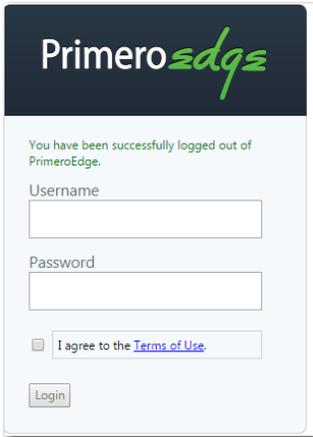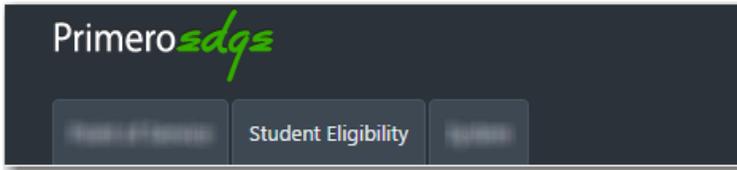# Direct Verification Helpful Hints

Step 1: Log in to the Direct Certification/Verification system at: https://ncdcv.org using the NCID User Name and Password. Be sure to check the box beside "I agree to the Terms of Use." Press the Login button.

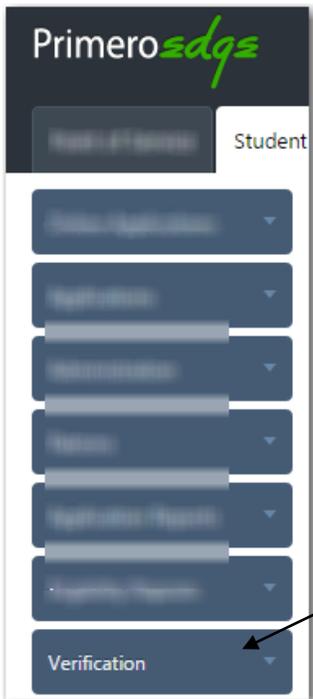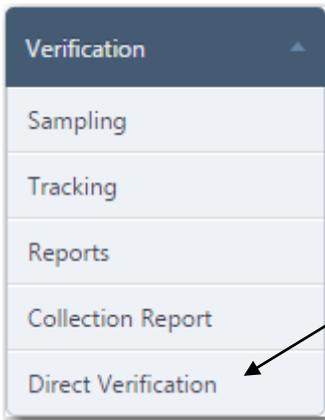**Step 2:** Select "Student Eligibility" tab.

Step 3: Select "Verification".

Step 4:   Select "Direct Verification"

Step 5:   Enter the PowerSchool number for selected students in "State ID/SSN" and click "Apply"

Step 6a: The following screen will appear for students that are located. Compare the "Eligibility" status (free or reduced) of the student to the benefits the student has been approved for based on the Free & Reduced Price Meal Application.

If the benefit showing in the system matches (free = free, reduced = reduced), the student is to be considered directly verified. Print a copy of the screen and keep it with the Verification file.

If the benefit showing in the system does not match (free = reduced, reduced = free), the student may not be directly verified, benefits are not changed and the household should receive a verification selection letter requesting the appropriate documentation.

Step 6b: The following screen will appear for students that are not located and the household should receive a verification selection letter requesting the appropriate document.

No record(s) found with the given State ID/SSN

Direct Verification

Search By

◉ State ID/SSN

○ Case #

State ID/SSN

123

Apply   Reset

Direct Verification

State ID/SSN	First Name	Last Name	Birth Date	Gender	Ethnicity	Casehead Name	Case ID	Eligibility	Address Line 1	Address Line 2

No records to display.