11/20/12

Direct Cert is Open

Dear Direct Cert Users,

Great news! CDE has received the updated SNAP file from Human Services, so this means that the second required uploading period for Direct Cert can now begin! **This upload must be completed by 3:00pm on 21 December.**

Passwords: Please see the document *Direct Cert vs. Claim System Passwords*, posted at <http://www.cde.state.co.us/cdenutritran/nutridirectcert.htm>, for all needed information on changing passwords.

A few important notes:

* You will find that some children who were on your initial match report will not appear on the second one. This is okay; these children still keep their free benefits for the entire school year.
* Hopefully, you will be able to identify many new children on this second Match Report, who were not on your first one. It is important to note that their benefits can begin only now; the free benefits cannot be back-dated to the beginning of the year.
* All children who were not included in the file you used for your first upload (e.g., new enrollees), as well as any children not already matched the first time, must be included in your file for the second required upload. It is up to the district regarding whether or not to include previously matched students. Some may find it easier to leave them in the file, and others (especially larger districts) will probably find it easier to take them out. If you do wish to upload a file that does not include previously matched students, please see the Re-upload Instructions on the Direct Cert website.
* Attachments E, F, and G do not need to be sent in again; they are required only annually.
* If your file does not work, please make use of the Conversion Instructions and Conversion Formula, which are posted on the Direct Cert website.

For more information and to log in to the Direct Cert system, please see the Direct Cert website, <http://www.cde.state.co.us/cdenutritran/nutridirectcert.htm>.

Finally, the answers to the 2012 Direct Cert Exercise are attached, for anyone who would like this information.

Feel free to let me know if you have any questions.

Thank you, and have a great Thanksgiving!

**Jennifer**

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