

Purpose

The purpose of this data collection is to expedite the application for the eligibility of the USDA Free Lunch benefit program. Instead of the traditional eligibility requiring a parent to fill out a paper application, direct certification allows the state agency to match school district enrollment with food stamp or TANF (Temporary Assistance for Needy Families, the successor to AFDC) recipients and “directly certify” students for free lunches. Direct certification is an administrative time saver and may identify students who would otherwise not be identified. Additionally, Directly Certified students are excluded from the Verification process conducted later in the school year.

Audience

This is a required collection for any school participating in the National School Lunch Program:

- ✓ Public schools (traditional and charter)
- ✓ Nonpublic schools (accredited, freeway, and non-state accredited nonpublic schools participating in the Choice program)

Although the student data collected may already exist in the Application Center, the timing of this collection and the data contained are based solely on the data provided by the user. Certification starts earlier each year, therefore the rollover of student data from elementary to junior high, etc. must happen at the local level.

Collection Year: 2013-2014

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Instructions

The required data should be collected, combined into a file, and submitted to the Department of Education through the Application Center. Each school is required to do Direct Certification at least three different times during the collection window.

Collection Window

The collection period will begin on July 8, 2014 and will be updated once a month with current data from FSSA until June of 2015. During this time you can submit the file to retrieve any matches by the traditional match or by Student Test Number (STN).

When a collection closes and the data are considered final by the state, no corrections or additions are allowed.

Direct Certification Data Layout

Field Order	Fieldname Description	Length	Data Field Specification and Requirements	Notes
1 A	County of Residence	2	State Assigned County ID Data Type: Numeric Allowable Values: 01-92 Required Field: Yes	County in which the student lives.
2 B	Corporation/Diocese Number	4	State Assigned Corporation ID Data Type: Numeric Valid Range: 0000-9998. Required Field: Yes	Corporation where the student is enrolled
3 C	School Number	4	State Assigned School ID Data Type: Alpha-Numeric Valid Range: 'A' through 'M' (non-public) and '0' (zero) through '9' EXAMPLE: Public = 0025 or Non-Public = A235 Required Field: Yes	School building where the student is enrolled
4 D	Student Last Name	25	Data Type: Alpha Valid Range: A-Z, ' (apostrophe), / (slash), - (hyphen), space Required Field: Yes	
5 E	Student First Name	20	Data Type: Alpha Valid Range: A-Z, ' (apostrophe), / (slash), - (hyphen), space Required Field: Yes	
6 F	Student Middle Name/ Middle Initial	15	Data Type: Alpha Valid Range: A-Z, ' (apostrophe), / (slash), - (hyphen), space Required Field: No	
7 G	Student Name Suffix	3	Data Type: Alpha Valid Range: A-Z Required Field: No	
8 H	Birth Date	10	Data Type: Alpha-Numeric MMDDYYYY or MM/DD/YYYY where MM = Month DD = Day and YYYY = Year Valid Range: MM = 01-12 DD = 01-31 YYYY =1980 - 2099 Required Field: Yes	
9 I	Social Security Number	9	Data Type: Numeric Required Field: No	
10 J	Address – Street	30	Data Type: Alpha-Numeric Required Field: Yes	Use numbers and letters only. (Do not include a comma.)
11 K	Address - City	20	Data Type: Alpha Required Field: Yes	
12 L	Address - State	2	Two-Letter State Abbreviation Data Type: Alpha Required Field: No	
13 M	Address - Zip Code	9	Data Type: Numeric Required Field: No	Use 5- or 9-digit zip code
14	Corporation Assigned Student ID	15	Data Type: Alpha-Numeric Valid Range:	A student ID that the corporation has assigned to a student and is unique to the school building and

Field Order	Fieldname Description	Length	Data Field Specification and Requirements	Notes
N			A-Z, 0-9, Special Characters Required Field: No	will be used instead of the STN Number.
15	Guardian Last Name	25	Data Type: Alpha Required Field: No	
O			Required Field: No	
16	Guardian First Name	20	Data Type: Alpha Required Field: No	Use letters only. Use of an ampersand (&) will result in an error.
P			Required Field: No	
17	Guardian Middle Name/ Middle Initial	15	Data Type: Alpha Required Field: No	
Q			Required Field: No	
18	Guardian Whole Name	35	Data Type: Alpha Required Field: No	No commas or ampersands (&) are allowed
R			Required Field: No	
19	Grade Level	2	Data Type: Alpha-Numeric Allowable Codes are: PK = Pre-Kindergarten Ages 3-5 KG = Kindergarten 01 = Grade 1 02 = Grade 2 03 = Grade 3 04 = Grade 4 05 = Grade 5 06 = Grade 6 07 = Grade 7 08 = Grade 8 09 = Grade 9 10 = Grade 10 11 = Grade 11 12 = Grade 12 13 = Grade 12+/Adult Required Field: Yes	Grade 13: This grade label is used for an individual assigned to a class or program that does not have standard grade designations. This may include: <ul style="list-style-type: none"> Students who remain enrolled in school after completing high school in order to earn additional high school credits. Students with disabilities who are continuing with their education, in accordance with their IEP, and who have completed grade 12.
S			Required Field: Yes	
20	Student Test Number (STN)	9	Official Student Test Number (STN) assigned to the student Required Field: Yes	
T			Required Field: Yes	
21	Special Match Characters	8	Data Type: Alpha-Numeric Valid Range: A-Z, 0-9, space This optional field will be included in Output File and allows you to classify records into user specific categories. Required Field: No	
U			Required Field: No	

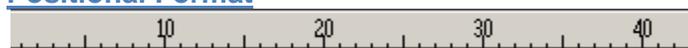
Example Data File Formats

The following section contains example data files in the allowed comma delimited, positional, and XML formats.

