

# 2015-2016 Direct Certification and Direct Verification Timelines

06/29/2015

Version 3.0.0

**DIRECT CERTIFICATION** means determining children’s eligibility for free meals benefits based on documentation obtained directly from the appropriate State or local agency or other authorized individual. In most situations, direct certification of a child’s eligibility status should not involve the household. The communication exchange should be between an appropriate agency and the Local Education Agency (LEA)/school. There are two types of direct certification, which are:

**DIRECT CERTIFICATION FOR ASSISTANCE PROGRAMS** can be conducted through a computer/electronic match between the Assistance Programs and/or the State or LEA. No application is necessary if eligibility is determined through the direct certification process. Direct certification for Supplemental Nutrition Assistant Program (SNAP) households must be conducted using the electronic data match process. A letter provided by SNAP to households and submitted to an LEA no longer meets the requirement for SNAP direct certification. However, if a household provides a SNAP eligibility letter to the LEA/school, it must be accepted but is not considered direct certification.

**DIRECT CERTIFICATION FOR OTHER SOURCE CATEGORICALLY ELIGIBLE PROGRAMS** can be conducted through a computer/electronic match between appropriate State or local agencies, officials from other source programs and/or LEA officials such as the LEA’s homeless liaison. Direct certification for these programs may also be conducted using lists of eligible participants provided to the State or LEA from appropriate officials from Other Source Categorically Eligible Programs (e.g. Homeless, Migrant, Runaway, Early Start, Head Start, Foster Child, and Temporary Assistance for Needy Families (TANF)). Letters provided by such programs to eligible participants may also be used for direct certification. No application is necessary if eligibility for these programs is determined through the direct certification process.

## **DIRECT CERTIFICATION LIST IN THE CNP SYSTEM**

The list of enrolled students matched to individuals from the Nebraska Department of Health and Human Services (DHHS) is called the Direct Certification list. The DHHS’s list of individuals includes SNAP, TANF and Foster Children. LEAs/Districts may view the Direct Certification list by logging into the CNP system. Under the “Application” menu, the Direct Certification list is found in the “View Direct Certification” item under “Direct Certification”.

**DIRECT VERIFICATION** means using public records as a means to verify children’s eligibility for free/reduced price meals. Direct verification may be conducted with SNAP, TANF, or FDPIR agencies or appropriate officials in programs represented in Other Source Categorically Eligible Programs to confirm eligibility for free meals. Direct Verification with Medicaid/SCHIP may confirm either eligibility for free or reduced priced meals depending on the Medicaid/SCHIP eligibility criteria in the state.

**DEADLINE DATES** means the date when the activity is due.

**ACTIVITY** refers to Direct Certification or Direct Verification tasks that need to be completed by the due date.

**WHAT** identifies the information or data required to complete the activity.

**HOW** identifies how the activity can be completed.

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**MATCHING SYSTEM** is the tool used to generate the results to assist the district/systems to complete the activity by the deadline dates. The matching system uses data from the district/system for each activity during specified time frame.

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### Direct Certification and Direct Verification Calendar

Deadline Dates	Activity	What	How	Matching System
30 operating days (beginning with the first day of school)	Direct Certification List in the CNP System	Student remain certified based on the data from the (previous school year) SY 2013–2015	Carryover is for up to 30 operating days (beginning with the first operating day of school) into the current school year or until a new eligibility determination is made, either approved or denied. The new eligibility determination supersedes the carryover eligibility.	<p><b>Uniq-ID and NSSRS (Direct Certification):</b> July 1, 2015 to September 30, 2015, the student data are students from the SY 2015-2016.</p> <p><b>Colyar (Direct Certification):</b> July 1, 2015 to June 30, 2016, the student data are students from the SY 2015-2016</p>
8/15/2015	Direct Certification List in the CNP System	Submit NSLP CNP online Application renewal July 1, 2015 (before school start date)	District Staff must update the District’s Program and Site application(s)	
8/31/2015	Direct Certification List in the CNP System	Enter all students to NDE July 1, 2015 (before school start date )	<p>District Staff can enter students using one of four methods listed below:</p> <ul style="list-style-type: none"> <li>• Upload/enter student in e-Scholar® Uniq-ID (Nonpublic)</li> <li>• Upload student in NDE Nebraska Student and Staff Record System (NSSRS) (Public)</li> <li>• Enter Students into Single Student Interactive Screen (Nonpublic and Public)</li> <li>• Upload .csv file to the Colyar® Child Nutrition Program (CNP) (Nonpublic and Public)</li> </ul>	

