

# Direct Certification

*Office of School Support Services*

*School Nutrition Programs*

*August 2015*

# Objectives

- Understand the Requirements for Direct Certification
- Understand how data from the Department of Health and Human Services (DHHS) is matched with student enrollment data from the Michigan Student Data System (MSDS)
- Locate available resources to access the Direct Certification Report

## Why directly certify students?

- Reduce the burden of school lunch applications for households and school districts.
- Improve the accuracy of eligibility determinations.
- Increase the number of eligible children certified for benefits.

# Direct Certification Report

- The Direct Certification Report matches student enrollment data submitted in the Michigan Student Data System (MSDS) with the following program data from DHHS:
  - Food Assistance Program (FAP)
    - Federal: Supplemental Nutrition Assistance Program (SNAP)
    - Benefits can be extended to other children in the same household
  - Family Independence Program (FIP)
    - Federal: Temporary Assistance to Needy Families (TANF)
    - Benefits can be extended to other children in the same household
  - Foster Child program
    - Benefits cannot be extended

## Frequency of Direct Certification Report

- The Direct Certification Report must be pulled a minimum of three times during the school year.
  - At or around the beginning of the school year
  - Three months after the initial effort
  - Six months after the initial effort
- MDE encourages schools to pull the direct certification monthly to ensure all eligible students are receiving proper meal benefits.

## Direct Certification Precedence

- If a paper application is submitted by a household for children who are directly certified, the school must disregard the paper application.
- Direct Certification takes precedence over an application.

# Direct Certification Requirements

Schools must notify households about Direct Certification eligibility. The notification must include:

- The child is eligible for free meals.
- No further application is necessary.
- An explanation of extended eligibility and how to notify the school of any additional children in the household.
- How to notify the school if the household does not want free meals.

Sample notification letter on the CEPI Direct Certification web page.

# Direct Certification Report Process Overview

- Report your student enrollment in the MSDS throughout the school year.
  - Manual entry OR Bulk file upload
- Download your Direct Certification report
  - August thru October – refreshed twice per month
  - Beginning in December – refreshed monthly

# Direct Certification Report timeline for School Year 2015-2016

School Year 2015-2016 proposed direct certification timeline:

Cutoff	Refresh
7/24/2015	8/3/2015
8/12/2015	8/17/2015
8/26/2015	8/31/2015
9/9/2015	9/14/2015
10/6/2015	10/9/2015
10/20/2015	10/23/2015
11/25/2015	12/2/2015
1/4/2016	1/7/2016
2/9/2016	2/12/2016
3/1/2016	3/4/2016
4/6/2016	4/11/2016
4/29/2016	5/4/2016



# Direct Certification Report timeline for School Year 2015-2016



## **Explanation of the Direct Certification timeline process:**

- ✓ The “Cutoff” is the last day a school may submit data that will be used for the refresh.
- ✓ There are a minimum of 2 business days between the cutoff and the refresh dates to complete matching and validate the data.
- ✓ The refresh date is the results of the match and validation process so the districts can download the refreshed data.

## How do I request access to the MSDS?

- Go to <http://www.michigan.gov/cepi>
- Click on “Help and Support” (left hand bar)
- Click on “Application Login and Security Forms”
- Click the link for District users or Nonpublic users
- Follow step-by-step instructions

## How do I access the MSDS?

- Go to <https://sso.state.mi.us/>
- Enter your Single Sign-On (SSO) user ID and password
- Click on “Michigan Student Data System (MSDS)”

# Collections Used for Direct Certification

## Public Schools

- Early Roster Collection (May thru mid-Sept)
- Student Record Maintenance Collection (mid-Sept thru May)
- Fall General Collection (beginning in December)
- Spring General Collection (beginning in April)

## Nonpublic Schools

- Early Roster Collection (year-round)

# Early Roster Collection

## Required Student Data

- First Name, Last Name, Date of Birth, Gender
- Grade or Setting
- Operating District Number  
("84000" for nonpublic schools)
- School/Facility Code (5-digits)

