

School District Direct Certification

Access and Download Instructions - Revised August SY 2016-2017

Introduction

Direct Certification is the process of approving students for Free meal benefits through data sharing between the Oregon Department of Education (ODE) and the Department of Human Services (DHS) Supplemental Nutrition Assistance Program (SNAP). This data is referred to as the “*DC Electronic File*.” The data file is available through the ODE district secure website, which is updated weekly. The NSLP current program year starts July 1.

“*DC Electronic File*” is posted in two files:

- 1) “*Matches*” – student data that is matched to existing ODE information
- 2) “*Non Matches*” - student data is provided but does not match active ODE student records

Both “*Matches*” and “*Non Matches*” files:

- Confirm students for Free meal benefits
- Allow students to receive Free benefits without an application
(If a student has an approved Reduced Price application and are on a DC file the student is eligible for Free benefits.)
- DC Free benefits are for the entire school year, including the first 30-operating days the following school year
- Students continue to receive Free benefits even if their names are not on a subsequent list

District security administrators assign users to the “Child Nutrition Direct Certification” data.

- Automated email notifications are sent to designated district staff to facilitate regular updates

USDA requires Direct Certification to be downloaded three times per year

- 1) beginning of school year (August)
- 2) by last operating day of October or by October 31, and
- 3) by last operating day of January or by January 31

At the start of each month a complete DC list is available. After each download of the “*matches*” list, email automated notifications will identify new student files for that month.

National School Lunch Program (NSLP) administrators and/or eligibility officials will contact their district Security Administrators for permission to access the ODE district secure website.

Only NSLP administrators, eligibility officials, or designated IT staff is allowed this confidential information.

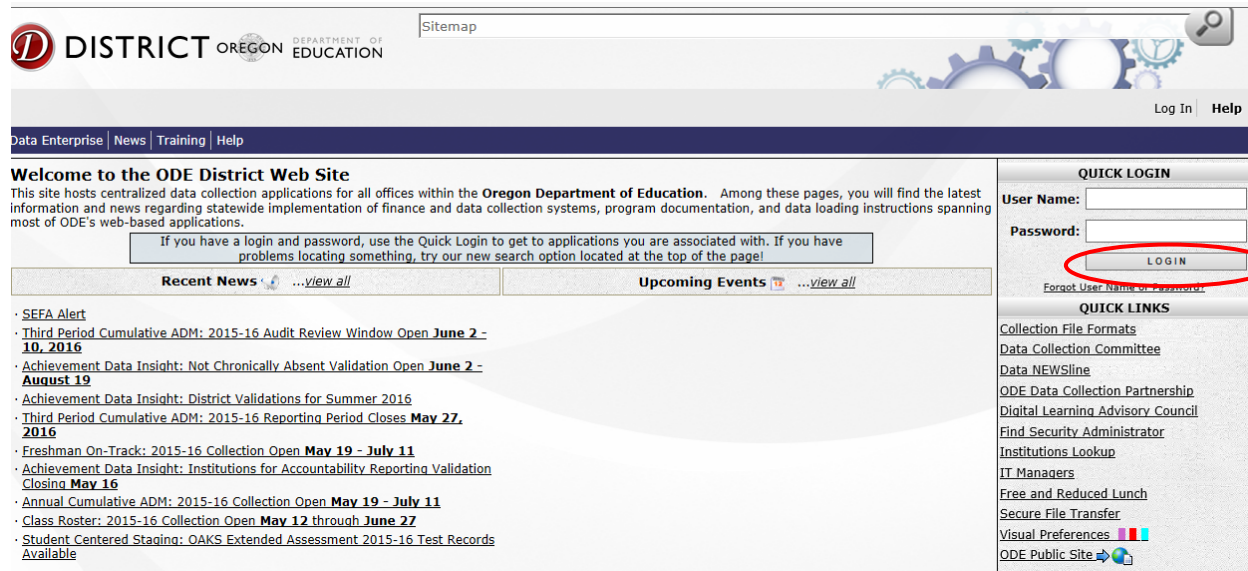
Note: The download works best by using Microsoft Office 2010 Excel.

Once the district’s Security Administrator has granted permission to the ODE district secure website for the “Child Nutrition - Direct Certification Match” file, NSLP administrators and/or eligibility officials, or designated IT may download files by:

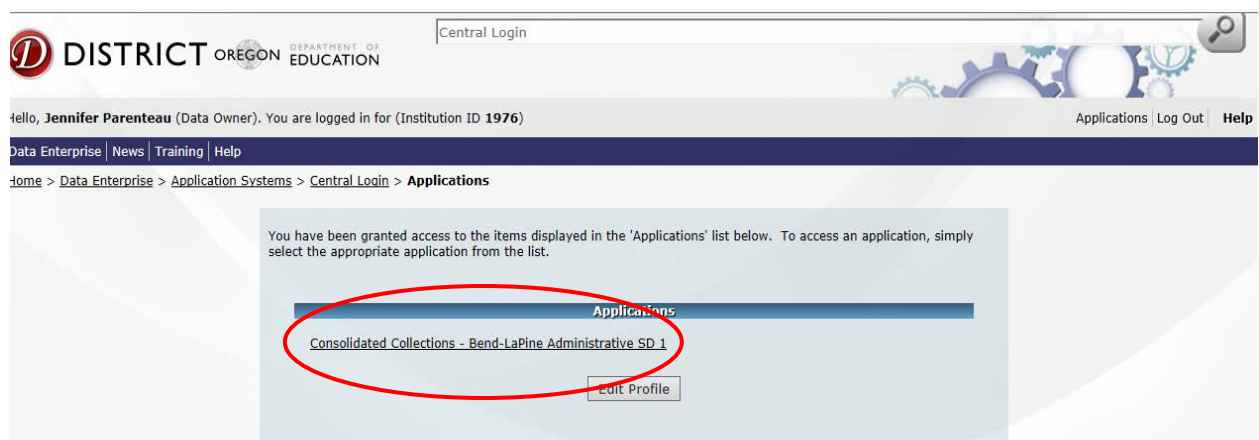
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Logging On

