

Nutrition Services

Direct Certification Instructions

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NEBRASKA DEPARTMENT ^{OF} EDUCATION
Nutrition Services

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Overview of Direct Certification

The purpose of Direct Certification is to identify children who are categorically eligible to receive free school meals without the traditional paper application. With Direct Certification, families do not have to fill out a paper application to be processed by the school for determination of eligibility. NDE and the Nebraska Department of Health and Human Services (DHHS) agencies share information with schools through data matching to identify eligible children.

Direct Certification is required for all school districts/systems participating in the National School Lunch Program. In order to receive reimbursement for school meals, all school districts are required to directly certify children that receive SNAP (Food Stamp) benefits. The Nebraska Department of Education (NDE) is matching each school's student data nightly to SNAP/TANF/Foster Child data supplied by the Nebraska Department of Health and Human Services (DHHS) and posting the results on the CNP website.

Participating schools must submit a current 'membership list' including Grades PK-12 students. The public districts and nonpublic systems need to submit a student roster and check the direct certification list three times a year (August 31, November 30, and February 28).

CNP System and Direct Certification

District staff can access the Direct Certified List in the CNP website. The report can be reviewed the following day for schools uploading the 'membership list' to the CNP system, e-Scholar® Uniq-ID or NSSRS. The report displays the students who are categorically eligible to receive free school meals. The 'Q' column displays how the student qualified. If the student is enrolled in the Supplemental Nutrition Assistance Program (SNAP), the 'Q' column = 'S'. If the student is enrolled in Temporary Assistance to Needy Families Program (TANF), the 'Q' = 'T'. If the student is a Foster Child, the 'Q' column = 'C'. The student can be qualified for one or more DHHS programs. Once a student qualifies for direct certification, the student is qualified throughout the entire school year. The 'membership list' is matched with a list from the DHHS data sets every night to determine if a student qualifies for National School Lunch Program (NSLP) Direct Certification. If the student is in multiple DHHS programs, including SNAP, the student is identified as a SNAP participant.

Instructions to Upload Student Files for Direct Certification

Upload to Student Unique Identifier (Uniq-ID)

Instructions to upload a 'membership list' in the Student Unique Identifier (Uniq ID) is located at:

http://www.education.ne.gov/nssrs/docs/NSSRS_Steps_Unigid.pdf

Upload Student template to Nebraska Student and Staff Record System (NSSRS)

Direct Certification uses the Nebraska Student and Staff Record System (NSSRS) enrollment data for the initial listing of qualified students in Public Schools. Public district can upload Student and School Enrollment templates to NSSRS. Instructions to upload templates are located at:

<http://www.education.ne.gov/nssrs/Resources.html#Instructions>

Blank templates to upload Student and School Enrollment records are located at:

http://www.education.ne.gov/nssrs/Resources.html#Blank_Files

Upload CSV Files to CNP System

The Direct Certification Matching system also uses the following CSV file uploads as more timely data entered by both Public and Non-Public Schools to upload data for new students; move-ins, etc.

A template of the file is located:

http://www.education.ne.gov/NS/forms/nslpforms/DC/DirectCert_Template.csv

Steps To Importing .csv File with Microsoft Excel

Do not OPEN the csv template in Excel. You will need to **IMPORT** the file into Excel. When you are done making the corrections you will need to save the file as a CSV (Comma delimited) (*.csv) using the correct NSSRS naming convention.

Below are separate instructions for each version of Excel on how to IMPORT a .csv file.

A. Microsoft Excel 2007-2013

B. Microsoft Excel 1997-2003

A. Using Microsoft Excel 2007, 2010 and 2013

***NOTE:** The steps below will work with the 2007-2013 Versions of Excel, the program look and feel may be slightly different.*

