

COLYAR TECHNOLOGY SOLUTIONS

Direct Certification User Manual

School Food Authority

PowerSchool



DIRECT CERTIFICATION USER MANUAL

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1.0 Direct Certification

1.1 Purpose/Overview

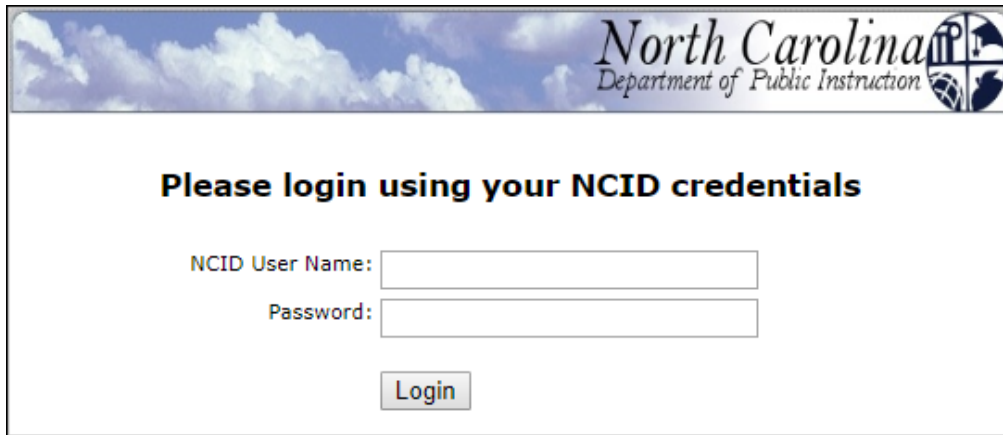
The purpose of the Direct Certification module is to provide SFAs with efficient and immediate information to a State-level data matching solution that reduces the burden on the SFA, improves administrative workflow, and increases the effectiveness of data matching eligible students statewide.

2.0 Direct Certification Features

Before using the **Direct Certification** feature, a user ID and password must be assigned that provides the required security privileges.

2.1 Accessing the Direct Certification Program

1. Using your NCID username and password, sign in to access the system.



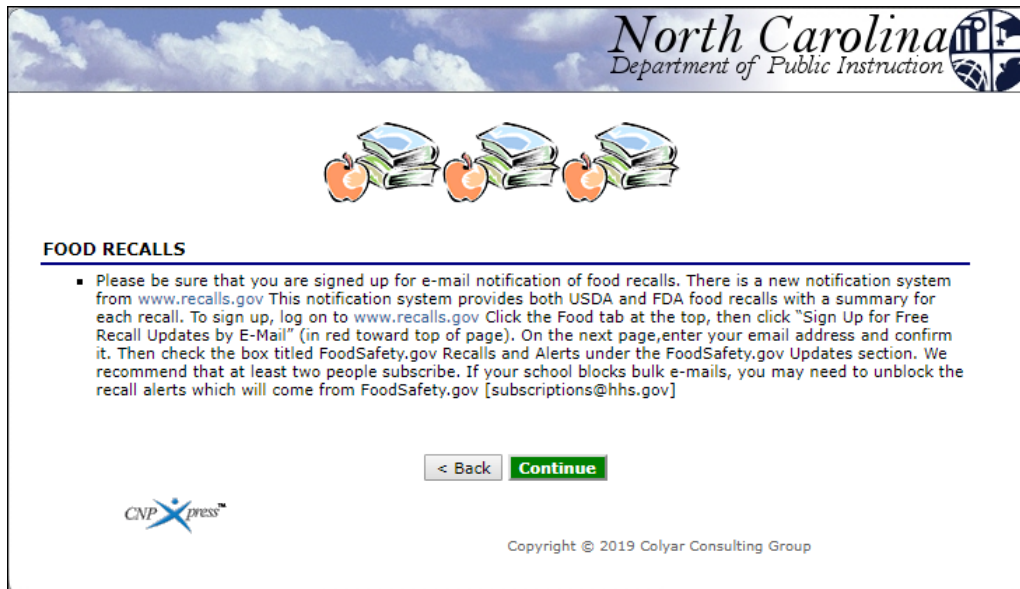
North Carolina
Department of Public Instruction

