

Direct Certification System

North Carolina Department of Public Instruction
School Nutrition Services

Agenda:

Who, What, When,
Where and Why

- Who – All School Food Authorities
- What – Direct Certification
- When – November 18, 2019
- Where – School Nutrition Technology System
- Why – Federal Requirement

WHO

7 CFR 245.6(b)(3)(ii)

- All School Food Authorities (SFAs) that participate in the National School Lunch Program are required to conduct direct certification at minimum three times a year.
 - At or around the beginning of the school year;
 - Three months after the beginning of the school year ;
and
 - Six months after the beginning of the school year

WHAT

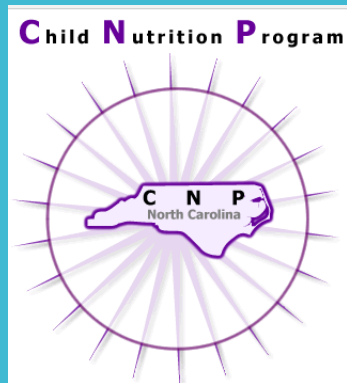
- Direct Certification is a process that allows SFAs to certify children for free meal benefit based on information obtained from State or local agencies administering FNS (Food and Nutrition Services, formerly Food Stamps or otherwise known as SNAP, WorkFirst Cash Assistance and or Temporary Assistance for Needy Families (TANF), and Food Distribution Program for Indian Reservations (FDPIR).
 - Eligibility is extended to all children in the household
 - Household application is not necessary

WHEN

- Monday, November 18th



WHERE



School Nutrition Technology System

<https://www.ncchildnutrition.org/Splash.asp>

North Carolina
Department of Public Instruction

Please login using your NCID credentials

NCID User Name:

Password:

Login

Using your NCID User Name
and Password, sign in to
access system

North Carolina
Department of Public Instruction



FOOD RECALLS

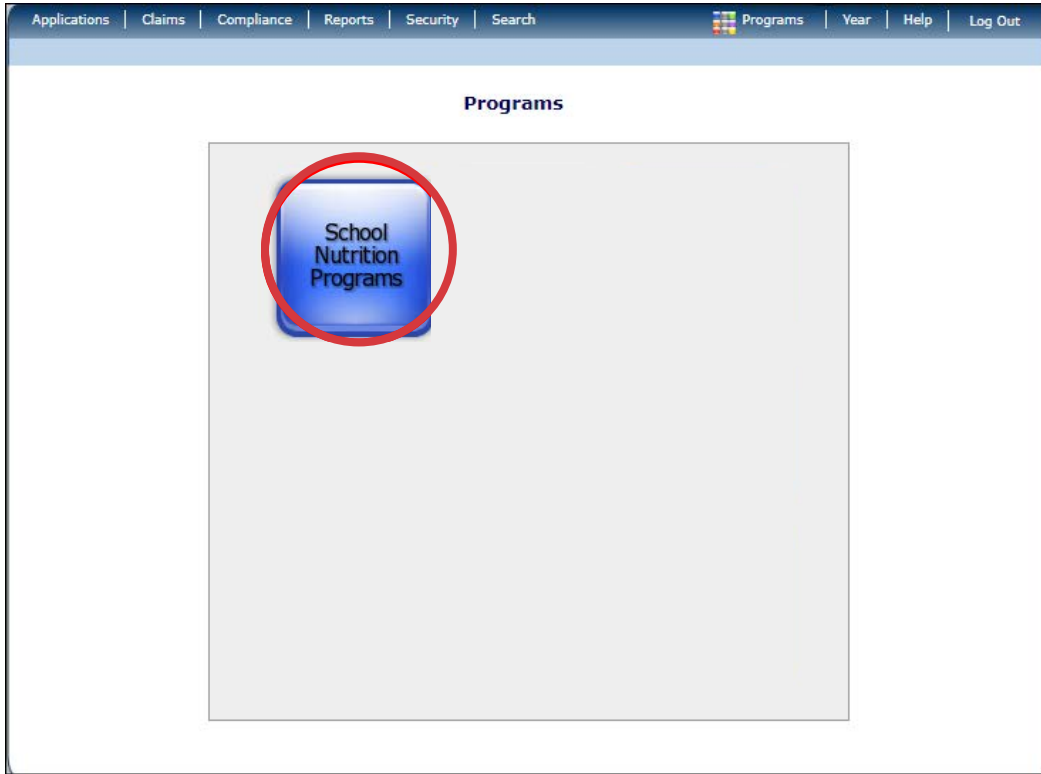
- Please be sure that you are signed up for e-mail notification of food recalls. There is a new notification system from www.recalls.gov. This notification system provides both USDA and FDA food recalls with a summary for each recall. To sign up, log on to www.recalls.gov. Click the Food tab at the top, 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]

