



# COMMONWEALTH of VIRGINIA

DEPARTMENT OF EDUCATION

P.O. BOX 2120

RICHMOND 23218-2120

## SNP Memo #2012-13-05

TO: Directors, Supervisors, and Contact Persons Addressed

FROM: Catherine Digilio Grimes, MS, RD, LDN, SNS  
Director, School Nutrition Programs

*Catherine Digilio Grimes*

DATE: October 24, 2012

SUBJECT: Direct Certification Continuous Improvement – October Data File

Federal regulations governing the National School Lunch Program require school divisions to conduct direct certification more frequently than once per year. The initial data match must be followed by another in three months and a third in six months. In Virginia, direct certification data files will be provided by DOE in July, October, and January of each school year. School divisions are required to download these data files from the School Nutrition Program Web-based reporting system (SNPWeb) and match the DC data to the school division student enrollment database using the identifiers indicated in Question #A30 of the SFA Agreement.

This memo provides notice of the availability of the October DSS data file in SNPWeb. Also provided is information regarding the download of the data files for each of the three separate periods, as well as the cumulative file, and information about procedures required to be implemented as a result of the additional DC data matching. Questions regarding the DC data file and these procedures should be directed to the SNP staff member assigned as the point of contact for the division or to Office of School Nutrition Programs staff at (804) 225-2074.

### **October Data File and Cumulative DC Data**

- The October 1, 2012 data file is available as of the date of this memo.
- The October data file contains only newly approved SNAP and TANF households since the July file and students who transferred to a new school division (FIPS code) since July.
- The file can be accessed in SNPWeb, Agreements, Direct Certification Data Files.
- Select October in the “As of Month” drop box; click “Search” to display October data.
- The file can be viewed onscreen or downloaded in the same formats as the July data file.
- Confirmation that the October data file has been downloaded can be viewed in the last column of the report, “As\_of\_Month.” October data files will display October 2012 in this column if the file was downloaded correctly. If not, follow the steps in the fourth bullet above.

**Virginia School Nutrition Programs** County Public Schools School Year 2012 - 2013

Agreements Claims Financial Verification Reports Accounting Maintenance SFA SEARCH ?Help

**DIRECT CERTIFICATION DATA**  
 Virginia Department of Education, School Nutrition Program (SNPweb)  
 Purpose: Direct Certification Data for School Division's Use - VA Dept. of Social Services  
 SNAP/TANF Children between the ages of 4 and 18 years old.  
 As Of Month: October  
 Prepared: October 24, 2012

As of Month:    
 July  
 October  
 January

[Download as Fixed Width \(ASCII text\)](#) [Download as Excel](#) [Print file from Screen](#) [Back](#)

001 - Accomack County Public Schools School Year: 2012 - 2013

FIP No.	Name (Last, First, Middle)	SSN	Birth Date	Sex	Address	City	State	Zip	Case_Name (Last, First, Middle)	Case_Number	Cert_Elig_Date	TANF Only	As_Of_Month
These data fields are hidden to protect the confidentiality of the households in this sample.											2012-10-01		October
											2012-10-01		October
											2012-10-01		October
											2012-10-01		October
											2012-10-01		October
											2012-10-01		October
											2012-10-01		October
											2012-10-01		October
											2012-10-01		October
											2012-10-01		October
											2012-10-01		October
											2012-10-01		October
											2012-10-01		October
											2012-10-01		October

- To download a cumulative DC data file, Select ALL in the “As of Month” drop box field and click the “Search” button to display the cumulative data file with all households from the July and October data files.
- This “ALL” file is not required to be downloaded.
- School divisions are not required to conduct a second match using the July data file and should only download the “ALL” file for information purposes, if desired.
- The January data file will be made available in mid to late January and will be accessed and downloaded in the same manner.

**Direct Certification Eligibility Procedure Updates**

- Conduct data matching using the DC file updates in the same manner as previously used in July.
- Update student eligibility to free DC if the student is matched with the new file.
- Students previously determined as free, reduced price, or denied by application and students not previously eligible must be updated to free DC status if they are matched in the DC update file.
- Extend free DC eligibility to other students in the household.
- Notify households of the free eligibility of students matched with the new DC data. Household notification is not required for students who were previously determined to be free eligible in the current school year and were previously notified.
- The status of students previously determined to be free DC using earlier DC data files in the same school year does not change with subsequent DC files. DC eligibility is year-long, as is any other type of eligibility determination.

## **Verification**

- The October DC data file does not change the number of free eligible, number of directly certified students, or number of approved applications on file, as of October 1, for the purposes of verification.
- Applications selected for verification may be directly verified using the October DC data file.
- If a student matched to the October DC data file was also on an application selected for verification, the DC data file should be used as documentation of the student's eligibility for free meals. No further documentation from the household is required.
- Verification is complete for the household based on the October DC data.
- The household should be notified that verification has been completed and either there is no change to the student's free status or the status is updated to free if it was previously reduced.

Additional information about direct certification can be found in the USDA *Eligibility Manual for School Meals*, revised August 2012, Part 6: Direct Certification, pages 51-55, at <http://www.fns.usda.gov/cnd/Guidance/EliMan.pdf> .

CDG/LAF/idl