

Visit <http://apps.sde.idaho.gov/CnpDirectCert>



Idaho State Department of Education
Child Nutrition Programs

Match to Meals Direct Certification User Manual


Updated: September 9, 2016

List Match: Use list match to verify a list, or lists of students

Single Match: Use single match to verify one individual student

State Match: Use the state match to verify students based on enrollment

Table of Contents



<i>Direct Certification Information</i>	3
● Start Here	5
● List Match.....	6
Understanding List Match.....	6
Uploading With List Match	8
Re-Run a List Match Submission	9
Viewing All Matches Report.....	10
Manually Add, Edit, Delete, or Search for a Child.....	10
Viewing New Matches Report	12
Deleting a List.....	12
● Single Match.....	13
Using Single Match.....	13
Clear Single Match Form.....	14
View Today’s Single Match Report	14
Download Today’s Single Match Report.....	14
● State Match	15
<i>Acknowledgements</i>	16
<i>Civil Rights Statement</i>	17

Direct Certification Information

Direct Certification involves matching school enrollment records against Food Stamp (SNAP), TAFI (Temporary Assistance for Families in Idaho), or Foster records from the most currently available data. To help each CNP sponsor in that task, the Idaho State Department of Education, Child Nutrition Programs and Information Technology (IT) unveiled an online system called Match to Meals Direct Certification.

Because the Department of Health & Welfare no longer sends letters to districts to directly certify students for free and reduced-price meals, the electronic Match to Meals Direct Certification program is especially important. Direct Certification is a statutory mandate pursuant to Section 9 of the Richard B. Russell National School Lunch Act (NSLA) as amended by reauthorization legislation (Public Law 108-265). To comply with the Direct Certification mandate, each CNP sponsor is required to either use the Match to Meals Direct Certification program provided by the Idaho State Department of Education or develop their own alternative method to directly certify students in the district. This must not be overly burdensome to families. Any alternative method must be approved by the Idaho State Department of Education.

Important: Direct Certification for Sponsors that operate the National School Lunch Program (NSLP), School Breakfast Program (SBP) or Special Milk Program (SMP) that accept applications must be run three times each year.

- At or around the beginning of the school year,
- Three months after the first run, and
- Six months after the first run.

This is not optional in the NSLP, SBP or SMP. Whether you upload a list or retrieve a State Level Match list, you must comply with the regulations.

Every child in the school district who is not directly certified still must be offered an application. Completing the electronic match before school starts and notifying the families of eligibility before school begins will hopefully reduce the number of unneeded paper applications being submitted by directly certified families. Once a student is directly certified for free meals, they are eligible for the entire school year.

The State agency has developed features and techniques that make it efficient and practical to request direct certification matches throughout the year. School districts can request matches daily if needed.

Important: State Match lists will not be available until after October 15 and only if the district successfully uploads ISEE data. This will necessitate Food Service to upload an independent list at the beginning of the year to be able to receive a list of Directly Certified students.

Because the State agency collaborated with Idaho Food Stamp (DHW), TAFI, and Foster provider agencies when it created the database; sponsors have a good chance of making a match. With this system, sponsors can look up children in batches at the beginning of the school year, and throughout the year as they enroll in the district. There is also the ability to search by individual students as well as by groups of students. Not all children eligible for free meals can be directly certified, but with this system it is the State agency's hope to help sponsors certify as many children as possible. This manual gives guidance from start to finish:

- Demonstrating List Matching, and
- Demonstrating Single Matching, and
- Finally, by supplying assistance on retrieving a list of students who have been directly certified.



● Start Here

The CNP Match to Meals Direct Certification manual will guide users through the process of accessing needed web applications to support your verification process for a child's certification in matching school enrollment records against Food Stamp (SNAP), TAFI (Temporary Assistance for Families in Idaho), or Foster data.