< Back **Continue**

CNP *Xpress*

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Select Continue



Select the School Nutrition Program module (blue tile)



Select Applications from the menu toolbar

The screenshot shows a web application interface with a top navigation bar containing links for Applications, Claims, Compliance, Reports, Security, Search, Programs, Year, Help, and Log Out. Below the navigation bar, there is a sub-header for 'Applications >' and 'School Year: 2018 - 2019'. A table with two columns, 'Item' and 'Description', is displayed. The first row in the table is highlighted with a red border and contains the text 'Direct Certification' in the 'Item' column and 'Direct Certification List and Individual Student Lookup' in the 'Description' column.

Item	Description
Direct Certification	Direct Certification List and Individual Student Lookup

Select the *Direct Certification* link at the bottom of the Applications menu screen

DIRECT CERTIFICATION SYSTEM



SCHOOL NUTRITION PROGRAM

DIRECT CERTIFICATION

SELECT SFA

2019 - 2020

DIRECT CERTIFICATION: PROGRAM YEAR 2019 - 2020

Notice: All users of this system must adhere to Section 9(b) of the Richard B. Russell National School Lunch Act (NSLA) (42 U.S.C. 1758(b)(6) 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.

+ Add Individual Student

Student File Upload

Last DSS Source File Upload: 11/1/2019 12:00:00 AM

Last LEA Student File Upload: 1/1/0001 12:00:00 AM

COMPLETE DIRECT CERTIFICATION LIST

All Dates

FILTERED SEARCH

Displaying top 10 records. For full list, please Export.

Total Records: 0

Student ID

First Name

Last Name

DOB

Eligibility Type

search

Action

Student ID

First Name

Last Name

Sex

DOB

Site ID

Site Name

Eligibility Type

Use the drop-down box in the upper right hand corner to select the correct year



2019 - 2020

Students that have been directly certified by the system will appear in the *Complete Direct Certification List*

DIRECT CERTIFICATION: PROGRAM YEAR 2018 - 2019

Notice: All users of the system must adhere to Section 508 of the Rehabilitation Act of 1973, as amended, and the Privacy Policy of the State of Texas, which addresses the collection, use, and disclosure of information obtained through the direct certification process, as well as the criminal penalties for improper release of information.

[Add Individual Student](#) [Student File](#)

1 of 100 Records For Export | 10/20/18 10:00 AM
1 of 100 Records For Export | 10/20/18 10:00 AM

COMPLETE DIRECT CERTIFICATION LIST All Data

FILTERED SEARCH
Displaying up to 10 records. For full list, please Export. Total Records: 10001

Student ID First Name Last Name DOB Eligibility Type

Action	Student ID	First Name	Last Name	Sex	DOB	Site ID	Site Name	Eligibility Type
	130001			F		201		SN
	130002			M		201		SN
	130003			F		201		SN
	130004			F		201		SN
	130005			M		201		SN
	130006			F		201		SN
	130007			F		201		SN
	130008			F		201		SN
	130009			F		201		SN
	130010			F		201		SN
	130011			M		201		SN

List contains students who had exact matches with:

- First Name
- Last Name
- Date of Birth
- Gender
- Zip Code

NOTE: Only those students with 100% match in all five categories will be displayed.

