Direct Certification
Quick Start Guide
For School Year 2015-2016 (July 1, 2015)

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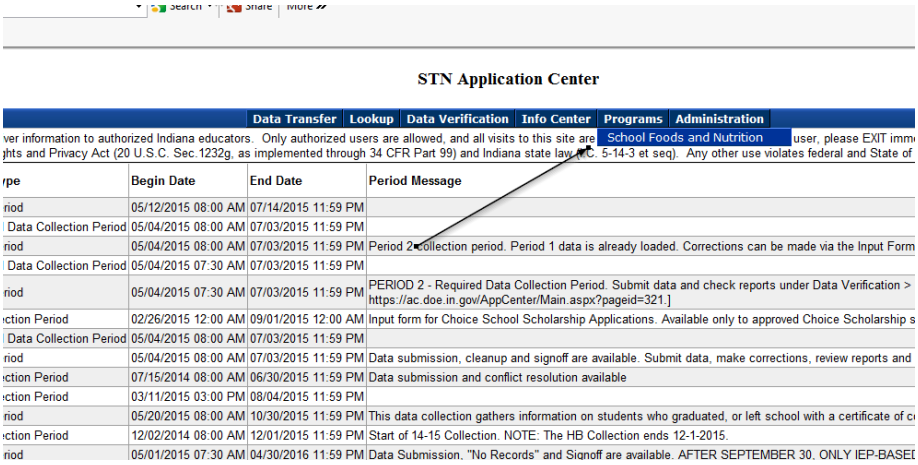
As last year, you can login to Direct Certification either directly (http://dcdv.doe.in.gov) or through the "App Center" (http://ac.doe.in.gov) . Either way, you use the same login ID and Password.

1. Logging in via App Center

After logging in, go to **Programs → School Foods and Nutrition**



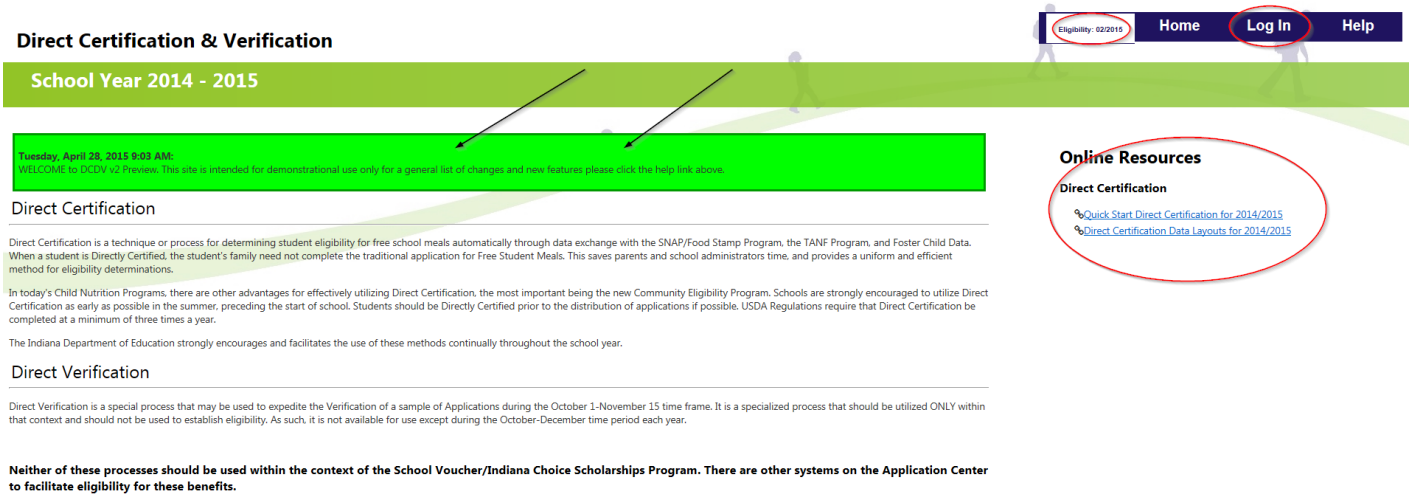
You'll then be taken to the main page of the **Direct Certification and Verification** system, all logged in and ready to go!

(As we proceed through various options, if you ever get "lost" just click on "Dashboard" and you'll come back here!)