Please login using your NCID credentials


NCID User Name:

Password:

2. Select **Continue** to access the programs page.




North Carolina
Department of Public Instruction



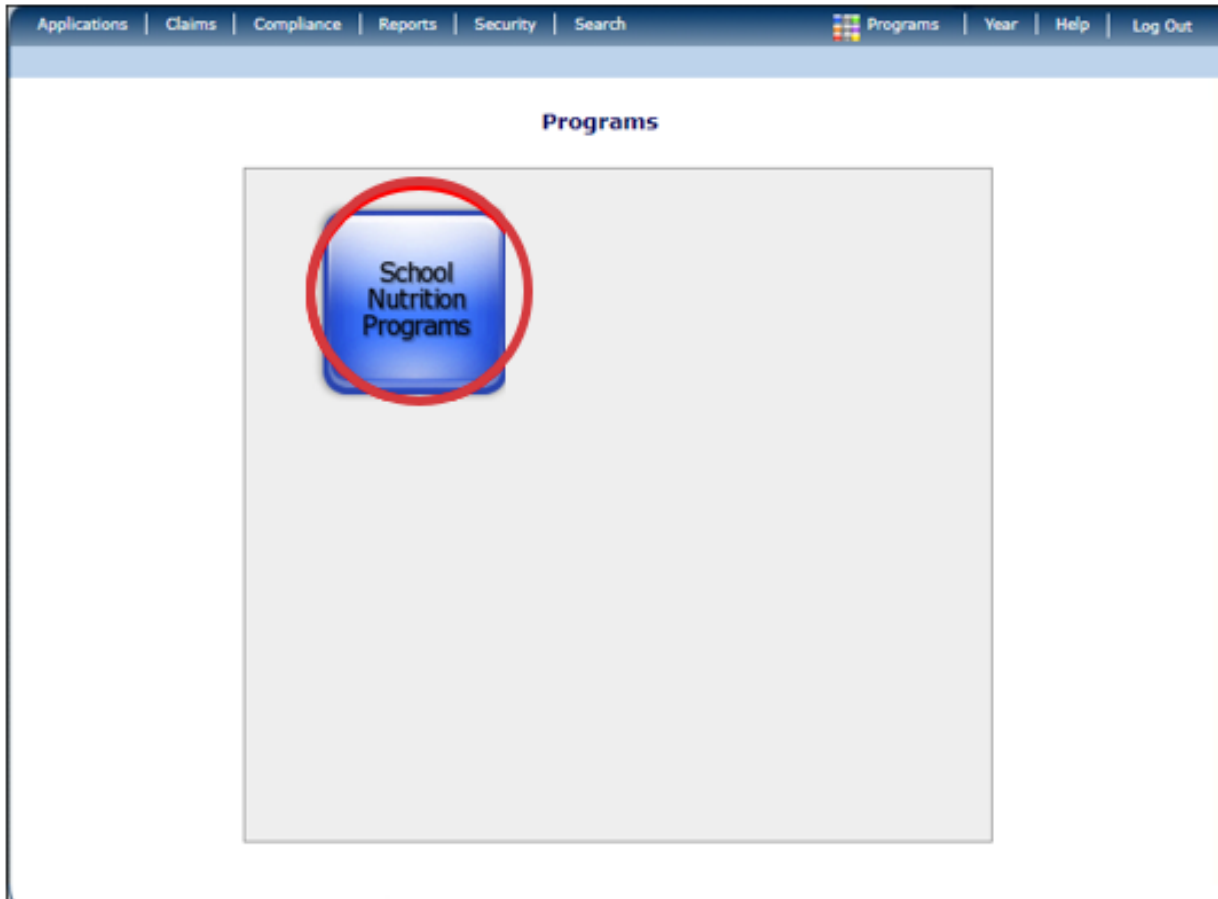
FOOD RECALLS

- Please be sure that you are signed up for e-mail notification of food recalls. There is a new notification system from www.recalls.gov. This notification system provides both USDA and FDA food recalls with a summary for each recall. To sign up, log on to www.recalls.gov. Click the Food tab at the top, then click "Sign Up for Free Recall Updates by E-Mail" (in red toward top of page). On the next page, enter your email address and confirm it. Then check the box titled FoodSafety.gov Recalls and Alerts under the FoodSafety.gov Updates section. We recommend that at least two people subscribe. If your school blocks bulk e-mails, you may need to unblock the recall alerts which will come from FoodSafety.gov [subscriptions@hhs.gov]



