



Direct Certification

School Nutrition Unit





Recording

You are viewing School Nutrition ...'s screen



View Options

View



COLORADO
Department of Education

Zoom Information

Mute/
Unmute

Video
On/Off

Chat

Closed
Caption

Unmute

Start Video

Participants

Chat

Share Screen

Record

Live Transcript

Reactions

Leave

Conditions for Success

Be present + engaged
Participate in discussion
Actively listen
Mute your microphone when
you're not talking
Bring a positive attitude and be
ready to share
Be respectful, inclusive and open
minded





CDE School Nutrition Unit Vision

- Nourish young bodies and minds. End childhood hunger.

CDE School Nutrition Unit Mission

- We support the child nutrition community through innovation, training, and partnerships to ensure all youth have access to healthy meals.






Non-Discrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

- To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](https://www.usda.gov/oascr/how-to-file-a-program-discrimination-complaint), (AD-3027) found online at: <https://www.usda.gov/oascr/how-to-file-a-program-discrimination-complaint>, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form.
- To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:
(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.

This institution is an equal opportunity provider.





Learning Objectives

By the end of this training, sponsors will be able to:

- Define the file requirements for the student enrollment file
- Understand the steps to successfully upload the student enrollment file
- Describe functionalities of additional possible matches and extended eligibility
- Explain the value of the export feature to obtain a full list of directly certified students

