




Direct Certification Webinar

September 2019
Ebonique Faria



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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.

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Learning Objectives



1. Identify the frequency and documentation needed in completing Direct Certification
2. Describe the reports that are available for use and their function in the Direct Certification process
3. Reflect on the importance of this data and where else it is reported

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Direct Certification Overview

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Direct Certification Overview



Direct Certification 7 CFR 245.6(b)

A process conducted by the States and by local educational agencies (LEAs) to certify eligible children for free and reduced price meals without the need for household applications.

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Direct Certification Overview



Direct Certification 7 CFR 245.6(b)

If a household submits a household application for directly certified children, the direct certification eligibility determination will take precedence, *only if* the benefit status resulted in ***FREE Exact Match - Certified***.



The household always receives the better of the benefit.

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Direct Certification Overview



Electronic Data Matching 7 CFR 245.6(b)(2)

The Office for Food and Nutrition Programs electronically matches data of direct certification with:

- Supplemental Nutrition Assistance Program (SNAP)
- Transitional Assistance for Families with Dependent Children (TAFDC)
- Department of Children and Families (DCF) Foster Child(ren) certification
- Certain categories of Medicaid

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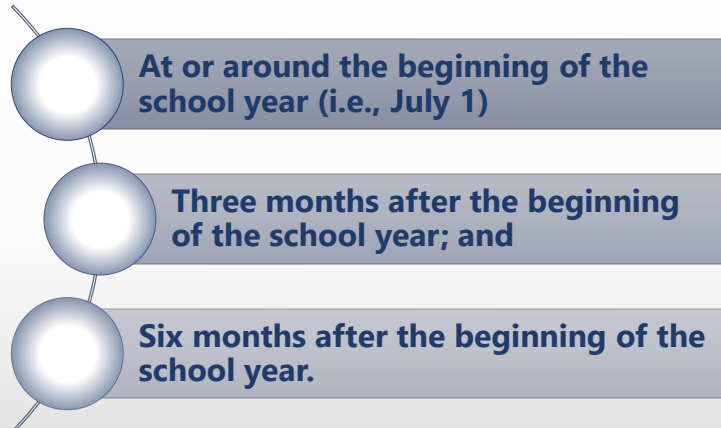
Direct Certification Overview



Frequency of Direct Certification

7 CFR 245.6(b)(3)

7 CFR 245.6(b)(4)



DESE encourages LEA's to conduct direct certification more frequently to obtain information about newly enrolled children or children who may be newly certified for that program's benefits.

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Direct Certification Overview



Direct Certification Documentation

7 CFR 245.6(b)(5), 7 CFR 245.6(b)(6),
7 CFR 245.6(b)(7), 7 CFR 245.6(b)(10)



Point of Sale (POS) systems must be able to accept both FREE & REDUCED Exact Match status

Work with the POS vendor to include the additional Direct Certification status

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Direct Certification Overview



Direct Certification Documentation

7 CFR 245.6(b)(5), 7 CFR 245.6(b)(6),
7 CFR 245.6(b)(7), 7 CFR 245.6(b)(10)

Extension of Eligibility

If any child is identified as a member of a household receiving assistance under SNAP or TANF, all children in the family, as defined in 7 CFR 245.2, shall be categorically eligible for free meals or (reduced price meals).

This applies to children identified through direct certification or through a free and reduced price application.

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Direct Certification Overview



Direct Certification Documentation

7 CFR 245.6(b)(5), 7 CFR 245.6(b)(6),
7 CFR 245.6(b)(7), 7 CFR 245.6(b)(10)

Notification to Families

LEA's are not required to provide application materials to FREE Exact Match Certified.

However, SFA's are encouraged to provide & make available applications to all households.

Families must be informed of the free and reduced price meal benefits

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Direct Certification Overview



Confidentiality

7 CFR 245.6(b)(9)

Confidential nature of direct certification information.

- Information about children or their households obtained through the direct certification process must be kept confidential and is subject to the limitations on disclosure of information in section 9 of the Richard B. Russell National School Lunch Act, 42 U.S.C. 1758.
- Information that a household is receiving benefits from SNAP, FDIPIR or TANF or that a child is participating in another program which makes children categorically eligible for free school meals or free milk must be used solely for the purposes of direct certification for determining children's eligibility for free school meals or free milk and as otherwise permitted under 7 CFR 245.6(f).