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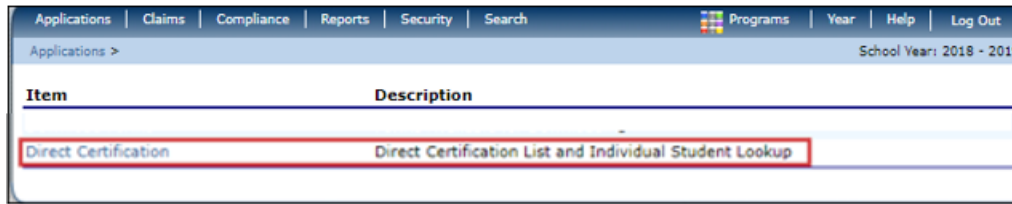
3. Select the **School Nutrition Programs** module.



4. Select **Applications** from the menu toolbar.



5. Select the **Direct Certification** link from the Applications menu screen.

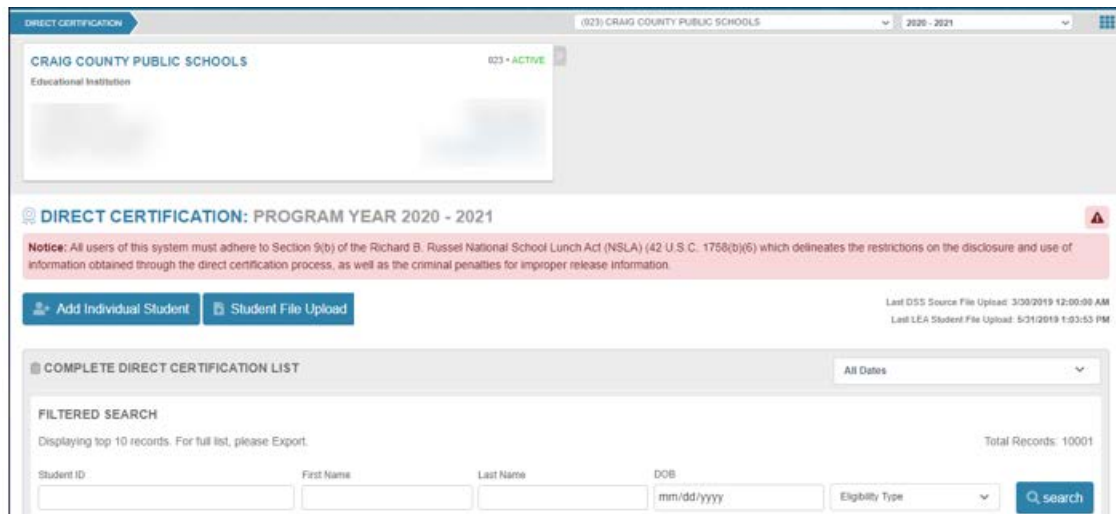


6. The Direct Certification System displays.



7. Using the drop-down boxes, select the **Year**.

8. The SFA profile list screen displays.



2.2 View Additional Possible Matches

1. Once the Save button is clicked, a processing pop-up screen displays.
2. The page reloads containing the search results once the matching process is complete. In this example, there are five direct matches. Individual Student fields will be cleared once a student is searched for.
3. To view additional matches, select the **View Additional Possible Matches** button located at the bottom of the screen.

DIRECT CERTIFICATION: PROGRAM YEAR 2018 - 2019

Notice: All users of this system must adhere to Section 5(b) of the Richard B. Russell National School Lunch Act (NSLA) (42 U.S.C. 1758(b)(5)) which delineates the restrictions on the disclosure and use of information obtained through the direct certification process, as well as the criminal penalties for improper release information.