1. Log into <https://district.ode.state.or.us> (note the “s” means this is a secure website)
2. Enter your log on name and password, click “LOGIN”

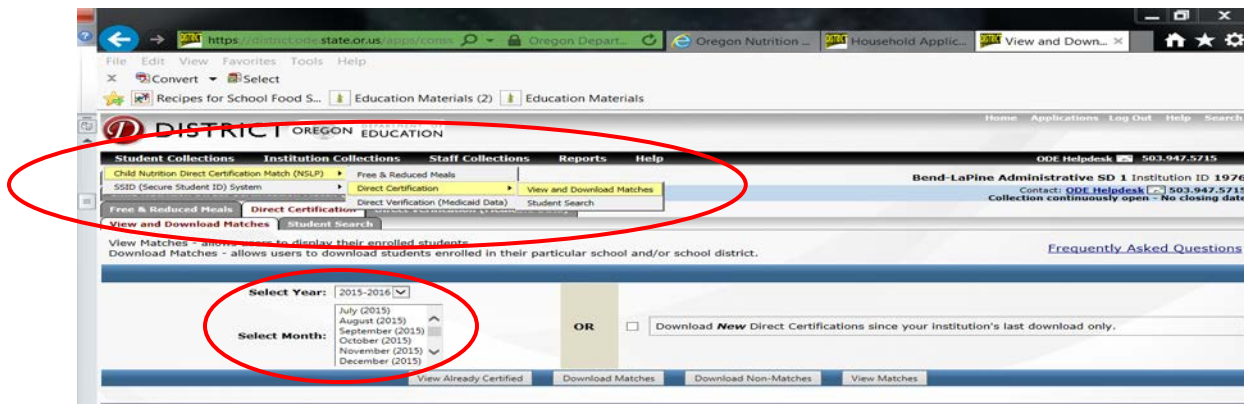


3. Click on “Consolidated Collections”

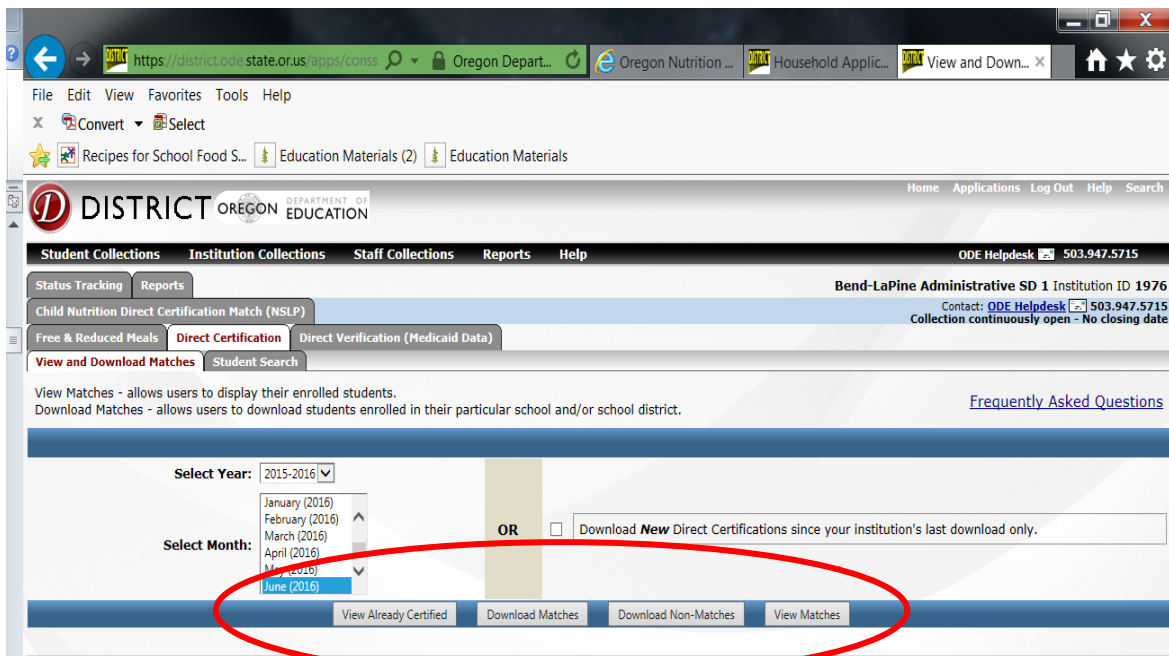


4. Click on “Student Collections”
Click on “Child Nutrition - Direct Certification Match (NSLP) - View and Download Matches”

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5. Select the current School year
6. Select Month
7. The following options are available:
 - A. View Already Certified
 - B. Download Matches
 - C. Download Non-Matches
 - D. View Matches



A. View Already Certified

1. Click on "View Already Certified" which provides a list of students whose parents/guardians submitted an on-line application who is "already certified" by being on a DC file matched to the sponsor.