Refer to the Eligibility Manual for disclosure requirements

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Match History Results

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Match History Results



Welcome to online Direct Certification and Direct Verification
User:Ebonique Faria

July 6, 2015
Organization:Department of Elementary and Secondary Education (ESE)

Manual Direct Certification	File Upload Direct Certification	Manual Direct Verification	File Upload Direct Verification	Match History Results	Previous District Match Results	DCM District Administration	Organization Administration	Reports
<p>Search Criteria:</p> <p>LEA (Organization): <input type="text" value="ALL"/></p> <p>Date From: <input type="text" value="MM / DD / YYYY"/></p> <p>Manual / File: <input type="text" value="All"/></p> <p>Match ID: <input type="text"/></p> <p>Date To: <input type="text" value="MM / DD / YYYY"/></p> <p>Certification / Verification: <input type="text" value="All"/></p> <p><input type="button" value="Search"/> <input type="button" value="Reset Search"/></p>								

Use dropdown arrow to select search criteria.

- Date From:
- Date To:
- Match ID:
- Manual / File:
- Certification / Verification:

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Match History Results



Match Results:						
Match ID	Organization	Manual / File	Certification / Verification	Date / Time	User ID	
<input type="radio"/> 123904	Department of Elementary and Secondary Education (ESE)	File	Certification	06/22/2016 08:45:09	miltz5	
<input type="radio"/> 123836	Department of Elementary and Secondary Education (ESE)	File	Certification	06/15/2016 13:43:25	bziniti	
<input type="radio"/> 123833	Department of Elementary and Secondary Education (ESE)	File	Certification	06/15/2016 10:01:07	bziniti	
<input checked="" type="radio"/> 123822	Department of Elementary and Secondary Education (ESE)	File	Certification	06/14/2016 14:29:50	efaria	
<input type="radio"/> 123662	Department of Elementary and Secondary Education (ESE)	Manual	Certification	06/13/2016 13:49:29	miltz5	

[View Result](#)

Select **radial button** for the results that need to be viewed.

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Match History Results



Search Results:									
Row #	First Name	Last Name	Suffix	Date of Birth	Match Type	Match Source	Date / Time	Statewide student identification code (sasic)	Locally assigned student identifier (lasid)
1	Helen	Back		03/06/1998	No Match		06/14/2016 14:29:50		
2	Adam	Baum		10/14/1998	Exact Match - Certified	SNAP	06/14/2016 14:29:50		
3	Eileen	Dover		04/14/2001	Exact Match - Certified	SNAP	06/14/2016 14:29:50		
				08/29/2007	Household member of Row 3 - Sue Flay				
				12/19/2005	Household member of Row 3 - Manny Kinn				
4	Neil	Down		01/28/1997	No Match		06/14/2016 14:29:50		
5	Pat	Downe		03/06/2000	No Match		06/14/2016 14:29:50		
6	Polly	Ester		07/09/1998	No Match		06/14/2016 14:29:50		
7	Noah	Lott		05/14/2001	Exact Match - Certified	SNAP	06/14/2016 14:29:50		
				09/22/2006	Household member of Row 7 - Owen Moore				

[Save Results](#) [Next File Upload](#)

Select **Save Results** to download the entire file.

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Match History Results



for CEP

- Keep all Direct Certification downloads organized.
- Direct Certification results will be needed for the CEP Master List.
- Districts need to maintain a list of students approved as FREE eligible NOT subject to verification

A	B	C	D	E	F	G	H
#	First Name	Last Name	Suffix	Date of Birth	Match Type	Date/Time	SASID
1	Bill	Ding		7/24/2007	Exact Match - Certified		100367513
2	Bob	Apple		9/13/2008	No Match		109827210
3	Anna	Graham		5/23/2003	No Match		106359810
4	Brock	Lee		8/26/2009	Exact Match - Certified		104898410
5	Anne	Teak		7/1/2005	Exact Match - Certified		101987414
	Sue	Shi		7/16/2008	Household member of Row 5 - Anne Teak		
	Gladys	Nottmie		10/6/2005	Household member of Row 5 - Anne Teak		
6	Earl	Lee		4/28/2011	Exact Match - Certified		108207011
	Marcia	Mellow		7/16/2008	Household member of Row 6 - Brock Lee		
7	Gene	Poole		10/7/2006	Exact Match - Certified		103748216
8	Howie	Doohan		7/2/2004	No Match		102982910
9	Helen	Back		6/26/2005	Partial Match - MFILC - Manual confirmation required		107997411
10	Hazle	Nutt		11/17/2003	Exact Match - Certified		100292411
	Eileen	Dover		10/1/2003	Household member of Row 10 - Hazle Nutt		
	Ginger	Vitas		5/28/2004	Household member of Row 10 - Hazle Nutt		
11	Joy	Rider		8/4/2006	Partial Match - MFPLD - Manual confirmation required		108198414
12	Ken	Dahl		9/14/2006	No Match		103198418
13	Matt	Tress		4/18/2007	Exact Match - Certified		105797416
14	Noah	Lott		10/29/2005	No Match		104797415
15	Pepe	Roni		8/30/2010	Exact Match - Certified		107198413
16	Rob	Banks		4/24/2010	Exact Match - Certified		106797417
17	Robin	Banks		6/9/2004	Partial Match - MFPLC - Manual confirmation required		105789618
18	Polly	Ester		12/1/2004	Partial Match - MFPLC - Manual confirmation required		109192410
19	Sue	Flay		5/14/2009	No Match		107797418
20	Winsom	Cash		9/19/2007	Exact Match - Certified		108797410
21	Will	Power		8/25/2008	Exact Match - Certified		102198417

