

# On-Demand Upload Instructions for SNAP/Foster Template

In our continuing effort to accurately identify all students who should be directly certified to receive meals at no cost, ODE CNP is pleased to announce that we are adding new functionality to the Direct Certification application. Our goal is to provide sponsors with the most up-to-date matches through an uploaded enrollment file which will generate a Match/No Match result file, thereby giving the sponsor Direct Certification results based on the most current data available.

In support of this new feature, a couple of new file formats have been defined for the upload process, and to provide the Match/No Match results. *Please note that the current Weekly Match/No Match file format is* ***not*** *changing*. Any formatting rules that are currently in place to handle the Weekly results files should remain in place. Changes listed here are for sponsors to format a file for use of the Upload only.

The Upload file format consists of the following data elements. *Column names must exactly match the names provided below and must be sent in the presented order,1-19, left to right at the top of your workbook*. The file must be in .csv format and the file name must not exceed 40 characters (please note that *all columns are required*, but not each data point; required data points are highlighted in yellow):

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 12345678910111213141516171819 | **Column Header (Required)** | **Data Required****?** | **Data Type (Max Number of****Characters)** | **Description** | **Notes** |
|  |
| AttndSchlInstID | Y | Numeric | Attending School ID |  |
| DistStdntID | N | Numeric | Attending District ID |  |
| ChkDigitStdntID | N | Numeric |  |  |
| InstStdntSSNLast 4 | N | Numeric | Last 4 digits of SSN |  |
| InstStdntLastName | Y | Alpha (50) | Student Last Name |  |
| InstStdntFirstName | Y | Alpha (50) | Student First Name |  |
| InstStdntMiddleName | N | Alpha (1) | Student Middle Initial |  |
| InstStdntBirthDate | Y | Numeric | Student Date of Birth | mm/dd/yyyy |
| InstStdntGender | Y | Alpha (1) | M or F |  |
| InstStdntAddress1 | Y | Alpha Numeric (50) | Student Mailing Address |  |
| InstStdntAddress2 | N | Alpha Numeric (50) |  |  |
| InstStdntCity | Y | Alpha (50) |  |  |
| InstStdntState | Y | Alpha (2) |  |  |
| InstStdntZipCode | Y | Numeric (5) |  |  |
| InstStdntPlus4 | N | Numeric (2) |  |  |
| InstStdntGuardianLast | N | Alpha (50) | Guardian Last Name |  |
| InstStdntGuardianFirst | N | Alpha (50) | Guardian First Name |  |
| InstStdntGuardianMiddl e | N | Alpha (1) | Guardian Middle Initial |  |
| InstStdntPhoneNumber | N | Numeric (10) | Student Phone Number | 5555555555 |
|  |  |

Direct Cert On Demand Upload File Format Tips

* Upload files will have just 19 columns (left to right)
* Column header names must be exact (as shown above)
* All columns must be present and in the correct order
* Required fields must be populated with correctly formatted data
* Leave blank fields blank (no “NULL” or “N/A”)
* Do not include any commas in the data in any field
* Phone numbers must only have the digits, no parentheses or spaces
* Zip Code must contain exactly the correct number of digits (5 – zip)

The Output file format will include the fields provided by the sponsor and the fields provided by ODE (DHS). The Institution data fields (light blue) will contain what was submitted in the Upload file from the sponsor. DHS data will be displayed in the green fields when available. The “Variances” field at the bottom is used to provide the sponsor with information when the uploaded data does not match with the ODE SSID data on file. *Again, column headers will run at the top of the workbook and run left to right in the order below.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Column Header** | **Data Type** | **Description** | **Notes** |
| MatchRecID | Numeric | Unique record of the match results |  |
| MatchDate | Date | Date the DHS data was matched |  |
| MatchSource | AlphaNumeric (50) | Match Source: SNAP, Foster, None | Foster matching TBA |
| MatchAlgorithm | AlphaNumeric (2) | Algorithm match code (see below) |  |
| AttndDistInstID | Numeric | Attending District Institution ID |  |
| AttndDistInstNm | AlphaNumeric (100) | Attending District Name |  |
| DistStdntID | Numeric | Attending District ID |  |
| ChkDigitStdntID | Numeric | SSID provided by institution |  |
| InstStdntSSNLast 4 | Numeric | Last 4 of SSN |  |
| InstStdntLastName | Alpha (50) | Student Last Name |  |
| InstStdntFirstName | Alpha (50) | Student First Name |  |
| InstStdntMiddleName | Alpha (1) | Student Middle Initial |  |
| InstStdntBirthDate | Numeric | Student Date of Birth |  |
| InstStdntGender | Alpha (1) | Student Gender |  |
| InstStdntAddress1 | Alpha Numeric (50) | Student Address |  |
| InstStdntAddress2 | Alpha Numeric (50) |  |  |
| InstStdntCity | Alpha (50) | Student City |  |
| InstStdntState | Alpha (2) | Student State |  |
| InstStdntZipCode | Numeric (5) | Student Zip |  |
| InstStdntPlus4 | Numeric (2) | Student Zip plus 4 |  |
| InstStdntGuardianLast | Alpha (50) | Student Guardian Last |  |
| InstStdntGuardianFirst | Alpha (50) | Student Guardian First |  |
| InstStdntMiddle | Alpha (1) | Student Guardian Middle Initial |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Column Header** | **Data Type** | **Description** | **Notes** |
| InstStdntPhoneNumber | Numeric (10) | Student Phone Number |  |
| DHSID | Alpha Numeric (8) | ID from DHS |  |
| DHSStdntSSNLast4 | Numeric (4) | Last 4 of SSN from DHS |  |
| DHSStdntLastName | Alpha (50) | Student Last Name from DHS |  |
| DHSStdntFirstName | Alpha (50) | Student First Name from DHS |  |
| DHSStdntMiddleName | Alpha (1) | Student Middle Initial from DHS |  |
| DHSStdntAddress1 | Alpha Numeric (50) | DHS Mailing Address |  |
| DHSStdntAddress2 | Alpha Numeric (50) | DHS Mailing Address 2 |  |
| DHSStdntCity | Alpha Numeric (50) | DHS Student City |  |
| DHSStdntState | Alpha Numeric (2) | DHS Student State |  |
| DHSStdntZipCode | Numeric (5) | DHS Student Zip |  |
| DHSStdntGuardian | Alpha Numeric (50) | DHS Student Head of Household |  |
| DHSStdntPhoneNumber | Numeric (10) | DHs Student Phone Number |  |
| Variances | AlphaNumeric (8000) | Differences between ODE data and uploaded data\* |

\*Several fields are compared with ODE SSID data such as ChkStdntID and InstStdntBirthDate. Differences are indicated in this field. The sponsor is responsible for reviewing these differences and updating their system as appropriate.