

Direct Certification: State and CE Level Match



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Objectives

- Direct Certification Overview
- Direct Certification versus Categorical Eligibility
- Direct Certification Data
 - State Matched and Unmatched Lists
 - Texas 2-Step
- Identify Program Resources

Definition - Direct Certification

- Simplified method of determining a student's eligibility for _____ meals.
- Students who are participants of _____, TANF, or FDPIR.
- Increases access to school meals
 - Extension of _____
- Decreases burden on families and child nutrition staff by limiting _____



History of Direct Certification & Matching

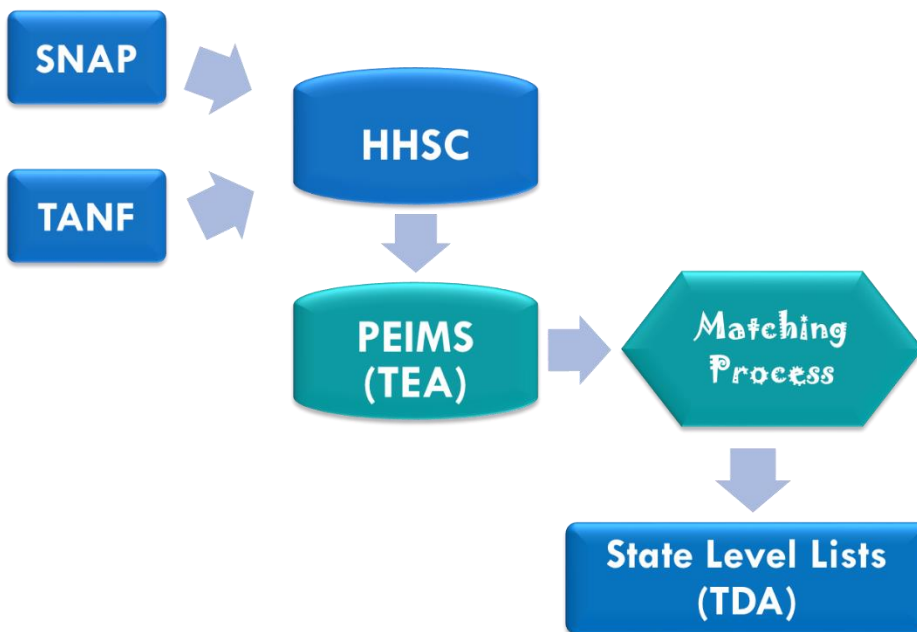
- In Texas, we have both central (State) and local (CE) level matching.

Direct Certification versus Categorical Eligibility

- Direct Certification
 - Conducted through a _____/electronic match between the Assistance Programs and/or the State or LEA.
 - An application is not required.
 - Benefits Extend to Household Members

- Categorical Eligibility
 - Determined through “other source categorically eligible” documentation (homeless, migrant, runaway, foster, head start, even start)
 - Determined through assistance programs noted on an _____.
 - Benefits do not extend to household members
 - Exception: Benefits are extended for students on applications with a valid EDG number.

Direct Certification – State Level Lists



State Level Lists

- TDA posts the updated state level lists for match and unmatched data monthly.



Direct Certification Data – Texas 2-Step

- The State Level Matched List is provided by TDA through TX-UNPS and must be pulled down _____.