Comma Delimited Format

Due to space restrictions Data Collection and Reporting is unable to provide you with Comma Delimited examples. Ensure that you have included all 21 fields as specified in the data layout, with each field separated by a comma.

Positional Format



Due to space restrictions Data Collection and Reporting is unable to provide you with Positional Format examples. Ensure that you've the exact length of each field for 21 fields as required by the data layout

XML Format

Certification- INPUT for Traditional Match

```
<XIF_DCData>
  <Corporation Id="">
  <School Id="">
```

```
<Student> <Name Last="" First="" Middle="" Suffix=""/> <Address Street="" City="" State="" Zip=""/> <Birth Date=""/>
```

```

    <DirectCertificationInfo GradeLevel="" County="" SSN=""/> <SchoolUse StudentID="" GuardLastName="" GuardFirstName=""
    GuardMiddleName=""
GuardWholeName="" STN=""/>
</Student>
<Match Char=""></Match>
</School>
</Corporation>
</XIF_DCData>
    
```

Direct Certification Data Layout – OUTPUT

Field Order	Fieldname Description	Length	Data Field Specification and Requirements	Notes
1	School Submitted County	2	Data Type: Numeric Valid Range: 00-99	
2	School submitted Corporation Number	4	State Assigned corporation number	
3	School Number	4	Data Type: Alpha-Numeric Valid Range: 'A' through 'M' (non-public) and '0' (zero) through '9'	
4	School-Submitted Corporation Student ID	15	Data Type: Alpha-Numeric Valid Range: A-Z, 0-9, Special Characters	This field is for corporations that use a student ID for their own purposes other than the STN Number.
5	STN	9	Data Type: Alpha-Numeric 9-digit Student Test Number	
6	School-Submitted Student Last Name	25	Data Type: Alpha Valid Range: A-Z, ' (apostrophe), / (slash), - (hyphen), space	
7	School-Submitted Student First Name	20	Data Type: Alpha Valid Range: A-Z, ' (apostrophe), / (slash), - (hyphen), space	
8	ICES Student First Name	20	Data Type: Alpha Valid Range: A-Z, ' (apostrophe), / (slash), - (hyphen), space	
9	School-Submitted Student Middle Name/ Middle Initial	15	Data Type: Alpha Valid Range: A-Z	
10	ICES Student Middle Name/ Middle Initial	15	Data Type: Alpha Valid Range: A-Z	
11	School-Submitted Suffix	3	Data Type: Alpha Valid Range: A-Z	
12	School-Submitted Birth Date	10	Data Type: Alpha-Numeric MM/DD/YYYY where MM = Month, DD = Day, and YYYY = Year Valid Range: MM = 01 - 12 DD = 01 = 31 YYYY = 1900 - 2099	
13	School-Submitted Address – Street	30	Data Type: Alpha Numeric Valid Range: A-Z, (period) ., ' (apostrophe), / (slash), - (hyphen), Valid Range: Space 0-9	
14	ICES Address – Street	30	Data Type: Alpha-Numeric Valid Range: A-Z, (period) ., ' (apostrophe), / (slash), - (hyphen), Valid Range: Space	
15	School-Submitted Address - City	20	Data Type: Alpha Valid Range: A-Z, space	
16	ICES Address - City	20	Data Type: Alpha Valid Range: A-Z, space	
17	School-Submitted Address - State	2	Two-Letter State Abbreviation Data Type: Alpha Valid Range: A-Z	
18	School-Submitted Address - Zip Code	9	Data Type: Numeric Valid Range: 0-9	

Field Order	Fieldname Description	Length	Data Field Specification and Requirements	Notes
19	School-Submitted Social Security Number	9	Data Type: Numeric Valid Range: 0-9	
20	ICES Case Number	16	Data Type: Alpha-Numeric Valid Range: A-Z, 0-9, space	
21	ICES Assistance Type	1	F = SNAP (Food Stamps) A = TANF (the old name for this program was AFDC) B = Both Food Stamps and TANF W = Court Ward, i.e. Foster Child	
22	Hard/Soft Match	1	Data Type: Alpha Valid Range: H, S	Indicates whether the match was exact
23	Certification Date	10	Data Type: Alpha-Numeric MM/DD/YYYY Where: MM = Month DD = Day YYYY = Year Valid Range: 01 <= MM = 01 – 12 DD = 01 - 31 YYYY = 1900 - 2099	
24	School-Submitted Grade Level	2	Data Type: Alpha-Numeric Allowable Codes are: PK=Pre-Kindergarten KG=Kindergarten 01=Grade 1 02=Grade 2 03=Grade 3 04=Grade 4 05=Grade 5 06=Grade 6 07=Grade 7 08=Grade 8 09=Grade 9 10=Grade 10 11=Grade 11 12=Grade 12 13=Grade 12+/Adult	
25	Guardian Last Name	25	Data Type: Alpha	
26	Guardian First Name	20	Data Type: Alpha	
27	Guardian Middle Name/ Middle Initial	15	Data Type: Alpha	
28	Guardian Whole Name	35	Data Type: Alpha	
29	Match Month	2	FSSA Data used in matching names was current as of this Month.	
30	Special Match Characters	8	Data Type: Alpha-Numeric Valid Range: A-Z, 0-9, space *This optional field allows you to classify records into user specific categories	