Professional Standards

- 1 hour of training in professional standards learning code 3000 & 3120



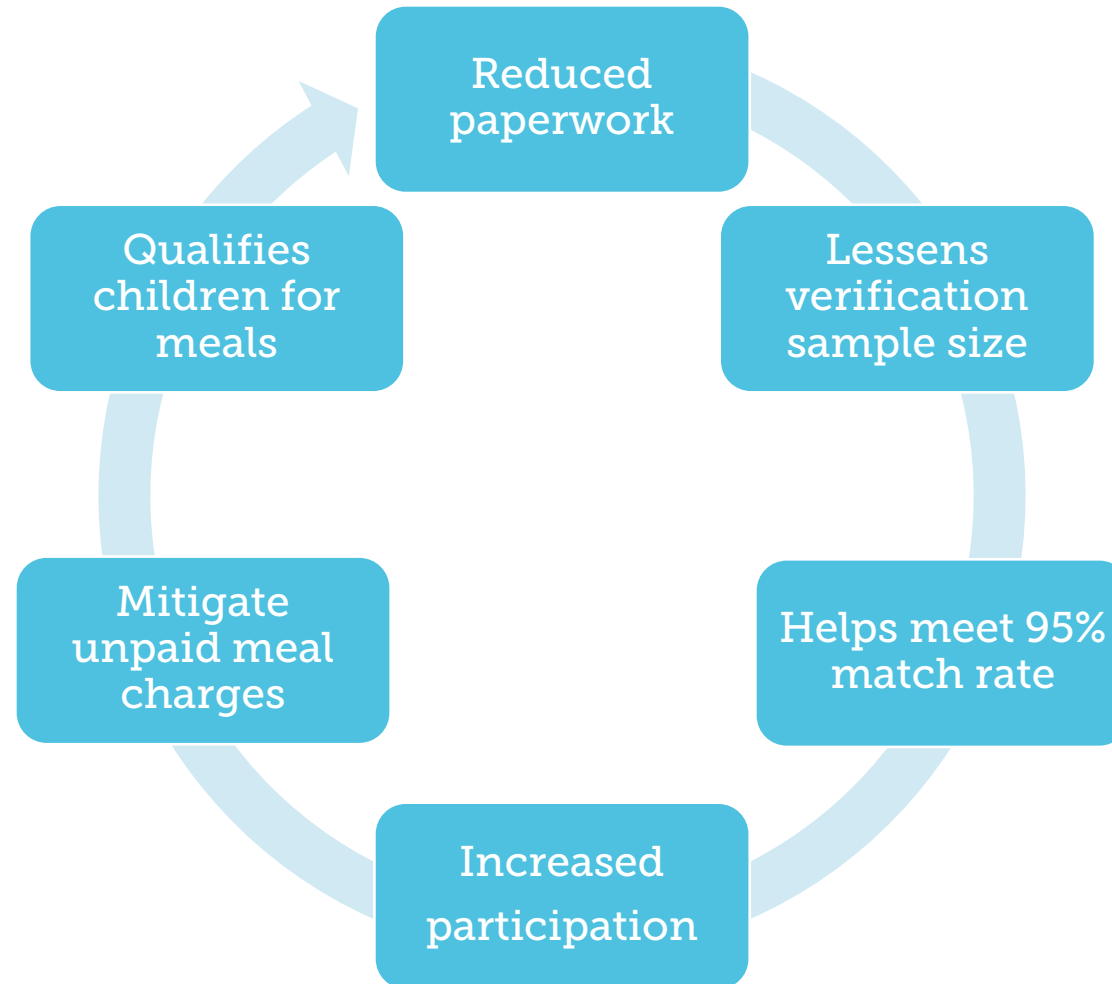


What is Direct Certification?

A process to establish student eligibility for free or reduced meals using participant data from other means-tested programs, eliminating the need for an application



Benefits of Direct Certification





Two Methods of Direct Certification

Direct Certification using the Portal

SNAP
TANF
Migrant
Medicaid

Direct Certification with liaison documentation

Homeless/McKinney Vento
Migrant
Foster
Runaway
Head Start
Administrator applications

Lists from Liaisons

Foster Care

- Child Welfare Liaison (CWEL)

Migrant Education Program (MEP)

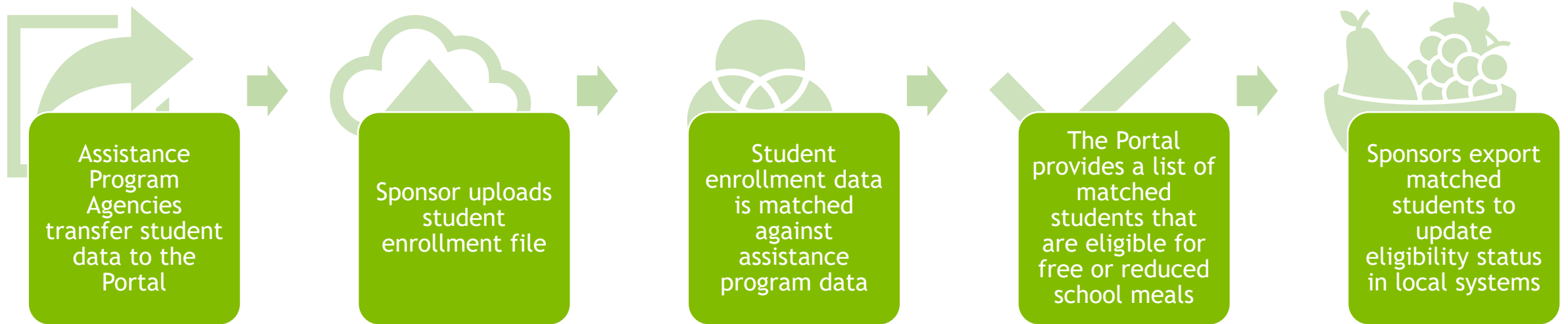
- Regional Migrant Liaison

McKinney- Vento Homeless Education

- McKinney-Vento Liaison



The Direct Certification Portal





Matching Students in the DC Portal



Accessing the Portal

The Portal is used to complete renewal program applications, submit claims, view and submit Administrative Review information, and *complete *Direct Certification**

A screenshot of the Colorado Nutrition Portal login page. The header features a blue sky with clouds and the Colorado Department of Education and Department of Public Health & Environment logos. Below the header, there are seven colorful peppers (red, yellow, green, red, yellow, green, red) and the text "Welcome to the Colorado Nutrition Portal". On the left, there is a "Returning Users: Log On" section with fields for "User ID:" and "Password:", and a "Forgot Your Password?" link. On the right, there is a message: "If you have been locked out, please click on the 'Forgot Your Password?' link to reset your password." and another message: "If you need access for a new user, please complete this form. (Do not use this form to request a password reset.)".