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View Matches - allows users to display their enrolled students.
Download Matches - allows users to download students enrolled in their particular school and/or school district.

Select Year: 2015-2016
Select Month: June (2016)

OR ☐ Download New Direct Certifications since your institution's last download only.

View Already Certified Download Matches Download Non-Matches View Matches

- Obtain each student(s) "already certified" "PDF Export" or copy the webpage, save, and enter the information into your eligibility software program or eligibility roster.

PDF Export	Inst ID	Inst Name
	1350	Abraham Lincoln Elementary

B. View and Download Matches

- Select a month(s) to obtain your district's matched records by clicking on "Download Matches"

View Matches - allows users to display their enrolled students.
Download Matches - allows users to download students enrolled in their particular school and/or school district.

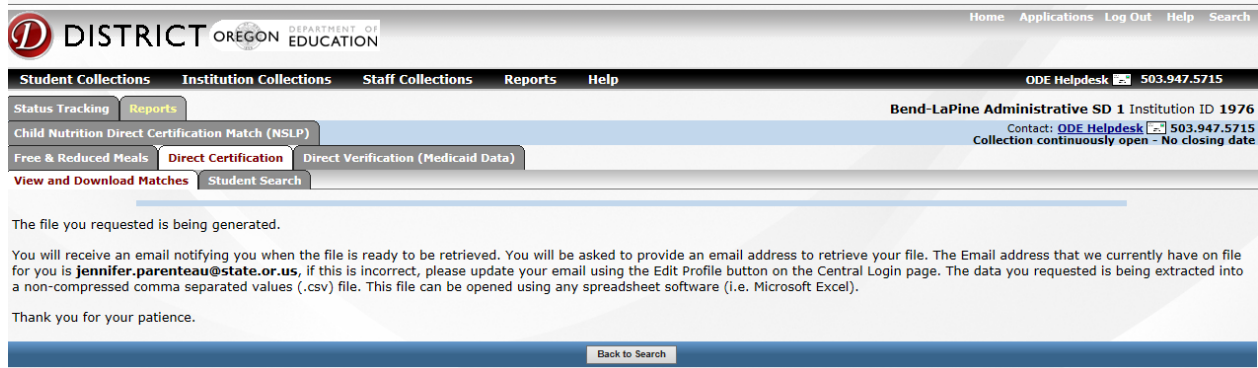
Select Year: 2015-2016
Select Month: June (2016)

OR ☐ Download New Direct Certifications since your institution's last download only.

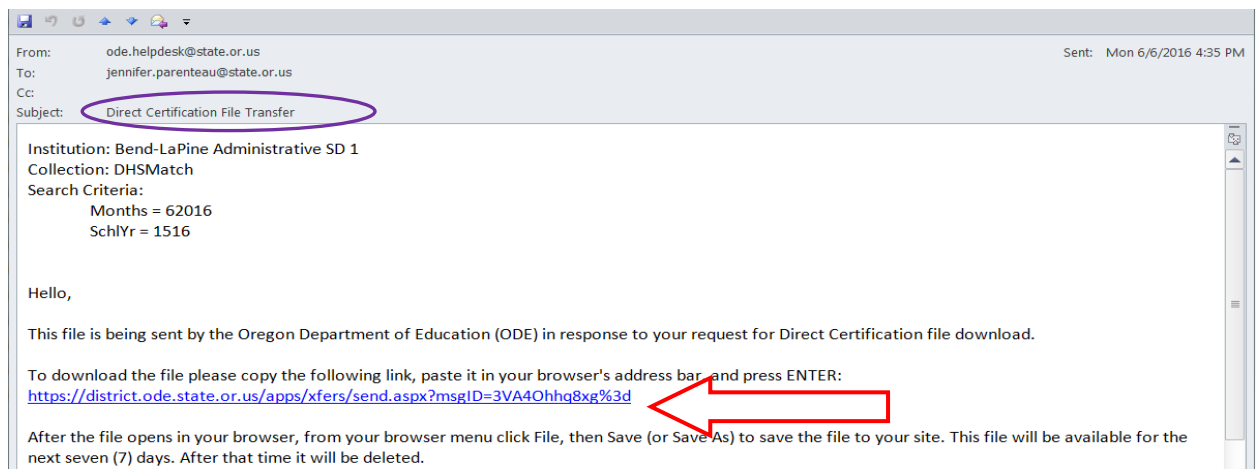
Download Matches View Already Certified Download Non-Matches View Matches

