

Chapter 8: SC Direct Certification Software

| | |
|---|----|
| Direct Certification Software Purpose and Use | 2 |
| When is the software used?..... | 2 |
| How to gain access to the software? | 2 |
| Log In..... | 2 |
| Member Center | |
| DC Home | 4 |
| Import Profile Setup..... | 5 |
| Starting your Import Profile..... | 5 |
| Setting up the Fields..... | 6 |
| Gender Mapping | 7 |
| Race Mapping | 7 |
| Date Format | 8 |
| Uploading an Enrollment File..... | 9 |
| Successfully Uploaded..... | 11 |
| Adding an Individual Student | 12 |
| Reports | 12 |
| View Report..... | |
| Sample Report..... | 14 |
| Downloads | 14 |
| Parent Letters | 15 |

Direct Certification Software Purpose and Use

The Office of Health and Nutrition (OHN) has developed a Direct Certification matching software. This software is used to directly certify (DC) students in SC for free lunch for the National School Lunch Program (NSLP). The software matches enrollment data from School Food Authorities (SFAs) to data from the Department of Social Services (DSS) for students in SC that receive either Supplemental Nutritional Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) benefits, or Medicaid. The software also directly certifies foster children based on a DSS list of foster children in SC.

When is the software used?

All SFAs, except Residential Child Care Centers (RCCIs), are required by OHN to upload an enrollment file and download a match report from the DC software monthly. This should be done by the 15th of every month. OHN will monitor the number of uploads and logins for each SFA. Failure to upload enrollment and download match reports will result in a delay of benefits for students qualified for free lunch.

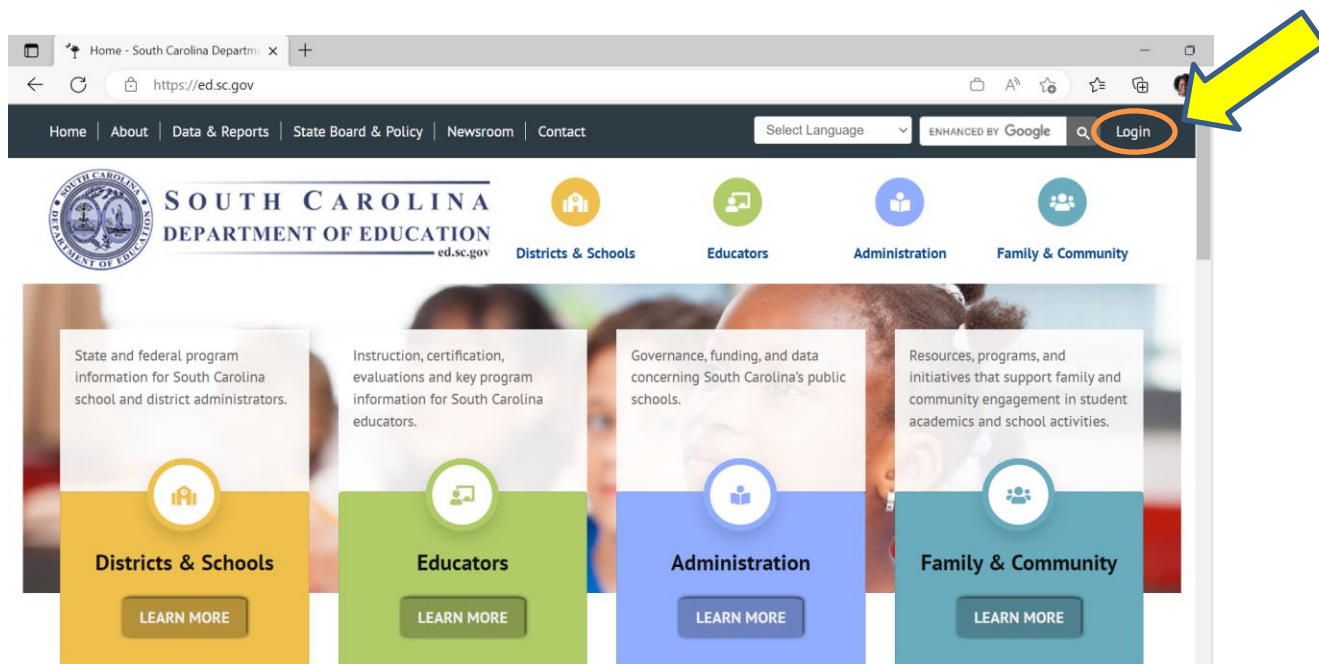
How to gain access to the software?

Access to the software is granted by the Web Access Coordinator (WAC) at the local level through Member Center. For school districts, this would be an IT person at the district office, and for members of either Charter School Districts, this would be IT at the Charter School District level. All private schools will contact SCDE for assistance with setting up new accounts in Member Center. OHN cannot grant access to Member Center or the DC Software. The permission level needed is “sponsor” for all SFAs.