Logging in directly (http://dcdv.doe.in.gov)

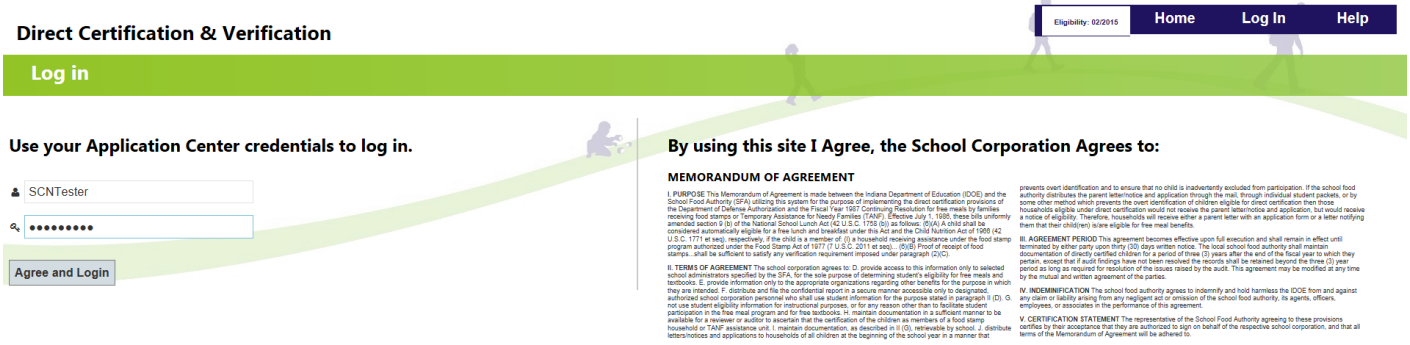
Here's main page (prior to logging in).
On this page you can

- Proceed to login by clicking Log In
- See the date of the current SNAP(Food Stamps)/TANF/Foster Child Data. (Eligibility: xx/xxxx)
- Download some instructructional resources



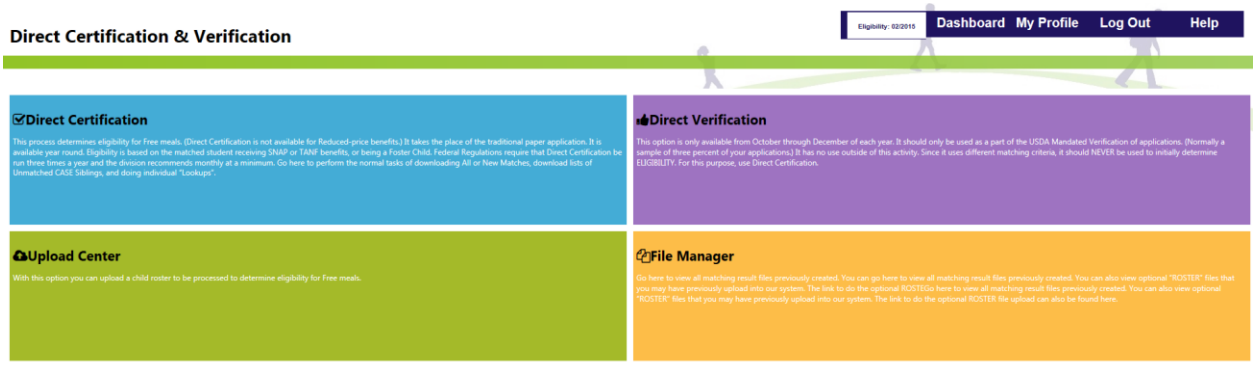
- Read timely notices

After clicking on **Log In,** *you'll be taken* to this screen where you'll actually enter your login ID and password. Please note that by clicking **Agree and Login** you are agreeing to some legal stipulations.



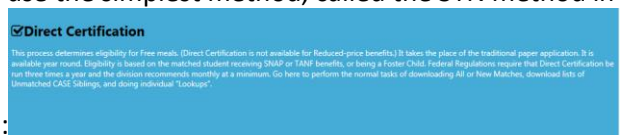
After Logging in you'll be at what's called the dash board and ready to go!

<u>(As we proceed through various options, if you ever get "lost" just click on "Dashboard" and you'll come back here!)</u>