Eligibility Types

- “SN” — Food and Nutrition Services, formerly Food Stamps or otherwise known as SNAP
- “TO” — WorkFirst Cash Assistance and or Temporary Assistance for Needy Families (TANF)

Next Steps:

- Additional Possible Matches
- Extended Eligibility Matches
 - Export Matches

ADDITIONAL POSSIBLE MATCHES

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View Additional Possible 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 55 entries

Row Source	Match	Score(%)	First Name	Last Name	Sex	DOB	City	Zip Code
Student Information	View Matches				M		WINCHESTER	22601
Student Information	View Matches				M		WINCHESTER	22601
Student Information	View Matches				F		WINCHESTER	22601
Student Information	View Matches				F		WINCHESTER	22601
Student Information	View Matches				F		WINCHESTER	22601
Student Information	View Matches				F		WINCHESTER	22601
Student Information	View Matches				M		WINCHESTER	22601
Student Information	View Matches				M		VIRGINIA BEACH	23454
Student Information	View Matches				M		WINCHESTER	22601
Student Information	View Matches				F		WINCHESTER	22601

Previous 1 2 3 4 5 6 Next

Print

Select "View Matches" to expand details for each student listed.

NOTE: Those listed had at least a 75% match in the selected criteria.

ADDITIONAL POSSIBLE MATCHES

SFA must certify the matches. Click on the "Match" box when you determine if the record matches or not.

Search:

Row Source	Match
Student Information	View Matches

Row Source	Match	Score(%)
Student Information	View Matches	
Source Information	<input type="checkbox"/> Match?	75%

Click on the *First Name* of potential match to view profile summary.

Once you review information and determine if this is a match, select *close*

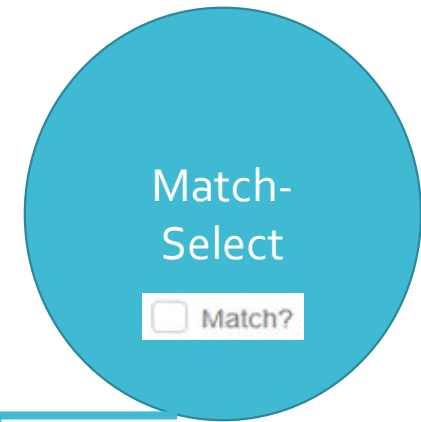
INDIVIDUAL STUDENT INFORMATION

STUDENT DETAILS

Student ID:	135000	Match Source:	Federal File
Name:		Source Name:	
Sex:	F	Source Sex:	
Date of Birth:		Source Date of Birth:	
Residential Address:		Source Address:	
Sponsor:	Alleghany County Public Schools	Matching Criteria:	First Name Exact
Site:			Last Name Exact
Match Percentage:	100		Birthdate
			Sex
			Zip Code

close

After reviewing the summary profile, a decision to either to "Match" or "Not to Match" must be made.



Row Source	Match	Score(%)
Student Information <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> View Matches	
Source Information	<input type="checkbox"/> Match?	75%

EXTENDED ELIGIBILITY MATCHES

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View Extended Eligibility Matches

Excel Export View Additional Possible Matches View Extended Eligibility Matches

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
1	Directly Certified Student	<input checked="" type="radio"/> View Matches		S				LYNCHBURG	24501
2	Extend Eligibility	<input type="checkbox"/> Match?		M				LYNCHBURG	24501
3	Directly Certified Student	<input checked="" type="radio"/> View Matches		X				LYNCHBURG	24501
4	Directly Certified Student	<input checked="" type="radio"/> View Matches		M				LYNCHBURG	24501
5	Directly Certified Student	<input checked="" type="radio"/> View Matches		P				LYNCHBURG	24502
6	Directly Certified Student	<input checked="" type="radio"/> View Matches						LYNCHBURG	24502
7	Directly Certified Student	<input checked="" type="radio"/> View Matches		A				LYNCHBURG	24501
8	Directly Certified Student	<input checked="" type="radio"/> View Matches		S				LYNCHBURG	24502
9	Directly Certified Student	<input checked="" type="radio"/> View Matches		D				LYNCHBURG	24501
10	Directly Certified Student	<input checked="" type="radio"/> View Matches		S				LYNCHBURG	24502
11	Directly Certified Student	<input checked="" type="radio"/> View Matches		I				LYNCHBURG	24501

Previous 1 2 3 4 5 24 Next

Select "View Matches"
to expand details for
each student listed

EXTENDED ELIGIBILITY MATCHES
SFA must certify the matches. Click on the "Match" box when you determine if the record matches or not.

