

Instructions for DC Match Report 08/05/2014

- You may start using all features, reports, and export files immediately.
- For SCAPS-related log-in and/or password problems, please contact Lorrie Gregory at lgregory@ed.sc.gov or Diane Gillie at dgillie@ed.sc.gov.
- Requests to add new SCAPS users should be made by SFS directors and sent to Lorrie Gregory (lgregory@ed.sc.gov) or Diane Gillie (dgillie@ed.sc.gov).
- If your SFA is a separate reporting entity (not a site under a regular school district or the SC Public Charter School District) for PowerSchool purposes and you do not have a DC List, please contact Jermaine Shaw at jshaw@ed.sc.gov.
- Please contact Jermaine Shaw at jshaw@ed.sc.gov for assistance with any other questions, errors, and concerns.

General Information

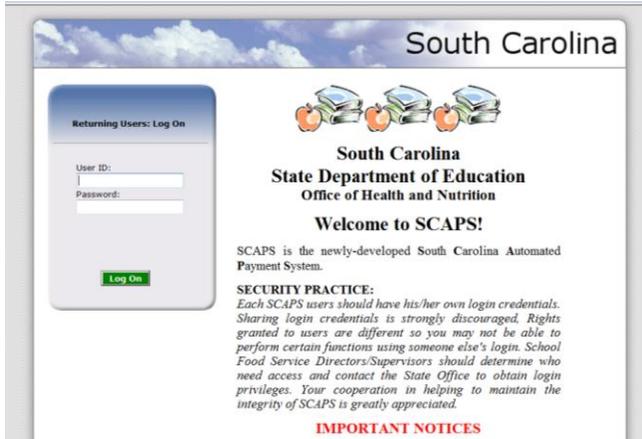
- Non-PowerSchool users will not have a “Direct Certification List” match report, but can use the “Individual Student Lookup” feature to identify eligible students and create their own match report. See page 5 for instructions.
- Some of the screen shots and options shown may differ slightly from your actual screens.
- To minimize errors in electronic matches when downloading the Export File into local eligibility/point-of-service software systems, please use the state “SUNS” ID and/or local “PowerSchool” ID numbers as the initial/primary match criteria. See page 3 for more information.
- For accountability purposes during an Administrative Review or other audit process, a local copy of all DC source documents should be retained in electronic or hard copy format (to include all Export files) for three (3) years plus the current school year. DC information within SCAPS will be refreshed prior to the start of each school year. Archival information for previous years will not be available.
- Access to this site and the associated data should be treated with the same level of confidentiality as any other part of the free-and-reduced eligibility processes. These records contain Personally Identifiable Information (PII) and should be managed in accordance with applicable local procedures.

Step 1 – Access the South Carolina Automated Payment System (SCAPS)

Access the SCAPS website as you normally would for regular transactions:

<https://scaps.cnpus.com/scdoe/Splash.aspx>

Enter your user ID (e-mail address) and password.



Step 2 – Access the Direct Certification Section

Click on “Application.”



Click on “Direct Certification.”



Step 3 – Obtain Your Match Report
 Select “Direct Certification List”



The “List Date” will default to 08/05/2014.



All fields should have data except for “Match?” and “Action.” The only exception to this will be for students that you will manually match using the “Individual Student Lookup” Feature. See “Individual Student Lookup” on pages 5 and 6 for more details.

Under “Qualify,” most or all of your records will be tied to “SNAP”. You may also see “TANF” and/or “Other” (Foster Child) references.

Use the blue column headings to sort data, as desired.

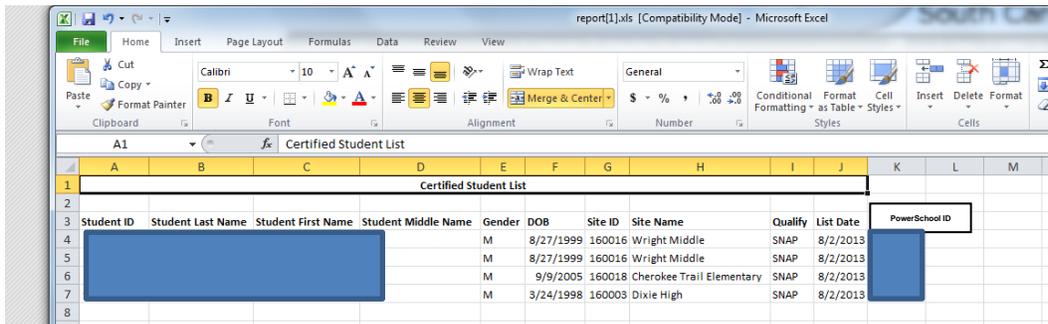
The number listed under “Student ID” on the “Direct Certification List” screen is the state “SUNS” ID number. The local “PowerSchool” ID number will be included in the Export File for downloading into local eligibility/point-of-sale software systems.