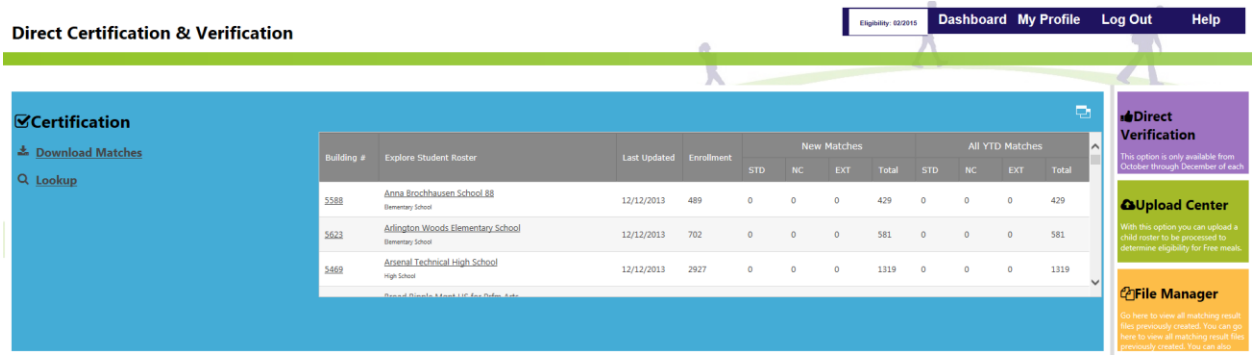


2. Getting to work on Direct Certification

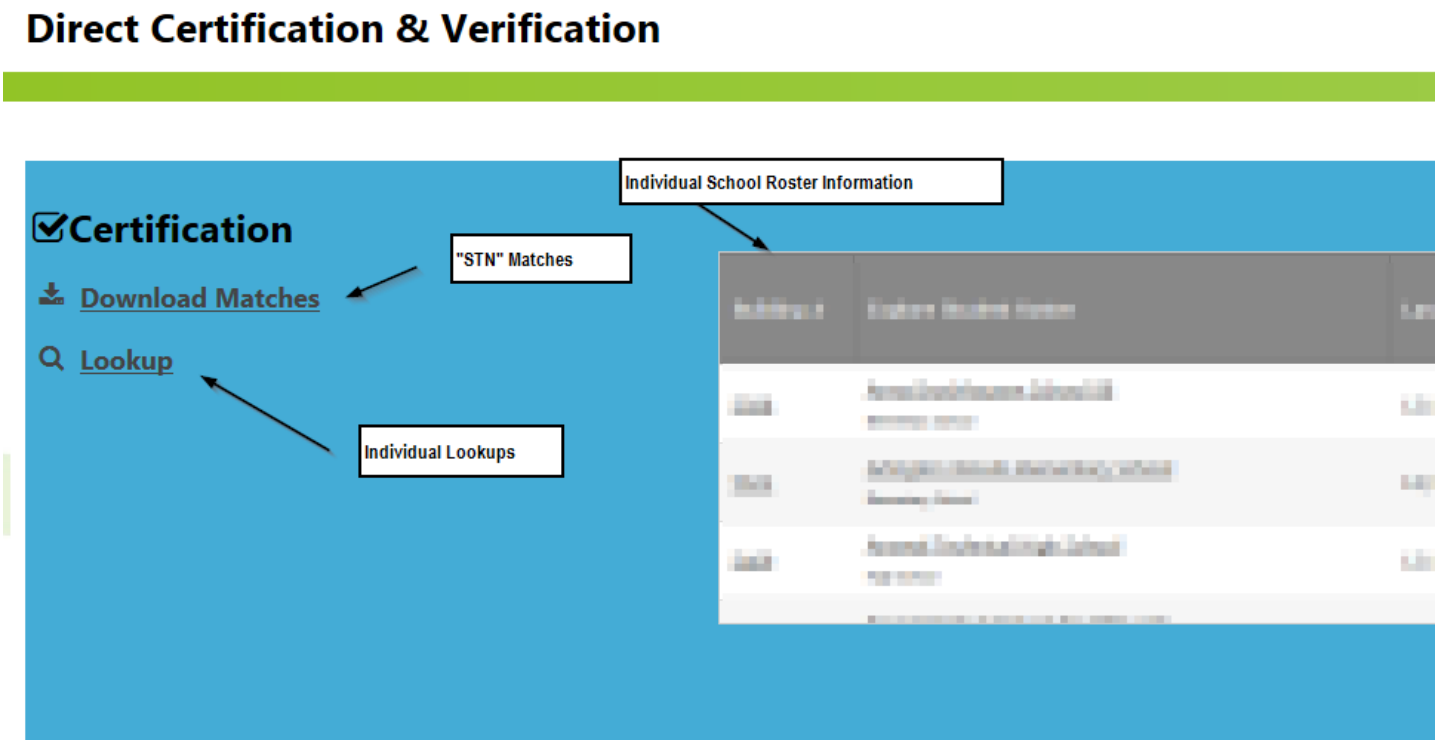
To use the simplest method, called the STN method in the past, click

on: 

And you'll be taken to:

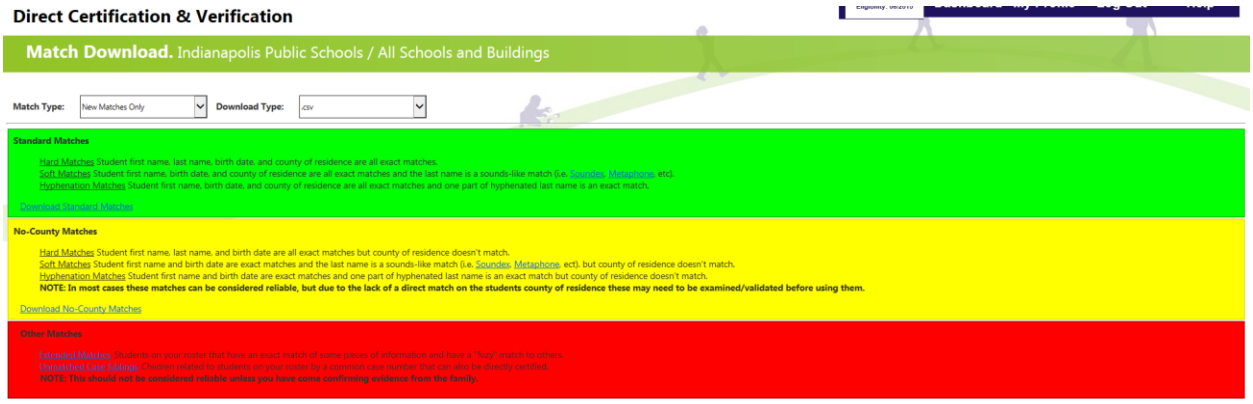


While in the "Direct Certification" that section is "expanded, but the other modules are still available on the right (**Direct Verification, Upload Center, and File Manager**.)



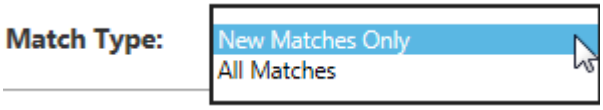
Most of you will want to click on "**Download Matches**" to proceed directly to retrieve your first list based on what are called STN Matches.

In STN matches, as last year, we're matching the current SNAP/Food Stamp, TANF, and Foster Child rosters, against your school enrollment as contained in the Department of Education's databases. Remember that over the summer, students that graduated last spring will still probably be there, and children yet to enroll for the first time in the fall, won't.



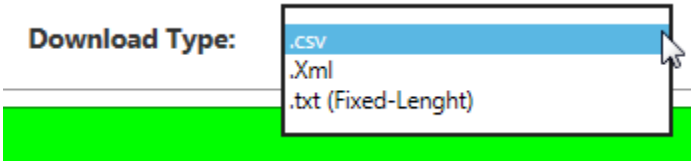
Choices, Choices, Choices…

Regardless of the type of matches you ultimately select, we can either give **you All Matches** within the category, or only the **New Matches.** Since we're beginning a new Direct Certification Year on July 1, you'll get the same results either way the first time you download since all the matches are new matches!



<u>PLEASE NOTE THAT NEW MATCHES ONLY IS THE DEFAULT.</u>

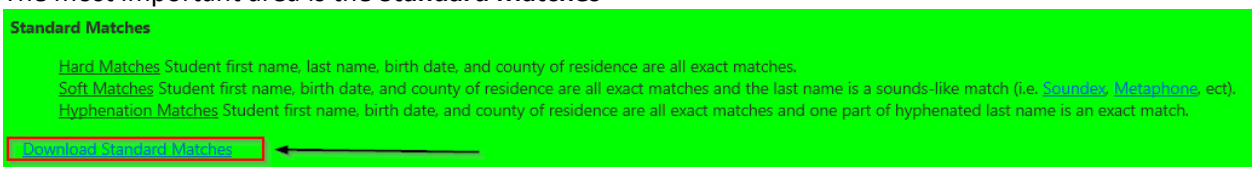
Most of you will pick CSV (means **C**omma **S**eparated **V**alues.)



The format you select depends on what you're going to do with the file. Some local software systems may want XML or TXT files. Text Files are sometimes called Fixed Length Positional.

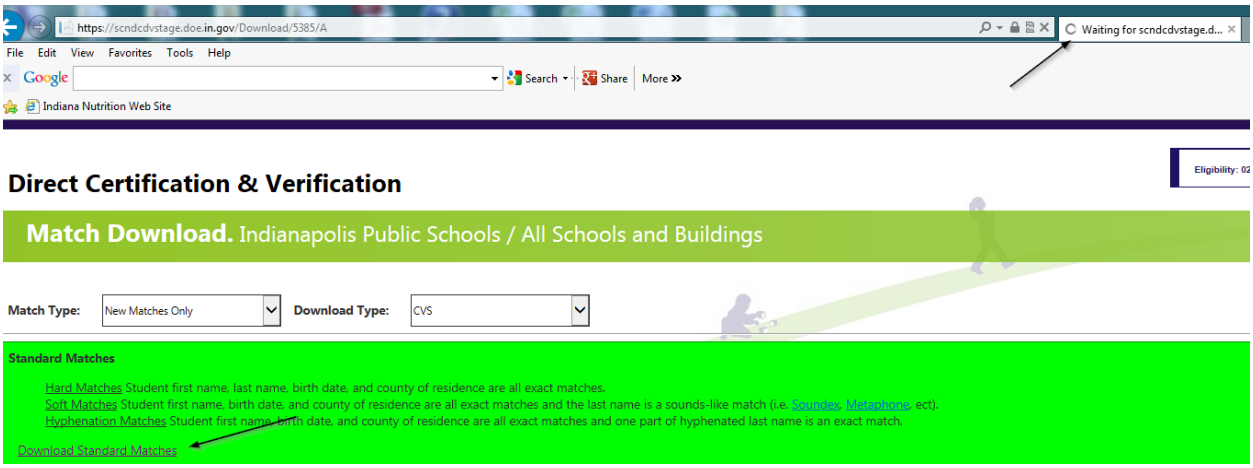
After having made these choices, you can move to the important task of selecting the type of list(s) you'd like to download.

