

Direct Verification

Indiana Department of Education

Division of School and Community Nutrition Programs

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Indiana Department of Education
SUPPORTING STUDENT SUCCESS

Questions and Comments about this document and the techniques contained within should be addressed to:

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Direct Verification - Fall 2007

It's almost time for the USDA mandated verification of a sample of your applications. To help you in that task we're busy working on new offerings in *Direct Verification*.

Some of you may have used Direct Verification Lookup last year. If you did, we hope you found the interface easy to use and convenient. The good news is that we've populated the database with many more Food Stamp, TANF, Medicaid and SCHIP recipients this year and your chances of making matches is considerably greater. Perhaps you were disappointed with the technique. If so, we encourage you to try it again this year. Some of you may be participating in the USDA sponsored pilot project. This project is in its second year. Whether or not you are participating in the pilot project, you have access to the same tools. Let us know if you have any comments or concerns about the process. Contact information can be found at the end of the document.

First, let's make sure that you don't confuse Direct Verification with Direct Certification¹. Direct Certification has been around for many years. It's a technique that replaces the traditional paper Application for Free or Reduced-Price Meals. Since it replaces the paper application, Direct Certification is primarily an activity that is completed in the summer months of July or very early August. You should ideally complete your Direct Certification activities BEFORE you distribute paper applications to students. Every child in your school district who is not directly certified should still receive an application of course, but hopefully you will figure out a way to not give applications to students who are directly certified. We have developed features and techniques that make it efficient and practical to request direct certification matches at times other than the summer and some school districts now request matches periodically throughout the school year. If you are interested in Direct Certification, please look on our website for additional information.

Direct Verification is totally different and is a part of your total Verification effort. Verification is a required activity that takes place after October 1 of each year. You are required to select a sample of your applications (not including directly certified students) for verification. There are specific rules that determine how many and how you select this sample. Information on selecting your sample can be found at:

http://www.doe.state.in.us/food/schoolnutrition/verification_forms.html

(Particularly note the information contained in links on the right side of the screen.)

¹ It is important to keep the two procedures separate since using the wrong tool can lead to invalid results. The interfaces are very similar in design, but in many cases they are matching against different federal means tested programs. Direct Certification involves matching enrollment records against Food Stamp or TANF records from the most currently available month. Direct Verification involves matching students against Food Stamp, TANF, Medicaid, and SCHIP (State Children's Health Insurance Program) records from a variety of months, based on when the application for free or reduced-price meals was made. Direct Certification also reduces the number of applications that must be verified, since it reduces the total number of students whose eligibility is based on an application.

Verification entails contacting the household and requesting materials to verify the information contained on the application. The process of verification by household contact can be tedious as it often entails repeated attempts to contact households and request required information. Parents who fail to provide the requested materials risk having their students lose the eligibility for free or reduced-price meals.

Direct Verification is one method for conducting Verification. Direct Verification is an attempt to help you verify some selected applications without having to contact the household and is meant to save you time and effort. Please note that while it would be wonderful if all applications could be verified by Direct Verification that is not possible. Just as not all students eligible for free or reduced-price meals can be Directly Certified, not all potentially verifiable applications can be Directly Verified. It will however reduce the number of households that must be contacted by mail and telephone. While it would also be convenient to pick your sample from those that can be directly verified, that is not allowable either.

Here's how Direct Verification works. First select your sample of applications. Some of you use manual methods while others have software that manages your free and reduced-price applications and let the software select the appropriate sample. At this point you have two different methods that you can choose from based largely on how many applications you have to verify. Many schools have samples in the 20-40 range and a very simple "one application at a time" lookup is probably the best method. Sit down at a computer with your stack of paper applications in front of you and attempt a "lookup" on each one. Larger schools, verifying many applications can now use a newly developed "batch matching" program. First we'll talk about the "lookup" method.

Direct Verification Lookup

All Direct Verification functions (as well as Direct Certification functions) are hosted on the Indiana Department of Education's ***STN Application Center*** (<https://ac.doe.state.in.us>.) If you don't have access to this site, do not contact the Department of Education. You will have to receive a login from a local official at your school district who controls login IDs and passwords. If you have access to the Direct Certification features you may already have the permissions you need. If not, make sure that you are also a member of the Direct Certification/Verification group.

