07/02/12

Direct Cert Is Open!

Dear Direct Cert Users,

The Direct Certification system is now open!

To access the system, please visit the Direct Cert page: <http://www.cde.state.co.us/cdenutritran/nutridirectcert.htm> and click on the first link. The system will likely ask you to change your password; if so, please follow the *Change Password Guide* also at the link above.

Requirements for 2012-2013

* All users must complete the 2012 Direct Cert Exercise (see email from 5/11/12). Everyone was emailed a link to the Exercise. If you did not receive this, please email me to let me know. Also, be sure not to use someone else’s link, as they are all hard-coded with everyone’s name. This must be completed by Wed 15 Aug. Thank you if you have already finished the Exercise.
* All new users must complete the New User Online Training and Test. Please refer to the individual email that was sent to you. If you need me to send this again, just let me know.
* Attachments E, F, and G can be found on the Direct Cert page. Please fax or scan/email these to CDE if you have not already.
* Again this year, Direct Cert must be completed at least three times. The exact dates for the second and third upload periods will be announced in November and in February.
* New this year: The date by which the Direct Cert upload must be completed varies based on district start date. If your district starts school on or before Monday 8/20, the deadline is Friday 8/17; if you start after 8/20, the deadline is Friday 8/31. We encourage you to run Direct Cert any time you have newly enrolled students, to try to match additional students.
* Be sure to code in your systems/records any students who match on Direct Cert, as well as any students who are Direct Cert extended eligible, as Direct Cert. This will be very important for when Verification data is completed, since Colorado as a state is required this year to match 90% of students in households receiving SNAP.

Helpful notes

* The Record Layout posted on the Direct Cert page shows how a file needs to be formatted.
* Be sure to make use of the Conversion Formula if needed. Sometimes, perfectly good files just will not upload to Direct Cert; if this occurs, please see the Conversion Instructions and Conversion Formula on the Direct Cert website above.
* Each district can have up to two users. You are receiving this message because you are an approved Direct Certification user or because you have been identified as a potential Direct Cert user. If you do not plan to use Direct Cert this year, and another person in your district will be taking your place, please contact me right away so that I can send training information to that new person. Your unique password may not be shared with anyone else.
* Like last year, if records show that your district file and/or your district match report are significantly smaller than last year’s, you will receive an email. You will need to submit an explanation (for example, district enrollment is low this year), and/or you will need to double-check your file and possibly re-upload if needed. I just wanted to give you a heads-up in case you receive one of these emails.

Feel free to let me know if you have any questions, and have fun uploading!

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