## Optional Student Data

- Student ID
- Middle Name, Last Name Suffix
- Multiple Birth Order (twins with a similar name)

# Entering Student Data



Center for Educational Performance and Information



[Michigan.gov Home](#)

[CEPI Home](#)

[MSDS Home](#)

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[Help](#)

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[Log Off](#)

MSDS

Profile: Direct Certification A- | A+

MSDS Home

Student Data Submission... +

Upload File

Uploaded File Status

Data Staging Area

Student Data Downloads +  
Data Staging Area

Search... +

Certified Data Reports... +

Audit FTE... +

Grad Cohort... +

PEPE... +

General Reports... +

SDS Home

## Michigan Student Data System



The Student Data System is a repository that contains information regarding students receiving education in the State of Michigan.

### What's New

[View All](#)

#### 2013-2014 Early Roster Collection Now Available

The 2013-2014 Early Roster Collection is now available in the MSDS. Districts may choose to report their expected student roster for fall 2013 at this time.

#### Upcoming Server Maintenance and Outages

On Sunday, June 2, 2013, all CEPI applications will be offline between 6 a.m. and noon for server maintenance.

# Staging Area – Existing Early Roster Collection

- Enter Submitting Entity (Name or 5-digit code)
- Click “Filter”
- Click on the “Early Roster Collection” link

**Staging Area**

Your search yielded 2 result(s).

\* = Required

Select your filter criteria...

Submitting Entity:

Collection:  ▼

Certification Status:  ▼

Collection	Submitting Entity	Students	Certification Status	Last Certified
<a href="#">BAA Request for UIC Collection</a>	Lansing Catholic Central High School (02626)		Certification not Required	
<a href="#">Early Roster Collection</a>	Lansing Catholic Central High School (02626)	488	Certification not Required	<a href="#">Download</a>

Items per page:  ▼

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# Staging Area – No Early Roster Collection

- Enter Submitting Entity (5-digit code)
- Click “Add New Collection” button

**Staging Area**

**i** Your search yielded 0 result(s).

**\* = Required**

Select your filter criteria...

Submitting Entity:  **Add New Collection**

Collection:  ▼

Certification Status:  ▼

# Staging Area – Add New Collection

- Choose the Early Roster Collection
- Click “Add Collection” button

**Add New Collection**

\*1. Choose Submitting Entity:

\*2. Select the Collection you want created:

# Staging Area – Add New Collection

- Click on the “Early Roster Collection” link

**Staging Area**

**i** Your search yielded 1 result(s).

**\* = Required**

Select your filter criteria...

Submitting Entity:

Collection:  ▼

Certification Status:  ▼

Collection	Submitting Entity	Students	Certification Status	Last Certified		Collection Open?
<a href="#">Early Roster Collection</a>	St. Gerard School (03711)		Certification not Required		<a href="#">Upload</a>	Yes

Items per page:  ▼

Page  ▼ of  ▼

# Staging Area – Add Students

Total Records - 0 Quality Review

---

**Validation Status**

Errors Exist	0
Error Free with Warnings	0
Error Free with No Warnings	0
Pending Validation	0
Processing Validation	0
Validation Failed	0

**Validation Reports**

Select a report:   
Select a format:

---

**UIC Resolution Status**

Requires Resolution	0
Match Found	0
Used Previous Resolution Result	0
New UIC Generated	0
New UIC Requested	0
Not Eligible for Resolution	0
Pending Resolution	0
Processing Resolution	0
Requires New UIC Not Allowed for Collection	0
UIC Request Denied	0
UIC Resolution Failed	0

**UIC Resolution Reports**

Select a report:   
Select a format:

**Staging Reports**

Select Report:   
Select a format:

ABCDEFGHIJKLMNOPQRSTUVWXYZ All

The search criteria that was entered returned no results.