1. Open the **Excel** Program
2. Select the **Data** tab on the Ribbon at the top on the screen.

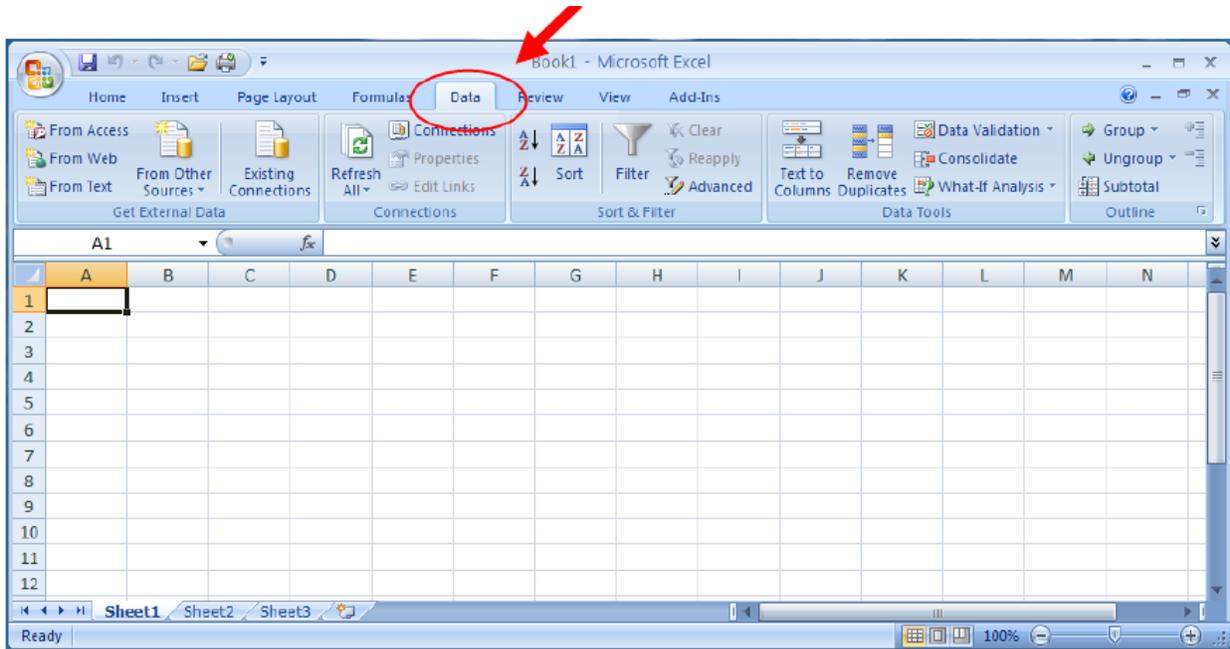


Figure 1. Microsoft Excel Worksheet Screen

Note: A blank Excel workbook must be open for the 'Data' tab to be available

3. In the 'Get External Data' group, click **From Text**.

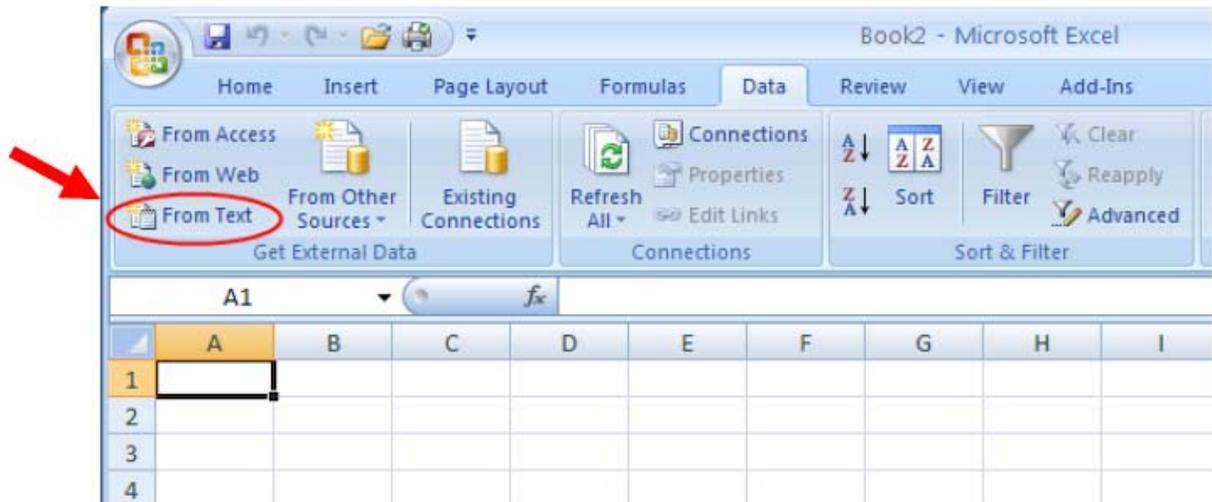


Figure 2. Microsoft Excel Ribbon – Import Text File Wizard

4. Browse to find the file (.csv or .txt) and click on the **Import** button.

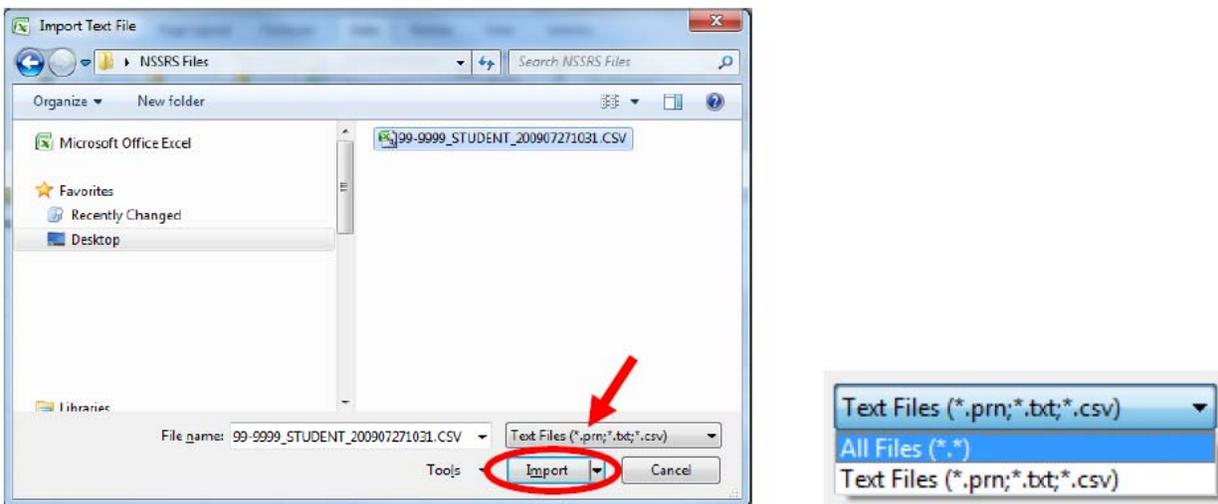


Figure 3. Import Text File Wizard

Note: If the file does not appear; make sure 'all files (*.*)' is selected from the file drop down.

5. The Text Import Wizard will appear. Select the **Delimited** radio button. Click **Next**.

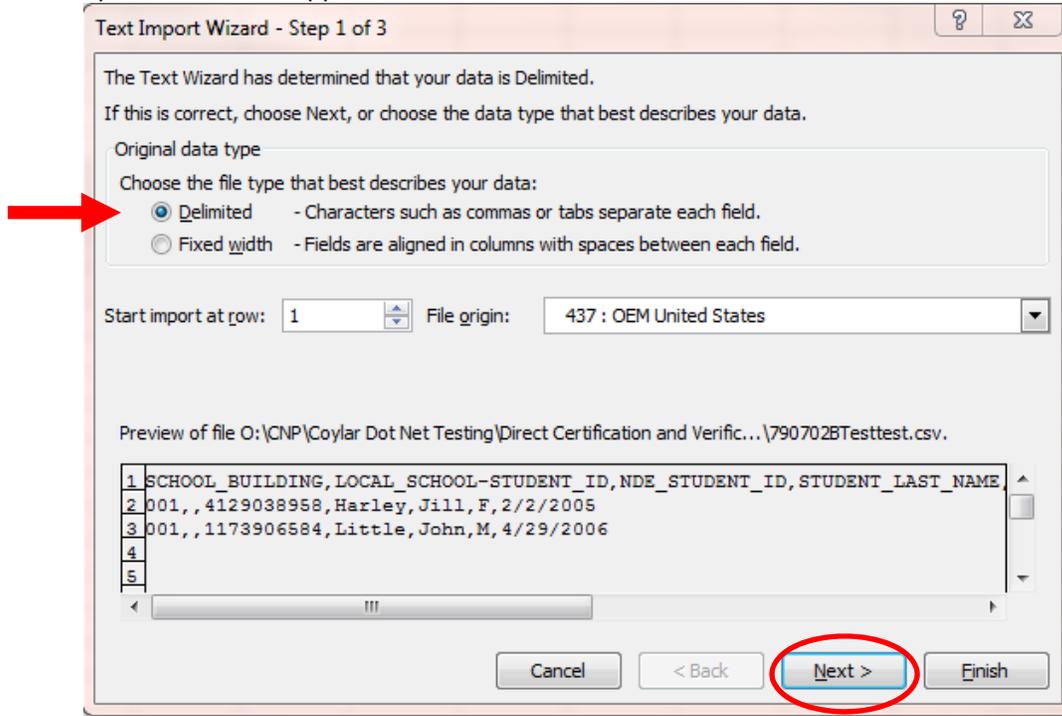


Figure 4. Text Import Wizard - Step 1

6. If the file you are importing is comma-delimited (*.csv) un-check the **Tab** checkbox and check the **Comma** checkbox. Click **Next**.