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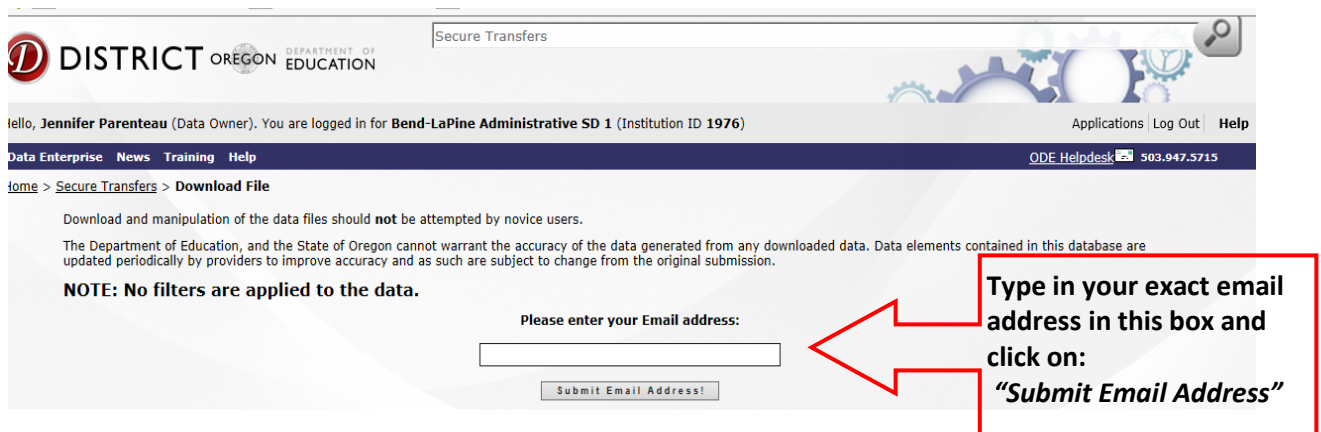
- The next web page states "The file you requested is being generated."



- Go to your email Inbox and open the email from the ODE Helpdesk.
(The subject line is "Direct Certification File Transfer" see the circled area).



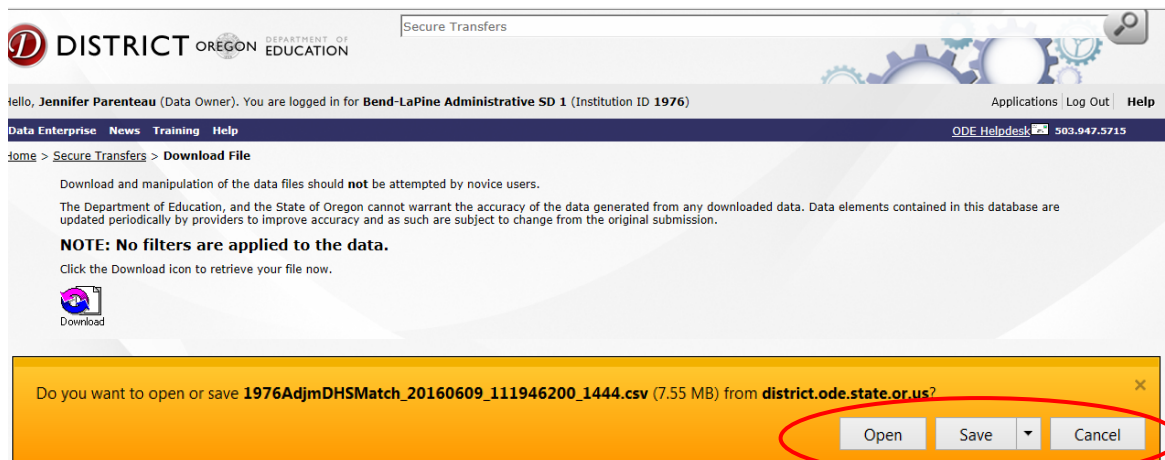
- Click on the blue underlined web address as shown in the email or copy and paste the address in the email into your web browser
- Type in your exact email address and click on the "Submit Email Address"



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6. Either “open” or “save” button circled below:
The file looks like an Excel spreadsheet, however, is a common delimited file - .CSV.



7. Make sure to save an original copy of the file in a secure location with date (i.e., DC16-2017)

NOTE: If you use an eligibility software program, importing the file is vendor specific. Contact your software vendor for details.

8. When “Download Matches” file is opened (it looks like an excel spreadsheet, however , is a common delimited file - .CSV)
9. Notice that the first row in the spreadsheet contains column headings. Below are column headings and definitions:

	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W
1	PrntNm	InstID	InstNm	SSID	SSN	Birthdate	Gender	Phone	Address	City	Zipcode	HHLName	HHFNm	Grade	LName	FName	DistrictStntID	DHSUpdtFg	SSIDMatchCode	LstSSIDUp	CrtDt	AgeYr

The column headings are:

- a) Number of file 1 – how many individual files are contained in this file
- b) Prnt Name – School District Name
- c) InstID – School District Institution database number
- d) InstName – School Name
- e) SSID – Single Student Identification Data/number
- f) SSN – only the last 4 digits of the Social Security number
- g) Birthdate of student
- h) Gender of student
- i) Phone
- j) Address
- k) City
- l) Zipcode
- m) HHLName – Household adult last name

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- n) HHFName – Household adult first name
- o) Grade – (at the start of school students will be in last year's grade until their current enrollment is reported to ODE by the district's security administrator)
- p) LName – Student last name
- q) FName – Student first Name
- r) DistrictStdntID - District Student Identification number
- s) DHS UptFg – DHS Update Flag ("Y" for new students and "N" for returning students. Sort columns by highlighting the header cell only, and then click Z – A sort
- t) SSIDMatchCode – identifies how students were matched using other sort criteria. The Match Code Legend, which shows the match code in **column T – SSID Match**, is displayed on student search pages. It defines how students were matched using specific criteria.
- u) LstSSIDUp – date last SSID was updated to ODE
- v) CrtDt – Create date, when the file was created from the DHS electronic file
- w) Ageyr – age year

Copy, name the file (i.e. DC December 2016), and save in a secure location.

NOTE: New DC Students Sorting Tip: Use column "S" DHS UptFg – DHS Update Flag sort Z – A. New students are at the top of the file with a "Y" in column "S".