[Click here to access the Portal](#)

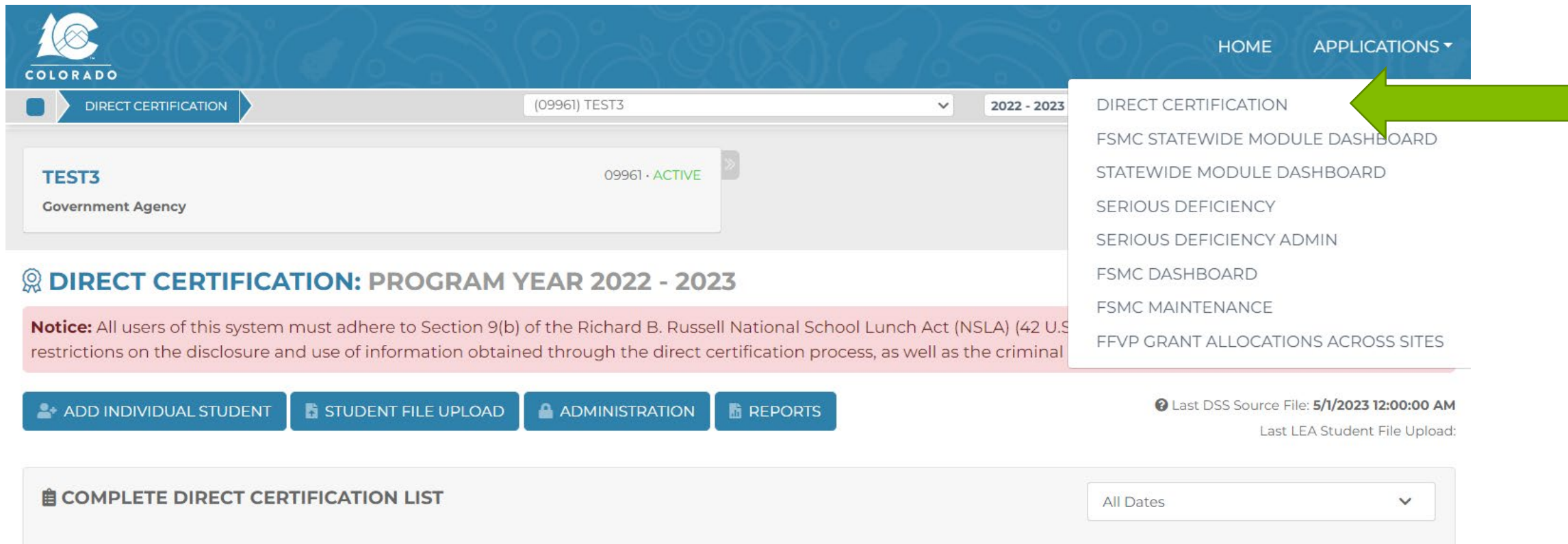
[Click here for the User Request Form](#)

Accessing the Portal



1. Login to the Portal
2. Select Programs
3. Select the Purple tile

Accessing the Portal



COLORADO

HOME APPLICATIONS ▾

DIRECT CERTIFICATION (09961) TEST3 2022 - 2023

TEST3 09961 - ACTIVE

Government Agency

DIRECT CERTIFICATION: PROGRAM YEAR 2022 - 2023

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. 1753) regarding restrictions on the disclosure and use of information obtained through the direct certification process, as well as the criminal

ADD INDIVIDUAL STUDENT STUDENT FILE UPLOAD ADMINISTRATION REPORTS

Last DSS Source File: 5/1/2023 12:00:00 AM
Last LEA Student File Upload:

COMPLETE DIRECT CERTIFICATION LIST All Dates ▾





Uploading a Student Enrollment File

Student Enrollment File					
File Edit View					
0130 Denver	Test 12345	F	Sally	01222014	123 Alphabet St

Enrollment List Requirements

Must be a text (.txt) file format

Can manipulate data in excel first if needed

Work with benefit issuance system vendor





COLORADO
Department of Education

School Nutrition Unit

Upload File Layout Requirements

Direct Certification - Uploading Student Enrollment Data

Upload File Specification

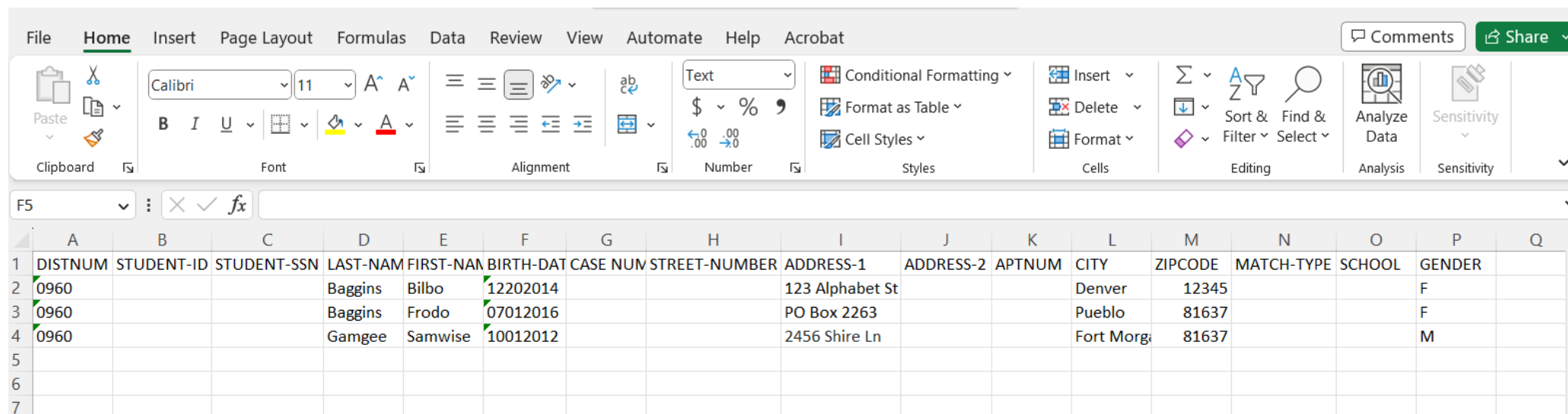
Once you have obtained a file of **all** students enrolled in the district, the file must be formatted to follow the record layout below. Your file must follow the requirements below exactly and then be converted to a .txt file, or the upload will not work.

Column in Excel	Information needed for this field	DESCRIPTION	FIELD POSITION	FIELD WIDTH *
A	DISTNUM	4-Digit District Code (required)	1-4	4
B	STUDENT-ID	Student ID Number as Assigned by the District (optional; column must be included and left blank if information is missing)	5-14	10
C	STUDENT-SSN	Student Social Security Number (optional; column must be included and left blank if information is missing)	15-23	9
D	LAST-NAME	Student Last Name (required)	24-53	30
E	<u>FIRST-NAME</u>	Student First Name (required)	54-83	30
F	BIRTH-DATE	Student Date of Birth (required in format of, MMDDYYYY)	84-91	8
G	CASE NUMBER	SNAP Case Number (column must be included and left blank)	92-100	9
H	STREET-NUMBER	Student House Number (optional; column must be included and left blank if you are including in Column I)	101-106	6