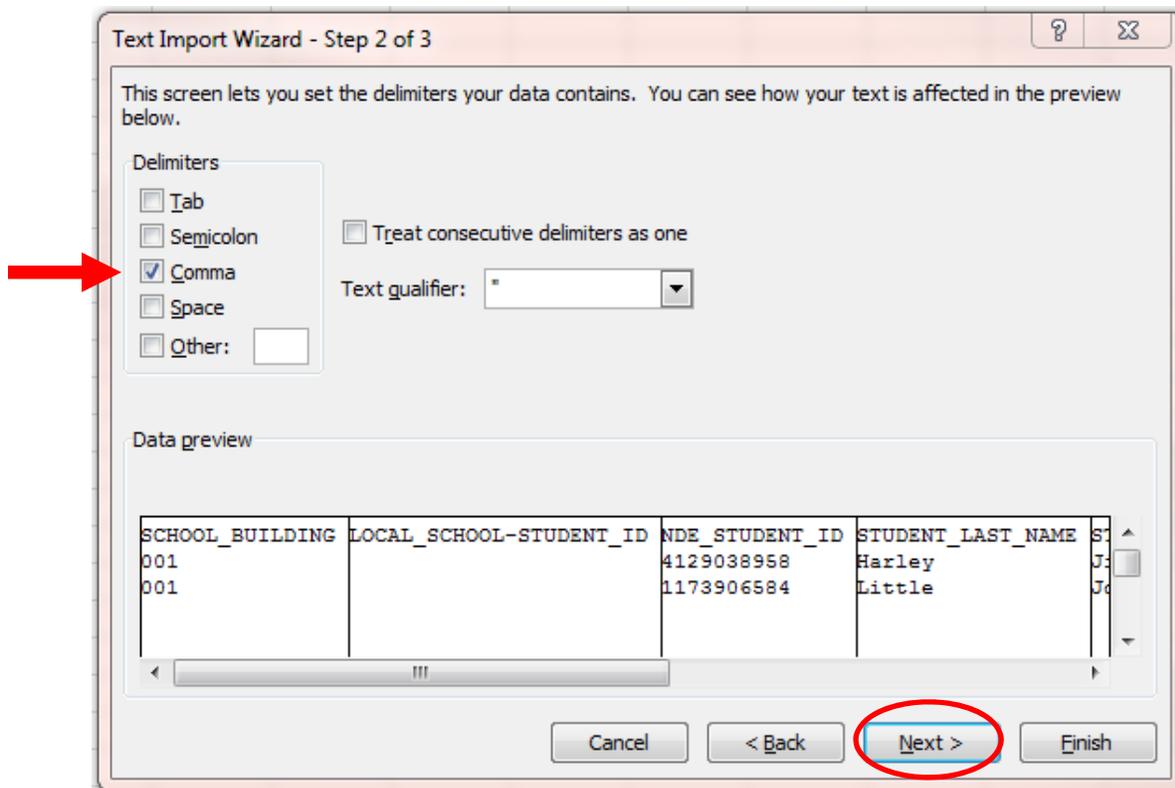
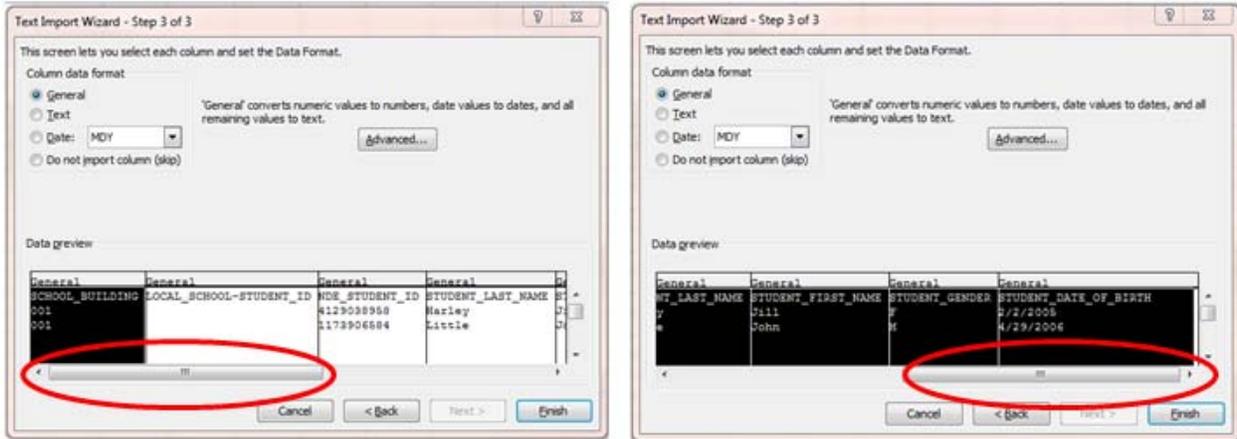