The most important area is the **Standard Matches**

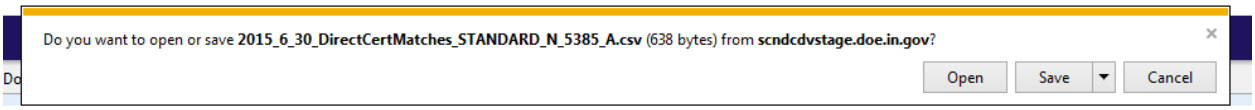


These matches are reliable matches. They are matches on First and Last Names, Birth Date, and County of Residence. It also contains matches with "Sound Alike" first names, and matches on hyphenated last names that may not always be consistently reported, such as **Smith = "Smith-Williams"** (or **Williams="Smith-Williams"** for that matter!)

Download the matches by clicking on **<u>Download Standard Matches</u>**

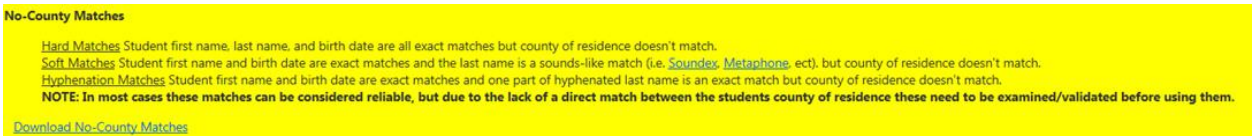


Once you click on Download Standard Matches, the spinning "Waiting for …." might appear in the tab above, or some sort of hourglass "waiting symbol" briefly', but you should soon see the following message appear at the bottom of the window:

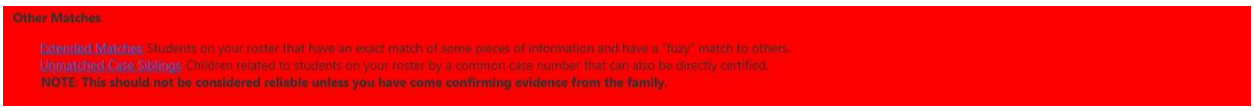


Click your choice and receive your results.

In a similar manner browse the other match list resources available.



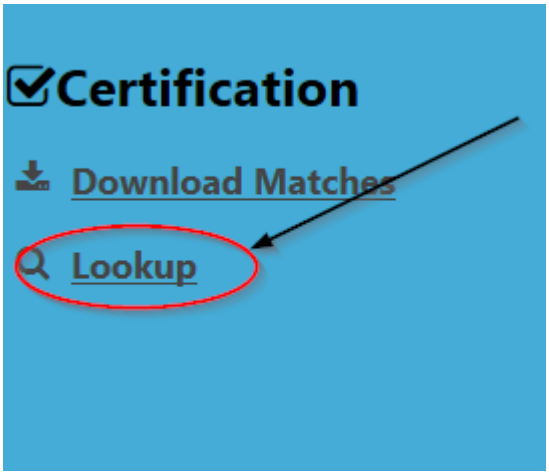
The Yellow section contains information similar to the green "Standard Matches" except the county of residence does not equal the county in the SNAP (Food Stamp), TANF, or Foster Child Record. If your child named Jim Smith (a common name), lives in Fort Wayne, and the matched Food Stamp Recipient lives in Posey County, we're probably talking about a totally different child, who just happens to have the same name, and oddly enough, the same birthday. If on the other hand, your student lives in Marion County (Indianapolis), and the Food Stamp record is from Johnson County (immediately south of Indianapolis), it may very possibly be that the family has moved VERY recently and the SNAP or TANF records have not been updated yet. Use additional information to substantiate the fact that the student has recently moved or perhaps there's a divorced family involved with children moving between households. If the county listed is contiguous to your county, it's very possibly a valid match identification. Use common sense and corroborating information. These cannot be used without further information.



The Red section contains information that must be used with more caution. The Extended matches are experimental and barring corroborating information, should not be used. The "Unmatched Case Siblings" listing should be familiar from prior years. This is a listing that you might find useful, particularly during the summer before enrollment is

completed, but again should be used with caution. These are children and students, who we do not have currently listed as attending one of your students, but they are contained in the same SNAP or TANF case a student who we do know goes to one of your students. This is the ideal place to look for a baby sister or brother of an older student, who may start going to one of you schools in the fall.

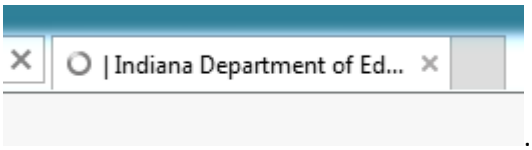
3. Look Up (a.k.a. “Ad Hoc Lookup”)



This is relatively unchanged from last year.

