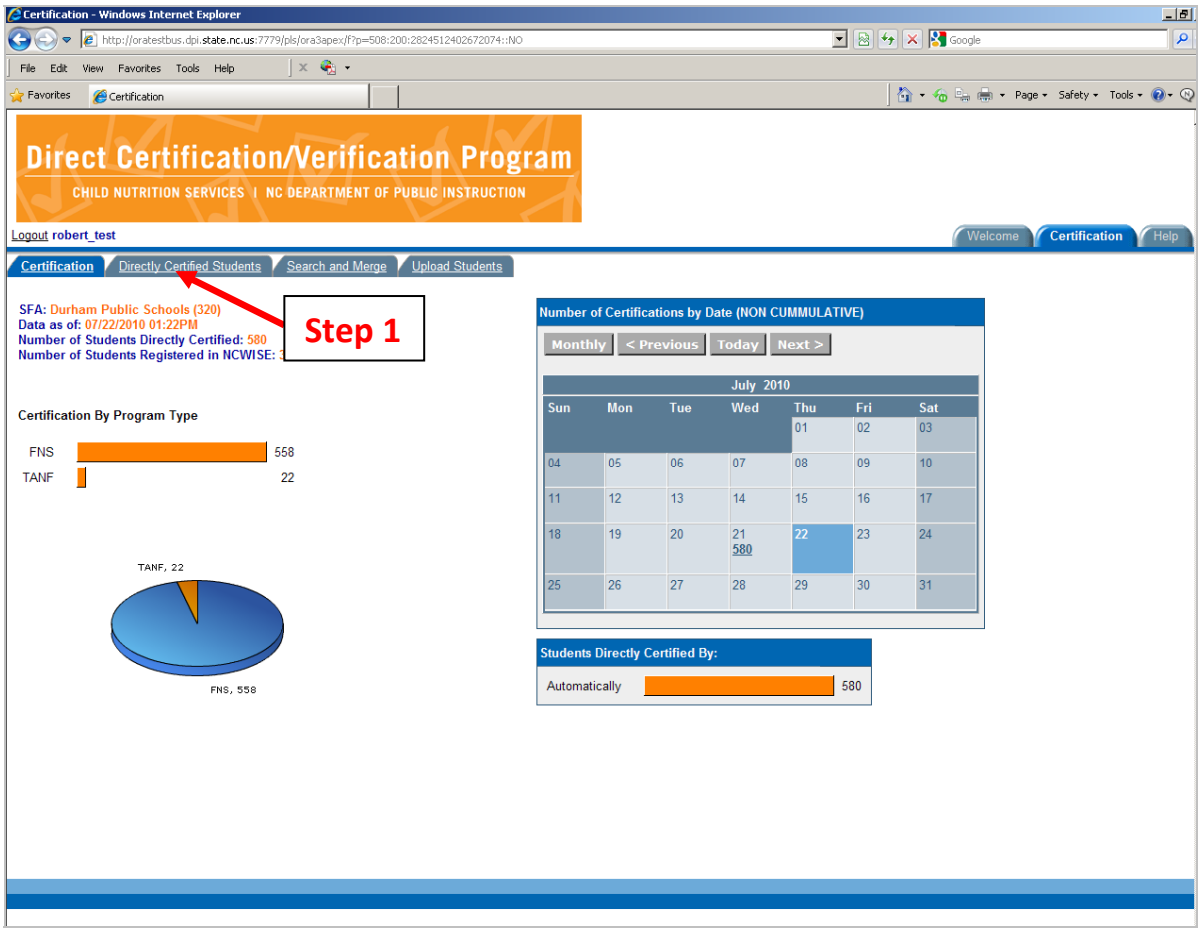
Box 3: Provides a bar graph displaying the number of students directly certified for FNS (formerly Food Stamps) and TANF for the user's SFA.

Box 4: Provides the same data as Box 3 but it is displayed in a pie chart format.

Box 5: Shows the data base status. Information includes the date the data were acquired, the number of students directly certified, and the total number of students registered in NCWISE for the SFA.