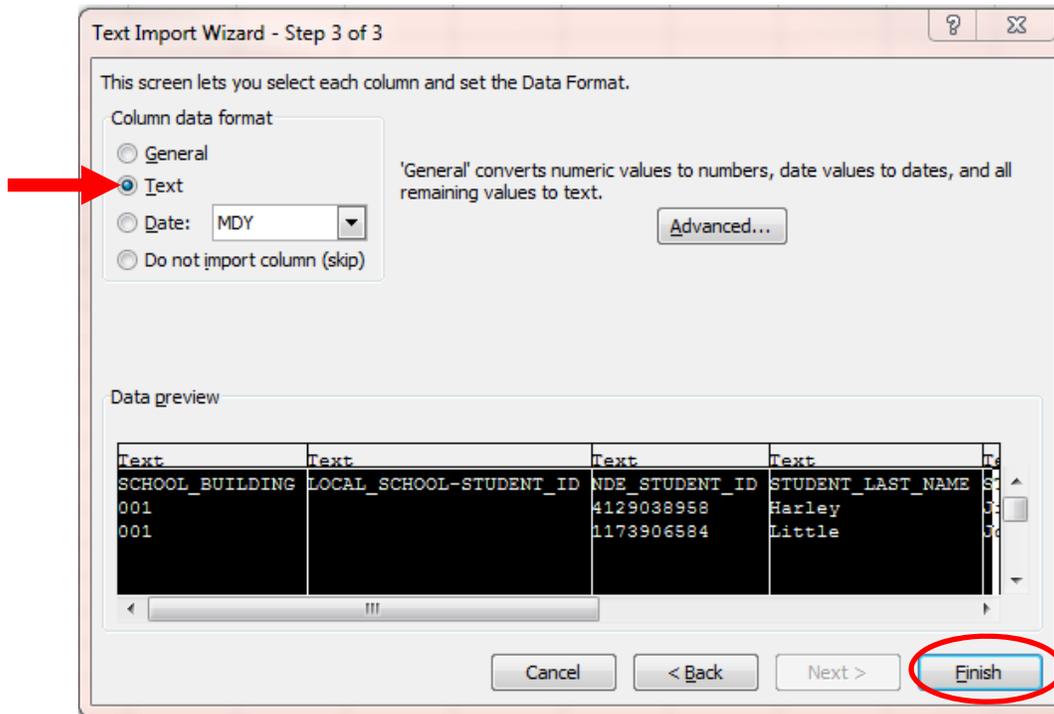
Figure 5. Text Import Wizard - Step 2

Note: The data in this window should display in columns if the correct delimiter (tab or comma) is selected.

7. Select all of the data in the Data preview window by clicking in the first column, scroll to the last column, holding down the **SHIFT** key on your keyboard and click in the last column.



8. Change the data format to text by selecting the **Text** radio button. Click the **Finish** button.



9. The 'Existing worksheet:' can be left selected as the worksheet the data will be imported into. Select **OK**.

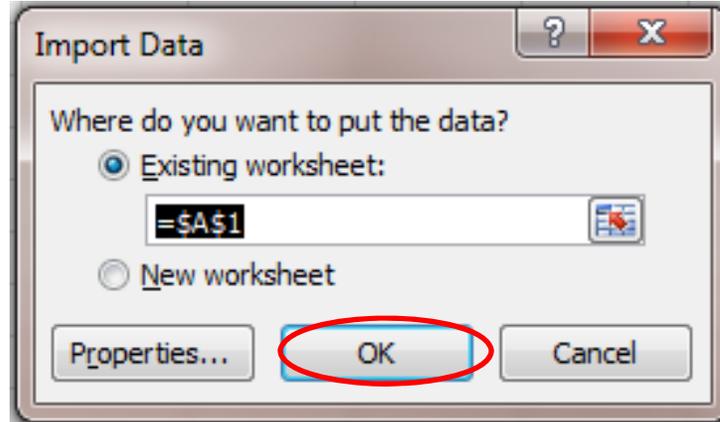


Figure 8. Text Import Wizard - Import Data Message Box

Saving Corrections Once you have the file imported into Excel you can review, make corrections and/or delete records. *(Don't forget to update your SIS)*. Follow the steps below to save the file as a **.csv** (comma separated value) in order to upload to NSSRS Data Manager.

