

How does the direct certification report work?

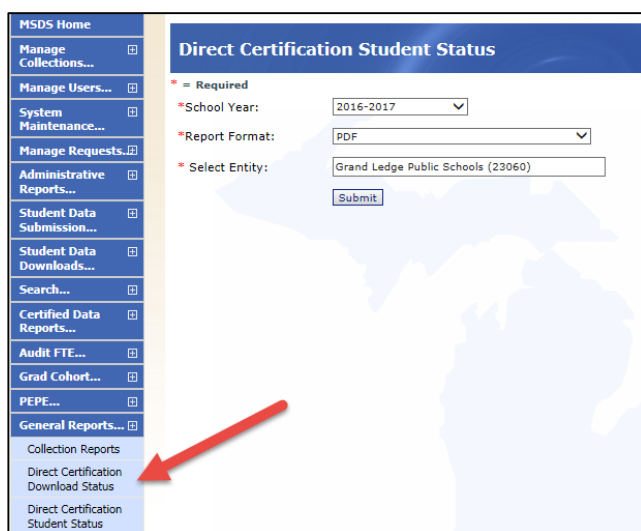
The Direct Certification report identifies students for each school who qualify for free school meals. This is only for public and nonpublic schools that participate in the National School Lunch Program. This report matches data from the Department of Health and Human Services (DHHS) with student enrollment data reported in the Michigan Student Data System (MSDS). A matched student is automatically eligible for free school meals for the entire school year even if there is a change in their economic status. During a general collection, if the district reports the SNE component for the student, they must be reported as 1-Eligible.

Where can I find the direct certification report?

In order to see the Direct Certification Report, users must request to have the Supplemental Nutrition role with their MSDS access if they do not already. To add the Supplemental Nutrition role, the user must complete an [MSDS security agreement](#), and select either the “View” or “Edit” role, but not both.

Within the MSDS, there is a General Reports menu option. Click on "General Reports" and then "Direct Certification Student Status" from the left navigation bar. From the dropdown menus, choose the School Year, Report Format (CSV or PDF) and enter your Submitting Entity. Click the "Submit" button and your report will generate.

Location of the Direct Certification Report



Am I able to open the direct certification report from a past month?

The Direct Certification Report does not save multiple reports for past months; it is refreshed and students are added to it. The “Matched Date” in the report can be used to see which students were eligible from a previous month.

My student was on my direct certification report in September, but months later dropped off. What happened?

CEPI Helpful Hint Direct Certification

Beginning with the December refresh, only students submitted in the Fall General, Student Record Maintenance or for Nonpublic Schools the Early Roster collection will appear on the report. Remember that if a student appears on the direct certification report at any point in the school year, they are directly certified for the entire school year.

I have a new student that should show on the direct certification report. Why don't I see their name on the list?

Through October, the Direct Certification Report uses public and nonpublic school records from the previous End of Year General Collection and the Early Roster Collection. If the new student was not submitted in your End of year Collection, you may include the student in the Early Roster Collection, and he/she will appear on the next refresh.

In rare cases, a student may not be matched and included on the report if significant differences exist in the name, birthdate, and/or gender between the data submitted in MSDS and the data in DHHS's systems.

How can I tell if a student is directly certified without certifying them in a collection?

Districts have the option of seeing if the student is directly certified by using the student search field for the UIC number. Enter the UIC number in the "Search By UIC" field, check the "Show Direct Certified" box, and then select Filter. On the next screen, if the SNAP, TANF, or Foster boxes are checked then that student is directly certified.