The following are steps to support your efforts in using the Match to Meals Direct Certification application:

List Match: Use list match to verify a list, or lists of students

Single Match: Use single match to verify one individual student

State Match: Use the state match to verify students based on enrollment

When using this manual, you will be led through each step with numbering and informative boxes as seen below:

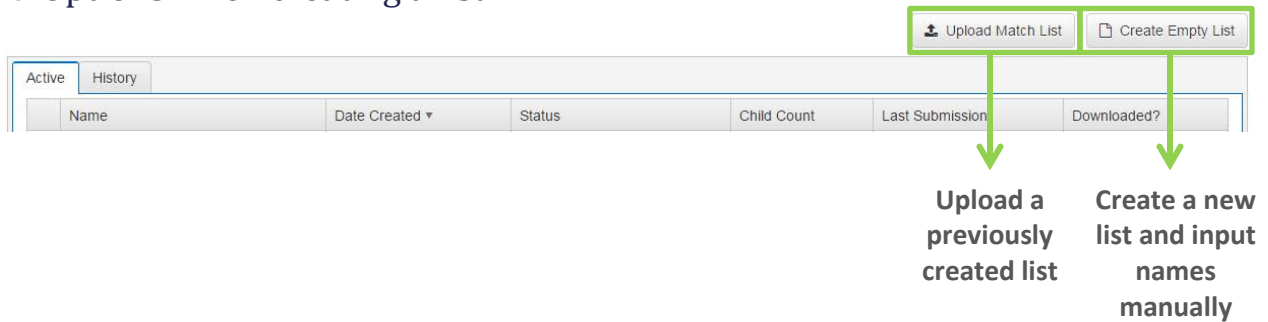


● List Match

List matching allows district personnel the ability to match students on the most current Food Stamp (SNAP), Temporary Assistance to Families in Idaho (TAFI), or Foster records with a current or newly created list. The information listed below provides direction in using the List Match option.

Understanding List Match

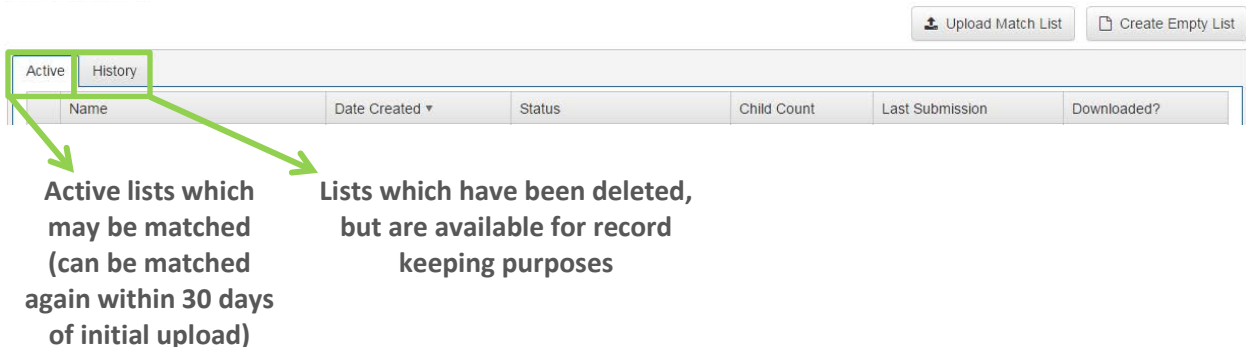
● Options when creating a list



The screenshot shows a web interface with two buttons at the top right: "Upload Match List" and "Create Empty List". Below the buttons, a table header is visible with columns: Name, Date Created, Status, Child Count, Last Submission, and Downloaded?. Two green arrows point from the buttons to text below. The arrow from "Upload Match List" points to the text "Upload a previously created list". The arrow from "Create Empty List" points to the text "Create a new list and input names manually".

Important: The data template file that you use to create your list can be downloaded here <http://www.sde.idaho.gov/cnp/resource-center/index.html> . Enter your data under the correct headers and save your file as a csv (comma delimited) before uploading into your match list.

● Active Lists and Historical Lists



The screenshot shows the same web interface as above, but with the "Active" and "History" tabs highlighted. Two green arrows point from the tabs to text below. The arrow from the "Active" tab points to the text "Active lists which may be matched (can be matched again within 30 days of initial upload)". The arrow from the "History" tab points to the text "Lists which have been deleted, but are available for record keeping purposes".