1. Click on **File** (in 2007 click on the 'Office Button') choose **Save As** from the menu

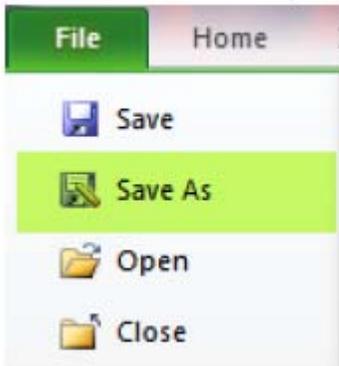


Figure 9. Saving Corrections Menu Items

2. Within the **Save As** window choose the folder/location you want to save the file.

3. Click on the dropdown arrow at the end of the **Save As Type** option and choose '**CSV (comma delimited)**'

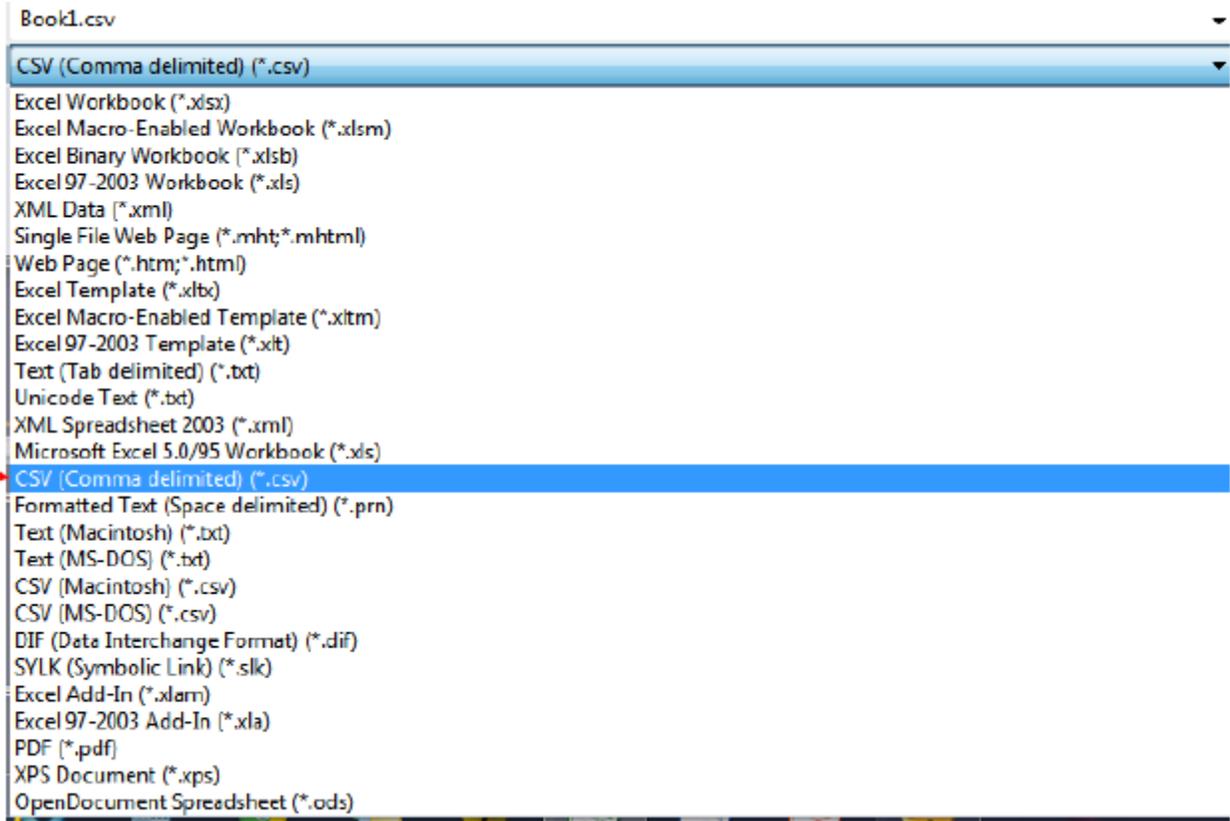


Figure 10. Saving a CSV file Dropdown Box

CSV File Specifications for CNP System

Column Field Name:

- A. SCHOOL_BUILDING
(The last 3 digits of your County-District-School number: 28-0001-054)
- B. LOCAL_SCHOOL_STUDENT_ID (Not required – provided for your convenience)
- C. NDE_STUDENT_ID (NSSRS#)
- D. STUDENT_LAST_NAME
- E. STUDENT_FIRST_NAME
- F. STUDENT_GENDER
- G. STUDENT_DATE_OF_BIRTH

	A	B	C	D	E	F	G
1	BUILDING	LOCAL_STUDENT_ID	STATE_ID (NSSRS#)	LAST_NAME	FIRST_NAME	GENDER	DATE_OF_BIRTH

Figure 11. CNP System CSV File Layout

Student List

The student data may be stored as a list in a school’s database table or spreadsheet. In the new format each student in your database or spreadsheet is represented by a single line in the file.

Within each line, each student information field is entered into columns as indicated below:

The above seven fields are Columns: A, C, D, E, F & G and are REQUIRED by the system. However, **Column B: LOCAL_SCHOOL_STUDENT_ID** is optional and is only for your schools convenience. The field names are not important but the respective data must be positioned in the correct columns. The student data must be entered into the Excel Spreadsheet Template downloaded from the CNP or Nutrition Services website or exported from your student database into a text file. The file **must** be saved as a CSV file (more information below).

Each student line must have 7 fields including those that are blank. If you don't add information in column 'B' for your schools Local Student ID, Excel will place a comma in the blank field automatically for you.

Comma Separated Values Files (CSV)

Comma-delimited files are plain text files with Comma-Separated Values (CSV) and are used by the Department of Education (NDE) for receiving uploaded student data information. The name of the file is your County-District number followed by a letter indicating the upload you are making for this school year. The first upload is the letter A, the second B, and so forth (See example above). The file is then saved as a CSV file. Here is what the Upload Screen looks like in the CNP website:

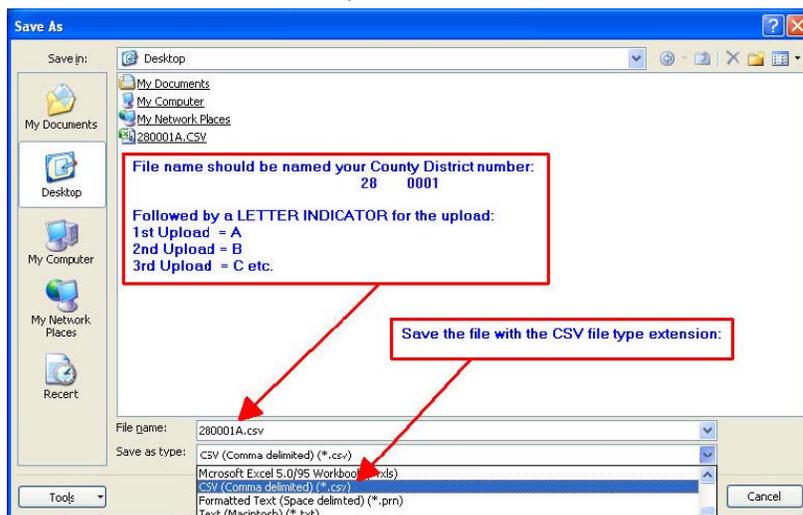


Figure 12. CNP System CSV Naming Standard

4. You will get two warning messages from Excel, Click **OK** and **YES**

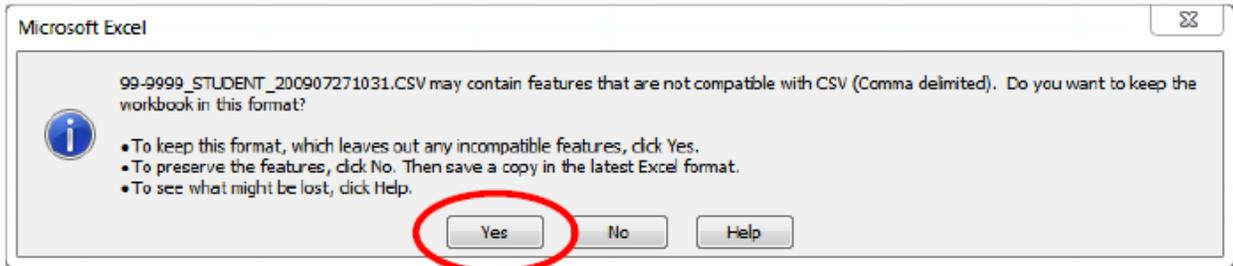
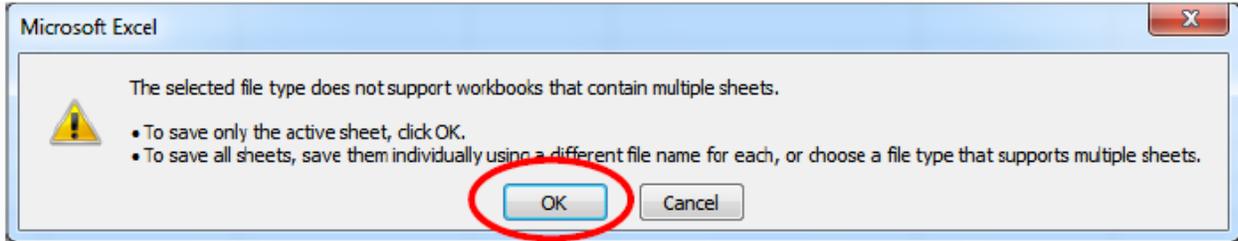


