

Posted: 10/20/2015

To: School Food Authorities

Subject: SFS-16-11 NEW Direct Certification Process for PUBLIC Systems

A new direct certification process has been implemented this SY to address the requirements of PII per RS 17:3914. The new process is housed in the eScholar Louisiana Secure ID system. Beginning with the remaining SNAP files for this SY, a new *DCF01 Direct Certification Match File* will be created which will replace the SISF03/SISR58 and SISF02/SISR59 files and reports previously available in SIS.

In creating each *DCF01 Direct Certification Match File*, SNAP data will be matched against the student data contained in the eScholar Louisiana Secure ID system as of the time the match is done. Additional fields will be used for matching which will replace the current 3Y match (SSN, First Name, DOB). All students with an 85 or higher match score will be included in the file. The State considers all students on the DCF01 match file to be valid directly certified students so long as the district accepts the data.

The *DCF01 Direct Certification Match File* will be uploaded to the eScholar FTP site. The **Data Management FTP** contact person has been identified as the **eScholar FTP** contact person unless the LEA has identified another individual. This CSV file is the same layout as the previous SISF02 file with the addition of the *Site Code* and *Secure ID* for each student. Food Service Supervisors should work with their SIS Coordinator and software vendors to electronically import this file into their systems. (Refer to the attached webinar slides which addresses this information)

If the district accepts the data, these match files must be retained by the LEA as documentation for direct certification. Even if the system is CEP, Direct Certification Files should be printed and retained with SFAs permanent files. Once distributed, these files may not be accessible to retrieve electronically at a later date. These files contain personally identifiable information that is protected under FERPA and R.S. 17:3914. Please consult with your legal counsel if you are considering sharing this data.

Refer to Memo SFS-15-131 about the Data Management Monthly Data Coordinator Webinars and the link to access the superintendent's weekly newsletters

**For any questions regarding the direct certification match files or data management webinars, please contact your parish SIS coordinator. Questions concerning data contained in the match file should be directed to [LouisianaSecureID@escholar.com](mailto:LouisianaSecureID@escholar.com). For issues related to SIS data submissions, please contact the LDOE State SIS Data Management Team. (Sherry Randall, Systems Management – LDOE: [sherry.randall@la.gov](mailto:sherry.randall@la.gov).)**

# Louisiana Believes

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National School Lunch Program - SNAP Files  
October 16, 2015

This document can be downloaded via the INSIGHT Portal.



# National School Lunch Program

## Direct Certification

### Direct Certification for the National School Lunch Program

- The Direct Certification process involves the identification of students who are directly certified as eligible for free meal benefits because:
  - They, or any household member, receive benefits under Assistance Programs (e.g. Supplemental Nutrition Assistance Program-SNAP)
  - They are designated as members of Other Source Categorically Eligible Designations (e.g. Enrolled in Head Start or Even Start programs, migrants, runaways, homeless, foster children)
- For additional information regarding direct certification, refer to Chapter 2: Determining Eligibility Part C: Direct Certification for Assistance Programs in the [USDA Eligibility Manual for School Meals 2015](#) from the CNP website.

For assistance, contact [Sherry.Randall@la.gov](mailto:Sherry.Randall@la.gov)

# National School Lunch Program 2015-16 Direct Certification Process

## Modifications to the Direct Certification Process

- The direct certification process was previously included in the Student Information System (SIS).
- The process is now housed in the eScholar Louisiana Secure ID system which will:
  - Load and process the remaining 2015-16 SNAP files with data as of September 30, October 31, January 31, and March 31
  - Create a match file and distribute via the eScholar FTP site
  - Include all students assessed as directly certified for free meal benefits (85% probability match).
- It is the LEA's responsibility to accept the file and once accepted, they must retain the file for historical purposes because the file may not be accessible to retrieve electronically at a later date

For assistance, contact [Sherry.Randall@la.gov](mailto:Sherry.Randall@la.gov)

# Direct Certification Files and Reports

## No longer available in SIS

- The following direct certification files and reports are **no longer available in SIS**
  - SISF03 Direct Certification Match File
  - SISR58 Direct Certification Match Report
  - SISF02 Direct Certification Verification File
  - SISR59 Direct Certification Verification Report

For assistance, contact [Sherry.Randall@la.gov](mailto:Sherry.Randall@la.gov)

# eScholar DCF01 Direct Certification Match File Layout

## DCF01 Direct Certification Match File Layout (CSV)

- A new match algorithm has implemented which uses additional student information to accommodate the probability match of students identified as directly certified (replaces previous 3Y First name, State ID, DOB match).
- All students with an 85 or higher match score will be included in the file (matches SNAP data to **student PII**).
- The new DCF01 Direct Certification Match File layout is the same as the previous *SISF02 Direct Cert Verification File* with Site Code and Secure ID added (comma delimited).
- A sample of the DCF01 is located on the [LDOE INSIGHT Coordinator's Portal](#) under Shared Documents.

SponsorCd
ParishCd
RecipientSsn
RecipientLastName
RecipientFirstName
RecipientMiddleName
RecipientBirthDt
HouseholdSsn
HouseholdName
PhysicalStAddr1
PhysicalStAddr2
PhysicalCityAddr
PhysicalZipAddr
PhysicalStateAddr
MailingStAddr1
MailingStAddr2
MailingCityAddr
MailingZipAddr
MailingStateAddr
HispanicLatinoEthnicCd
RecipientSexCd
RecipientRaceCd
SiteCd
LouisianaSecureID

For assistance, contact [Sherry.Randall@la.gov](mailto:Sherry.Randall@la.gov)

# Delivery of eScholar DCF01 Direct Certification Match File

- The DCF01 Direct Certification Match File (CSV) is available via the eScholar FTP site
- Please contact your SIS Coordinator regarding the file.
- It is the LEA's responsibility to accept each DCF01 file and once accepted, they must retain each file for historical purposes because they may not be accessible to retrieve electronically at a later date

For assistance, contact [Sherry.Randall@la.gov](mailto:Sherry.Randall@la.gov)

# Direct Certification Reporting Data Collection Periods

DCF01 File Includes SNAP data as of	Scheduled Delivery via eScholar FTP	Make SIS Updates during
September 30, 2015	October 16, 2015	Oct 1 MFP
October 31, 2015	November 9, 2015	Oct 1 CLASS
January 31, 2016	February 8, 2016	Feb 1 MFP
March 31, 2016	April 8, 2016	End-Of-Year

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