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Match History Results



for Administrative Review

- Keep all Direct Certification downloads organized.
- Direct Certification results will be needed for the Administrative Review.
- Maintain Match History Results as a part of the Review.
- **Keeping record of the Match ID number is highly encouraged.**



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Using the Virtual Gateway



Exact Match

- FREE Exact Match
- REDUCED Exact Match



No Match

- No match found based on data provided



Needs Further Documentation

- Follow-up with manual confirmation



Household Member of Row

- Benefits extended to household members

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Exact Match Detail Report

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FREE Exact Match Detail Report



Direct Certification Non-Reporting	Match Source Report	FREE Exact Match Detail Report
<p>Search Criteria:</p> <p>LEA (Organization): <input type="text" value="Select One"/></p> <p>Date From: <input type="text" value="07"/> / <input type="text" value="01"/> / <input type="text" value="2016"/></p> <p>Date To: <input type="text" value="05"/> / <input type="text" value="30"/> / <input type="text" value="2017"/></p> <p><input type="button" value="Search"/> <input type="button" value="Reset Search"/></p>		


- This report provides a list of **ALL FREE Exact Match-Certified** students within the provided timeframe.
 - Includes optional fields is used during initial uploads:
 - school name
 - household ID
 - Does not include **REDUCED PRICE Exact Match-Certified**
 - Does not include household members

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FREE Exact Match Detail Report



Direct Certification Non-Reporting

Match Source Report

FREE Exact Match Detail Report

Search Criteria:

LEA (Organization):

Select One

Date From:*

07 / 01 / 2016

Date To:*


05 / 30 / 2017

Search

Reset Search


Use the *Date From* and *Date To* in order to establish a time parameter within a school year.

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FREE Exact Match Detail Report



Direct Certification Non-Reporting

Match Source Report

FREE Exact Match Detail Report

Search Criteria:

LEA (Organization):

Select One

Date From:*

07 / 01 / 2016

Date To:*


05 / 30 / 2017

Search

Reset Search

By default, the *Date To* is set to the date of which this report is opened.

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FREE Exact Match Detail Report - TIPS



Direct Certification Non-Reporting	Match Source Report	FREE Exact Match Detail Report
Search Criteria: LEA (Organization): <input type="text" value="Select One"/> Date From: <input type="text" value="07"/> / <input type="text" value="01"/> / <input type="text" value="2016"/> <input type="button" value="Search"/> <input type="button" value="Reset Search"/> Date To: <input type="text" value="05"/> / <input type="text" value="30"/> / <input type="text" value="2017"/>		

TIPS

- Remove students no longer enrolled
- Keep records of household members (use household ID, *if applicable*)
- Can be useful report when considering CEP
- Good data in, good data out
 - Consider including school name and/or household id

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SFA Verification Collection Report (FNS 742)

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SFA Verification Collection Report (FNS 742)



Section 3-1

		ALL SFAs must report Section 3 or check box 3-1 if applicable	B. Number of Students
S e c t i o n 3	Students approved as FREE or REDUCED PRICE eligible NOT subject to verification	3-1: <input checked="" type="checkbox"/> Check the box only if all schools and/or RCCIs in the SFA were not required to perform direct certification with SNAP (i.e. NON BASE year Provision 2/3 for all schools)	
		3-2: Students directly certified through Supplemental Nutrition Assistance Program (SNAP):	<input type="text"/>
		3-3: Students directly certified FREE eligible through other programs: Include those directly certified through Temporary Assistance for Needy Families (TANF), Food Distribution Program on Indian Reservations (FDPIR), or Medicaid (if applicable); those documented as homeless, migrant, runaway, foster, Head Start, Pre-K Even Start, or non-applicant but approved by local officials. DO NOT include SNAP students already reported in 3-2.	<input type="text"/>
		3-4: Students certified categorically FREE eligible through SNAP letter method: Include students certified for free meals through the family providing a letter from the SNAP agency.	<input type="text" value="0"/>
		3-5: Students directly certified REDUCED PRICE eligible through other programs.	<input type="text"/>