Figure 13. Microsoft Excel Warning Messages

5. Now you can close the Excel file. It will ask if you want to save the file click **Don't Save**

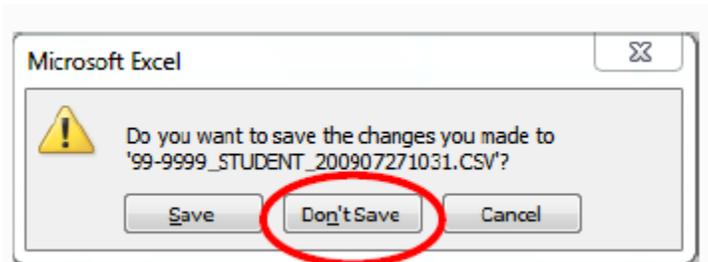


Figure 14. Microsoft Excel after Warning Messages

Now you can upload the file to the CNP System.

Accessing CNP System

1. Log into the CNP website at <https://nutrition.education.ne.gov>

NEBRASKA DEPARTMENT OF EDUCATION
Nutrition Services Lincoln - 471-2488 (NE only: 800-731-2233)

Nutrition Services news!

Returning Users: Log On

User ID:

Password:

Remember my User ID

Log On

Reimbursement Rates for Fiscal/School Year 2011-2012 announced
Click here for rates
posted: 20 Jul 2011

Recalls.gov
Stay informed about food product recalls. USDA would like you to sign up to receive automatic email alerts when foods are recalled. For more information visit www.recalls.gov

Current Program Year is 2012 (July 1, 2011 - June 30, 2012)

Links

- Nutrition Services Home
- CACFP Online Application
- CACFP Online Claims
- NSLP Online Application
- Reimbursement Rates
- Training Registration

NDE Disclaimer

- Information in this system and documents submitted become public record and are subject to disclosure. With few exceptions, you have the right to request and be informed about the information that the Nebraska Department of Education (NDE) collects about you. You are entitled to receive and review the information upon request.

You also have the right to ask NDE to correct any information that is determined to be incorrect. (Reference: Government Code, Sections 552.021, 552.023, and 559.004.)
Unauthorized use of NDE information resources is prohibited and misuse is subject to criminal prosecution.

Figure 15. CNP System Login Page

- a. Enter your assigned **User ID**.
- b. Enter your **Password**.
- c. Select **Log On**.

If this is your first time logging on, the system will automatically require you to change your password.

1. Select a new password and enter it into the box provided.
2. Re-enter your new password for confirmation.
3. Select **Save** to continue to the Programs page.

- Click on 'School Nutrition Programs' for the National School Lunch Program

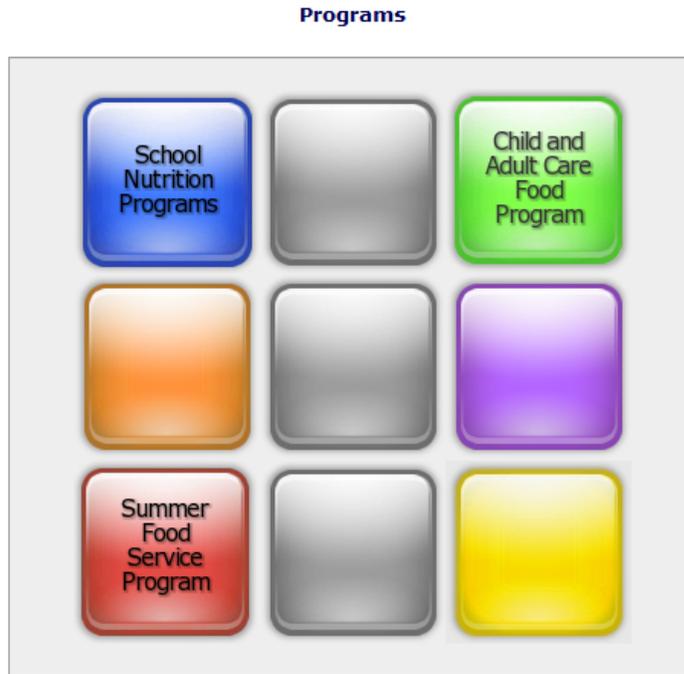


Figure 16. CNP System Program Screen

Selecting this button...	Provides...
School Nutrition Programs	Access to the School Nutrition Programs home page
Child and Adult Care Food Program	Access to the Child and Adult Care Food Program home page
Summer Food Service Program	Access to the Summer Food Service Program home page

Note: If a user only has access to the School Nutrition Programs module, the Programs screen will not be displayed

Accessing Direct Certification

- 1 Click on 'Applications' and select Direct Certification

The screenshot shows the 'School Nutrition Programs' interface for the '2014 - 2015' school year. The 'Applications' menu is highlighted with a red arrow. The 'Direct Certification' item in the list is circled in red.

Item	Description
Sponsor Manager	SNP Sponsor's Profile, Site and Hold Information
Application Packet	Applications Forms (Sponsor and Site)
Verification Report	Mandatory Annual Verification Report
Verification Summary	Mandatory Annual Verification Report (FNS-742) Summary
Food Safety Inspections	Number of Food Safety Inspections by Site
Food Safety Inspections Summary	Number of Food Safety Inspections by Site Summary
Financial Report	School Food Annual Revenues and Expenditures Report
FFVP Grant Overview	Fresh Fruit and Vegetable Program Grant Information by Site Overview
FFVP Grant Allocations	Fresh Fruit and Vegetable Program Grant Allocations
FFVP Invitations and Approvals	Fresh Fruit and Vegetable Program Invitations and Approvals
Community Eligibility Provision	Enrollment and Eligibility for Community Eligibility Provision
Direct Certification	Direct Certification
Direct Verification	Direct Verification screens

Figure 17. School Nutrition Program – Application Menu with Direct Certification Screen

- 2 In the 'Direct Certification' Item,

The screenshot shows the 'Direct Certification / Direct Verification' menu. The 'View Direct Certification' item is circled in red.