Downloading Direct Certified Students Data

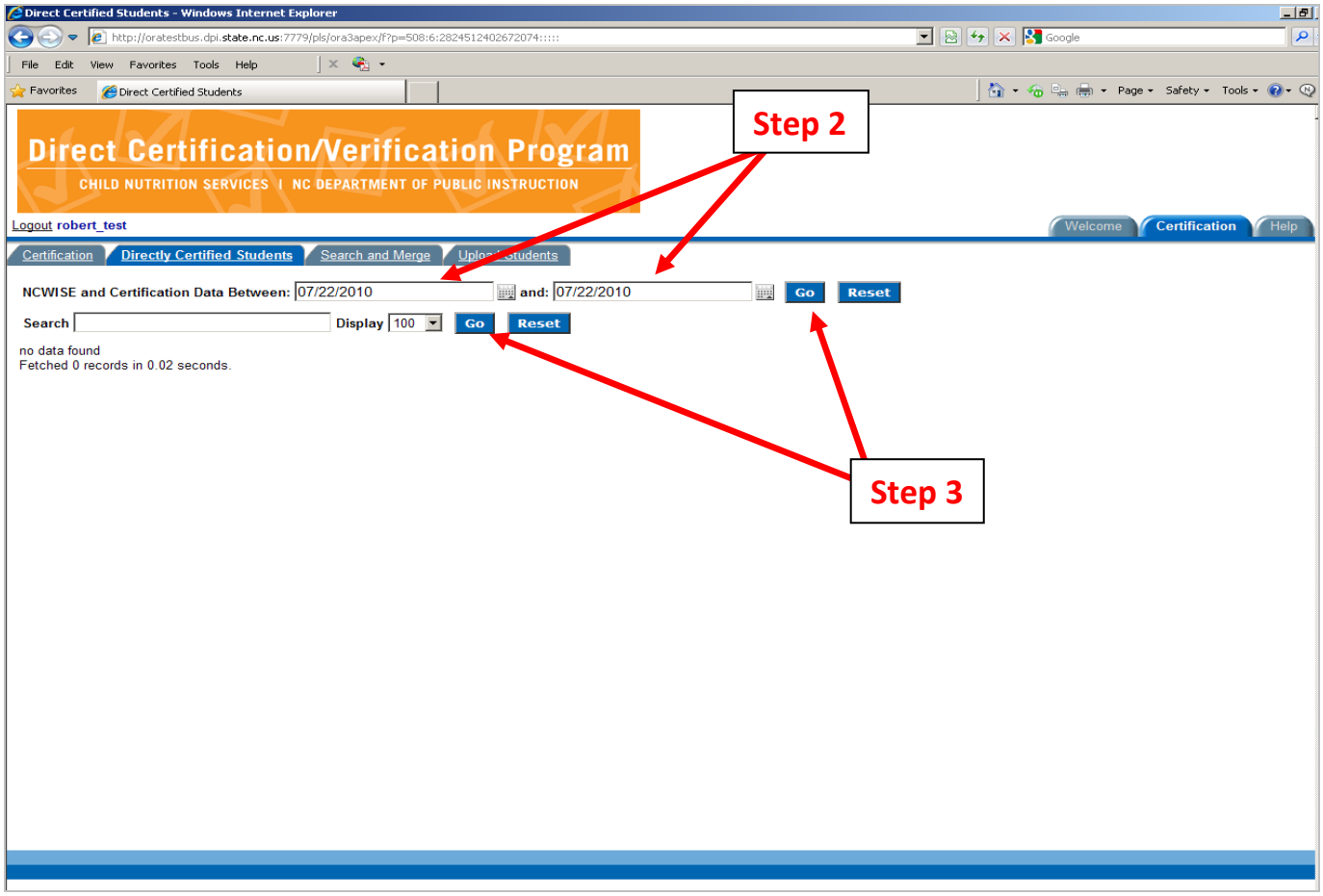
STEP 1 - From the Certification Tab, select **"Directly Certified Students"**



The next page displays the default view of the Directly Certified Students screen.

It is strongly recommended that all manual direct certifications be conducted prior to downloading the file for the day. Manually directly certified student records are added to the daily Automatically Certified file. IT IS NOT A SEPARATE FILE. Instructions for Manual Direct Certification begin on page 10 of this user guide.

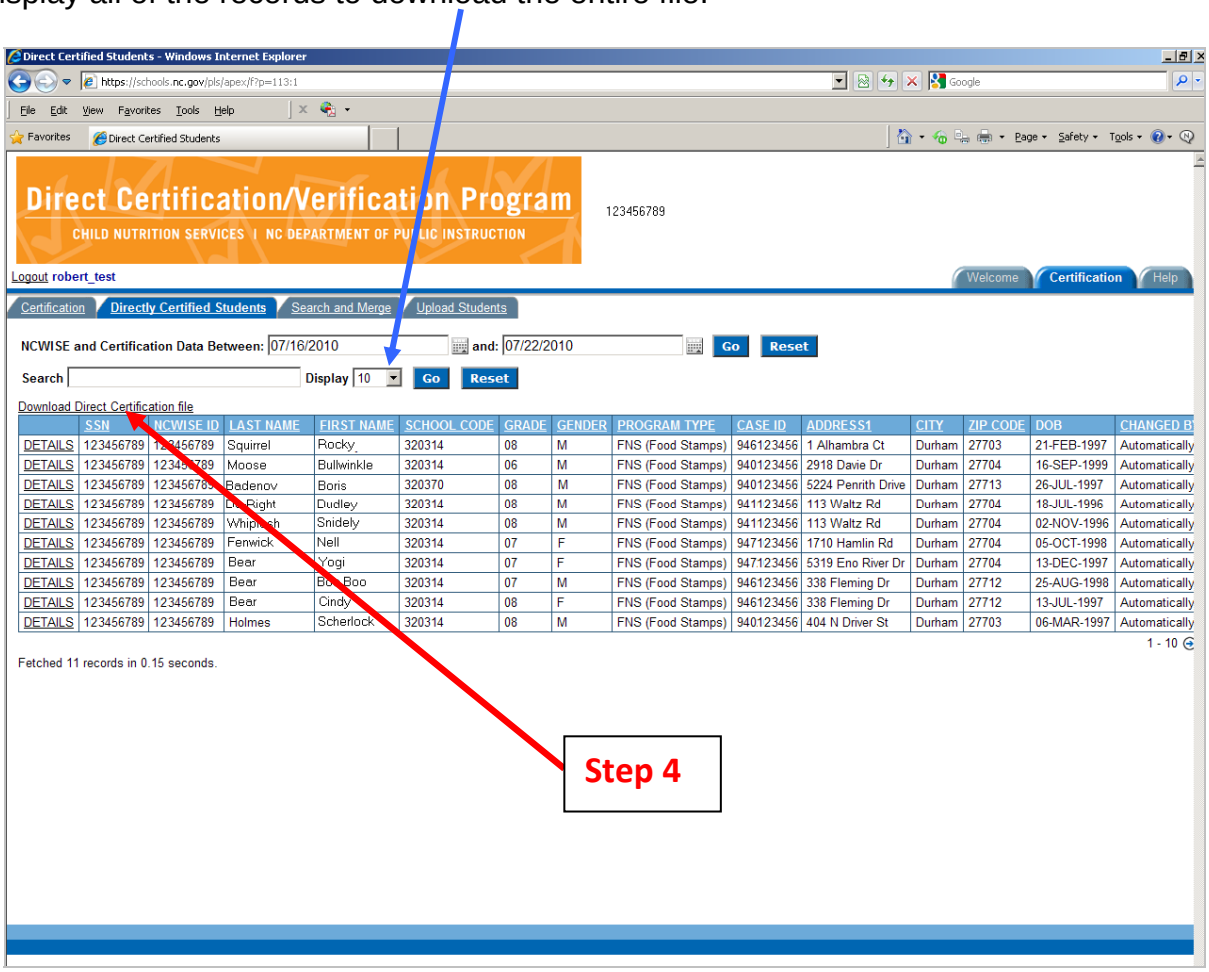
STEP 2 - Select the desired date range of directly certified students to download. The date range selected should be adjusted based on the last time the file was created and uploaded. To select the date range, the user should click on the calendar icon at the end of each date field.