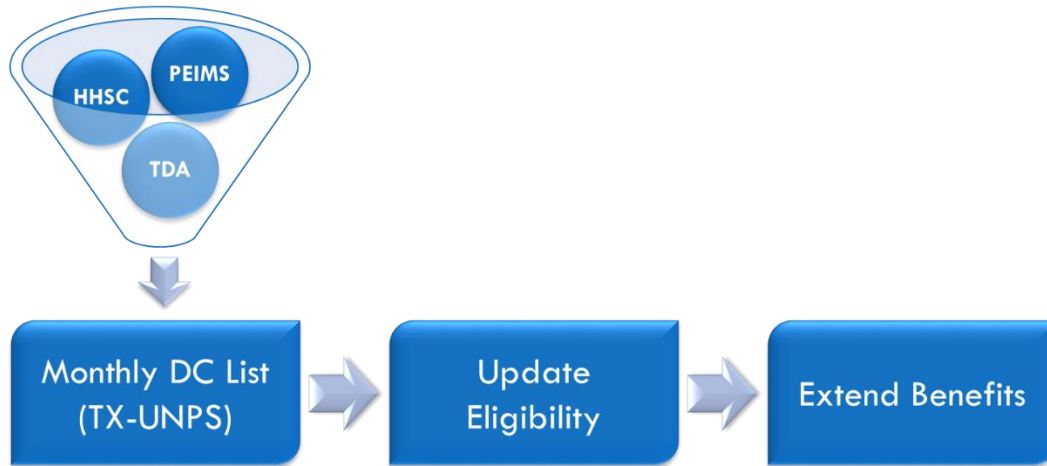


- The CE Level Matched list is created by the CE uploading enrollment information into TX-UNPS to search the “unmatched” database.



TIP: Only by performing both processes monthly can a CE _____ the number of students who are directly certified to receive free meals.

Direct Certification – State Level *Matched* List



Information Box 6
DC List – SNAP Eligible Child

This screen shot illustrates how a CE identifies a SNAP Eligible Child. If there is a "1" under ELIGIBILITY, the child is SNAP eligible.

Direct Certification - Direct Verification

Direct Certification Direct Verification

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DirectCertification.rpt TEXAS DEPARTMENT OF AGRICULTURE
PEIMS
DIRECT CERTIFICATION FOR NATIONAL SCHOOL LUNCH
2013-2014
Updates For July Page 1 of 4936

CE-CE ID	SITE#-SITE NAME	LAST NAME	FIRST NAME	MI	SSN	BIRTH DATE	SEX	GRADE	ADDRESS	CITY	STATE	ZIP	EFF. DATE	ELIGIBILITY
		Name	Name	N	#####	Date	M	09	Street	HOUSTON	TX	77003	July	1

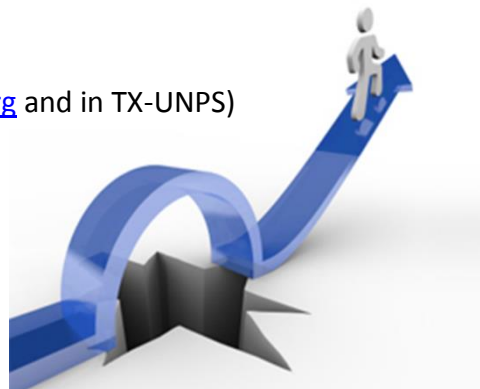
Reminder: All DC SNAP students are reported as of October 31st through the Verification Report in TX-UNPS or through the Special Provision Match Report (for CEs implementing CEP).

Direct Certification – CE Level Match

1. CE prepares file with student data for _____
2. CE logs into TX-UNPS and selects Direct Certification/Direct Verification screen
3. CE selects CE Match process
4. CE uploads data _____
5. System returns file of eligibility records matched to the CEs data file
6. CE saves matched file and prints copy for records
7. CE notes in records (POS system and/or Master Roster) students that are directly certified for benefits – noting _____ of eligibility (SNAP = 1)

Overcoming Challenges

1. Utilize TDA resources (on www.squaremeals.org and in TX-UNPS)
2. Transfer eligibility between LEAs
3. Attend DC Workshop trainings
4. Establish a monthly process
5. Perform upload in batches



How does DC affect my program?

Annual Reporting Requirements

- Standard Application – DC students (SNAP and TANF) reported through the _____ Report by February 1st (reflective of October 31st data)
- Special Provision Options – DC students (SNAP) reported through the Special Provisions Match Report
- ALL CEs – Report Identified Student Percentage by March 20th to TDA

Benefits of Direct Certification

Students

- Enjoy free breakfast and lunch

Parents

- Do not have to fill out individual household _____

Schools

- Reduces _____ and administrative costs

Resources

Texas Department of Agriculture, Food and Nutrition Website, www.squaremeals.org

- www.squaremeals.org > Programs > National School Lunch Program > Direct Certification
 - Direct Certification and Direct Verification User Manual
 - Quick Tip Guides

TX-UNPS (Texas Unified Nutrition Programs System)

- <https://txunps1.texasagriculture.gov/TXUNPS/Splash.aspx> > Applications > Download Forms
 - Direct Certification and Direct Verification User Manual
 - Direct Certification – Formatting the CSV File for the CE Import
 - Direct Certification – Help Topic
 - Direct Certification – Getting Started
 - Working with DC Download



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