The key here is to put down enough to eliminate names you don’t want, but not too much. If you just search for “William Smith” you’ll probably get hundreds of matches…. Searching for that “needle in a haystack”.

Add a birthday and/or county will focus things nicely. If you think a student might have moved, look in the county you think he came from recently.

Again, watch for that spinning circle up in the tab 

. Patience is a virtue sometimes. You’ll get a list of matching records:

		Last Name	First Name	D.O.B.	1st Month	Case #	Eligibility
+							SNAP/Food Stamp-All other members of household can also be considered Directly Certified.
+		Smith					SNAP/Food Stamp-All other members of household can also be considered Directly Certified.
+		Smith					SNAP/Food Stamp-All other members of household can also be considered Directly Certified.
+		Smith					SNAP/Food Stamp-All other members of household can also be considered Directly Certified.
+		Smith					SNAP/Food Stamp-All other members of household can also be considered Directly Certified.
+		Smith					SNAP/Food Stamp-All other members of household can also be considered Directly Certified.
+		Smith					SNAP/Food Stamp-All other members of household can also be considered Directly Certified.

Looking at the Date of Birth and other information, try to narrow it down to the proper match. Once you've identified the correct match, click on the little printer ICON , and you'll get a page that can be printed and saved as a record of the successful search. You need to save this for audits and reviews.

Direct Certification

Search Date: 7/1/2015

Child Information

Name: SMITH, WILLIAM **SSN:**

D.O.B.:

Guardian Information

Name: **SSN:**

Case #:

Address:

Eligibility

Direct Certification Based on program participation in month of:

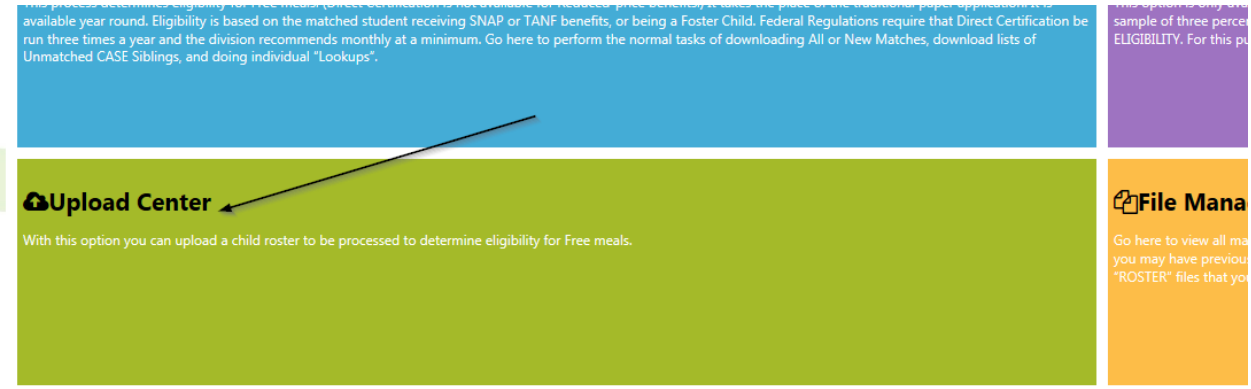
Eligible Federal Programs: SNAP/Food Stamp-All other members of household can also be considered Directly Certified.

Print Close

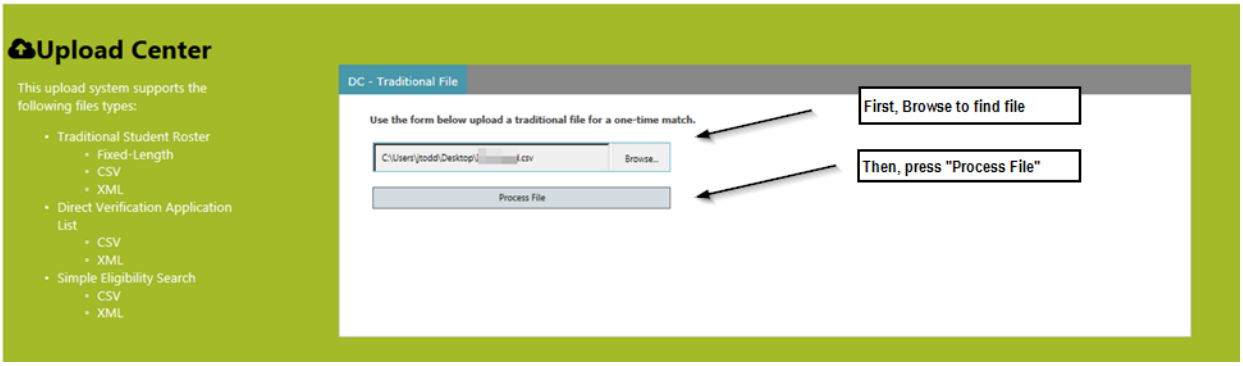
4. Traditional Method, with Roster File Upload then Processing of Matches

Here's one area where our developer has been busy improving the process for those of you that want to use this method. We've gone back to a more direct method that if you upload a roster, the matches you get will be exclusively related to the names you uploaded, rather than getting names related to DOE-RT data.