List Columns

Name	Date Created ▾	Status	Child Count	Last Submission	Downloaded?
↓ Name of uploaded or created list	↓ Date the list was created	↓ Status of list: Created, Queued <u>or</u> Complete	↓ Number of children included in list	↓ Last date list submitted for matching	↓ User downloaded: Yes <u>or</u> No

Important: User Download is an indication of whether or not the matched list was retrieved.

Accessing List Details

Name	Date Created ▾	Status	Child Count	Last Submission	Downloaded?
▶ sample@sampleemail.com	04/13/2016	Matching Complete	14715	04/13/2016	Yes
▶ sample@sampleemail.com	04/06/2016	Matching Complete	14729	04/06/2016	Yes
▶ sample@sampleemail.com	03/30/2016	Matching Complete	14721	03/30/2016	Yes
▶ sample@sampleemail.com	03/16/2016	Matching Complete	14724	03/16/2016	Yes

Click anywhere in the row to open list details

Using Match List Details

Name	Date Created ▾	Status	Child Count	Last Submission	Downloaded?
sample@sampleemail.com	04/13/2016	Matching Complete	14715	04/13/2016	Yes

Created By sample@sampleemail.com
 Last Match Counts Total 5426 New 0

Child Count	Match Count	Time Submitted ▾	Time Completed	Time Downloaded	Submitter
14715	5426	04/13/2016 10:41 AM	04/13/2016 10:41 AM	04/13/2016 11:08 AM	sample@sampleemail.com

1 - 1 of 1 items

↓

Submit the full list for matching

↓

View all students matched report

↓

View only newly matched students report

↓

Delete list from list match

● Manually Manage Lists

Manually add a new child to the selected list

Search for a child within the selected list

Clear search criteria

Uploading With List Match

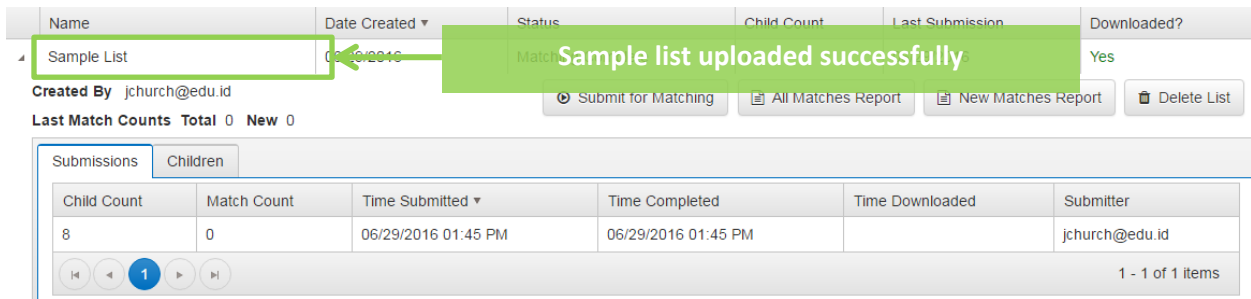
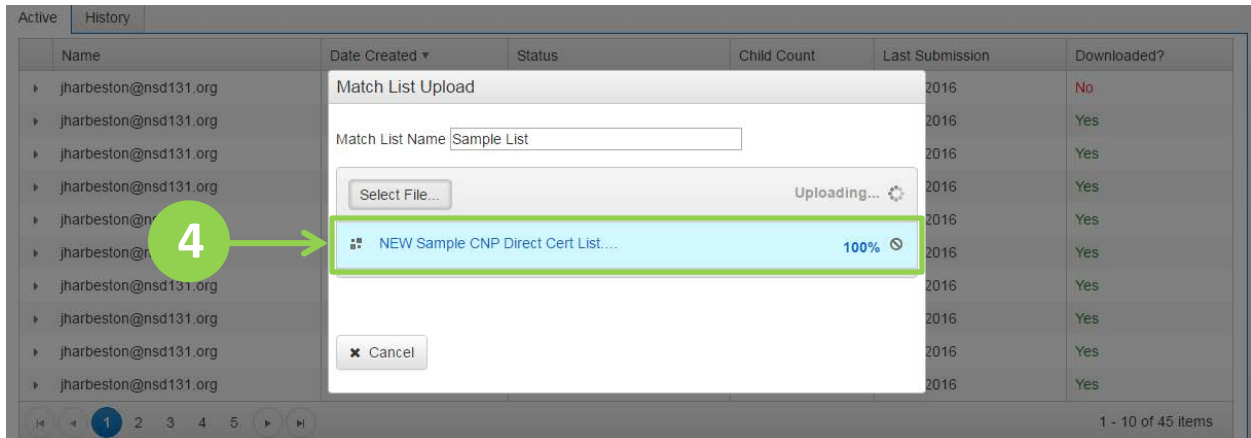
1