Once you login, pull down the Lookup menu and select Direct Verification Lookup.

Data Transfer	Lookup	Message Center	Info Center
liana website design	STN Lookup		Authorized Indiana e
Authorized user, please E	Direct Verification		here by mistake
onal Rights and Priv	Direct Certification		as implemented
d State of Indiana la	School and Corp Lookup		
Period	Period Type	AYP Student List 2005-06	ate
--	Signoff Peri	GED Recipient Lookup	07 08:00 AM 09
--	Data Collec	PE Missing AT	07 08:00 AM 06
--	Data Collection Period	User and File Lookup	

Do not select Direct Certification Lookup. That's part of the Direct Certification process and while it looks and acts similarly, it should not be used for this purpose.

Once you've selected Direct Verification you'll see this:

The screenshot shows the 'Staging Application Center' interface. At the top, there are navigation tabs: 'Data Transfer', 'Lookup', 'Message Center', 'Info Center', 'Administration', and 'Help'. Below the tabs, the page title is 'Lookup > Direct Verification'. There are three icons (Home, Help, Logout) on the left. The search criteria section includes radio buttons for 'Case Number' (selected), 'Student Information', and 'Guardian Information'. Below this is a section for 'Application Date (Date the parent signed the application)' with a dropdown menu set to '-- Select One --'. The 'Search By Case Number' section has a text input field for 'Enter Case Number: *'. A 'Search' button is visible in the bottom right corner.

If the application contains a Food Stamp or TANF case number try this method first. Lets say the case number was 1000696672FS 01. You should strip off the "FS 01" and search on the base case number, which in this case is 1000696672. (While searching on the whole case number MAY work, searching on the base number is likely to yield more results. Please note that case numbers typically begin with 10. Some people accidentally and erroneously supply their EBT card number)

Please note that you must also select the "Application Date." This is the date the parent signed the application. You only select a month and year, not a specific day/date.

After clicking on the search button you will hopefully receive results such as:



Application Center

[Data Transfer](#) [Lookup](#) [Message Center](#) [Info Center](#) [Administration](#) [Help](#)

Lookup > Direct Verification * Indicates required

Select Search Criteria: Case Number Student Information Guardian Information

Application Date (Date the parent signed the application)
Please select an Application Date: *

Search By Case Number
Enter Case Number: *

Search Clear

Direct Verification Results for: 08/2007

View	Student Full Name	Birth Date	County of Residence	Guardian Full Name	Guardian SSN
	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

If you click on the “magnifying glass” icon on the left next to one name, you’ll see the detail record that looks like this:

Direct Verification Results For
[REDACTED]

Student Details:
Birth Date: [REDACTED]
Address: [REDACTED]
County: [REDACTED]
Certification Date: [REDACTED]

Guardian Details:
Name: [REDACTED]
SSN: [REDACTED]

Match Details:
Matching Record Found In: 08/2007
Student Verified for: Free Meals
Reference Id: 17177546

This printed “screen” is your verification proof.

YOU ONLY NEED TO VERIFY ONE STUDENT ON A MULTI-STUDENT FAMILY APPLICATION TO CONSIDER THE APPLICATION VERIFIED.

If you don’t have a Food Stamp or TANF case number on the application you are attempting to verify, search by *Student Information* or *Parent Information*. Here’s an example of the student information search screen:

Application Center

Home Help Logout

Data Transfer Lookup Message Center Info Center Administration Help

Lookup > Direct Verification * Indicates require

Select Search Criteria: Case Number Student Information Guardian Information

Application Date (Date the parent signed the application)
Please select an Application Date: * 08/2007

Search By Student Information

Student Last Name: * Student First Name: *
Student County of Residence: * -- Select One -- Birth Date:

Search Type Basic Sounds Like (First Name Only)

Search Clear

Please note that you still have to pick the application date. Also note the control at the bottom of the screen that allows you to both search for exact matches on the first name and sound alike matches. The concept of sound alike first names is the same as the feature in Direct Certification. Resulting matches will be displayed at the bottom and you can click on the magnifying glass icon to see the details.

In all search methods the details screen says what category (Free or Reduced-Price) the student is verified for.

Hopefully they will be verified at the same eligibility category that they were initially approved for. Unfortunately that won't always be the case.