Output File Formats

Comma Delimited Format

Thirty fields (30) separated by comma in order as described by the data layout.

Positional Format

Thirty fields (30) containing the exact length of each field and order as described by the data layout.

Extensible Markup Language (XML)

Direct Certification - OUTPUT

```
<XIF_DCData>
  <Corporation Id="">
  <School Id="">
```

```
<Student STN="" > <Name Last="" First="" IcesFirst="" Middle="" IcesMiddle="" Suffix""> <Address Street=""
```

```

IcesStreet="" City="" IcesCity="" State="" Zip="" <Birth Date=""> <DirectCertificationInfo GradeLevel="" County=""
SSN=""> <SchoolUse StudentID="" GuardLastName="" GuardFirstName="" GuardMiddleName=""
GuardWholeName="" STN=""> <IcesMatchInfo CaseNumber=""
AssistanceType="" MatchType="" CertDate="" Matchmonth=""
MatchChar="" > </Student> </School> </Corporation>
</XIF_DCData>

```

Frequently Asked Questions

1. **Q. Which schools should submit the Direct Certification data collection?**
 - A. The DOE-DC is a required collection for any school participating in the National School Lunch Program, including public schools, charter schools, accredited nonpublic schools and schools participating in the Choice program.
2. **Q. Why can't I access Direct Certification in the Application Center?**
 - A. In order to access Direct Certification in the Application Center, a user must have "Direct Cert/Verification" access. If you believe you should have this access but do not, you will need to contact your local STN Site Administrator (usually your corporation's head Tech person) in order to be added to this User Group.
3. **Q. Why can't I find the Direct Certification Download? It used to be under Data Transfer in the Application Center.**
 - A. All Direct Certification/Verification functionality has been moved to a new option Programs > School Foods and Nutrition on the blue menu bar in the Application Center in July, 2012.
4. **Q. I clicked 'Request Match' but nothing happens. What do I do now?**
 - A. In order to obtain your matches you must agree to the "Memorandum of Agreement" by clicking the "I Agree" button at the bottom of the page.
5. **Q. If I need help with Direct Certification, who do I contact?**
 - A. The DOE-DC (Direct Certification) collection is primarily supported by the Office of School & Community Nutrition.

For additional questions about Direct Certification and how it works, please contact:
 John P. Todd, Assistant Director of School & Community Nutrition
 317-232-0850 or jtodd@doe.in.gov

For questions regarding preparing and transferring data, please contact:
 STN Support at 317-232-0808 or STN_Support@doe.in.gov

References

For more detailed information on Direct Certification and explanation of Traditional and STN Match, please go to the link below.

<http://www.doe.in.gov/student-services/nutrition/direct-certification-and-direct-verification-help-files>

Document Change History

Version	Change History
07.01.13	Dates updated for 2013-2014 Grade 13 clarification Updated reference link for more detailed information
Start of 2013-2014 Collection	
07.16.12	Choice schools participating in Lunch Program added to required submitters. Dates updated for 2012-2013 Warnings added to certain fields regarding the need to avoid certain characters Links to new information and manuals added to References Bad links removed
Start of 2012-2013 Collection	
12.12.11	Changes for posting in Learning Connection
07.01.11	Dates updated for 2011-2012 collection Output Field 21, ICES Assistance Type – explanation of codes added in Field Specifications
Start of 2011-2012 Collection	

06.04.10	Dates changed for 2010-2011 collection Field 1, added allowable values Field 14, not a required value
	Start of 2010-2011 Collection
06.18.09	Dates changed for 2009-2010 collection
	Start of 2009-2010 Collection
07.02.08	Purpose changed Audience changed Dates changed for 2008-2009 collection
	Start of 2008-2009 Collection
07.07.07	Dates changed for 2007-2008 collection. Added notes on comma delimited and positional file layouts.
	Start of 2007-2008 Collection
08.14.06	Field 30 changed to field 21 on the input file.
06.02.06	Field 30, Special Match Characters added to the input and output file.
07.06.05	Corrected XML tags Corporation ID and School ID on the input file
06.22.05	Field 29, STN removed from the OUTPUT file. Field 5 was also STN number.
05.13.05	Match Month, field 30, added to the output file.
05.03.05	Data layout changed to include STN Number, Audience added, Instructions added
05.21.03	Original layout