Column in Excel	Information needed for this field	DESCRIPTION	FIELD POSITION	FIELD WIDTH *
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F	BIRTH-DATE	Student Date of Birth (required in format of, MMDDYYYY)	84-91	8
G	CASE NUMBER	SNAP Case Number (column must be included and left blank)	92-100	9
H	STREET-NUMBER	Student House Number (optional; column must be included and left blank if you are including in Column I)	101-106	6
I	ADDRESS-1	Student Street Name or Address (required, and can contain house number)	107-136	30
J	ADDRESS-2	Student Second Address Line (optional; column must be included and left blank if information is missing)	137-166	30
K	APTNUM	Student Apartment or Trailer Number (optional; column must be included and left blank if information is missing)	167-172	6
L	CITY	Student City (required)	173-192	20
M	ZIPCODE	Student <u>5 digit</u> zip code (required)	193-201	9
N	MATCH-TYPE	Type of Match Made (column must be included and left blank)	202-202	1
O	SCHOOL	Four letter school code (optional; column must be included and left blank if information is missing)	203-210	8
P	GENDER	Student gender: F or M (required in format of, F or M only)	211-211	1

Troubleshooting



The screenshot shows the Microsoft Excel interface with the following data table:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	DISTNUM	STUDENT-ID	STUDENT-SSN	LAST-NAME	FIRST-NAME	BIRTH-DATE	CASE NUM	STREET-NUMBER	ADDRESS-1	ADDRESS-2	APTNUM	CITY	ZIPCODE	MATCH-TYPE	SCHOOL	GENDER	
2	0960			Baggins	Bilbo	12202014			123 Alphabet St			Denver	12345			F	
3	0960			Baggins	Frodo	07012016			PO Box 2263			Pueblo	81637			F	
4	0960			Gamgee	Samwise	10012012			2456 Shire Ln			Fort Morg	81637			M	
5																	
6																	
7																	

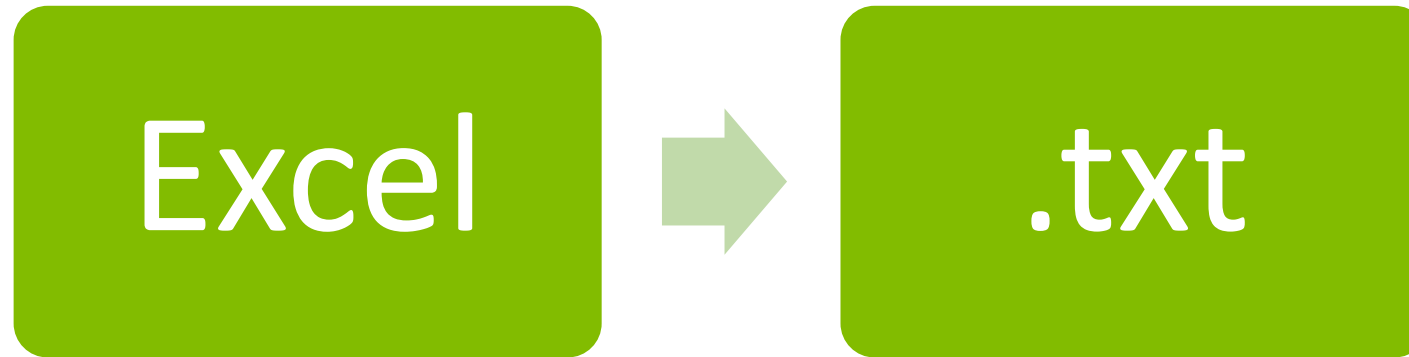
Issues highlighted in the table:

- Row 2: Green triangle in column A (DISTNUM) and column F (BIRTH-DATE).
- Row 3: Green triangle in column A (DISTNUM) and column F (BIRTH-DATE).
- Row 4: Green triangle in column A (DISTNUM) and column F (BIRTH-DATE).