Click on the Upload Center. Here's where you'll upload the roster file, fix errors, and download results

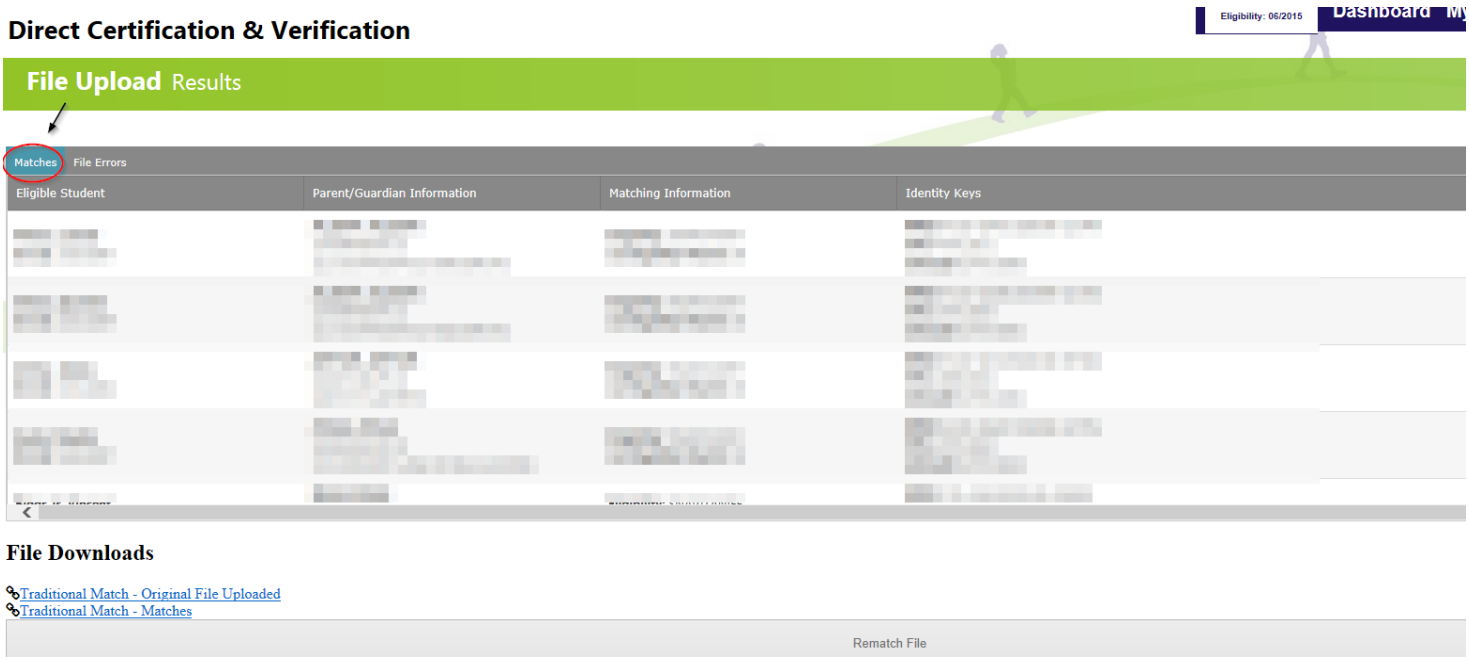


Using the standard "browse and open file" method, locate the file on your local file system, click open, and then click process file.



Patiently wait a minute…
YOU WILL NOT SEE ANY INDICATOR THAT IT'S "THINKING"……

You'll see your results, prior to actually downloading them in a **two tabbed** interface. First, you'll be able to scroll through your provisional matches (all before actually downloading them) on the **Matches** tab.



Clicking on the **File Errors** tab you can see any records that have errors on the. You can either ignore the errors, by clicking **the Ignore?** Box and proceed with matches, or you can literally attempt to fix the error right here on the screen.