2

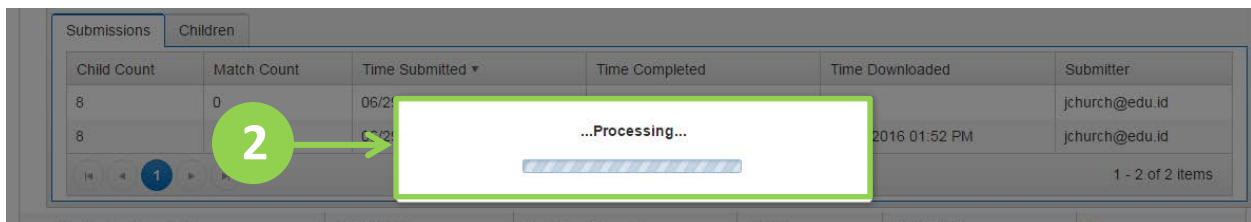
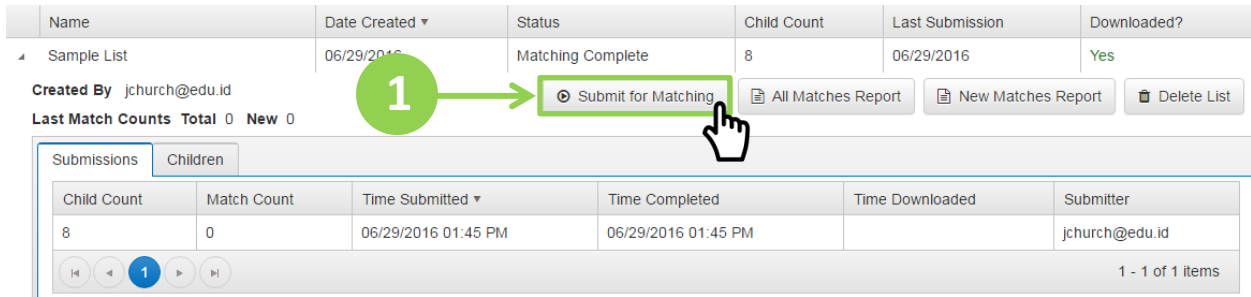
3

Important: If you see the following error, please download the sample **Match List Excel file**.

Sample CNP Direct Cert Match Lis...



Re-Run a List Match Submission



Matching confirmed complete

Name	Date Created	Status	Child Count	Last Submission	Downloaded?
Sample List	06/29/2016	Matching Complete	8	06/29/2016	No

Created By jchurch@edu.id
Last Match Counts Total 0 New 0

Submit for Matching All Matches Report New Matches Report Delete List

Match count confirmation

Child Count	Match Count	Time Submitted	Time Completed	Time Downloaded	Submitter
8	0	06/29/2016 01:33 PM	06/29/2016 01:58 PM		jchurch@edu.id

Viewing All Matches Report

Name	Date Created	Status	Child Count	Last Submission	Downloaded?
Sample List	06/29/2016	Matching Complete	8	06/29/2016	Yes

Created By jchurch@edu.id
Last Match Counts Total 0 New 0

Submit for Matching All Matches Report New Matches Report Delete List

1

Submissions Children

Child Count	Match Count	Time Submitted	Time Completed	Time Downloaded	Submitter
8	0	06/29/2016 01:45 PM	06/29/2016 01:45 PM		jchurch@edu.id