C. Download Non Matches

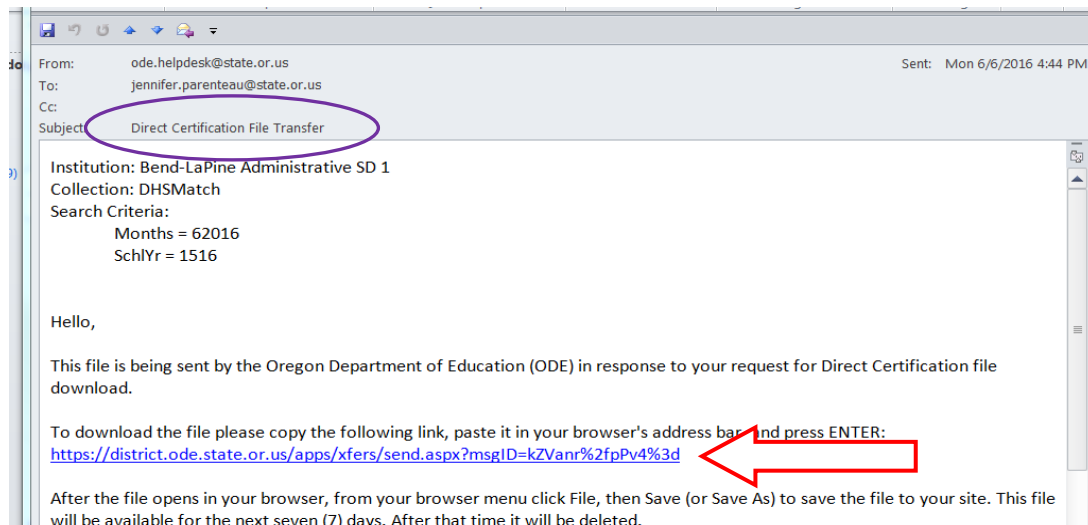
This list contains all the students in the entire state who did not match. These students are also eligible for Free meal benefits.

1. Select "Download Non-Matches"

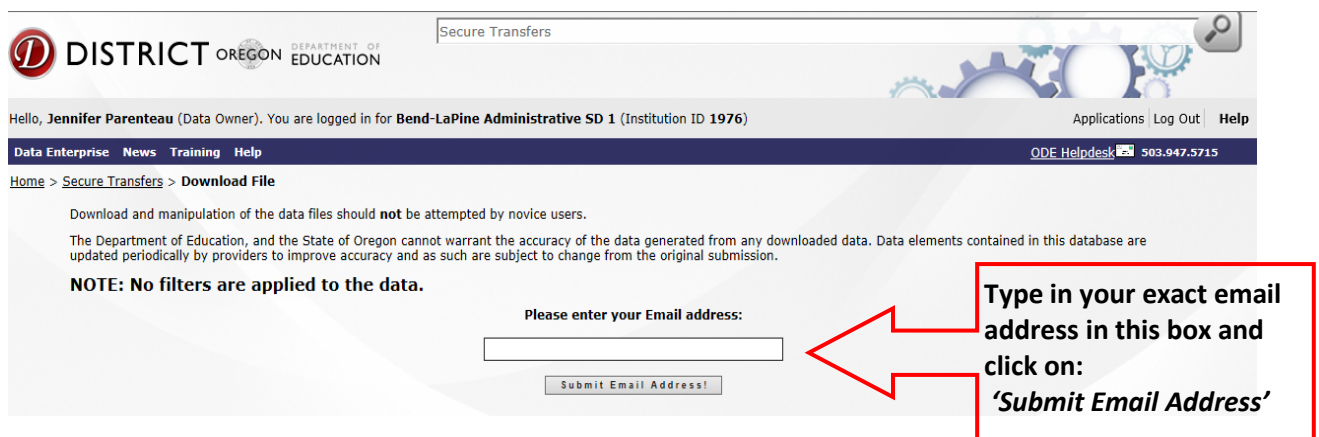
The screenshot shows the District of Oregon Department of Education website. The user is logged in as Bend-LaPine Administrative SD 1 with Institution ID 1976. The interface includes tabs for Status Tracking, Reports, Child Nutrition Direct Certification Match (NSLP), Free & Reduced Meals, Direct Certification, and Direct Verification (Medicaid Data). The 'Direct Certification' tab is active, showing 'View and Download Matches' and 'Student Search' options. Below these, there are dropdown menus for 'Select Year' (2015-2016) and 'Select Month' (January (2016), February (2016), March (2016), April (2016), May (2016), June (2016)). A red circle highlights the 'June (2016)' option. To the right of the month dropdown is an 'OR' section with a checkbox for 'Download New Direct Certifications since your institution's last download only.' Below these options are four buttons: 'View Already Certified', 'Download Matches', 'Download Non-Matches' (circled in red), and 'View Matches'.

- ##### 2. Go to your email IN box and open the email from the ODE Helpdesk.
- (The subject line is "Direct Certification File Transfer" see the circled area).