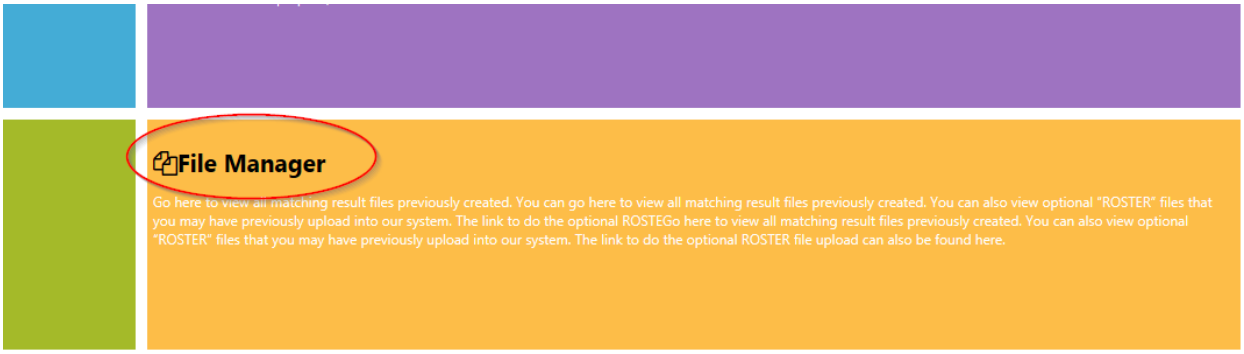
- In the first line, we accidently had a comma between the first and last names, in the Whole Parent Guardian Name field. I could take out the comma and proceed.
- In the second line, the birthdate is badly formatted and is lacking a "/" between 05 and 13. I can insert the slash.

If you don't want to try to fix the error, you can instead delete the line/record.

Click the "**Apply Changes and Re-Process File**" and again wait patiently. (It's reprocessing the whole file). (Keep in mind that if you didn't fix a problem, or didn't delete the line, the error will pop up again. after Apply Changes and Reprocessing.

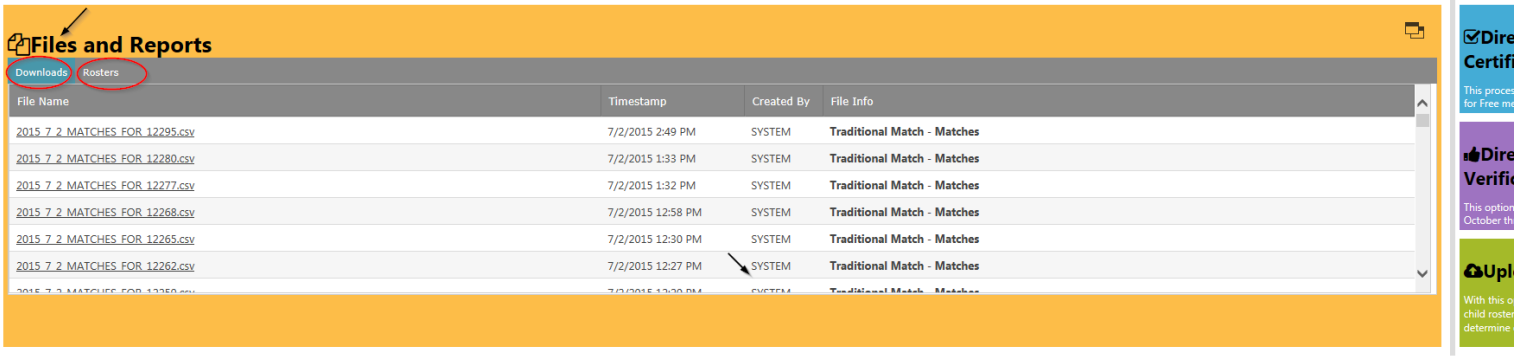
Click here to download your results.

5. File Manager



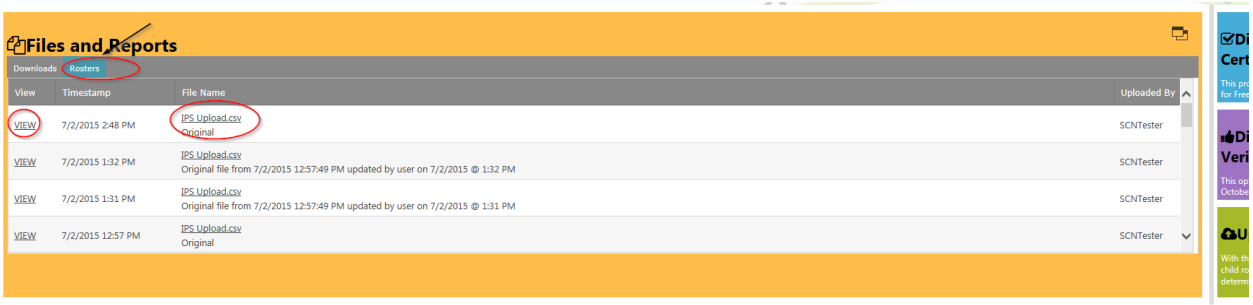
A few comments on File Manager. You'll come here to re-view files that you've previously processed. We encourage you strongly however to save a copy of the file locally on your computer for Audit/Record Retention purposes.

There are two tabs:



First you can view files that you've previously downloaded by staying on the "Downloads" tab. Click on the file name on the left and you can review the file.

The second tab contains Roster files that you may have uploaded.



If you have problems, don't hesitate to contact me at jtodd@doe.in.gov.