1. Blank required fields- missing zip, birthdate, gender, etc.
2. Missing columns.
3. Birthdate not in 8 digit format.
4. Special characters
5. Zip codes longer than 9 digits
6. Too many characters



Making a .txt file



1. Make edits in excel
2. Use conversion formula to create a .txt file (conversion formula [here](#))
3. Upload txt file to portal





Uploading the Enrollment File






After uploading

- Additional Possible Matches
- Extended Eligible Matches
- Export Match List



Completing the matching process

HOMEAPPLICATIONS

DIRECT CERTIFICATION2023 - 2024

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.

Notice: Matching has been completed for the latest file uploaded on 5/23/2023 12:22:36 PM.

[ADD INDIVIDUAL STUDENT](#) [STUDENT FILE UPLOAD](#) [ADMINISTRATION](#) [REPORTS](#)



Last DSS Source File: 5/1/2023 12:00:00 AM
Last LEA Student File Upload: 5/23/2023 12:22:36 PM

COMPLETE DIRECT CERTIFICATION LIST All Dates


FILTERED SEARCH
Displaying top 10 records. For full list, please Export. Total Records: 109

[SEARCH](#)

Action	Student ID	First Name	Last Name	Sex	DOB	Site ID	Site Name	Eligibility Type
	10155			M				SNAP
	10265			M				SNAP
	10270			F				SNAP
	10344			F				SNAP



Additional Possible Matches

COLORADO

HOMEAPPLICATIONS

DIRECT CERTIFICATION

2023 - 2024

↶	10476			M		SNAP
↶	10482			F		SNAP
↶	10483			M		SNAP

ExcelEXPORT

VIEW ADDITIONAL POSSIBLE MATCHESVIEW EXTENDED ELIGIBILITY MATCHES

ADDITIONAL POSSIBLE MATCHES

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

Search:

Showing 1 to 6 of 6 entries

Row	Source	Match	Score(%)	First Name	Last Name	Sex	DOB	City	Zip Code
Student Information	✕	View Matches			White	F	2012-10-04		81328
Source Information		<input type="checkbox"/> Match	76.12%		White	F	2012-10-04		81328
Student Information	✕	View Matches				M			81321
Student Information	✕	View Matches				F			81321
Student Information	✕	View Matches				M			81328

Extended Eligible Matches

COLORADO		HOME				APPLICATIONS ▾	
DIRECT CERTIFICATION		2023 - 2024					
5	10155			M		SNAP	
5	10265			M		SNAP	
5	10270			F		SNAP	
5	10344			F		SNAP	
5	10348			M		SNAP	
5	10461			M		SNAP	
5	10462			F		SNAP	
5	10476			M		SNAP	
5	10482			F		SNAP	
5	10483			M		SNAP	

Excel ▾

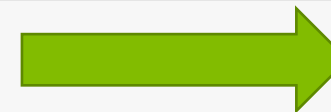
EXPORT

VIEW ADDITIONAL POSSIBLE MATCHES

VIEW EXTENDED ELIGIBILITY MATCHES

EXTENDED ELIGIBILITY MATCHES


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



GENERATE EXTENDED ELIGIBILITY MATCHES

Search:

Extended Eligible Matches

COLORADO

HOMEAPPLICATIONS

DIRECT CERTIFICATION

2023 - 2024

Showing 1 to 7 of 7 entries

Row Source	Match	First Name	Last Name	Address Line 1	Address Line 2	City	Zip Code
Directly Certified Student ✕	View Matches						
Directly Certified Student ✕	View Matches						
Directly Certified Student ✕	View Matches						
Directly Certified Student ✕	View Matches						
Directly Certified Student ✕	View Matches						
Directly Certified Student ✕	View Matches						
Extend Eligibility	<input type="checkbox"/> Match		White	Highway 160			