If you receive verification results that are the same as the initial determination, you're done. The application can be considered verified. Print out the details page on at least one of the names and save it with your verification work. Remember... you only need to match one name on an application to consider the application verified.

If the initial determination was for free and the Direct Verification results only indicate reduced-price eligibility OR if you cannot find a match at all, you proceed to traditional household contact and request information. You should never reduce or eliminate a student's benefits based on Direct Verification. You must let the household attempt to verify the information.

Failure to verify an application with this method should not be construed to in any way bring the application into question. Direct Verification involves matching names with recipients of Food Stamp, TANF, Medicaid, and Children's' Health Insurance Program (CHIP or SCHIP) benefits. Many households who do not receive any of these benefits are still income eligible for Free or Reduced-Price meals. You never remove or reduce benefits based on Direct Verification. The household must be given the opportunity to submit verifying materials.

We hope that this technique will be an efficient method to reduce the time spent on household contacts and that you will find it to be a time-saver.

Batch Matching Direct Verification for Larger Schools

The techniques described previously work and are probably the most efficient way for small schools to verify applications. They can of course also be used by larger schools that may have to verify 150 or more applications.

This year we have another option that many large schools will find useful in verifying larger numbers of applications.

The procedure is essentially the same as the “Traditional” method of Direct Certification. It involves uploading a file that contains information from the applications, matching that data against the beneficiaries of Food Stamp, TANF, Medicaid, and CHIP programs, and downloading the results.

The system is probably only effective where you have a database software system that you use to manage your applications and use the software’s capabilities to select your verification sample. The additional step needed to use Batch Matching Direct Verification would be to have the software write out a file for the selected verification sample. As an example, let’s say that you have to select 150 applications. You would let the software select the 150 applications being careful that the software selects the sample according to approved methods. You would then also have the software write out a file with a record for each student name contained in the applications. Since many applications contain 2, 3 or more student names, you might have a file of 250 records (students) created from 150 selected applications. The layout for this file extract can be found at the end of this document as appendix A.

This file that you extract from your software application database would then be uploaded to the STN application center in a manner similar to Direct Certification:

Home Help Logout

Staging Appli

Collection	Collection Year		Be
Attendance	2007	--	07/0
Direct Certification	2007	--	07/0
Direct Verification	2007	--	
Dropout	2007	--	09/0
Expulsion-Suspension	2007	--	06/0
Full Day Kindergarten	2008	--	09/0

Navigation Menu:

- Data Transfer
- Lookup
- Message Cen
- Calendar
- Input Forms
- File Transfer**
- Prime Time Part I
- Prime Time Part II
- SU Firearm Verification
- EX Firearm Verification
- ME Minutes Verification
- Restricted File Transfer
- EXSU Firearms Verification
- ISTEP Label Sort Selection
- Direct Certification Download
- Direct Verification Download
- Data Collection Period

Home Help Logout

Staging Application Ce

Data Transfer Lookup Message Center Info Ce

Data Transfer > File Transfer

File Location: * Browse...

File Type: * - Select One -

File Format: * - Select One -

The last 20 transfers

Results	School	Year	Period	Pr
0000		2008	--	0
0000		2007	--	0
0000		2007	--	0
0000		2007	--	0
0000		2007	--	0
0000		2007	--	0
0000		2007	--	0
0000		2007	--	0
0000		2007	--	0
0000		2007	--	0
0000		2007	--	0
0000		2007	--	0
0000		2007	--	0
0000		2007	--	0
0000		2007	--	0
0000		2007	--	0

You would select the file location by browsing your local desktop folders and files, select Direct Verification for the File Type, and select the File Format (CSV, Fixed Length/Positional, or XML)

Again, the layout of this file can be found in Appendix A.

After you have uploaded the file and verified in the Message Center that the load was successful, you would request and download the matches, by going to File Transfer>Direct Verification Download. This screen allows you to process matches, review results in summary, and download a file containing the matches. The layout of the downloaded results file can also be found in Appendix A.