1 - 1 of 1 items

Manually Add, Edit, Delete, or Search for a Child

Active History

Name	Date Created	Status	Child Count	Last Submission	Downloaded?
mh nmajdf	05/02/2016	Matching Complete	3	05/02/2016	Yes
new kid csv	04/28/2016	Matching Complete	8	04/28/2016	Yes

1 Click anywhere in the row to open list details

1 - 2 of 2 items

Active History

Name	Date Created	Status	Child Count	Last Submission	Downloaded?
mh nmajdf	05/02/2016	Matching Complete	3	05/02/2016	Yes

Created By janedoe@abcdef.edu
Last Match Counts Total 2 New 0

Submit for Matching All Matches Report New Matches Report Delete List

Submissions Children

Child Count	Match Count	Time Submitted	Time Completed	Time Downloaded	Submitter
3	2	05/02/2016 01:48 PM	05/02/2016 01:48 PM	05/02/2016 01:48 PM	janedoe@abcdef.edu

1 - 1 of 1 items

2

Name	Date Created	Status	Child Count	Last Submission	Downloaded?
mh nmaljdif	05/02/2016	Matching Complete	3	05/02/2016	Yes

Created By janedoe@abcdef.edu

Last Match Counts Total 2 New 0

Submit for Matching All Matches Report New Matches Report Delete List

Submissions Children

New Child Search By District ID/EduId/Last Name enter search text... Search Clear Search

District ID	Edu Id	First Name	Middle Name	Last Name	Birth Date	Gender		
2003		Sample Name					Edit	Delete
2002		Sample Name					Edit	Delete
2001		Sample Name					Edit	Delete

1 - 3 of 3 items

Click Here to Add a Child to the Existing List

Name	Date Created	Status	Child Count	Last Submission	Downloaded?
mh nmaljdif	05/02/2016	Matching Complete	3	05/02/2016	Yes

Created By janedoe@abcdef.edu

Last Match Counts Total 2 New 0

Submit for Matching All Matches Report New Matches Report Delete List

Submissions Children

New Child Search By District ID/EduId/Last Name enter search text... Search Clear Search

District ID	Edu Id	First Name	Middle Name	Last Name	Birth Date	Gender		
2003		Sample Name					Edit	Delete
2002		Sample Name					Edit	Delete
2001		Sample Name					Edit	Delete

1 - 3 of 3 items

Click Here to Search for a Child on the Existing List

Name	Date Created	Status	Child Count	Last Submission	Downloaded?
mh nmaljdif	05/02/2016	Matching Complete	3	05/02/2016	Yes

Created By janedoe@abcdef.edu

Last Match Counts Total 2 New 0

Submit for Matching All Matches Report New Matches Report Delete List

Submissions Children

New Child Search By District ID/EduId/Last Name enter search text... Search Clear Search

District ID	Edu Id	First Name	Middle Name	Last Name	Birth Date	Gender		
2003		Sample Name					Edit	Delete
2002		Sample Name					Edit	Delete
2001		Sample Name					Edit	Delete

1 - 3 of 3 items

Click Here to Edit an Individual Child

Name	Date Created	Status	Child Count	Last Submission	Downloaded?
mh nmaljdif	05/02/2016	Matching Complete	3	05/02/2016	Yes

Created By janedoe@abcdef.edu

Last Match Counts Total 2 New 0

Submit for Matching All Matches Report New Matches Report Delete List

Submissions Children

New Child Search By District ID/EduId/Last Name enter search text... Search Clear Search

District ID	Edu Id	First Name	Middle Name	Last Name	Birth Date	Gender		
2003		Sample Name					Edit	Delete
2002		Sample Name					Edit	Delete
2001		Sample Name					Edit	Delete

1 - 3 of 3 items

Click Here to Delete an Individual Child

Viewing New Matches Report

Name	Date Created	Status	Child Count	Last Submission	Downloaded?
Sample List	06/29/2016	Matching Complete	8	06/29/2016	Yes