STEP 3 - Select the **"Go"** button (either "Go" button will work).

STEP 4 - Select **"Download Direct Certification File"**

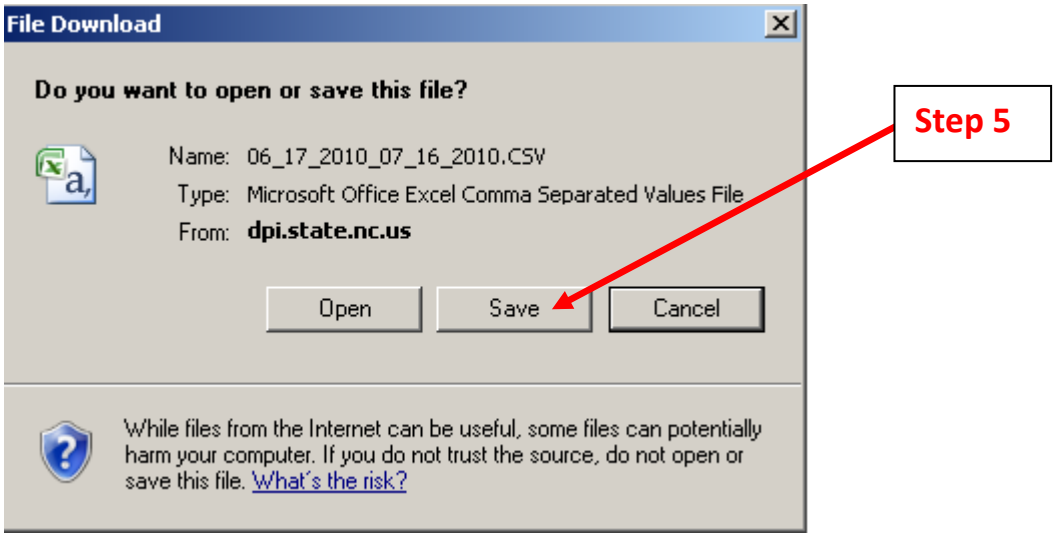
Note: This screen will display a set number of students who are directly certified. The user may change the number of records (rows) displayed, however it is not a requirement to display all of the records to download the entire file.