Home Help Logout

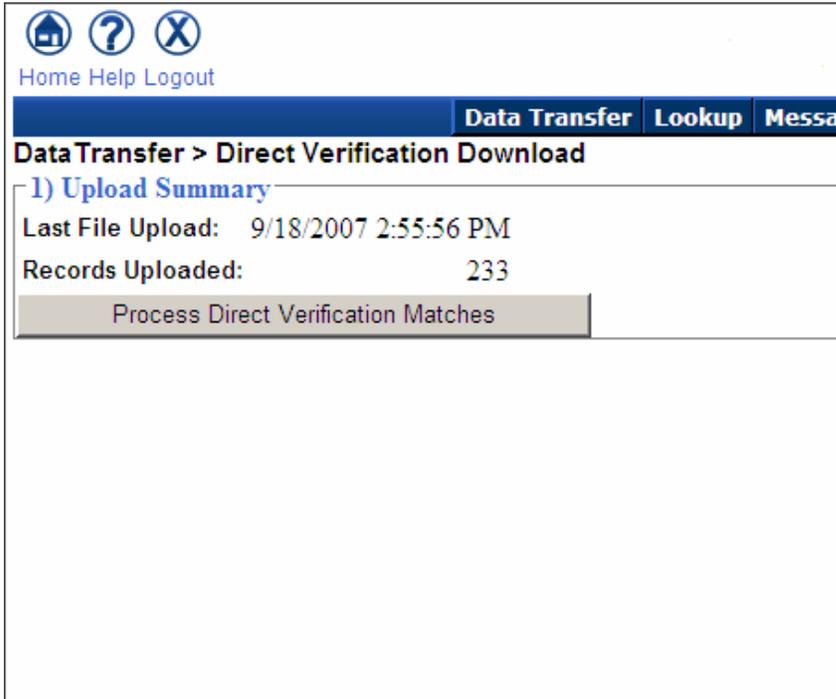
Staging Application

Data Transfer Lookup Message Center Int

You have entered an official State of Indiana website. If you are not an authorized user, your access to this site is regulated by the Family Education Rights and Privacy Act (20 U.S.C. Sec. 1232g, as amended). Any other use violates federal and state laws.

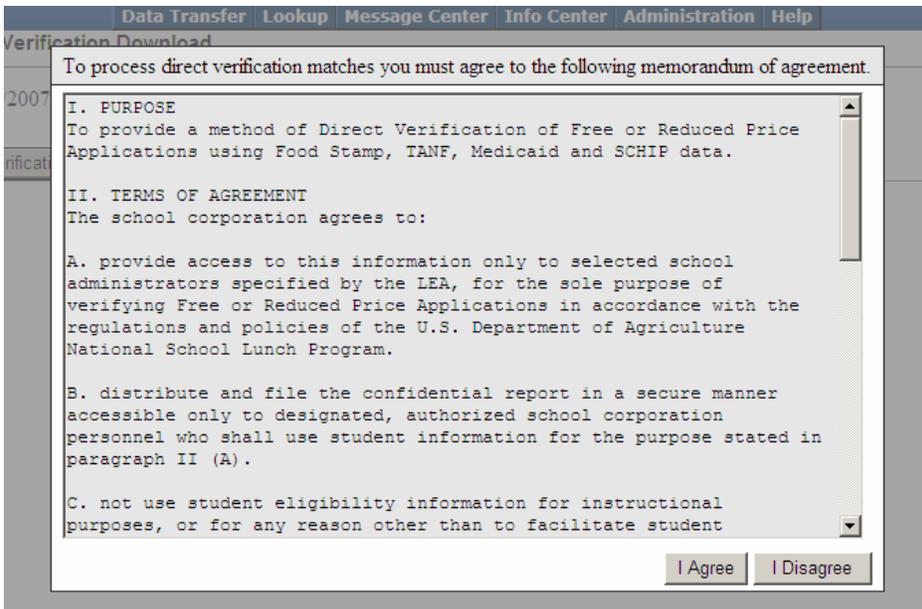
Collection	Collection Year	Begin Date
Attendance	2007	07/05/2007
Direct Certification	2007	07/05/2007
Direct Verification	2007	
Dropout	2007	09/17/2007
Expulsion-Suspension	2007	06/18/2007
Full Day Kindergarten	2008	09/14/2007

Calendar
Input Forms
File Transfer
Prime Time Part I
Prime Time Part II
SU Firearm Verification
EX Firearm Verification
ME Minutes Verification
Restricted File Transfer
EXSU Firearms Verification
ISTEP Label Sort Selection
Direct Certification Download
Direct Verification Download
Data Collection Period