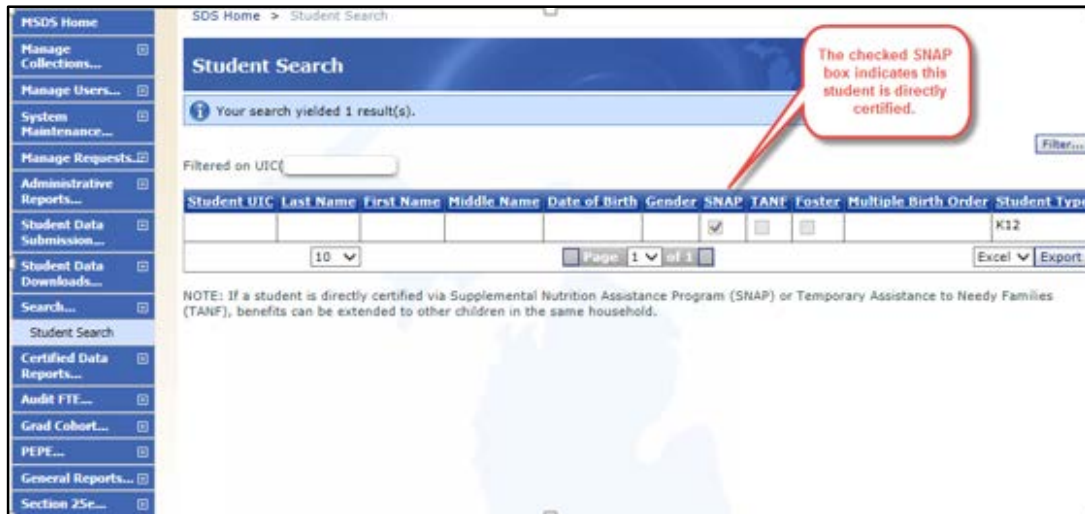
Shows how to search for a UIC that is Directly Certified

The screenshot displays the 'Student Search' interface. On the left, a navigation menu includes 'MSDS Home', 'Manage Collections...', 'Manage Users...', 'System Maintenance...', 'Manage Requests...', 'Administrative Reports...', 'Student Data Submission...', 'Student Data Downloads...', 'Search...', 'Student Search', 'Certified Data Reports...', 'Audit FTE...', 'Grad Cohort...', 'PEPE...', 'General Reports...', and 'Section 25e...'. The 'Student Search' option is highlighted. The main search area is titled 'Student Search' and contains the following fields and options:

- Select your filter criteria...**
- Search By UIC (with input field containing '1234567890')
- Search By Core Fields
- Last Name: [input field] Begins Contains
- Last Name Suffix: [input field]
- First Name: [input field] Begins Contains
- Middle Name: [input field]
- Date of Birth Year: [input field]
- Date of Birth Month: [input field]
- Date of Birth Day: [input field]
- Gender: [dropdown menu with 'Either' selected]
- Multiple Birth Order: [input field]
- Show Direct Certified (likely to increase the time for the search)
- Search using match criteria (begins/contains ignored)
- Filter and Clear buttons

CEPI Helpful Hint Direct Certification

Checked SNAP box indicates student is directly certified



The screenshot shows the 'Student Search' page in the SDS Home system. A search result is displayed in a table. A red callout box points to the 'SNAP' column, which has a checked checkbox. The table has the following columns: Student UIC, Last Name, First Name, Middle Name, Date of Birth, Gender, SNAP, TANF, Foster, Multiple Birth Order, and Student Type. The search yielded 1 result(s). A note at the bottom states: 'NOTE: If a student is directly certified via Supplemental Nutrition Assistance Program (SNAP) or Temporary Assistance to Needy Families (TANF), benefits can be extended to other children in the same household.'

Student UIC	Last Name	First Name	Middle Name	Date of Birth	Gender	SNAP	TANF	Foster	Multiple Birth Order	Student Type
						<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		K12

When will the direct certification report refresh?

The Direct Certification Report can be viewed by authorized MSDS application users with the Supplemental Nutrition role. The report is refreshed bi-weekly late July/mid-August through October. Beginning in December, the report is refreshed once per month through May. Refresh dates can be found on the [CEPI Master Calendar](#).