	SSN	NCWISE ID	LAST NAME	FIRST NAME	SCHOOL CODE	GRADE	GENDER	PROGRAM TYPE	CASE ID	ADDRESS1	CITY	ZIP CODE	DOB	CHANGED BY
DETAILS	123456789	123456789	Squirrel	Rocky	320314	08	M	FNS (Food Stamps)	946123456	1 Alhambra Ct	Durham	27703	21-FEB-1997	Automatically
DETAILS	123456789	123456789	Moose	Bullwinkle	320314	06	M	FNS (Food Stamps)	940123456	2918 Davie Dr	Durham	27704	16-SEP-1999	Automatically
DETAILS	123456789	123456789	Badenov	Boris	320370	08	M	FNS (Food Stamps)	940123456	5224 Penrith Drive	Durham	27713	26-JUL-1997	Automatically
DETAILS	123456789	123456789	Do-Right	Dudley	320314	08	M	FNS (Food Stamps)	941123456	113 Waltz Rd	Durham	27704	18-JUL-1996	Automatically
DETAILS	123456789	123456789	Whipplash	Snidely	320314	08	M	FNS (Food Stamps)	941123456	113 Waltz Rd	Durham	27704	02-NOV-1996	Automatically
DETAILS	123456789	123456789	Fenwick	Nell	320314	07	F	FNS (Food Stamps)	947123456	1710 Hamlin Rd	Durham	27704	05-OCT-1998	Automatically
DETAILS	123456789	123456789	Bear	Yogi	320314	07	F	FNS (Food Stamps)	947123456	5319 Eno River Dr	Durham	27704	13-DEC-1997	Automatically
DETAILS	123456789	123456789	Bear	Boo Boo	320314	07	M	FNS (Food Stamps)	946123456	338 Fleming Dr	Durham	27712	25-AUG-1998	Automatically
DETAILS	123456789	123456789	Bear	Cindy	320314	08	F	FNS (Food Stamps)	946123456	338 Fleming Dr	Durham	27712	13-JUL-1997	Automatically
DETAILS	123456789	123456789	Holmes	Scherlock	320314	08	M	FNS (Food Stamps)	940123456	404 N Driver St	Durham	27703	06-MAR-1997	Automatically

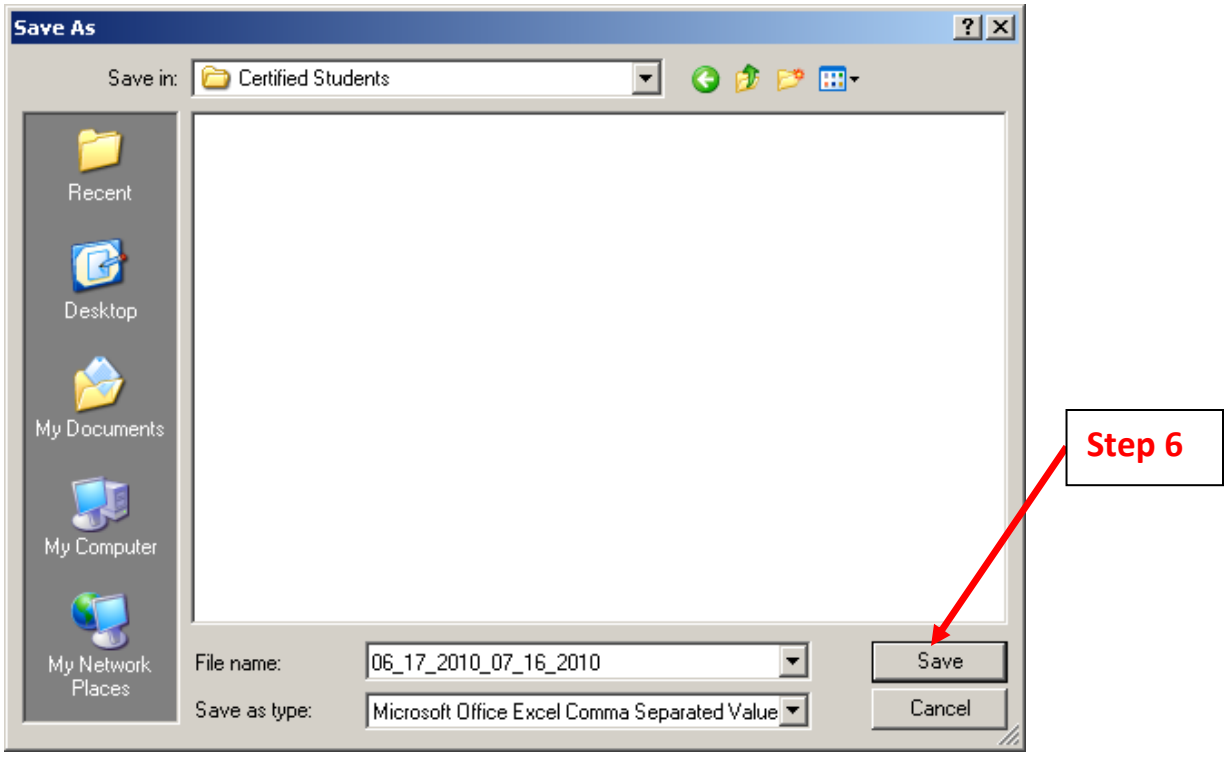
DO NOT print this information after it has been downloaded.

STEP 5 - Answer the question: "Do you want to open or save this file? Select the **"Save"** button.



STEP 6 - Select the location where the file should be saved. **Note:** The file is automatically named to reflect the date range selected (ie, 06_17_2010_07_16_2010.CSV. This file represents students who are directly certified from June 17, 2010 to July 16, 2010).

Select the "**Save**" button.