Previous1Next

ExcelEXPORT

Adding Individual Students

The screenshot shows the CDE Direct Certification interface. At the top, there's a blue header with the CDE logo and navigation links for HOME and APPLICATIONS. Below this is a grey bar with 'DIRECT CERTIFICATION' and a dropdown menu. The main content area has a white box with a redacted name and an 'ACTIVE' status. Below this is a section titled 'DIRECT CERTIFICATION: PROGRAM YEAR 2023 - 2024' with a warning icon. A pink notice box states: '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.' A green notice box states: 'Notice: Matching has been completed for the latest file uploaded on 5/23/2023 12:22:36 PM.' Below these are four buttons: 'ADD INDIVIDUAL STUDENT', 'STUDENT FILE UPLOAD', 'ADMINISTRATION', and 'REPORTS'. To the right, it shows 'Last DSS Source File: 5/1/2023 12:00:00 AM' and 'Last LEA Student File Upload: 5/23/2023 12:22:36 PM'. The bottom section is titled 'DELETE DIRECT CERTIFICATION LIST' with a date dropdown set to 'All Dates'. Below this is a 'FILTERED SEARCH' section with the text 'Displaying top 10 records. For full list, please Export.' and 'Total Records: 110'. The search filters include Student ID, First Name, Last Name, DOB (mm/dd/yyyy), and Eligibility Type, followed by a 'SEARCH' button.

COLORADO

HOME APPLICATIONS

DIRECT CERTIFICATION

2023 - 2024

ACTIVE

Educational Institution

DIRECT CERTIFICATION: PROGRAM YEAR 2023 - 2024

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.

Notice: Matching has been completed for the latest file uploaded on 5/23/2023 12:22:36 PM.

ADD INDIVIDUAL STUDENT STUDENT FILE UPLOAD ADMINISTRATION REPORTS

Last DSS Source File: 5/1/2023 12:00:00 AM
Last LEA Student File Upload: 5/23/2023 12:22:36 PM

DELETE DIRECT CERTIFICATION LIST All Dates

FILTERED SEARCH

Displaying top 10 records. For full list, please Export. Total Records: 110

Student ID First Name Last Name DOB Eligibility Type


mm/dd/yyyy

SEARCH





Completing the match process

COLORADO

HOMEAPPLICATIONS

DIRECT CERTIFICATION

2023 - 2024

FILTERED SEARCH

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

Total Records: 110

Student ID

First Name

Last Name

DOB

mm/dd/yyyy

Eligibility Type

SEARCH

Action	Student ID	First Name	Last Name	Sex	DOB	Site ID	Site Name	Eligibility Type
↺	10155			M				SNAP
↺	10265			M				SNAP
↺	10268			F				SNAP
↺	10270			F				SNAP
↺	10344			F				SNAP
↺	10348			M				SNAP
↺	10461			M				SNAP
↺	10462			F				SNAP
↺	10476			M				SNAP
↺	10482			F				SNAP