Click on the “Add Direct” button

# Staging Area – Add Students

- Fields with a red asterisk are required
- Click the “Submit/Go To Details” button to complete remaining information for this student

**Add Student**

If Collection is not filled in automatically then one must be selected in order to access Entity.

**\* = Required**

\*Collection: Early Roster Collection

\*Last Name: Doe

Last Name Suffix:

\*First Name: Jane

Middle Name:

Multiple Birth Order: 0

\*Date of Birth: 03/03/2003 (MM/DD/YYYY)

\*Gender: F-Female

Search by Entity Name or Entity Code

\*Submitting Entity: St. Gerard School (03711)

UIC:

# Staging Area – Add Students

## Staging Area Maintain

\* = Required

Submitting Entity: St. Gerard School (03711)  
Collection: Early Roster Collection  
PEPE District:  
PEPE Building:  
\*Last Name: Doe  
Last Name Suffix:  
Middle Name:  
\*First Name: Jane  
\*Date of Birth: 3/3/2003  
\*Gender: F - Female  
Multiple Birth Order: 0  
UIC: 0744343367

### School Demographics

Operating ISD/ESA Number:   
\*Operating District Number: 84000  
School or Facility: 03711  
Student ID Number:   
\*Grade or Setting: 03-Third Grade

- Enter the remaining required fields
- Click the “Submit” button to complete data entry for this student

# Staging Area – Add Students

- Be sure to correct any error messages
- Records with errors will not be used for direct certification

Select Component

**School Demographics**

Operating ISD/ESA Number:

\*Operating District Number:

School or Facility:

Student ID Number:

\*Grade or Setting:

Errors:

Component	Characteristic	Error Description	Error Details
School Demographics	School or Facility	School Facility Number is required for all General collections, SRM, TSDL, and Early Roster except when Exit Status = 00 or when the EarlyOn component is submitted. (253.285.5)	The collection is the EarlyRoster and School or Facility is blank.

Items per page:  
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Excel  Export

# Students requiring UIC resolution

- Unresolved records will not be matched for Direct Certification
- Nonpublic users cannot resolve records. Student's family must complete paper application to determine eligibility.

Your search yielded 43 result(s).

Select	School Facility #	User Notes	UIC	Last Name	First Name	Gender	Date of Birth	Validation Status	Resolution Status
<input type="checkbox"/>	02626		8374941272	[blurred]	[blurred]	[blurred]	[blurred]	Error Free with No Warnings	Match Found
<input type="checkbox"/>	02626		7193898332	[blurred]	[blurred]	[blurred]	[blurred]	Error Free with No Warnings	Match Found
<input type="checkbox"/>	02626		6357880209	[blurred]	[blurred]	[blurred]	[blurred]	Error Free with No Warnings	Match Found
<input type="checkbox"/>	02626		4829347073	[blurred]	[blurred]	[blurred]	[blurred]	Error Free with No Warnings	Match Found
<input type="checkbox"/>	02626		4414509504	[blurred]	[blurred]	[blurred]	[blurred]	Error Free with No Warnings	Match Found
<input type="checkbox"/>	02626		2294898280	[blurred]	[blurred]	[blurred]	[blurred]	Error Free with No Warnings	Match Found
<input type="checkbox"/>	02626		0840086550	[blurred]	[blurred]	[blurred]	[blurred]	Error Free with No Warnings	Match Found
<input type="checkbox"/>	02626		5045203121	[blurred]	[blurred]	[blurred]	[blurred]	Error Free with No Warnings	Match Found
<input type="checkbox"/>	02626		[blurred]	[blurred]	[blurred]	[blurred]	[blurred]	Error Free with No Warnings	Requires Resolution
<input type="checkbox"/>	02626		0675904952	[blurred]	[blurred]	[blurred]	[blurred]	Error Free with No Warnings	Match Found