Search:

Row Source	Match
Directly Certified Student ✕	<input checked="" type="radio"/> View Matches

Row Source	Match
Directly Certified Student ✕	☑ View Matches
Extend Eligibility	<input type="checkbox"/> Match?

First Name
Gracin
Chase

Click on the *First Name* of potential match to view profile summary.

Once you review information and determine if this is a match, select *close*

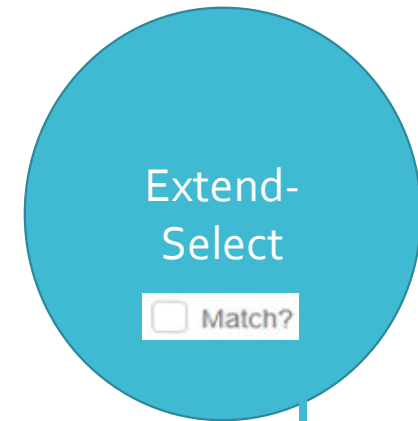


INDIVIDUAL STUDENT INFORMATION ✕

STUDENT DETAILS

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

After reviewing the summary profile, a decision to either to “*Extend*” or “*Not to Extend*” must be made using criteria established in the *Eligibility Manual for School Meals*.

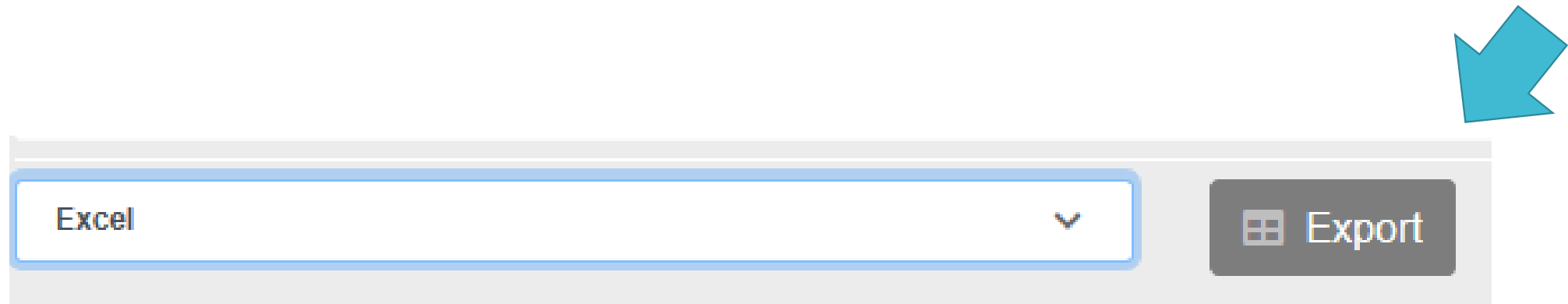


Row Source	Match
Directly Certified Student <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> View Matches
Extend Eligibility	<input type="checkbox"/> Match?