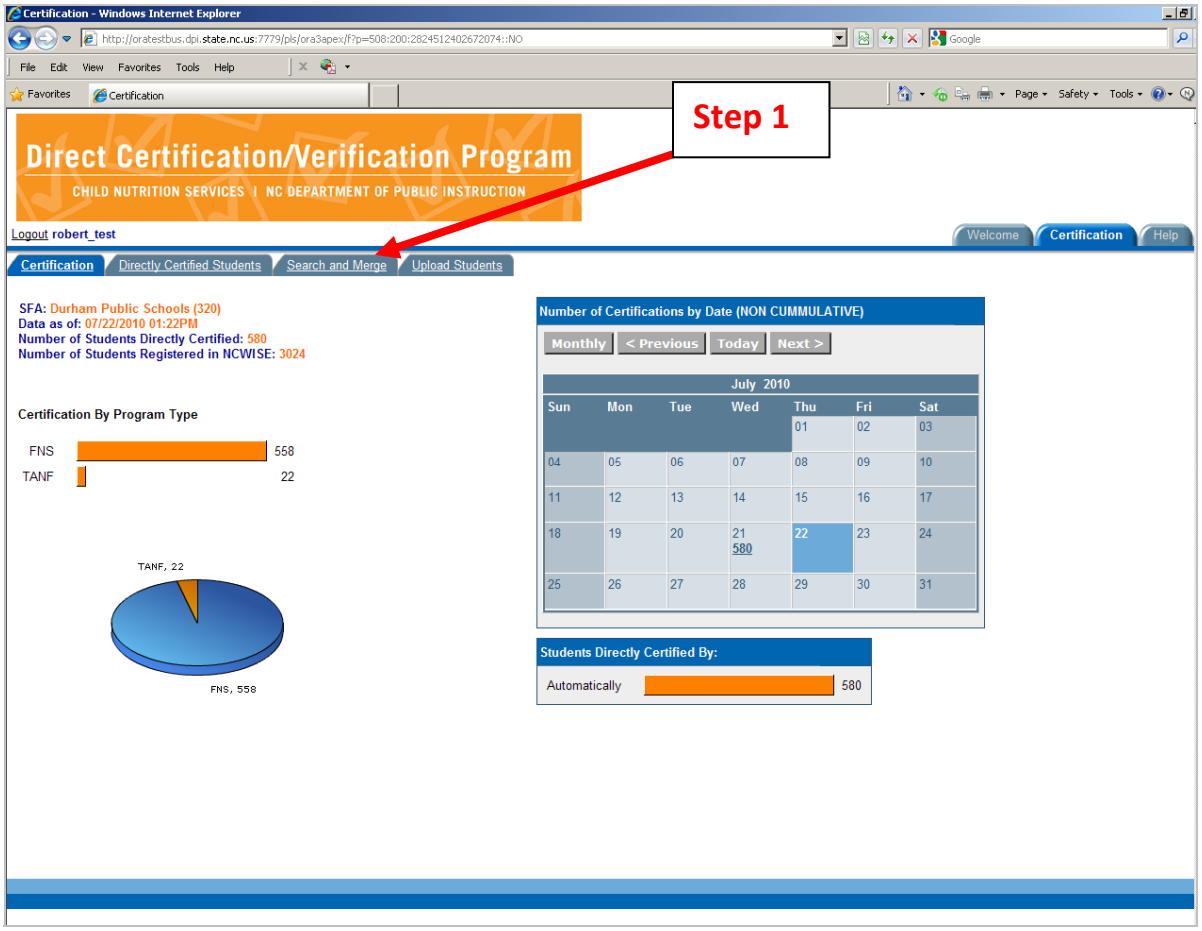


Manual Direct Certification

The Manual Direct Certification process also has been modified. Listed below are the steps required to perform a manual direct certification. The student's NCWISE ID and DHHS Case number are required to manually directly certify a student.

REMEMBER: Parental consent is required before a student can be manually directly certified.