Items per page: 10 
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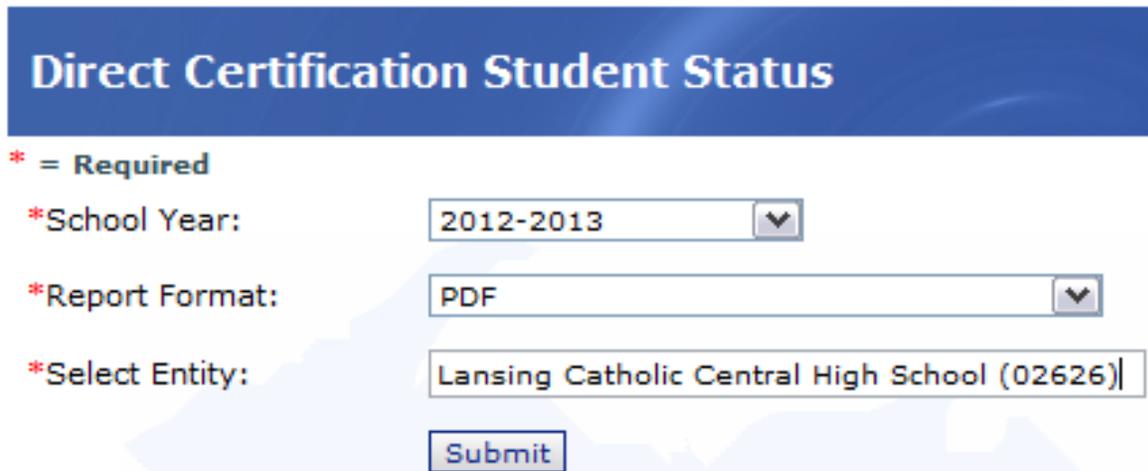
# How to Access the Direct Certification Report

- Click the “General Reports” menu
- Click on “Direct Certification Student Status”

The screenshot displays the Michigan Student Data System (MSDS) interface. On the left is a vertical navigation menu with the following items: MSDS Home, Student Data Submission... (with a plus icon), Upload File, Uploaded File Status, Data Staging Area, Student Data Downloads... (with a plus icon), Search... (with a plus icon), Certified Data Reports (with a plus icon), Audit FTE... (with a plus icon), Grad Cohort... (with a plus icon), PEPE... (with a plus icon), General Reports... (with a plus icon), Users, Roles and Functions, Direct Certification Download Status, and Direct Certification Student Status. A red arrow points to the 'Direct Certification Student Status' item. The main content area is titled 'SDS Home' and 'Michigan Student Data System'. It features a 'What's New' section with a photo of three students and a text box stating: 'The Student Data System is a repository that contains information regarding students receiving education in the State of Michigan.' A large, faint map of Michigan is visible in the background of the main content area.

# How to Access the Direct Certification Report

- Select a School Year
- Select a Report Format (CSV or PDF)
- Enter your 5-digit district/school code
- Click the “Submit” button



**Direct Certification Student Status**

\* = Required

\*School Year:

\*Report Format:

\*Select Entity:

# Sample Direct Certification Report

- Demographic information (Name, DOB, Gender, etc.)
- Eligible Category (S = SNAP, T = TANF, F = Foster Child)
- Date that the student record was matched against DHS

Center for Educational Performance and Information - Michigan Student Data System  
**Direct Certification Student Status**  
 2012-2013

ISD Ingham ISD (33)									
District Lansing Public School District (33020)									
Building 02626 Lansing Catholic Central High School									
UIC	EligCat	Last Name	First Name	Middle Initial	DOB	Gender	Student Number	Exit Date	Matched Date
000000000	S	BRADY	DAVID	J	01/15/1999	M	000300581		12/4/2012
000000000	S	DEW	SARAH	E	01/15/1999	F			12/4/2012
000000000	S	GO	TIA	H	01/15/1999	F			12/4/2012
000000000	S	GUN	VICKI	L	01/15/1999	F	000314298		4/1/2013
000000000	S	HAG	NATHAN		01/15/1999	M			12/4/2012
000000000	S	MAT	CAROL	S	01/15/1999	M			12/4/2012
000000000	S	PAT	MARIA		01/15/1999	F		01/28/2013	12/4/2012
000000000	S	REF	MARIA		01/15/1999	F			12/4/2012
000000000	S	ROB	TYLER	J	01/15/1999	M			12/4/2012
000000000	S	SIB	JIMMY		01/15/1999	M			12/4/2012