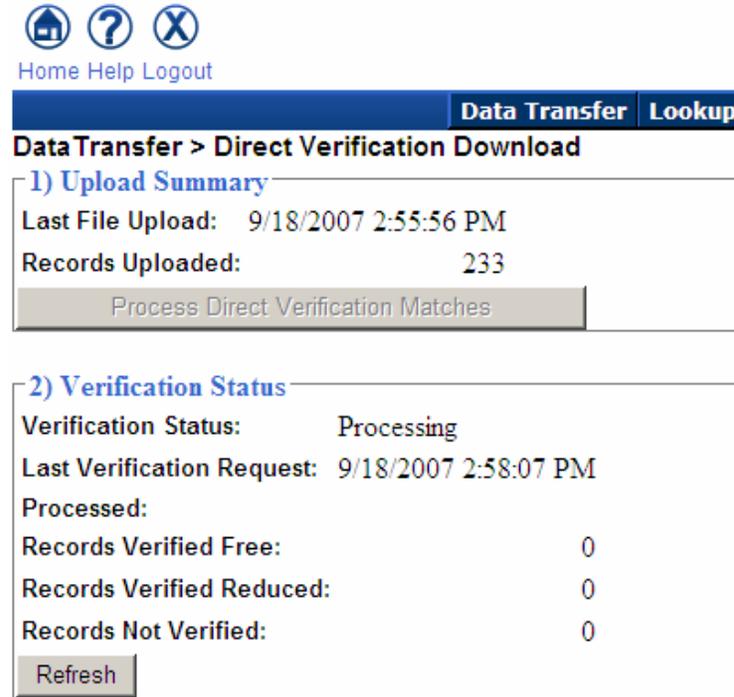


Initially, the screen will show that you have uploaded a file (hopefully) and nothing more. You press the “Process Direct Verification Matches” button to proceed.

You will be asked to agree to certain legal restrictions on the use of the data:



After agreeing, the system will start processing your matches. And the following screen will be displayed:



The screenshot shows a web interface with navigation icons (Home, Help, Logout) and a menu with 'Data Transfer' and 'Lookup' options. The main content is divided into two sections: '1) Upload Summary' and '2) Verification Status'. The 'Upload Summary' section shows the last file upload time and the number of records uploaded (233), with a 'Process Direct Verification Matches' button. The 'Verification Status' section shows the current status as 'Processing', the last verification request time, and counts for records verified free, reduced, and not verified (all zero), with a 'Refresh' button.

Home Help Logout

Data Transfer Lookup

Data Transfer > Direct Verification Download

1) Upload Summary

Last File Upload: 9/18/2007 2:55:56 PM

Records Uploaded: 233

Process Direct Verification Matches

2) Verification Status

Verification Status: Processing

Last Verification Request: 9/18/2007 2:58:07 PM

Processed:

Records Verified Free: 0

Records Verified Reduced: 0

Records Not Verified: 0

Refresh

It should not take more than a minute or two in most cases to process your request. Periodically press the refresh button to check the status of the process. When the process is completed, you will see a screen like this:

  
Home Help Logout

Data Transfer **Logout**

Data Transfer > Direct Verification Download

1) Upload Summary

Last File Upload: 9/18/2007 2:55:56 PM
Records Uploaded: 233

Process Direct Verification Matches

2) Verification Status

Verification Status: Verification Complete
Last Verification Request: 9/18/2007 2:58:07 PM
Processed: 9/18/2007 2:58:07 PM
Records Verified Free: 97
Records Verified Reduced: 10
Records Not Verified: 126

Refresh

3) Download Results

Select Output Format

Comma Delimited
 Positional
 XML

Download Verification Results

The Verification Status section shows a summary of the results and the Download Results section allows you to choose a format and request the file.

The downloaded file should be printed and retained to support your verification results. As stated in the description of the lookup tools, only one name needs to be matched on an application to consider the application verified.

You can never increase a student’s status from Reduced-Price to Free based solely on Direct Verification. Where one or more names on a Reduced-Price application are matched indicating “VF/Verified for Free Meals”, you can count the reduced price application verified, but cannot change the student’s eligibility from Reduced-Price to Free.²

² This paragraph was changed on 10/09/2007

Any combination of Batch Processing and Lookup can be used to verify your sample.