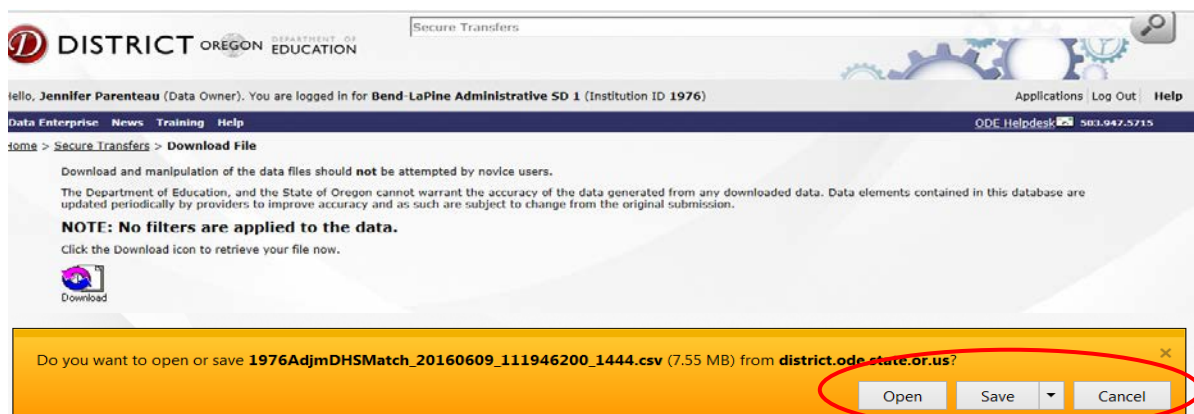
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3. Type in your exact email address and click on the "Submit Email Address"

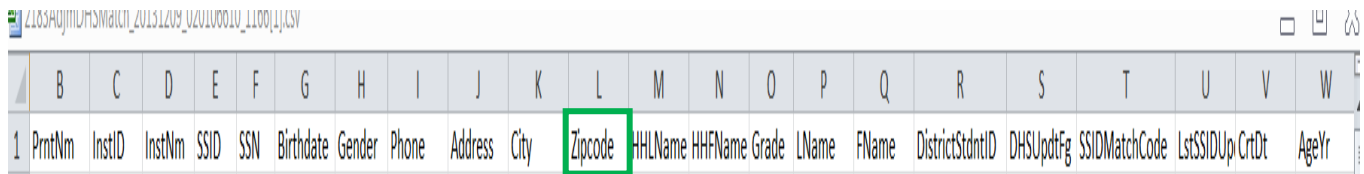


4. Click on either "open" or "save" button circled below:
The file looks like an Excel spreadsheet, however, it is a common delimited file - .CSV.



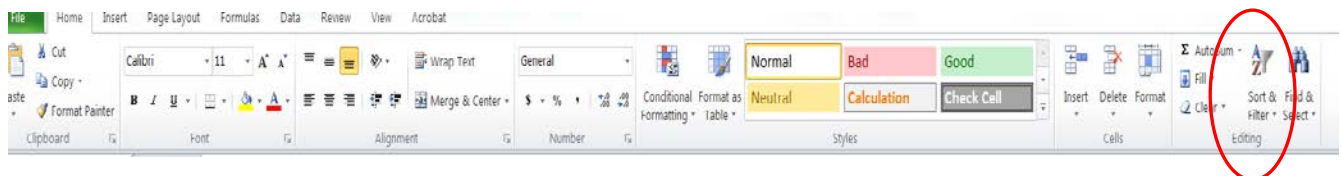
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5. These “non-matches” students do not have anything listed in Columns A through E.
6. To find the students who did not match there are two ways to search:
 - A. Students are in alphabetical order by last name **column P “LName.”**
 - B. Sort is by **column L “ZipCode”** for the areas your students come from.
Highlight column L “ZipCode” header cell only - not the entire column.
 See the green square below. 



	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W
1	PrntNm	InstID	InstNm	SSID	SSN	Birthdate	Gender	Phone	Address	City	Zipcode	HHLName	HHFName	Grade	LName	FName	DistrictStdntID	DHSUpdtFg	SSIDMatchCode	LstSSIDUp	CrtDt	AgeYr

6. Then find the Excel Sort button, select ‘A – Z’ or ‘Z to A’ sort and click.

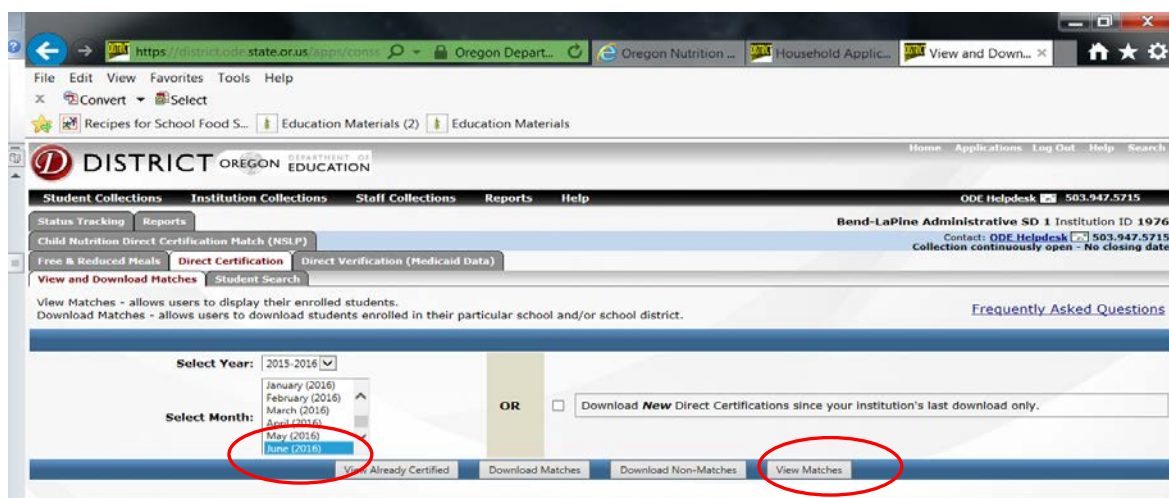


7. Save and name the new spreadsheet like DC Non-Matches 16-2017 in a secure location.

NOTE: For districts with an eligibility software program, you may have to manually enter these students. Remember to note in your software the Direct Certification file date to document their eligibility.