Created By jchurch@edu.id
Last Match Counts Total 0 New 0

Submit for Matching **1** All Matches Report **New Matches Report** Delete List

Submissions Children

Child Count	Match Count	Time Submitted	Time Completed	Time Downloaded	Submitter
8	0	06/29/2016 01:45 PM	06/29/2016 01:45 PM		jchurch@edu.id

1 - 1 of 1 items

Deleting a List

Name	Date Created	Status	Child Count	Last Submission	Downloaded?
Sample List	06/29/2016	Matching Complete	8	06/29/2016	Yes

Created By jchurch@edu.id
Last Match Counts Total 0 New 0

Submit for Matching All Matches Report **1** All Matches Report Delete List

Submissions Children

Child Count	Match Count	Time Submitted	Time Completed	Time Downloaded	Submitter
8	0	06/29/2016 01:45 PM	06/29/2016 01:45 PM		jchurch@edu.id

1 - 1 of 1 items

Name	Date Created	Status	Child Count	Last Submission	Downloaded?
Sample List	06/29/2016			06/29/2016	No

Created By jchurch@edu.id
Last Match Counts Total 0 New 0

New Matches Report Delete List

Submissions Children

Child Count	Match Count	Time Submitted	Time Completed	Time Downloaded	Submitter
8	0	06/29/2016 02:16 PM	06/29/2016 02:16 PM		jchurch@edu.id

1 - 1 of 1 items

apps.sde.idaho.gov says:

Are you sure you want to delete this match list?

Prevent this page from creating additional dialogs.

2 OK Cancel

● Single Match

Single Match is intended to provide a quick reference point to match a single child to ensure that they are being served through Idaho's Child Nutrition Programs.

Using Single Match

Fill out all of the known text fields in the screenshot below.

1

Eduld	<input type="text"/>	Local District ID	<input type="text"/>	DHW Case#	<input type="text"/>
Name: First	<input type="text"/>	Middle	<input type="text"/>	Last	<input type="text"/>
Birthdate	<input type="text"/>	Gender	<input checked="" type="radio"/> Unknown <input type="radio"/> Male <input type="radio"/> Female		
Parent/Caregiver #1 First Name	<input type="text"/>	Parent/Caregiver #2 First Name	<input type="text"/>		
Address	<input type="text"/>	Zipcode	<input type="text"/>	Phone#	<input type="text"/>

Important: Note that all fields are required.

Eduld	<input type="text"/>	Local District ID	<input type="text"/>	DHW Case#	<input type="text"/>
Name: First	<input type="text"/>	Middle	<input type="text"/>	Last	<input type="text"/>
Birthdate	<input type="text"/>	Gender	<input checked="" type="radio"/> Unknown <input type="radio"/> Male <input type="radio"/> Female		
Parent/Caregiver #1 First Name	<input type="text"/>	Parent/Caregiver #2 First Name	<input type="text"/>		
Address	<input type="text"/>	Zipcode	<input type="text"/>	Phone#	<input type="text"/>

Important: Based on your search criteria, your search will be confirmed with one of the following messages:

Not eligible for Direct Certification. No matches to SNAP, TAFI, or Foster data.

Eligible for Direct Certification. **Record this as a SNAP child. Other children in the same household can also be directly certified through household rule.**

Clear Single Match Form


Eduld Local District ID DHW Case#

Name: First Middle Last

Birthdate Gender Unknown Male Female

Parent/Caregiver #1 First Name Parent/Caregiver #2 First Name

Address Zipcode Phone#



View Today's Single Match Report

Single Match

All users of this system must adhere to the guidelines in the USDA Eligibility Manual for School Meals outlining penalties for improper disclosure.

Eduld Local District ID DHW Case#

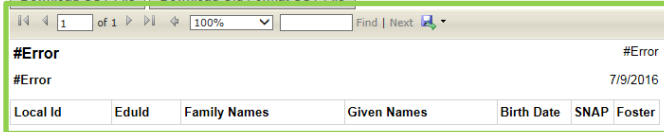
Name: First Middle Last

Birthdate Gender Unknown Male Female



1 of 1 | 100% | Find | Next

Local Id	Eduld	Family Names	Given Names	Birth Date	SNAP	Foster	#Error
							7/9/2016



Download Today's Single Match Report

Single Match

All users of this system must adhere to the guidelines in the USDA Eligibility Manual for School Meals outlining penalties for improper disclosure.