EXPORT STUDENTS

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Export the Student List by selecting the *Export* button and follow the prompts on the screen



WHY

- Federal Requirement

USER ROLES

- SNP Application User
 - DC User

DC USER ROLE

Group Security Rights

Security Group: Direct Cert - Staff

Security Rights Settings

SNP

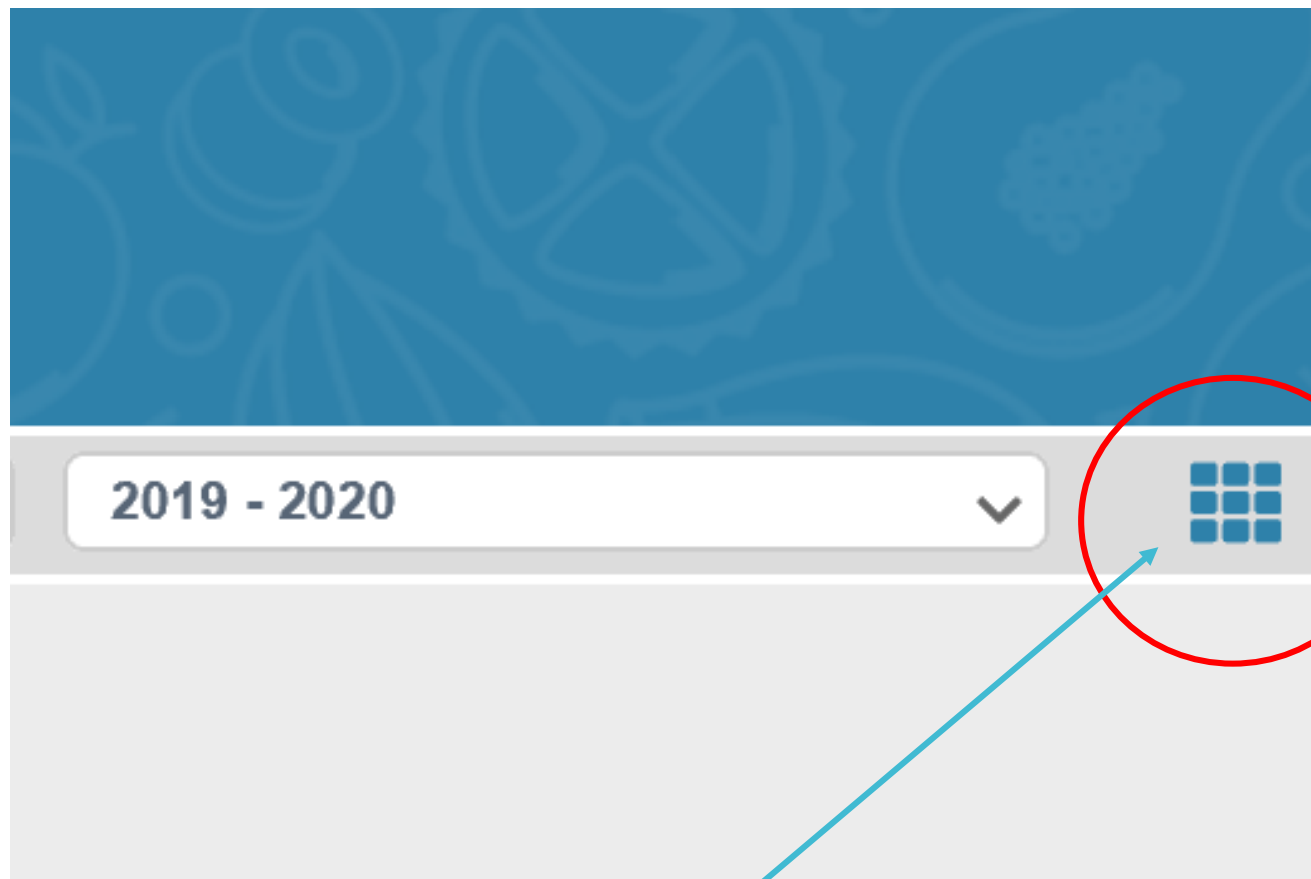
Allow **Deny**

- | | | |
|----------------------------------|-----------------------|----------------------|
| <input checked="" type="radio"/> | <input type="radio"/> | SNP |
| <input checked="" type="radio"/> | <input type="radio"/> | Applications |
| <input checked="" type="radio"/> | <input type="radio"/> | Direct Certification |

DC



SNTS



Use "Tiles" image to toggle to between the two modules

QUESTIONS



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- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

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