Direct Certification

Office of School Support Services

School Nutrition Programs

August 2015

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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.

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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

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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.

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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.

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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.

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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

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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
4/5/2016	4/11/2016
4/29/2016	5/4/2016

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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.

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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

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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)"

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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)

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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)

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Entering Student Data

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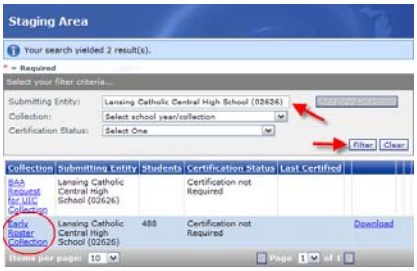
Staging Area – Existing Early Roster Collection

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



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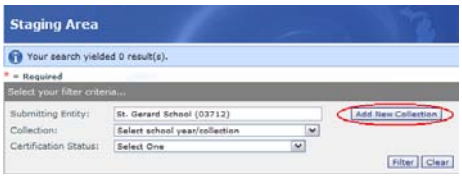
Staging Area – No Early Roster Collection

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



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Staging Area – Add New Collection

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

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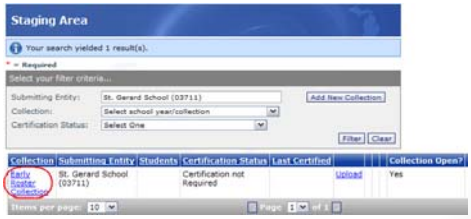
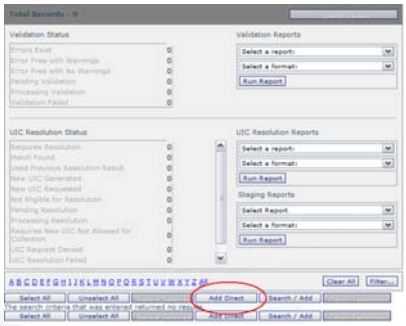
Staging Area – Add New Collection

- Click on the “Early Roster Collection” link



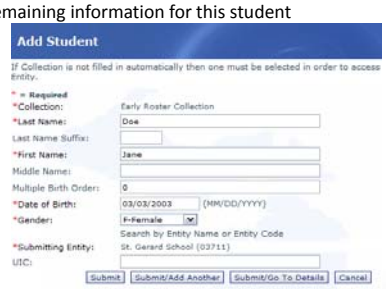
Staging Area – Add Students



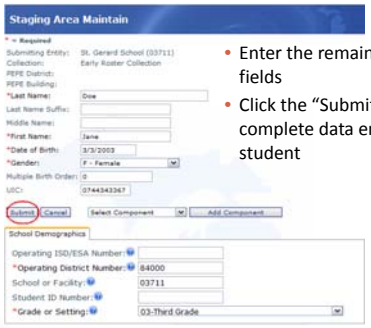
Click on the “Add Direct” button

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



Staging Area – Add Students



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

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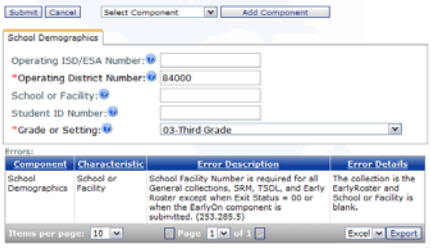
Staging Area – Add Students

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



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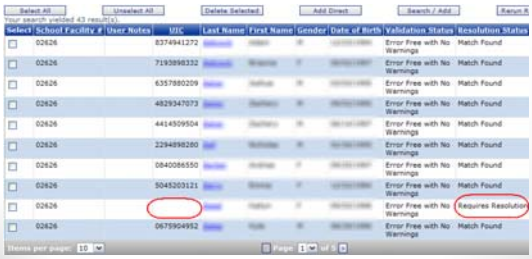
Students requiring UIC resolution

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



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How to Access the Direct Certification Report

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

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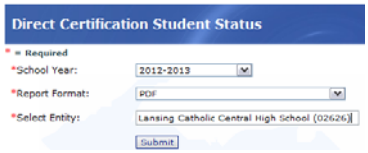
How to Access the Direct Certification Report

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



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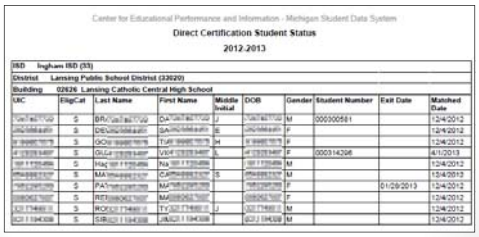
Sample Direct Certification Report

- 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 (32020)

Building 02626 Lansing Catholic Central High School

UIC	EligCat	Last Name	First Name	Middle Initial	DOB	Gender	Student Number	Exit Date	Matched Date
[illegible]	S	BR[illegible]	DA[illegible]	J	[illegible]	M	000000561		12/4/2012
[illegible]	S	DE[illegible]	DA[illegible]	S	[illegible]	F			12/4/2012
[illegible]	S	GO[illegible]	TU[illegible]	H	[illegible]	F			12/4/2012
[illegible]	S	GLL[illegible]	VI[illegible]	L	[illegible]	F	000314206		4/1/2013
[illegible]	S	Ha[illegible]	Na[illegible]		[illegible]	M			12/4/2012
[illegible]	S	MA[illegible]	CA[illegible]	S	[illegible]	M			12/4/2012
[illegible]	S	PA[illegible]	MA[illegible]		[illegible]	F		01/29/2013	12/4/2012
[illegible]	S	RE[illegible]	MA[illegible]		[illegible]	F			12/4/2012
[illegible]	S	RO[illegible]	TY[illegible]	J	[illegible]	M			12/4/2012
[illegible]	S	SR[illegible]	JA[illegible]		[illegible]	M			12/4/2012

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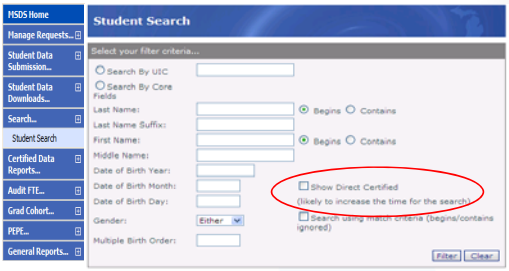
Student Search Feature

- 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



Student Search Feature

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

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

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

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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
- Phone: (517) 373-3347

For more information, go to:
www.michigan.gov/schoolnutrition

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

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Questions?

School Nutrition Programs

- (517) 373-3347
- MDE-schoolnutrition@michigan.gov

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