Item	Description
View Direct Certification	View Complete Direct Certification List or Newly Added List
Upload Student File	Upload Complete Student List or Newly Added Students
Enter Individual Students	Enter Newly Added or Transferred Students into DC List Individually

Figure 18. Direct Certification Menu Screen

Selecting this button...	Provides...
View Direct Certification	Review the Direct Certification list of students and review the possible matches
Upload Student File	Upload the CSV file based on the file lay out

Selecting this button...	Provides...
Enter Individual Students	Enter a single student to check if the student is a match with the DHHS data

View Direct Certification

Direct Certification is required for all school districts/systems participating in the NSLP. Direct Certification was designed to improve program access and administrative efficiency. The Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance to Needy Families program (TANF), and Foster Children data from the Nebraska Department of Health and Human Services (NDHHS) are used to determine if a student is directly certified for Free meals in the NSLP and School Breakfast Program (SBP).

1. The 'List Date' in the upper right corner of the page. It will default to the LAST date we matched any of your students to the DHHS dataset. You can click on the arrow next to the date and select a different date or 'All Dates Combined'. The display will refresh after changing the list date.
2. 'Export List of Students to XLS' will export a spreadsheet of the Direct Certification list based on the List date

Figure 19. Qualified Student List Directly Certified as Free Screen

Review Possible Matches

Please review the training video before reviewing the list:

http://www.education.ne.gov/ns/training/NSLP_Training/DC/DCPossibleMatches/DCPossibleMatches.swf.

The district staff can review the DHHS and Student data to determine if student is a match by choosing 'Match' or 'No Match'. A score is assigned to a student to give the probability of the match and the district can use the information when making a matching decision; ; the higher the probability score the more likely the match. If the district staff chooses 'Match', the student is added to the direct certification list. If the district staff chooses 'No Match', the student is not

added to the direct certification list and will no longer be displayed in the report. A student added to the Direct Certification list from the Possible Match report has an 'Undo' feature. The district staff can remove the student from the list by clicking the 'Undo' link if the student was matched by mistake.

1. Click on 'View Additional Possible Matches' report should be reviewed for students that may qualify for Direct Certification.

Note: If a student has a Score below 80%, the student is most likely not a match and further investigated should be conducted before choosing the 'Match' option.



Figure 20. Direct Certification - View Additional Possible Matches Screen

2. Review the 'Student Information' record (gray shading) and the 'DHHS Information' record (no shading). The First Name, Last Name, Gender, and DOB should be review. The 'City' and 'Zip Code' may be present if information was sent to NDE. Multiple records can be selected at one time.
 - a. If the DHHS and Student record is a match, click the 'Match' checkbox.
 - b. If the DHHS and Student record is **not** a match, click the 'No Match' checkbox.
3. Click on 'Update' once the 'Match' and 'No Match' checkboxes have been selected.

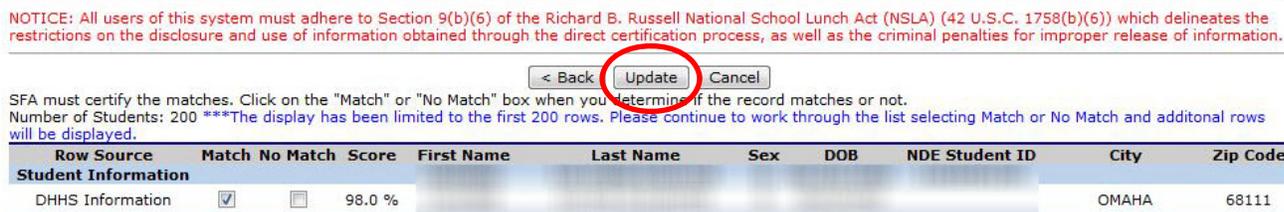


Figure 21. Resolving Additional Possible Matches Screen - Step 1

Note: If the student information needs further investigation. The 'match' and the 'no match' check box can be left unselected until a later time.

- Click on 'Continue with Update' button to add the student(s) to the Direct Certification List.

Row Source	Match	No Match	Score	First Name	Last Name	Sex	DOB	NDE Student ID	City	Zip Code
Student Information	<input checked="" type="checkbox"/>	<input type="checkbox"/>	98.0 %						OMAHA	68111

Figure 22. Resolving Additional Possible Matches Screen - Step 2

- After the students are added to the Direct Certification list, you can click on 'Return to Match list' to review the 'View Additional Possible Matches

NOTICE: All users of this system must adhere to Section 9(b)(6) of the Richard B. Russell National School Lunch Act (NSLA) (42 U.S.C. 1758(b)(6)) which delineates the restrictions on the disclosure and use of information obtained through the direct certification process, as well as the criminal penalties for improper release of information.

Update has been applied.

Figure 23. Resolving Additional Possible Matches Screen - Step 3

Reversal Confirmation

The possible match record can be reversed and removed from the Direct Certification List.

- Click on the 'Undo' link

List Date: 09/03/2014

*Note - All Dates Combined, could take several minutes to display

NDE Student ID	Local ID	Student Last Name	Student First Name	Gender	DOB	School Number	School Name	Possible Match	Action
						141		Yes	Undo
						079		Yes	Undo

Figure 24. Reversal of Accepted Possible Match Screen - Step 1

- 2. Give the reason for the removal then click on 'Continue with the Reversal' to remove the student from the Direct Certification list.

Direct Certification Reversal Confirmation

Student Information

First Name: [Redacted]
Last Name: [Redacted]
Gender: [Redacted]
Date of Birth: [Redacted]
Reason for Reversal: [Text Area]

Figure 25. Reversal of Accepted Possible Match Screen - Step 2

Upload Student File

The user can upload a CSV file into CNP System to match a student file to the DHHS data set.

1. Click on Upload Student file,
2. Browse to the csv file with the 'CSV File Layout for the CNP System' and select the file.
3. Click on the 'Upload' button.

Upload New Student Information

Instructions:

You can upload a separate file for each school within your district or you may choose to upload multiple schools in the same file.

File Name format: County District Upload Letter Indicator

280001A.csv 28 0001 A

290022B.csv 29 0022 B

Upload Letter Indicator: A = 1st Upload, B = 2nd Upload, C = 3rd Upload, etc.

The file format for Direct Certification or Verification is a Comma Separated Value (CSV) file.
For information click on: <http://www.education.ne.gov/NS/forms/nslpforms/DirectCert.html>

Note: Uploading could take several seconds or even minutes depending on volume of data.