Check the box only if all schools and/or RCCIs in the SFA were not required to perform direct certification **with SNAP** (i.e. NON BASE year Provision 2/3 for all schools)

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SFA Verification Collection Report (FNS 742)



Section 3-2

		ALL SFAs must report Section 3 or check box 3-1 if applicable	B. Number of Students
S e c t i o n 3	Students approved as FREE or REDUCED PRICE eligible NOT subject to verification	3-1: <input checked="" type="checkbox"/> Check the box only if all schools and/or RCCIs in the SFA were not required to perform direct certification with SNAP (i.e. NON BASE year Provision 2/3 for all schools)	
		3-2: Students directly certified through Supplemental Nutrition Assistance Program (SNAP):	<input type="text"/>
		3-3: Students directly certified FREE eligible through other programs: Include those directly certified through Temporary Assistance for Needy Families (TANF), Food Distribution Program on Indian Reservations (FDPIR), or Medicaid (if applicable); those documented as homeless, migrant, runaway, foster, Head Start, Pre-K Even Start, or non-applicant but approved by local officials. DO NOT include SNAP students already reported in 3-2.	<input type="text"/>
		3-4: Students certified categorically FREE eligible through SNAP letter method: Include students certified for free meals through the family providing a letter from the SNAP agency.	<input type="text" value="0"/>
		3-5: Students directly certified REDUCED PRICE eligible through other programs.	<input type="text"/>

Students directly certified through Supplemental Nutrition Assistance Program (SNAP)

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SFA Verification Collection Report (FNS 742)



Section 3-3

		B. Number of Students
S e c t i o n 3	**ALL SFAs must report Section 3 or check box 3-1 if applicable**	
	3-1: <input checked="" type="checkbox"/> Check the box only if all schools and/or RCCIs in the SFA were not required to perform direct certification with SNAP (i.e. <i>NON BASE</i> year Provision 2/3 for all schools)	
	3-2: Students directly certified through Supplemental Nutrition Assistance Program (SNAP):	<input type="text"/>
	3-3: Students directly certified FREE eligible through other programs: Include those directly certified through Temporary Assistance for Needy Families (TANF), Food Distribution Program on Indian Reservations (FDPIR), or Medicaid (if applicable); those documented as homeless, migrant, runaway, foster, Head Start, Pre-K Even Start, or non-applicant but approved by local officials. DO NOT include SNAP students already reported in 3-2.	<input type="text"/>
	3-4: Students certified categorically FREE eligible through SNAP letter method: Include students certified for free meals through the family providing a letter from the SNAP agency.	<input type="text" value="0"/>
	3-5: Students directly certified REDUCED PRICE eligible through other programs.	<input type="text"/>

Students directly certified FREE eligible through other programs:

- Temporary Assistance for Needy Families (**TANF**)
- Food Distribution Program on Indian Reservations (**FDPIR**)
- Medicaid (if applicable)
- Homeless, migrant, runaway, foster, Head Start, Pre-K Even Start, or non-applicant but approved by local officials.
- **DO NOT include SNAP students already reported in 3-2.**

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7 CFR 245.6(b)(8)



Work with district liaison for supporting documentation for categorically eligible students



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SFA Verification Collection Report (FNS 742)



Section 3-4

ALL SFAs must report Section 3 or check box 3-1 if applicable		B. Number of Students
S e c t i o n 3	3-1: <input checked="" type="checkbox"/> Check the box only if all schools and/or RCCIs in the SFA were not required to perform direct certification with SNAP (i.e. <i>NON BASE year Provision 2/3 for all schools</i>)	
	3-2: Students directly certified through Supplemental Nutrition Assistance Program (SNAP):	<input type="text"/>
	3-3: Students directly certified FREE eligible through other programs: Include those directly certified through Temporary Assistance for Needy Families (<i>TANF</i>), Food Distribution Program on Indian Reservations (<i>FDPIR</i>), or Medicaid (if applicable); those documented as homeless, migrant, runaway, foster, Head Start, Pre-K Even Start, or non-applicant but approved by local officials. DO NOT include SNAP students already reported in 3-2.	<input type="text"/>
	3-4: Students certified categorically FREE eligible through SNAP letter method: Include students certified for free meals through the family providing a letter from the <i>SNAP</i> agency.	<input type="text" value="0"/>
	3-5: Students directly certified REDUCED PRICE eligible through other programs.	<input type="text"/>