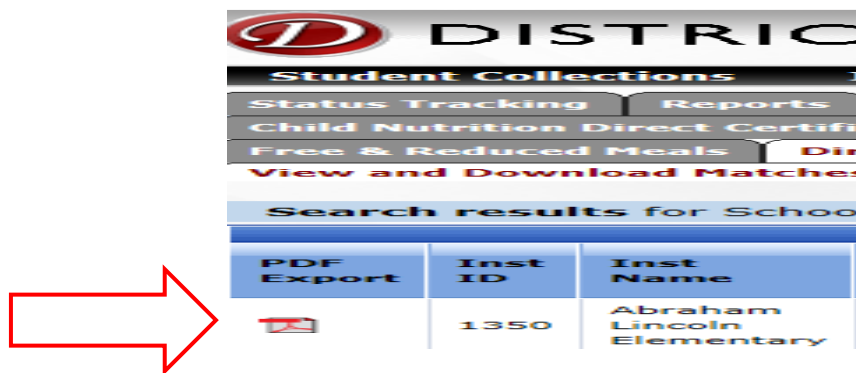
D. View Matches

1. Select the month(s), click on “View Matches”
 This is a list of matched students shown on web pages.



2. The next webpage will display the list of your matched students.

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To print screen the webpage(s) click “PrtScr” and paste on a blank Word document to issue benefits to eligible students.

NOTE: If you use eligibility software program and have issues manually entering these view matches, contact your software vendor for help.

E. Student Search – this only searches the State Match list

1. Select the “Student Search” tab to find individual students:

- a. Select “Search by Student Name/DOB”

Enter the student’s first, last name, and date of birth (DOB). If you leave the DOB blank, all students with that name in your district will display. Click “Get Results” to display the results

- b. By checking “Search Entire State” box and then click “Get Results” the next webpage will display all results after searching the entire state date base.

Hint: this is a good way to find students new to you that have been on Direct Certification in another district/school. Use the **PrtScr** button and paste the webpage to a Word document to issue benefits.

- c. By checking “Use Soundex matching” box all students with similar names will be displayed on the next webpage. Example: if you type ‘Chris’ with Soundex the results will display all names sounding like Chris = Christopher, Kristopher, Kris, etc.

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DISTRICT OREGON DEPARTMENT OF EDUCATION

Home Applications Log Out Help Search

Student Collections Institution Collections Staff Collections Reports Help

ODE Helpdesk 503.947.5715

Status Tracking Reports

Bend-LaPine Administrative SD 1 Institution ID 1976
Contact: ODE Helpdesk 503.947.5715
Collection continuously open - No closing date

Child Nutrition Direct Certification Match (NSLP)

Free & Reduced Meals Direct Certification Direct Verification (Medicaid Data)

View and Download Matches Student Search

The Student Search tab allows users to search for a particular student by name or birth date regardless of where they are in school across Oregon. Users can print and/or save the webpage documenting students Free eligibility status. [Frequently Asked Questions](#)

☒ Search by Student Name/DOB
 ☐ Search by Student SSIDs (Entire State)
 ☐ Excluded Students

First Name:
 Last Name:
 Date of Birth:

☒ Use Soundex matching
☒ Search Entire State

Institutions:
 Bend-LaPine Administrative SD 1.....1976
 Amity Creek Elementary School.....1324
 Bear Creek Elementary School.....241
 Bend International School.....5309
 Bend Senior High School.....251
 Buckingham Elementary School.....250

Get Results

☒ Current School Year (2015-2016)
 ☐ Previous School Year (2014-2015)

d. When the webpage is displayed, check on the “PDF Export” icon to print/save the files.

Child Nutrition Direct Certification Match (NSLP)

Free & Reduced Meals Direct Certification

View and Download Matches Student Search

Search results for First Name like

PDF Export	Inst ID	Inst Name	Grade
	472	Gilchrist Elementary School	03

- Click “Search by Student SSIDs (entire State)”
- Enter student’s SSID; click “Get Results” and the next webpage will display the student if they are on Direct Certification.

DISTRICT OREGON DEPARTMENT OF EDUCATION

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Child Nutrition Direct Certification Match (NSLP)

Free & Reduced Meals Direct Certification Direct Verification (Medicaid Data)

View and Download Matches Student Search

The Student Search tab allows users to search for a particular student by name or birth date regardless of where they are in school across Oregon. Users can print and/or save the webpage documenting students Free eligibility status. [Frequently Asked Questions](#)

☐ Search by Student Name/DOB
 ☒ Search by Student SSIDs (Entire State)
 ☐ Excluded Students

SSID(s):
 Use ",*" to separate SSIDs

Get Results

☒ Current School Year (2015-2016)
 ☐ Previous School Year (2014-2015)

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The Legacy Match Code Legend is the original legend. As of August 25, 2016 the Current Match Code Legend was added due to enhancement with the matching algorithm. Both legends will be displayed during 2016-17. The legends which are displayed on the student search webpage, which defines how students were matched using specific criteria.