Buttons: Add Individual Student, Student File Upload

Last DSS Student File Upload: 3/28/2019 12:00:00 AM
Last LCA Student File Upload: 4/17/2019 1:42:21 PM

COMPLETE DIRECT CERTIFICATION LIST All Data

FILTERED SEARCH
Displaying top 10 records. For full list, please Export. Total Records: 49901

Search filters: Student ID, First Name, Last Name, DOB (mm/dd/yyyy), Eligible Type

Action	Student ID	First Name	Last Name	Sex	DOB	Site ID	Site Name	Eligibility Type
🗑	135000			F		231		MF
🗑	135002			M		231		SN
🗑	135003			F		231		MF
🗑	135004			F		231		SN
🗑	135005			M		231		SN
🗑	135007			F		231		MR
🗑	135008			F		231		SN
🗑	135009			F		231		SN
🗑	135010			F		231		SN
🗑	135011			M		231		SN

Buttons: Export, View Additional Possible Matches, View Extended Eligibility Matches

4. Potential matches that scored under 100 percent displays. The matches are grouped based on the student in the SFA file and the students in the DSS file that they potentially match to. Extended Eligibility Matches are marked in white and are displayed at the top of the results. These are matches that are under the match Threshold and match a Directly Certified Student’s address.

ADDITIONAL POSSIBLE MATCHES
SFA must verify the matches. Click on the "Match" or "No Match" box when you determine if the records match or not.

Search:

Showing 1 to 10 of 55 entries

Row Source	Match	Score(%)	First Name	Last Name	Sex	DOB	City	Zip Code
Student Information	<input type="radio"/> View Matches				M		WINCHESTER	22601
Student Information	<input type="radio"/> View Matches				M		WINCHESTER	22601
Student Information	<input type="radio"/> View Matches				F		WINCHESTER	22601
Student Information	<input type="radio"/> View Matches				F		WINCHESTER	22601
Student Information	<input type="radio"/> View Matches				F		WINCHESTER	22601
Student Information	<input type="radio"/> View Matches				F		WINCHESTER	22601
Student Information	<input type="radio"/> View Matches				M		WINCHESTER	22601
Student Information	<input type="radio"/> View Matches				M		VIRGINIA BEACH	23454
Student Information	<input type="radio"/> View Matches				M		WINCHESTER	22601
Student Information	<input type="radio"/> View Matches				F		WINCHESTER	22601

Previous 1 2 3 4 5 6 Next

Excel

5. Click on **View Matches** to expand the entry.

ADDITIONAL POSSIBLE MATCHES
SFA must verify the matches. Click on the "Match" or "No Match" box when you determine if the records match or not.

Search:

Showing 1 to 10 of 55 entries

Row Source	Match	Score(%)	First Name	Last Name	Sex	DOB	City	Zip Code
Student Information	<input checked="" type="radio"/> View Matches		ABDIEL	CRUZ MOURA	M	2009-01-19	WINCHESTER	22601
Source Information	<input type="checkbox"/> Match?	76.47%	ABDIEL	CRUZ MOURA	M	2009-11-19	WINCHESTER	22601
Student Information	<input type="radio"/> View Matches		AIDEN	VENTURA	M	2011-02-16	WINCHESTER	22601
Student Information	<input type="radio"/> View Matches		ALEXA	CURTIS	F	2011-11-11	WINCHESTER	22601

6. Click on the **First Name** of a potential match to view the profile summary. A pop-up screen displays containing the student's information and the criteria used to create the match.

INDIVIDUAL STUDENT INFORMATION

STUDENT DETAILS

Student ID:	135000	Match Source:	Federal File
Name:	[REDACTED]	Source Name:	[REDACTED]
Sex:	F	Source Sex:	[REDACTED]
Date of Birth:	[REDACTED]	Source Date of Birth:	[REDACTED]
Residential Address:	[REDACTED]	Source Address:	[REDACTED]
Sponsor:	Allegheny County Public Schools	Matching Criteria:	First Name Exact <input checked="" type="checkbox"/>
Site:			Last Name Exact <input checked="" type="checkbox"/>
Match Percentage:	100		Birthdate <input checked="" type="checkbox"/>
			Sex <input checked="" type="checkbox"/>
			Zip Code <input checked="" type="checkbox"/>

7. Once the match is certified it moves to the Complete Direct Certification List.
8. The search function can be used to conduct a search for a specific possible student match.