Excel

EXPORT

VIEW ADDITIONAL POSSIBLE MATCHES

VIEW EXTENDED ELIGIBILITY MATCHES

The Export File

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
1	Student ID	Local ID	Student Last	Student First	Student M	Sex	DOB	Site ID	Site Name	Agreement	SFA	Student File Uploaded	ProgramGr	Address Line 1	Add City	Zip	MatchPerc	SchoolN	Scho	Eligibility Type	
2	565975225	56597522	Test	John		M	05/09/15	7612		0560	SANFORD	10/05/22	2023	test address 123	Sanford	81151	76.12	7612		BOTH	
3	479617561	47961756	Test	Anya		F	08/03/07	7616		0560	SANFORD	10/05/22	2023	test address 123	Sanford	81151	100	7616		SNAP	
4	932088094	93208809	Test	Jason		M	06/20/06	7616		0560	SANFORD	10/05/22	2023	test address 123	Sanford	81151	100	7616		TANF	
5	479617561	47961756	Test	Karen		F	08/03/07	7616		0560	SANFORD	10/05/22	2023	test address 123	Sanford	81151	100	7616		MEDICAID-REDUCED	
6	932088094	93208809	Test	Lucas		M	06/20/06	7616		0560	SANFORD	10/05/22	2023	test address 123	Sanford	81151	100	7616		SNAP	
7	264156813	26415681	Test	Chester		M	07/14/09	7612		0560	SANFORD	10/05/22	2023	test address 123	Sanford	81151	100	7612		SNAP/MIGRANT	
8	363958046	36395804	Test	Jack		M	04/12/12	7612		0560	SANFORD	10/05/22	2023	test address 123	Sanford	81151	100	7612		SNAP	
9	264156813	26415681	Test	Ayden		M	07/14/09	7612		0560	SANFORD	10/05/22	2023	test address 123	Sanford	81151	100	7612		SNAP	
10	363958046	36395804	Test	Jack		M	04/12/12	7612		0560	SANFORD	10/05/22	2023	test address 123	Sanford	81151	100	7612		MEDICAID-FREE	
11	787763467	78776346	Test	Angie		F	04/20/09	7616		0560	SANFORD	10/05/22	2023	test address 123	Sanford	81151	100	7616		SNAP	
12	787763467	78776346	Test	Angelita		F	04/20/09	7616		0560	SANFORD	10/05/22	2023	test address 123	Sanford	81151	100	7616		MEDICAID-FREE/MIGRANT	
13	217974095	21797409	Test	Makenna		F	06/09/12	7612		0560	SANFORD	10/05/22	2023	test address 123	Sanford	81151	100	7612		MEDICAID-REDUCED/MIGRANT	
14	566162625	56616262	Test	Carter		M	05/21/14	7612		0560	SANFORD	10/05/22	2023	test address 123	Sanford	81151	100	7612		TANF/MIGRANT	
15	140755912	14075591	Test	Camry		F	03/31/10	7612		0560	SANFORD	10/05/22	2023	test address 123	Sanford	81151	100	7612		MEDICAID-FREE	
16	217974095	21797409	Test	Makenna		F	06/09/12	7612		0560	SANFORD	10/05/22	2023	test address 123	Sanford	81151	100	7612		SNAP	
17	566162625	56616262	Test	Carter		M	05/21/14	7612		0560	SANFORD	10/05/22	2023	test address 123	Sanford	81151	100	7612		BOTH/MIGRANT	
18	140755912	14075591	Test	Camry		F	03/31/10	7612		0560	SANFORD	10/05/22	2023	test address 123	Sanford	81151	100	7612		SNAP	
19	320561726	32056172	Test	Jacob		M	05/26/05	7616		0560	SANFORD	10/05/22	2023	test address 123	Sanford	81151	100	7616		BOTH	
20	383383374	38338337	Test	Nevaeh		F	08/07/07	7616		0560	SANFORD	10/05/22	2023	test address 123	Sanford	81151	100	7616		BOTH	



Match Types

Match Type	Action
SNAP	Free meals – can extend eligibility
TANF	Free meals – can extend eligibility
BOTH	Free meals based on SNAP status – can extend eligibility
MEDICAID FREE	Free meals – can extend eligibility
MIGRANT	Free meals only
MEDICAID REDUCED	Reduced meals – can extend eligibility
SNAP/MIGRANT	Free meals based on SNAP status – can extend eligibility
MEDICAID-FREE/MIGRANT	Free meals – can extend eligibility
BOTH/MIGRANT	Free meals based on SNAP status – can extend eligibility
TANF/MIGRANT	Free meals based on TANF status – can extend eligibility
MEDICAID-REDUCED/MIGRANT	Free meals based on migrant – can extend reduced eligibility



The future of DE



COLORADO
Department of Education

Questions?





Resources

- Eligibility Manual
- School Meal Eligibility Website
- Training Recordings



Register for Online Training

- School Nutrition moved all of its online trainings to a new platform.
- To access online trainings and receive professional standards credit, register for a FREE Moodle account
 - <https://app.smartsheet.com/b/form/c22b69634b4e4a8596306d45ac107c2f>



Thank you!



Nell Dochez
Senior Nutrition Consultant



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720-948-5145



<https://www.cde.state.co.us/nutrition>