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Deadline Dates	Activity	What	How	Matching System
10/1/2015	Direct Verification	Pull approved application of the current school year	The sample pool depends on the number of applications (paper or electronic) and is not based on the number of children eligible for free and reduced priced meals. When calculating the sample size, all fractions or decimals are rounded upward to the nearest whole number. At least one application must always be verified.	<b>UniqID and NSSRS (Direct Certification):</b> <b>August 1, 2015</b> to November 15, 2015, the student data are students from the SY 2015-2016 then students in the SY 2015-2016 if a student is not found in current school year.
10/31/2015	Direct Certification List in the CNP System	Enter Transfer In students	District Staff can enter students using one of three methods listed below: <ul style="list-style-type: none"> <li>• Upload/enter student in e-Scholar® Uniq-ID (Nonpublic)</li> <li>• Upload student in NDE Nebraska Student and Staff Record System (NSSRS) (Public)</li> <li>• Enter Students into Single Student Interactive Screen (Nonpublic and Public)</li> <li>• Upload .csv file to the Colyar® Child Nutrition Program (CNP) (Nonpublic and Public)</li> </ul>	
11/15/2015	Direct Verification	Submit a Sampling (3%) of applications	District Staff can enter students for the Direct Verification process using one of three methods listed below:	<b>Colyar (Direct Verification):</b>

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Deadline Dates	Activity	What	How	Matching System
	<p><b>* Review the Direct Certification list before completing Direct Verification and the Mandatory Annual Verification Report (FNS 742) Summary.</b></p>		<ol style="list-style-type: none"> <li>1. Direct Verification (CNP): <ul style="list-style-type: none"> <li>• Enter Students into Single Student Verification screen</li> <li>• Upload .csv file in CNP system. Under the 'Application' menu, click on the 'Direct Verification' item.</li> </ul> </li> <li>2. Direct Verification (Contact DHHS)</li> <li>3. Verification (letter sent to the household)</li> </ol>	<p>October 1, 2015 to November 15, 2015, the district/system submits applications.</p>
<p>2/28/2015</p>	<p>Direct Certification List in the CNP System</p>	<p>Enter Transfer In students</p>	<p>District Staff can enter students using one of four methods listed below:</p> <ul style="list-style-type: none"> <li>• Upload/enter student in e-Scholar® Uniq-ID (Nonpublic)</li> <li>• Upload student in NDE Nebraska Student and Staff Record System (NSSRS) (Public)</li> <li>• Enter Students into Single Student Interactive Screen (Nonpublic and Public)</li> <li>• Upload .csv file to the Colyar® Child Nutrition Program (CNP) (Nonpublic and Public)</li> </ul>	<p><b>UniqID and NSSRS (Direct Certification):</b> November 16, 2015 to June 30, 2015, the student data are students from the SY 2015-2016.</p>

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### Resources

**School Lunch Training, Bookkeeper PowerPoint Videos, Foodservice Training**

[http://www.education.ne.gov/ns/training/NSLP\\_Training/SchMealTrain/School%20Meals.html](http://www.education.ne.gov/ns/training/NSLP_Training/SchMealTrain/School%20Meals.html)

**Application – Income Eligibility Forms and Resource Center**

<http://www.education.ne.gov/ns/forms/nslpforms/FreeReducedApp.html>

**Colyar® Child Nutrition Program (CNP)**

<https://nutrition.education.ne.gov/>

If you have other question about the NSLP, please contact (800) 731-2233 (Nebraska Only) or [nde.nsweb@nebraska.gov](mailto:nde.nsweb@nebraska.gov). If you are in Lincoln, please call (402) 471-2488.

If you need access to the e-Scholar® Uniq-ID, please contact the NDE Help Desk at (888) 285-0556 or [nde.helpdesk@nebraska.gov](mailto:nde.helpdesk@nebraska.gov). If you are in Lincoln, please call (402) 471-3151.