Please Note: There are 500 matches maximum allowed in the View Additional Possible Matches. Once a match is made and transferred to the Complete Direct Certification List, then a new match will be added to the View Additional Possible Matches list.

2.3 View Extended Eligibility Matches

Eligibility is extended to qualifying household members of a Direct Certification student.

1. Select the **View Extended Eligibility Matches** button to access a list.
2. Click on **View Matches** next to the corresponding Directly Certified Student to access other household members that share the same address.

Row Source	Match	First Name	Middle	Last Name	Address Line 1	Address Line 2	City	Zip Code
Directly Certified Student	<input type="radio"/> View Matches		S				LYNCHBURG	24501
Extend Eligibility	<input type="checkbox"/> Match?		M				LYNCHBURG	24501
Directly Certified Student	<input type="radio"/> View Matches		X				LYNCHBURG	24501
Directly Certified Student	<input type="radio"/> View Matches		M				LYNCHBURG	24501
Directly Certified Student	<input type="radio"/> View Matches		P				LYNCHBURG	24502
Directly Certified Student	<input type="radio"/> View Matches						LYNCHBURG	24502
Directly Certified Student	<input type="radio"/> View Matches		A				LYNCHBURG	24501
Directly Certified Student	<input type="radio"/> View Matches		S				LYNCHBURG	24502
Directly Certified Student	<input type="radio"/> View Matches		D				LYNCHBURG	24501
Directly Certified Student	<input type="radio"/> View Matches		S				LYNCHBURG	24502
Directly Certified Student	<input type="radio"/> View Matches		I				LYNCHBURG	24501

3. Click on the **Extended Eligibility** student name to view the profile information.

INDIVIDUAL STUDENT INFORMATION

STUDENT DETAILS

Student ID:		Match Source:	Extended Eligibility
Name:		Source Name:	
Sex:		Source Sex:	
Date of Birth:		Source Date of Birth:	
Residential Address:		Source Address:	
Sponsor:	Alleghany County Public Schools	Source Parent/Guardian Name:	
Site:		Matching Criteria:	Extended Eligibility Address Match <input checked="" type="checkbox"/>
Match Percentage:	N/A		
Parent/Guardian Name:			

4. Select the **Close button** when finished.
5. If the Student is eligible, select the **checkbox**. The screen will refresh with the extended match now being located in the Complete Direct Certification List.

EXTENDED ELIGIBILITY MATCHES

SFA must certify the matches. Click on the "Match" or "No Match" box when you determine if the records match or not.

Search:

Showing 1 to 10 of 234 entries

Row Source	Match	First Name	Middle	Last Name	Address Line 1	Address Line 2	City	Zip Code
Directly Certified Student	<input type="radio"/> View Matches						LYNCHBURG	24501
Directly Certified Student	<input type="radio"/> View Matches						LYNCHBURG	24501
Extend Eligibility	<input checked="" type="checkbox"/> Match?						LYNCHBURG	24501
Directly Certified Student	<input type="radio"/> View Matches						LYNCHBURG	24501

6. Although the Extended Eligibility Match will be transferred to the complete list, the Directly Certified Student will still be listed in both the Direct Certification and the Extended Eligibility Match lists.



Please Note: There are 500 matches maximum allowed in the View Extended Eligibility Matches list. Once a match is made and transferred to the Complete Direct Certification List, then a new match will be added to the View Extended Eligibility Matches List.

For the Extended Eligibility Match, the addresses are compressed and abbreviated, then compared letter by letter. Addresses are also stripped of all special characters, ex: *, %, ^, ', ".

For example, formatting will be as follows before the match process:

- 293 Raleigh * Place Drive – 293RaleighPLDR.
- 293 Raleigh Plce Drive – 293RaleighPlceDR and will not match.

The following list is comprised of the abbreviations created for designations:

2.4 Exporting the Student File List

1. Select the **Export button**. The exported Excel list will open in a different window. Proceed to view or save the file to your computer.



2. Select **Open** to view the file or select **Save** to retain a copy of the document to your computer.



Please Note: Warning and errors can also be exported in the upload file.