NO ACTION REQUIRED

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SFA Verification Collection Report (FNS 742)



Section 3-5

ALL SFAs must report Section 3 or check box 3-1 if applicable		B. Number of Students
S e c t i o n 3	3-1: <input checked="" type="checkbox"/> Check the box only if all schools and/or RCCIs in the SFA were not required to perform direct certification with SNAP (i.e. <i>NON BASE year Provision 2/3 for all schools</i>)	
	3-2: Students directly certified through Supplemental Nutrition Assistance Program (SNAP):	<input type="text"/>
	3-3: Students directly certified FREE eligible through other programs: Include those directly certified through Temporary Assistance for Needy Families (<i>TANF</i>), Food Distribution Program on Indian Reservations (<i>FDPIR</i>), or Medicaid (if applicable); those documented as homeless, migrant, runaway, foster, Head Start, Pre-K Even Start, or non-applicant but approved by local officials. DO NOT include SNAP students already reported in 3-2.	<input type="text"/>
	3-4: Students certified categorically FREE eligible through SNAP letter method: Include students certified for free meals through the family providing a letter from the <i>SNAP</i> agency.	<input type="text" value="0"/>
	3-5: Students directly certified REDUCED PRICE eligible through other programs.	<input type="text"/>

*Students directly certified **REDUCED PRICE** eligible through other programs.*

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DC Reduced FNS 742 Report – Section 4



S e c t i o n 4	Students approved as FREE or REDUCED PRICE eligible through a household application	**ALL SFAs collecting applications must report Section 4**		A. Number of Applications	B. Number of Students
		4-1: Approved as categorically FREE Eligible: Based on those providing documentation (e.g. a case number for SNAP, TANF, FDPIR on an application)		<input type="text"/>	<input type="text"/>
		4-2: Approved as FREE eligible: Based on household size and income information		<input type="text"/>	<input type="text"/>
		4-3: Approved as REDUCED PRICE eligible: Based on household size and income information		<input type="text"/>	<input type="text"/>

- Any **REDUCED PRICE Exact Match Certified** through October 1st should be included in Section 4, #4-3 (A and B).
- For example: Sue Flay is **REDUCED-PRICE Exact Match-Certified** in July. The file is uploaded again in August, the student is **FREE Exact Match-Certified**. The student's eligibility status of *free*. Since the benefit status change took place *prior* to October 1st, Sue should be included.

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DC Reduced FNS 742 Report - TIP



S e c t i o n 4	Students approved as FREE or REDUCED PRICE eligible through a household application	**ALL SFAs collecting applications must report Section 4**		A. Number of Applications	B. Number of Students
		4-1: Approved as categorically FREE Eligible: Based on those providing documentation (e.g. a case number for SNAP, TANF, FDPIR on an application)		<input type="text"/>	<input type="text"/>
		4-2: Approved as FREE eligible: Based on household size and income information		<input type="text"/>	<input type="text"/>
		4-3: Approved as REDUCED PRICE eligible: Based on household size and income information		<input type="text"/>	<input type="text"/>

TIP

Maintain records that indicate student's **REDUCED-PRICE** eligibility status.

- Records should include source of eligibility.

Example: DC Reduced, App Reduced, HHM* Reduced
(*HHM = Household Member)

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DC Reduced FNS 742 Report - TIP



S e c t i o n	**ALL SFAs collecting applications must report Section 4**		A. Number of Applications	B. Number of Students
	Students approved as FREE or REDUCED PRICE eligible through a household application	4-1: Approved as categorically FREE Eligible: Based on those providing documentation (e.g. a case number for SNAP, TANF, FDIIR on an application)	<input type="text"/>	<input type="text"/>
		4-2: Approved as FREE eligible: Based on household size and income information	<input type="text"/>	<input type="text"/>
		4-3: Approved as REDUCED PRICE eligible: Based on household size and income information	<input type="text"/>	<input type="text"/>

Remember, that the 742 Report needs a number in the **A column** *equal to or less than* the number in the **B column**.

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QUESTIONS??

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THANK YOU

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