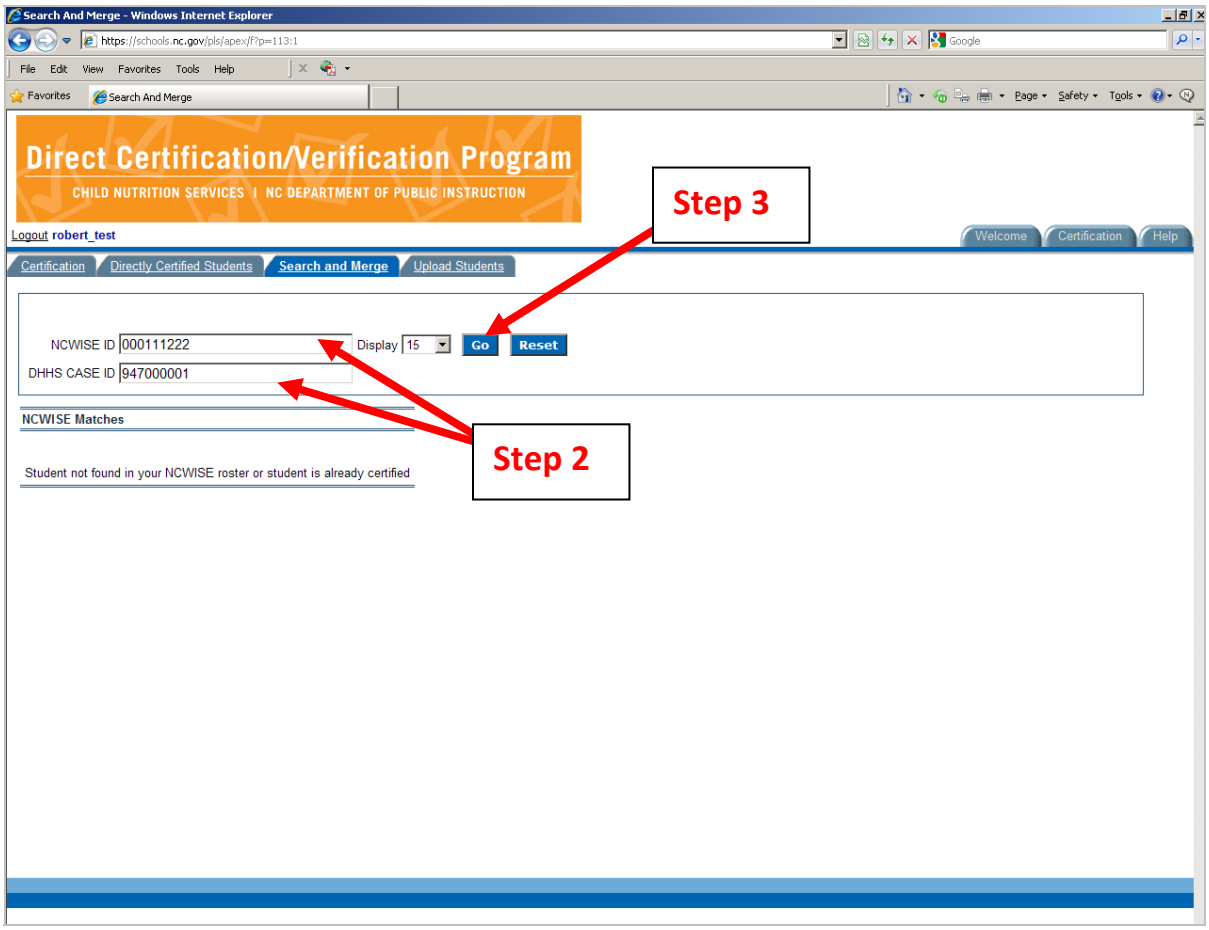
STEP 1- From the Certification Tab select the **"Search and Merge"** tab.



STEP 2 – Enter the NCWISE ID and DHHS Case ID in fields provided. **Both numbers are required.**

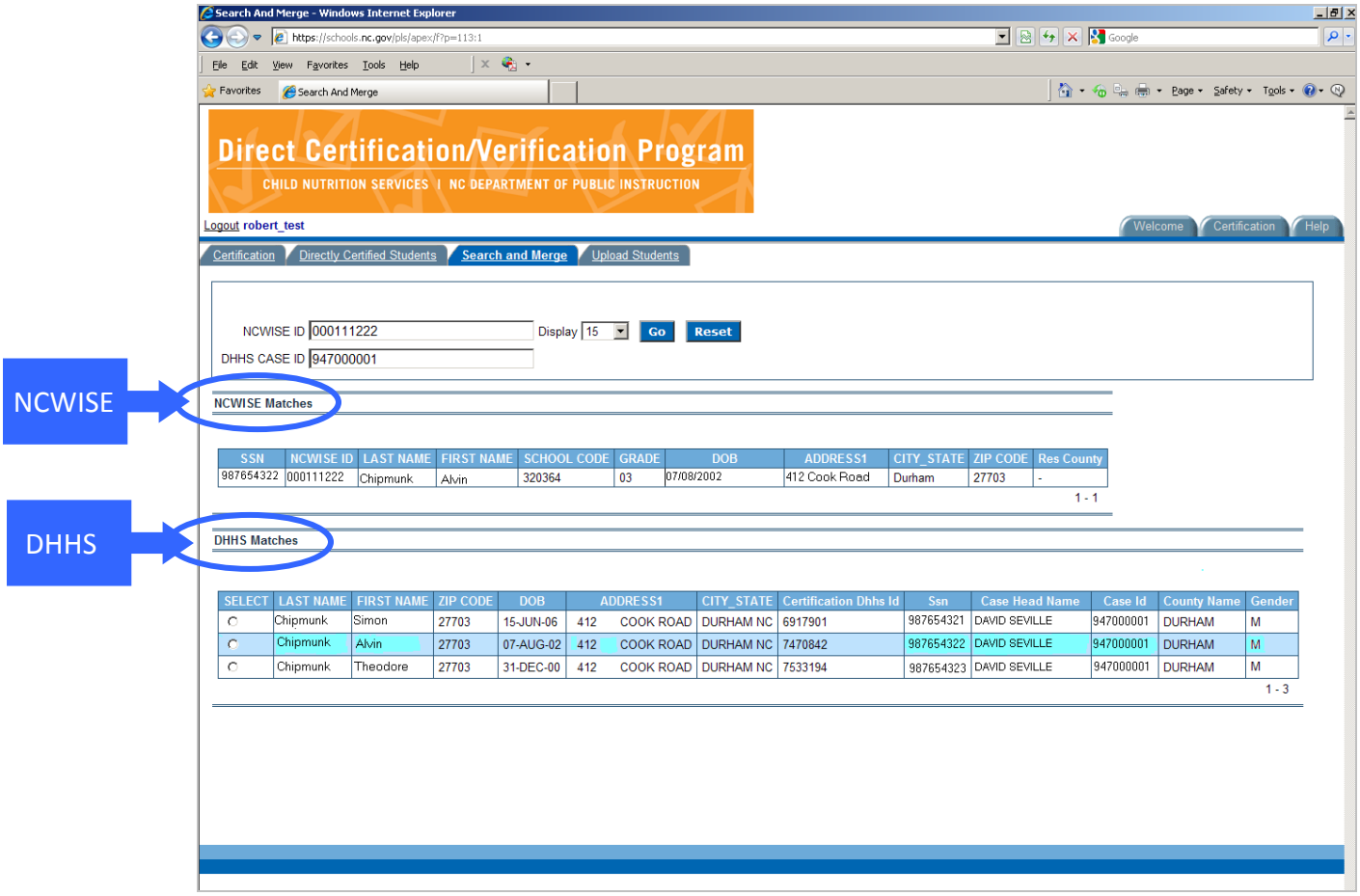
Important Note: The DHHS Case number should be the FSIS number, not a county case number.