## Student Search Feature

- The Student Search feature for the Direct Certification Report can be used to:
  - Look up individual enrolled students that have been directly certified
  - Look up students who are directly certified without being enrolled in their district
  - Search by UIC or core fields
- This feature allows quick response back to families that are new enrollees in between report refreshes.

# Student Search Feature

**MSDS Home**

**Manage Requests...** ⊕

**Student Data Submission...** ⊕

**Student Data Downloads...** ⊕

**Search...** ⊕

**Student Search**

**Certified Data Reports...** ⊕

**Audit FTE...** ⊕

**Grad Cohort...** ⊕

**PEPE...** ⊕

**General Reports...** ⊕

## Student Search

Select your filter criteria...

Search By UIC

Search By Core Fields

Last Name:   Begins  Contains

Last Name Suffix:

First Name:   Begins  Contains

Middle Name:

Date of Birth Year:

Date of Birth Month:

Date of Birth Day:

Gender:

Multiple Birth Order:

Show Direct Certified  
(likely to increase the time for the search)

Search using match criteria (begins/contains ignored)

# Student Search Feature

## Student Search

 Your search yielded 131 result(s).

[Filter...](#)

Filtered on Last Name(100%)

Student UIC	Last Name	First Name	Middle Name	Date of Birth	Gender	SNAP	TANF	Foster	Multiple Birth Order
<a href="#">12</a>	Thompson	AUSTIN	MICHAEL	08/12/2008	M	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1
<a href="#">62</a>	Thompson	Jessie	R	08/12/2008	M	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0
<a href="#">48</a>	Thompson	Eric	R	08/12/2008	M	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0
<a href="#">47</a>	Thompson	CHRISTOPHER	CHRISTOPHER	08/12/2008	M	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1
<a href="#">59</a>	Thompson	CHRISTOPHER	CHRISTOPHER	08/12/2008	F	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1
<a href="#">97</a>	Thompson	Jessie	BRANDEN	08/12/2008	M	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0
<a href="#">81</a>	Thompson	Wesley		08/12/2008	F	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0
<a href="#">60</a>	Thompson	BRANDEN	JESSIE	08/12/2008	M	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0
<a href="#">11</a>	Thompson	CHRISTOPHER	CHRISTOPHER	08/12/2008	F	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0
<a href="#">43</a>	Thompson	Jessie	BRANDEN	08/12/2008	M	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0

Items per page:  Page  of  [Excel](#) [Export](#)

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.

# CEPI Customer Support

For more information about the Direct Certification Report go to:

[http://www.michigan.gov/cepi/0,4546,7-113-986\\_50502\\_53828---,00.html](http://www.michigan.gov/cepi/0,4546,7-113-986_50502_53828---,00.html)

**Questions** regarding Direct Certification technical assistance may be directed to the CEPI customer support by:

- E-mail: [CEPI@michigan.gov](mailto:CEPI@michigan.gov)
- Phone: (517) 335-0505 x3

## Additional Information

**Questions** regarding the NSLP Direct Certification requirement may be directed to the School Nutrition Programs unit by:

- E-mail: [MDE-schoolnutrition@michigan.gov](mailto:MDE-schoolnutrition@michigan.gov)
- Phone: (517) 373-3347

**For more information, go to:**

[www.michigan.gov/schoolnutrition](http://www.michigan.gov/schoolnutrition)

- Scroll down to **Guidance**
- Click on **Direct Certification**

# Questions?

## School Nutrition Programs

➤ (517) 373-3347

➤ [MDE-schoolnutrition@michigan.gov](mailto:MDE-schoolnutrition@michigan.gov)