Once you have completed Direct Verification efforts, you should use traditional household contact to attempt verification of the remaining applications in your selected sample.

A couple of comments should be made about the file formats found in Appendix A and the technical aspects of matching records. The layout is still somewhat experimental as we try to determine the optimal amount of data. While there are many fields being requested, most of them are optional and can be left as blank fields in your submitted file. Fields that are not mandatory such as the school building field, will make it easier, in many instances, to sort and utilize the results since we pass it back in the results file. Please study the attached layouts carefully. Please contact John Todd if you have questions or problems in producing the file, as there may be some flexibility. As was discussed in the Lookup section, the application date (field 18 in the input specification) represents the date of the application, the date the parents signed the Application for Free and Reduced-Price Meals. While the field is optional, it will improve your chances of finding a match if it is provided. If you are doing individual look ups we assume that you have the paper application in front of you and the date is available. On the other hand, many software database systems don't seem to collect this information and it is not available for export (except perhaps in a scanned image.) If it is not available for exporting to the input file, leave the date field blank.

We determine valid matches in the following manner. We match on first name (or sound-alike), last name, date of birth, county of residence, and application date/month. Since we have Food Stamp, TANF, Medicaid and SCHIP records for every month, we will attempt a match in the data for the month the parent made application. Without having the date available in the record, we will attempt a match only in the most current month's data. Actually, where the date is available we will attempt to find a match first in the month of application, and failing that, will search subsequent months for valid matches. Having the date in the record will improve your chances of finding a match in some marginal cases where the parent was on the assistance program at the time they applied, but were removed at some subsequent time. (In such a case, the application would still be valid for the current school year.)

For questions or comments, please contact:

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Appendix A

Direct Verification (DOE-DV)

Version 09.24.07

The purpose of this data collection is to expedite and assist in the USDA required verification of a sample of Free and Reduced Price Meal Applications. USDA regulations require that a sample (3%) of Free and Reduced Price Applications be verified annually, beginning on October 1. Task must be completed by November 15th of each year.

Audience

Participation in Direct Verification is voluntary for public schools, accredited nonpublic school and charter schools at this time.

Instructions

The required data should be collected, combined into a file, and submitted to the Department of Education through the Application Center.

The collection period will begin on **October 1, 2007** and will be available until the end of December 2007. During this time you can submit the file and request verification matches. If you load data again, it will first delete all records for your school corporation, so you must reload all records each time.

File Specification for Direct Verification data uploads and downloads

Direct Verification Data Layout – INPUT (upload)

Initially, very few fields are mandatory. Additional fields may be made mandatory to support additional uses, features, and functions.

Field Order	Fieldname Description	Length	Data Field Specification and Requirements	Notes
1	County of Residence	2	State Assigned County ID Data Type: Numeric Required Field: YES	County in which the student lives.
2	Corporation/Diocese Number	4	State Assigned Corporation ID Data Type: Numeric Valid Range: 0000-9999 Required Field: YES	Corporation where the student is enrolled
3	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: NO	School building where the student is enrolled
4	Corporation Assigned Student ID	15	Data Type: Alpha-Numeric Valid Range: A-Z, 0-9, Special Characters Required Field: NO	A student ID that, the corporation has assigned, is unique to the school building and will be used
5	Student Last Name	25	Data Type: Alpha Valid Range: A-Z, ' (apostrophe), / (slash), - (hyphen), space Required Field: YES	
6	Student First Name	20	Data Type: Alpha Valid Range: A-Z, ' (apostrophe), / (slash), - (hyphen), space Required Field: YES	
7	Student Middle Name/ Middle Initial	15	Data Type: Alpha Valid Range: A-Z, ' (apostrophe), / (slash), - (hyphen), space Required Field: NO	
8	Student Name Suffix	3	Data Type: Alpha Valid Range: A-Z Required Field: NO	
9	Birth Date	10	Data Type: Alpha-Numeric MMDDYYYY or MM/DD/YYYY where MM = Month, DD = Day, and YYYY = Year Valid Range: 01 <= MM <=12 01 <= DD <=31 1900 <= YYYY <= 2099 Required Field: YES	
10	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	
11	ICES Case Number	16	Data Type: Alpha-Numeric Valid Range: A-Z, 0-9, space Required Field: NO	
12	Household Size	2	Number of Members in Household (including Adults and Children) Required Field: NO	
13	Household Total Income	6	Whole dollar amounts Required Field: NO	
14	Guardian Last Name	25	Data Type: Alpha Required Field: NO	
15	Guardian First Name	20	Data Type: Alpha Required Field: NO	
16	Guardian Middle Name/ Middle Initial	15	Data Type: Alpha Required Field: NO	
17	Guardian Whole Name	35	Data Type: Alpha Required Field: NO	
18	Application Date (Date Signed)	10	Data Type: Alpha-Numeric MMDDYYYY or MM/DD/YYYY where MM = Month, DD = Day, and YYYY = Year Valid Range: 01 <= MM <=12 01 <= DD <=31 1900 <= YYYY <= 2099 Required Field: NO	This is the date the application for free and reduced price meals was signed by the parent or guardian.
19	Initial Eligibility Determination by school to be verified.	F, R	Data Type: Alpha Required Field: YES	
20	Application Reference ID	15	Data Type: Alpha-Numeric Valid Range: A-Z, 0-9, Special Characters Required Field: NO	A reference ID that may be assigned by a local database storing Free and Reduced Price Meal Applications.