STEP 3 – Click **"Go"**



If students are found that meet the criteria, the screen below will be displayed.

Note: The first table displays the **NCWISE** record that matches the number entered. The second table displays the **DHHS** records that match the number(s) entered on the search screen. **Should you only see an NCWISE table, you will not be able to directly certify the student.**



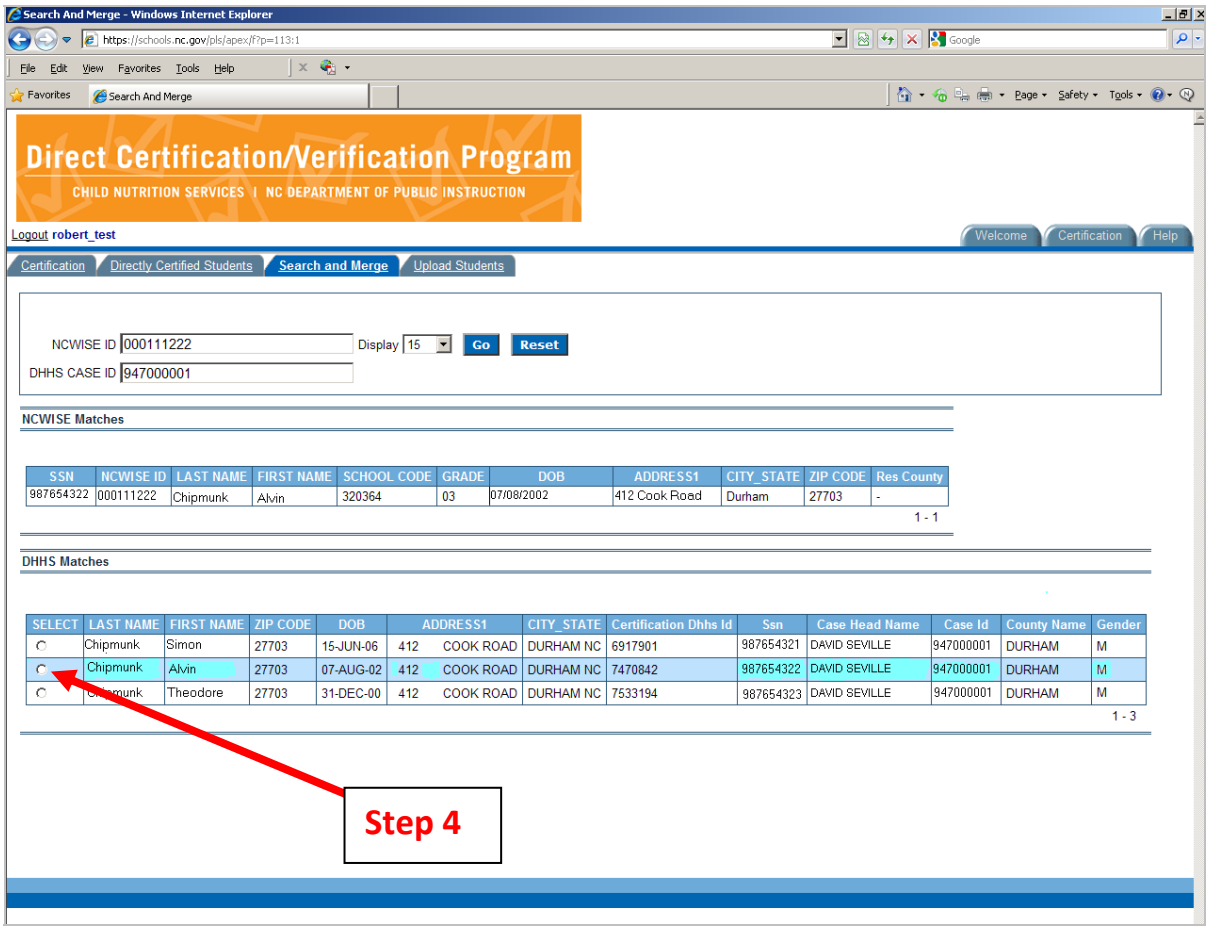
SSN	NCWISE ID	LAST NAME	FIRST NAME	SCHOOL CODE	GRADE	DOB	ADDRESS1	CITY_STATE	ZIP CODE	Res County
987654322	000111222	Chipmunk	Alvin	320364	03	07/08/2002	412 Cook Road	Durham	27703	-