Step 4 – Export Your Match Report

Click the “Export” button on the bottom of the “Direct Certification” page.



Follow the File Download instructions to open an Excel file (97-2003 version) with the match report.



This report will include both state “SUNS” ID (shown as “Student ID”) and local “PowerSchool ID” numbers.

At this point, you can save this file and/or export it into your local eligibility/point-of-sale software. Note that some “.txt” file conversions may require minor data and/or format modifications. Contact your software vendor for further details.

Step 5 – Locate Additional Students with “Individual Student Lookup” Feature

Use the “Back” keys on the bottom of the “Direct Certification” screens (not your Internet browser) to access this screen.

Select “Individual Student Lookup.”



This screen shows the different search parameters. Note: Different combinations of data entries across multiple fields could potentially yield different search results. Also, attempting to access a list of possible matches by “County” without other search parameters may generate a “script error” message and/or cause a delay in generating results.



The “Student ID” field on the “Individual Student Lookup” screen now references the local “PowerSchool” ID number.

This screen shows a search request for “Jackson” and “Abbeville County.”

Individual Student Lookup
Direct Certification Student Information

0100 Status: Active
Abbeville 60
DBA:
400 Greenville Street
Abbeville, SC 29620
Type of Agency: Educational Institution
Type of SNP Organization: Public

Student Information
Name: First Middle Last
Student ID: SSN: Gender: Date of Birth:

County:

Student Addresses
Address Line 1 Address Line 2 City State Zip Code
(1)
(2)
(3)

Clear Search

Match

Match	Student ID	Student Name	Gender	DOB	Site Name	SFA Name	County
<input checked="" type="checkbox"/>			F	09/09/2005	John C Calhoun Elementary	Abbeville 60	Abbeville County
<input checked="" type="checkbox"/>			M	08/11/2008	John C Calhoun Elementary	Abbeville 60	Abbeville County
<input checked="" type="checkbox"/>			M	06/13/2000	Wright Middle	Abbeville 60	Abbeville County

NOTICE: All users of this system must adhere to Section 9(b)(6) of the Richard B. Russell National School Lunch Act (NSLA) (42 U.S.C. 1759(b)(6)) which delineates the restrictions on the disclosure and use of information obtained through the direct certification process, as well as the criminal penalties for improper release of information.

To take ownership of any student(s), click the “Match” box by their name(s). Hit “Save” at the bottom of this screen to complete the match.

Step 6 – Obtain an Updated Match Report

To see the newly added student(s), use the “Back” keys on the bottom of the “Individual Student Lookup” screen (not your Internet browser) to access the “Direct Certification List.” Then, change the “List Date” to the current date.

School Nutrition Programs South Carolina

Applications | Claims | Reports | Security | Search | Year | Help | Log Out

Direct Certification > **Direct Certification List** School Year: 2013 - 2014

Direct Certification List
Qualified Students Directly Certified as Free

0160 Status: Active
Abbeville 60
DBA:
400 Greenville Street
Abbeville, SC 29620
Type of Agency: Educational Institution
Type of SNP Organization: Public

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List Date: *Note - All Dates Combined, could take several minutes to display Found: 2

Action	Student ID	Student Name	Gender	DOB	Site ID	Site Name	Quality	Match?
Undo			F	09/09/2005		SNAP	Yes	Yes
Undo			M	08/11/2008		SNAP	Yes	Yes

The “Match?” column now indicates “Yes” for any students who were manually matched.

You also have the option to “Undo” any individual transaction under “Action.”

Students who have been manually matched previously are contained in the “Direct Certification List” match report under the “List Date” they were originally matched.