Upload New Student Information

Choose a file to Upload:

Figure 26. Upload CSV file Screen

Note: The upload process may take a few minutes depending on the size of the file. Errors may occur. Common errors are invalid NDE Student IDs, incorrect building number, and incorrect file format (not a CSV file).

4. Once the upload is complete, click on 'View Last Uploaded Data'.

Display Previously Uploaded Student Information

File Name	Submitted Date	Letter Indicator
930701F.csv	08/11/2014	F

Found: 144

School Number	School Name	Local School ID	NDE ID	Last Name	First Name	Gender	Date of Birth
---------------	-------------	-----------------	--------	-----------	------------	--------	---------------

Figure 27. CSV file Information Screen

5. If the data needs to be resubmitted, the data can be removed using the 'Delete' button at the bottom of the page.



Figure 28. Deleting data from uploaded CSV file(s) Screen

Enter Individual Students

The Enter Individual Students (SILS) gives you the opportunity to check individual students and if you do not get an immediate match, you can add additional identifiers to 'raise the score' and increase the probability of finding a match. This is the Interactive Lookup system or SILS. If you get a match and 'Accept' the match, you will be adding that student to your Direct Certification list. This is the interactive screen to input student data for matching against DHHS data.

Remember if you find a match and accept it, that information is placed in the Direct Certification list. Therefore, we need some basic information in order to eliminate duplication and ensure that the data is 'Clean'. Two pieces of information are necessary for those purposes.

Direct Certification Student Information

Required Student Information

School Building Number: NDE Student ID (NSSRS#):

First Name: Last Name: Gender: Male Female Date of Birth: (mm/dd/yyyy)

Additional Optional Identifiers

Student DHHS Case# Local Student ID:

Student Other Names: (Nicknames, Middle Names, Maiden Names, Married Names, etc.)

(1) (2) (3)

Student Addresses:

	Street Address	City	State	Zip Code
(1)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
(2)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
(3)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Primary Caregiver: First Name: Last Name:

Primary Caregiver Other Names: (Nicknames, Middle Names, Maiden Names, Married Names, etc.)

(1) (2) (3)

Secondary Caregiver: First Name: Last Name:

Secondary Caregiver Other Names: (Nicknames, Middle Names, Maiden Names, Married Names, etc.)

(1) (2) (3)

NOTICE: All users of this system must adhere to Section 9(b)(6) of the Richard B. Russell National School Lunch Act (NSLA) (42 U.S.C. 1758(b)(6)) which delineates the restrictions on the disclosure and use of information obtained through the direct certification process, as well as the criminal penalties for improper release of information.

Figure 29. Enter Individual Student Screen

Selecting this button...	Provides...
New Search	New record entry to match to the DHHS dataset
Submit for Processing	Record matching with the DHHS data set.
View Processed List	View to the previous submitted records and the match score to the DHHS data set.

1. Enter the Student information. The identification will take place using the following information.
 - a. School Building Number, the last 3 digits of your County-District-School number.
 - b. UniqID or NDE Student ID (State ID) number.

- c. First Name,
 - d. Last Name,
 - e. Gender, and
 - f. Date of Birth
2. After inputting those required field you can click on the ‘Submit for Processing’ button at the bottom of the page or you can add additional optional identifiers.
3. Additional information can be added to increase the score

Additional Optional Identifiers

Student DHHS Case# Local Student ID:

Student Other Names: (Nicknames, Middle Names, Maiden Names, Married Names, etc.)

(1) (2) (3)

Student Addresses:

	Street Address	City	State	Zip Code
(1)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
(2)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
(3)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Primary Caregiver: First Name: Last Name:

Primary Caregiver Other Names: (Nicknames, Middle Names, Maiden Names, Married Names, etc.)

(1) (2) (3)

Secondary Caregiver: First Name: Last Name:

Secondary Caregiver Other Names: (Nicknames, Middle Names, Maiden Names, Married Names, etc.)

(1) (2) (3)

Figure 30. Enter Additional Student Information Screen

4. After submission, the processing may begin within a minute and may take up to several minutes of actual processing time.
5. Click on the ‘View Processed List’ button, the ‘Certification Results’ field displays the progress.
 - a. ‘Waiting to Process’, your record is waiting for the next available slot to begin processing. (Click F5 to refresh the display).
 - b. ‘Processing’, the record is in the process of matching with the DHHS record.
 - c. The completed process displays ‘Match’, No Match’ and Possible Match and the ‘Match Score will display a percentage.
 - d. View’ hyperlink which will return you to the results screen.

Note: Below a certain threshold, the system will return a ‘No Match’ with the score. Above that threshold, you will receive a ‘Possible Match’ or ‘Match’

On this screen you may see that even though it is not 100% match that it is the same person. You can then check the DHHS person that matches your student and clicking on the [Accept] button. This will place that student into your Direct Certification list.

Match Result: 42.19 %

check only one	Score	First Name	Last Name	Gender	Date of Birth	Address
<input type="checkbox"/>	42.19 %					

NOTICE: All users of this system must adhere to Section 9(b)(6) of the Richard B. Russell National School Lunch Act (NSLA) (42 U.S.C. 1758(b)(6)) which delineates the restrictions on the disclosure and use of information obtained through the direct certification process, as well as the criminal penalties for improper release of information.

Figure 31. Individual Student Match Result Screen

If you get a 'No Match' the system will still show you the closest possible matches that fall below our established threshold. If you see that one of these are in reality your student the only way you can add them to your list is to begin a 'New Search' and put in additional identifiers to bring the match 'Score' up to over 61%.

Number of Students : 4 List Date: 09/09/2014

*Note - All Dates Combined, could take several minutes to display
** entry has been verified as Directly Certified

Student First Name	Student Last Name	Gender	DOB	Match Score	Certification Results	Q	
				45.44	No Match		S View
				47.99	No Match		S View
				100.00	Match**		S View
				100.00	Match**		S View

Figure 32. Individual Student Match List Screen

There are times that a school may get this message in which the match is based on the NDE Student ID being already in a schools Direct Certification listing. There are two additional items of information for you to be aware of. 2 Asterisks means that the student has been added to your Direct Certification list when you clicked the 'accepted' button. The Qualified Column (Q) will then show with which program the student is matched in the DHHS database. The codes are: S = SNAP, T = TANF, C = Foster Care. It is possible that more than one qualifier may be listed.