Example Data File Formats

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

Comma Delimited Format

The file in this format is accepted with 20 fields each field separated by a comma. The length of each field does not have to be the exact length as stated.

Positional Format

The file in this format is accepted with 20 fields and each field contains the exact length as stated.

XML Format – Input File

```
<XIF_DVData>
  <Corporation Id="">
    <School Id="">
      <Application RefId="">
        <ApplicationDate></ApplicationDate>
        <HouseHoldSize></HouseHoldSize>
        <HouseHoldIncome></HouseHoldIncome>
        <GuardianLastName></GuardianLastName>
        <GuardianFirstName></GuardianFirstName>
        <GuardianMiddleName></GuardianMiddleName>
        <GuardianWholeName></GuardianWholeName>
        <CountyOfResidence></CountyOfResidence>
        <Student>
          <CorpAssignedId></CorpAssignedId>
          <LastName></LastName>
          <FirstName></FirstName>
          <MiddleName></MiddleName>
          <NameSuffix></NameSuffix>
          <BirthDate></BirthDate>
          <GradeLevel></GradeLevel>
          <ICESCaseNumber></ICESCaseNumber>
          <InitialEligibility></InitialEligibility>
        </Student>
        <Student>
          <CorpAssignedId></CorpAssignedId>
          <LastName></LastName>
          <FirstName></FirstName>
          <MiddleName></MiddleName>
          <NameSuffix></NameSuffix>
          <BirthDate></BirthDate>
          <GradeLevel></GradeLevel>
          <ICESCaseNumber></ICESCaseNumber>
          <InitialEligibility></InitialEligibility>
        </Student>
      </Application>
    </School>
  </Corporation>
</XIF_DVData>
```

Direct Verification Data Layout – OUTPUT (download)

Data received in the input file will populate the output file on the records matched

Field Order	Fieldname Description	Length	Data Field Specification and Requirements	Notes
1	County of Residence	2	State Assigned County ID Data Type: Numeric	County in which the student lives.
2	Corporation/Diocese Number	4	State Assigned Corporation ID Data Type: Numeric Valid Range: 0000-9999	Corporation where the student is enrolled
3	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	School building where the student is enrolled
4	Corporation Assigned Student ID	15	Data Type: Alpha-Numeric Valid Range: A-Z, 0-9, Special Characters	A student ID that, the corporation has assigned, is unique to the school building and will be used instead of the STN Number.
5	Student Last Name	25	Data Type: Alpha Valid Range: A-Z, ' (apostrophe), / (slash), - (hyphen), space	
6	Student First Name	20		
7	Matched Student First Name	20	Data Type: Alpha Valid Range: A-Z, ' (apostrophe), / (slash), - (hyphen), space	This field is blank for Exact Matches (see field 24) and shows the matched similar name for sound alike matches.
8	Student Middle Name/ Middle Initial	15	Data Type: Alpha Valid Range: A-Z, ' (apostrophe), / (slash), - (hyphen), space	
9	Student Name Suffix	3	Data Type: Alpha Valid Range: A-Z	
10	Birth Date	10	Data Type: Alpha-Numeric MMDDYYYY or MM/DD/YYYY where MM = Month, DD = Day, and YYYY = Year Valid Range: 01 <= MM <=12 01 <= DD <=31 1900 <= YYYY <=	