1 - 1

SELECT	LAST NAME	FIRST NAME	ZIP CODE	DOB	ADDRESS1	CITY_STATE	Certification Dhhs Id	Ssn	Case Head Name	Case Id	County Name	Gender
○	Chipmunk	Simon	27703	15-JUN-06	412 COOK ROAD	DURHAM NC	6917901	987654321	DAVID SEVILLE	947000001	DURHAM	M
○	Chipmunk	Alvin	27703	07-AUG-02	412 COOK ROAD	DURHAM NC	7470842	987654322	DAVID SEVILLE	947000001	DURHAM	M
○	Chipmunk	Theodore	27703	31-DEC-00	412 COOK ROAD	DURHAM NC	7533194	987654323	DAVID SEVILLE	947000001	DURHAM	M

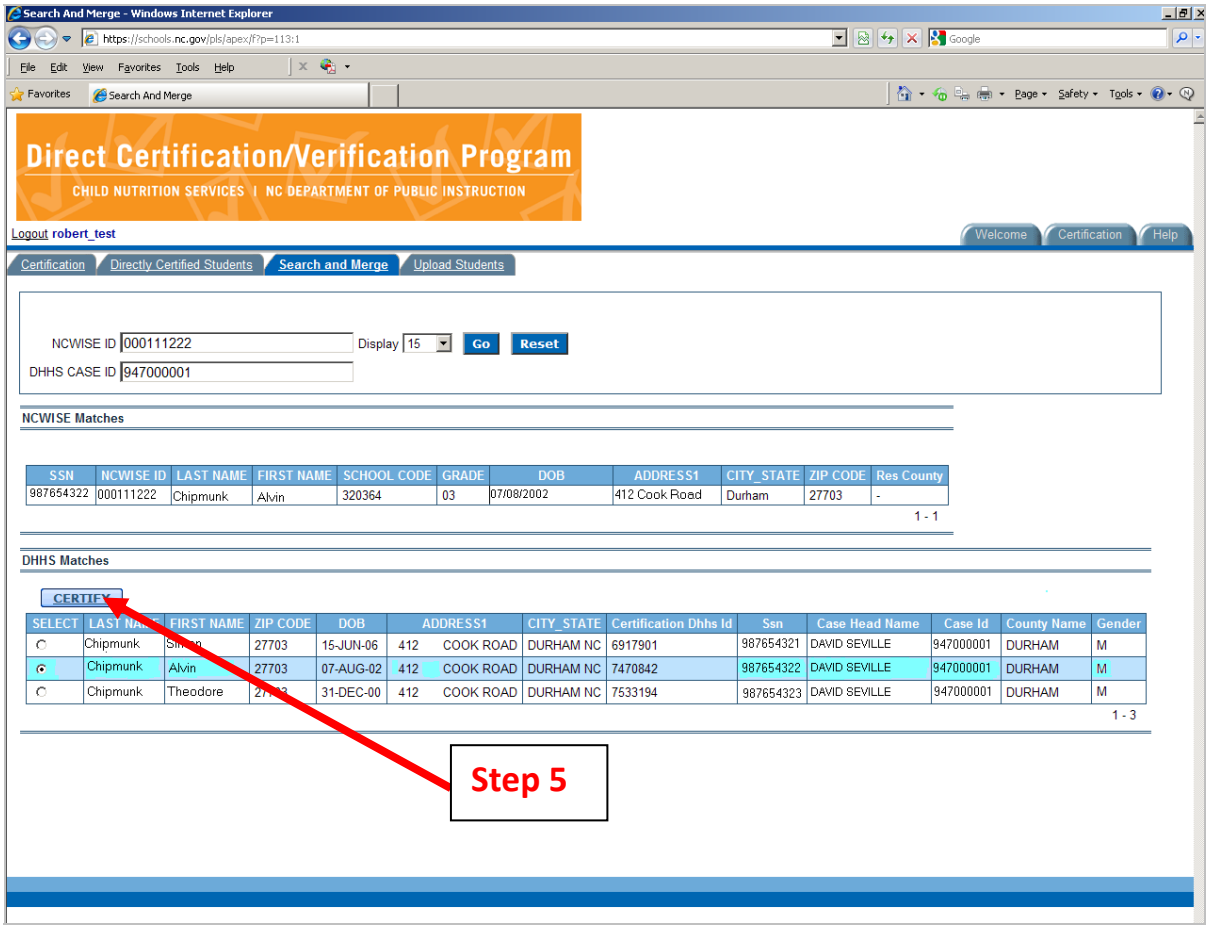
1 - 3

STEP 4 - Select the student record from the **"DHHS Matches"** that is associated with the NCWISE student record. Click the radio button (in the **Select** column) next to the record that matches.



STEP 5 - Click the **"Certify"** button to complete the process. (The button is displayed after the student is selected.)

Repeat the process for each student as needed.



STEP 6 - (Final Step) – Return to **Step 1** of **Steps to Download Directly Certified Student Data** on page 6 of this user guide.