MatchCode	Names	SSN	DOB	GndrCd	Address	See Notes
3	X	X	X	X		
7	X	X	X			
9	X		X	X		
11	X	X		X		
A1	X	X	X	X	X	
A2	X	X	X		X	
A3	X	X		X	X	
A4	X		X	X	X	
A5	X				X	
A6		X	X	X	X	
H1						X

H1 - based on students from the DHS file who were unable to be matched to the Student system. They are matched against verified students from the DHS file based on Address and Household Names. These records come from the DHS file.

MatchCode	DOB	BYear	First	Mid	Last	Address	Zip	Phone	SSN	Guardian
X1	EX		EX		EX	EX	EX	EX		
X2	EX		EX	FZ	FZ	FZ	FZ			
X3	EX		FZ	FZ	FZ	FZ	FZ			
X4	EX		FZ	FZ	FZ	FZ	FZ			
X5	EX		FZ	FZ	FZ	FZ	FZ			
X6	EX		FZ			FZ	FZ			
X7	FZ	EX	EX			FZ	FZ			
X8			EX		EX	FZ	FZ			
X9	EX		FZ		FZ					
Y0	EX		FZ					EX		
Y1	EX		EX						EX	
Y2						EX	EX			EX

EX - Exact Match: Data matched exactly
FZ - Fuzzy Match: Data matched through an advanced process to identify similar names, dates, addresses.

F. Excluding Students

To exclude students who do are no longer enrolled but are showing up on your DC files.

1. Go to "Student Search" select the "Excluded Students" enter a name and click "Get Results"

The screenshot shows the District of Oregon Department of Education website. The 'Student Search' tab is selected, and the 'Excluded Students' radio button is chosen. The 'Get Results' button is visible.

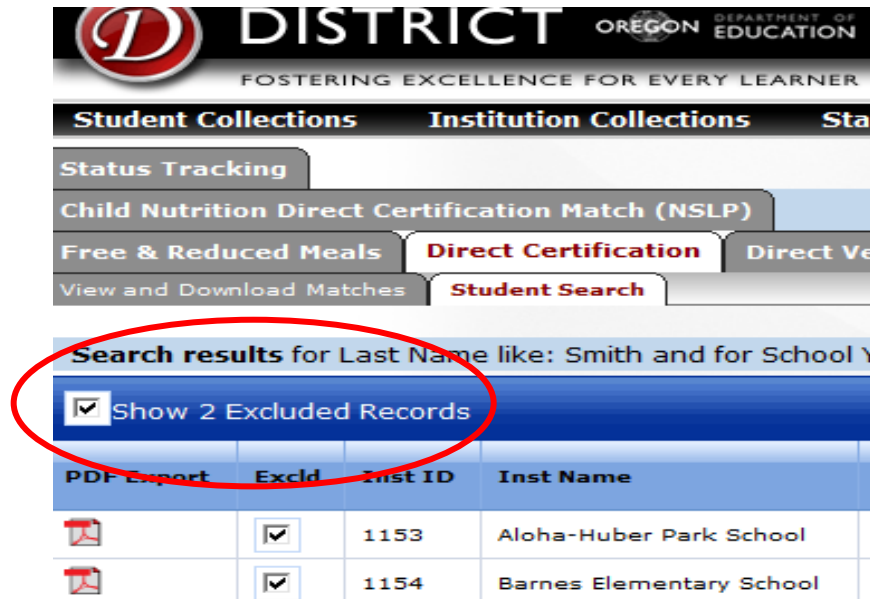
2. The next webpage allows Sponsors to exclude students who were on the Direct Certification and no longer enrolled by checking the "Excl'd" box.

The screenshot shows the Student Search results page. The 'Excl'd' checkbox is checked for the record for Barnes Elementary School. A red arrow points to the 'Excl'd' checkbox.



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3. If you do not recognize the student(s), check the box "Show _#_ Excluded Records"



The screenshot shows the ODE District Direct Certification interface. At the top, there is a logo for "DISTRICT OREGON DEPARTMENT OF EDUCATION" with the tagline "FOSTERING EXCELLENCE FOR EVERY LEARNER". Below the logo, there are tabs for "Student Collections", "Institution Collections", and "Status Tracking". Under "Status Tracking", there are sub-tabs for "Child Nutrition Direct Certification Match (NSLP)", "Free & Reduced Meals", "Direct Certification", and "Direct Verification". The "Direct Certification" tab is selected. Below the tabs, there is a "View and Download Matches" button and a "Student Search" button. A search bar contains the text "Search results for Last Name like: Smith and for School Y". Below the search bar, there is a checkbox labeled "Show 2 Excluded Records" which is checked. This checkbox is circled in red. Below the checkbox, there is a table with columns: "PDF Export", "Excl'd", "Inst ID", and "Inst Name". The table contains two rows of data:

PDF Export	Excl'd	Inst ID	Inst Name
	<input checked="" type="checkbox"/>	1153	Aloha-Huber Park School
	<input checked="" type="checkbox"/>	1154	Barnes Elementary School

ODE Contact Information:

If you have a problem locating the ODE district secure website, please contact the ODE Helpdesk at (503) 947-5715.

If you have a problem while in the ODE district secure website, please contact Jennifer Parenteau at (503) 947-5890.