Direct Verification
(Rev. 10/09/2007)

			2099	
11	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	
12	ICES Case Number	16	Data Type: Alpha-Numeric Valid Range: A-Z, 0-9, space	
13	Household Size	2	Number of Members in Household (including Adults and Children)	
14	Household Total Income		Data Type: Numeric	Integer, no cents
15	Guardian Last Name	25	Data Type: Alpha	
16	Guardian First Name	20	Data Type: Alpha	
17	Guardian Middle Name/ Middle Initial	15	Data Type: Alpha	
18	Guardian Whole Name	35	Data Type: Alpha	
19	Application Date (Date Signed)	10	Data Type: Alpha-Numeric MMDDYYYY or MM/DD/YYYY where MM = Month, DD = Day, and YYYY = Year Valid Range: 01 <= MM <=12 01 <= DD <=31 1900 <= YYYY <= 2099	
20	Initial Eligibility Determination by school to be verified.	1	Data Type: Alpha	F, R
21	Application Reference ID	15	Data Type: Alpha-Numeric Valid Range: A-Z, 0-9, Special Characters	A reference ID that may be assigned by a local database storing Free and Reduced Price Meal Applications.

22	Verification of Eligibility	2	Data	VF, VR
23	Month/YEAR of Verifying Data	4	NUMERIC	MMYY
24	Match Type	1	H = Hard/Exact Match S = Soft/Sound Alike Match	
25	Match Reference ID	30	NUMERIC	A reference id of the qualifying program used to verify the application and eligibility level.

Example Data File Formats

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

Comma Delimited Format

The file in this format is accepted with 25 fields each field separated by a comma. The length of each field does not have to be the exact length as stated.

Positional Format

The file in this format is accepted with 25 fields and each field contains the exact length as stated.

XML Format – output file

```
<XIF_DVData>
  <Corporation Id="">
    <School Id="">
      <Application RefId="">
        <ApplicationDate></ApplicationDate>
        <HouseHoldSize></HouseHoldSize>
        <HouseHoldIncome></HouseHoldIncome>
        <GuardianLastName></GuardianLastName>
        <GuardianFirstName></GuardianFirstName>
        <GuardianMiddleName></GuardianMiddleName>
        <GuardianWholeName></GuardianWholeName>
        <CountyOfResidence></CountyOfResidence>
        <Student>
          <CorpAssignedId></CorpAssignedId>
          <LastName></LastName>
          <FirstName></FirstName>
          <MatchedFirstName></MatchedFirstName>
          <MiddleName></MiddleName>
          <NameSuffix></NameSuffix>
          <BirthDate></BirthDate>
          <GradeLevel></GradeLevel>
          <ICESCaseNumber></ICESCaseNumber>
          <InitialEligibility></InitialEligibility>
          <VerifiedEligibility></VerifiedEligibility>
          <VerifyingMonthYear></VerifyingMonthYear>
          <MatchType></MatchType>
        </Student>
      </Application RefId="">
    </School Id="">
  </Corporation Id="">
</XIF_DVData>
```

```

<Student>
  <CorpAssignedId></CorpAssignedId>
  <LastName></LastName>
  <FirstName></FirstName>
  <MatchedFirstName></MatchedFirstName>
  <MiddleName></MiddleName>
  <NameSuffix></NameSuffix>
  <BirthDate></BirthDate>
  <GradeLevel></GradeLevel>
  <ICESCaseNumber></ICESCaseNumber>
  <InitialEligibility></InitialEligibility>
  <VerifiedEligibility></VerifiedEligibility>
  <VerifyingMonthYear></VerifyingMonthYear>
  <MatchType></MatchType>
  <MatchRefId></MatchRefId>
</Student>
</Application>
</School>
</Corporation>
</XIF_DVData>

```

Change History

The following section contains a history of changes made to the Data Layout.

Version Number	Change History
09.26.07	Field 10 changed to not required on input(upload Added field 25 to output(download XML comma delimited, positional format changed to include field
09.24.07	New Collection
	Start of 07-08 collection