Eduld Local District ID DHW Case#

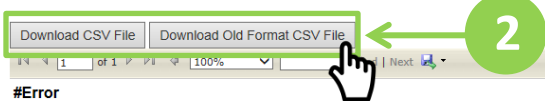
Name: First Middle Last

Birthdate Gender Unknown Male Female



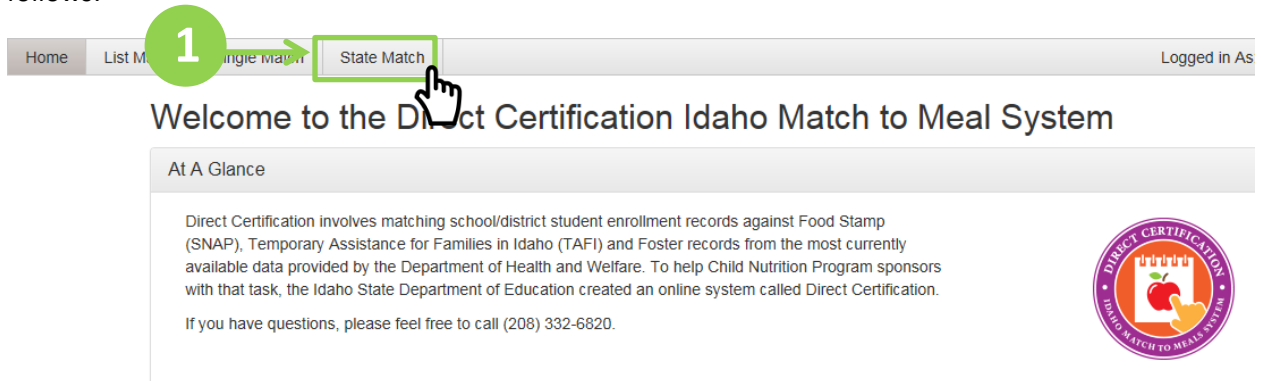
1 of 1 | 100% | Next

Local Id	Eduld	Family Names	Given Names	Birth Date	SNAP	Foster	#Error
							7/9/2016



● State Match

State Match is used to verify already identified matches within the Match to Meals Direct Certification application for public schools. Matches are made from ISEE data uploads. Accessing reports are done as follows:




Home List Matches Single Match **State Match** Logged in As

Welcome to the Direct Certification Idaho Match to Meal System

At A Glance

Direct Certification involves matching school/district student enrollment records against Food Stamp (SNAP), Temporary Assistance for Families in Idaho (TAFI) and Foster records from the most currently available data provided by the Department of Health and Welfare. To help Child Nutrition Program sponsors with that task, the Idaho State Department of Education created an online system called Direct Certification.

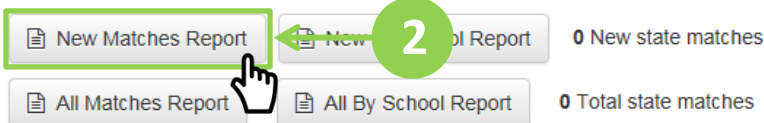
If you have questions, please feel free to call (208) 332-6820.



State Matches

Linking of Direct Certification children to your district/organization is done using the most recent enrollment data provided to the Idaho State Department of Education (SDE) by your district/organization.

ABERDEEN DISTRICT enrollment data is as of **3/22/2016**.



New Matches Report **New School Report** 0 New state matches

All Matches Report **All By School Report** 0 Total state matches

Disclosure: The State agency does not retain any of this data. The SFA is responsible for printing/saving Direct Certification lists.

Acknowledgements

This manual is a result of the Direct Certification Grant awarded in 2011 from the United States Department of Agriculture (USDA).

The Idaho State Department of Education would like to thank the USDA for allowing Idaho to update this application to enhance the process of directly certifying students eligible for free school meals in the state. Without this grant, this application would not be possible.

Civil Rights Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.