



# COMMONWEALTH of VIRGINIA

## DEPARTMENT OF EDUCATION

P.O. BOX 2120

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### SNP Memo #2013-2014-01

TO: Directors, Supervisors, and Contact Persons (Addressed)  
School Nutrition Programs

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

*Catherine Digilio Grimes*

DATE: July 17, 2013

SUBJECT: Direct Certification Data Files

The Direct Certification (DC) data file for the 2013-2014 school year has been uploaded to SNPWeb and is available for immediate use.

To improve upon last year's increased data matching, and work to meet the goal of 95 percent matching for 2013-2014, the DC file will be uploaded to SNPWeb monthly from July through October with one final file upload in January. The initial complete file in July will be followed by monthly uploads for August, September, October, and January that will contain information for new SNAP/TANF enrollees and former enrollees new to the division's FIPS code.

The file can be printed from the screen, downloaded as an Excel file, or downloaded as an ASCII text file. The download methods are unchanged. The dropdown box allows the user to select the file to be downloaded – select (one):

- "ALL" includes data from all files uploaded during the school year;
- "July" reports on data uploaded by DOE in the July report only;
- August, September, October, and January will report on data uploaded by DOE in these respective months.

The column labeled "TANF-Only" displays "Yes" if the student is eligible for direct certification by TANF only and is not part of a SNAP household. The column labeled "As\_of\_Month" displays the month the student was included in the direct certification file.

Directly certified students with a "Yes" in the TANF only column will be reported separately from students who are SNAP eligible on the Verification Worksheet for SY 2013-2014. The school division must modify their direct certification records to track TANF only students who

are matched on the DC file and determined to be free eligible by direct certification. More information on the verification requirements will be sent separately.

Schools divisions **are required** to match the data in the DC file uploads with the complete student enrollment database of the school division using the identifiers from Question #A30 of the SFA Agreement and obtain the maximum number of successful matches. If your school enrollment database does not include social security numbers this cannot be used as one of the identifiers indicated in your agreement. It is firmly recommended that several matches of the complete July file are conducted as students continue to enroll before the beginning the school year to maximize the number of students directly certified. Additionally, a review of the non-matched list of names against the updated student enrollment is strongly suggested. Increased data matching will help households, and will help the school division in lowering the number of households from which you must collect and approve meal applications.

The Healthy, Hunger-Free Kids Act of 2010 mandated that States meet certain direct certification performance targets. For school year 2013-2014 and beyond this target is 95 percent. This means that 95 percent of children enrolled in SNAP must be directly certified for free school meals (95 percent of students on the school division's direct certification list must be matched to student enrollment records). The Department of Education is taking steps to increase data matching of SNAP/TANF eligible school age children, and we need your help to achieve this established target.

If you have any questions or need further information, contact the school nutrition programs specialist assigned to the division or the Office of School Nutrition Programs at (804) 225-2074.

CDG/idl