Log In

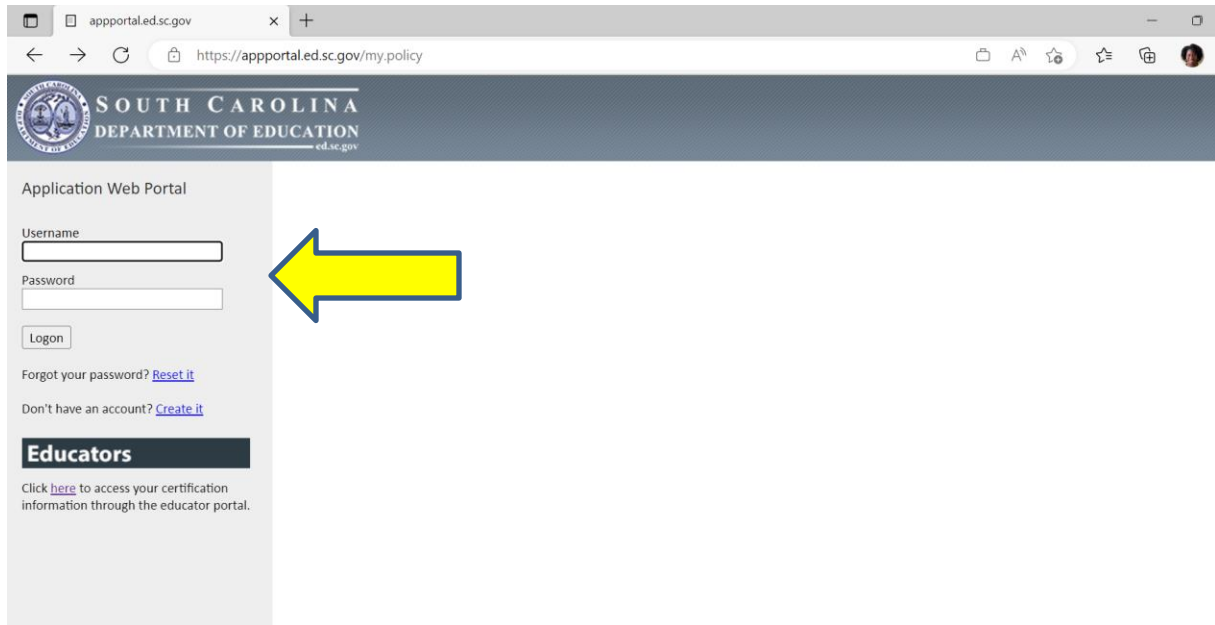
The DC software is accessed through www.ed.sc.gov.

Once at www.ed.sc.gov, click the Login button on the top right side of the page.

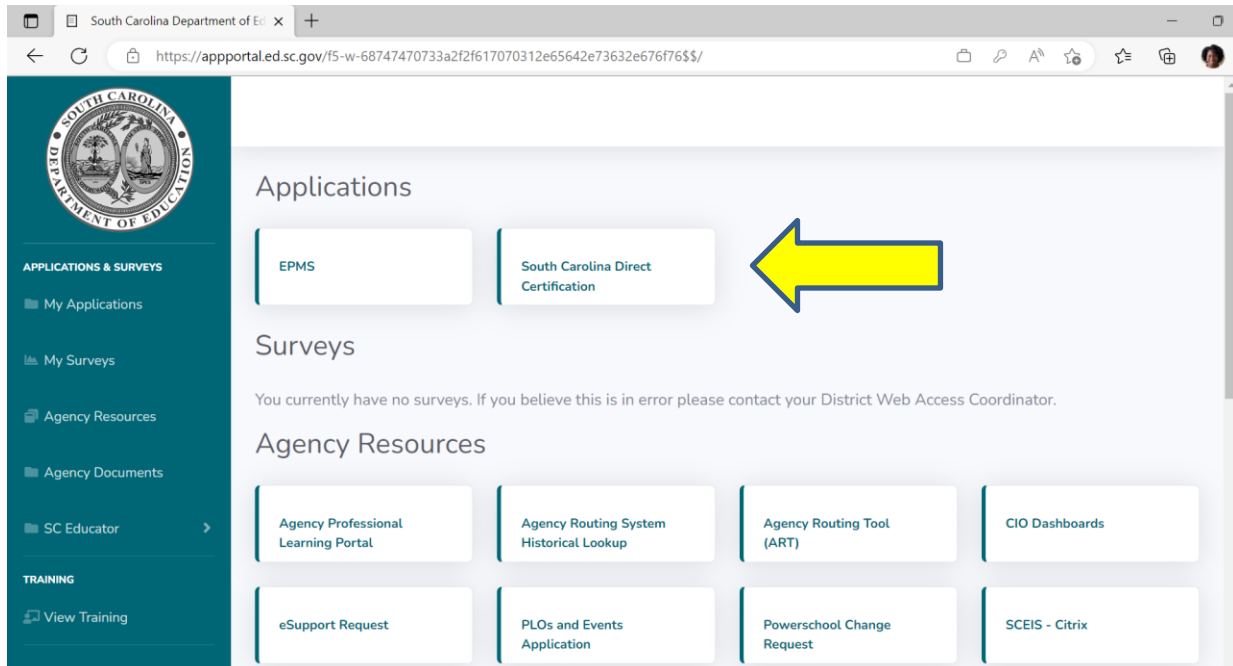


Member Center

Upon logging into the Application Web Portal, the user will arrive at the Member Center landing page.

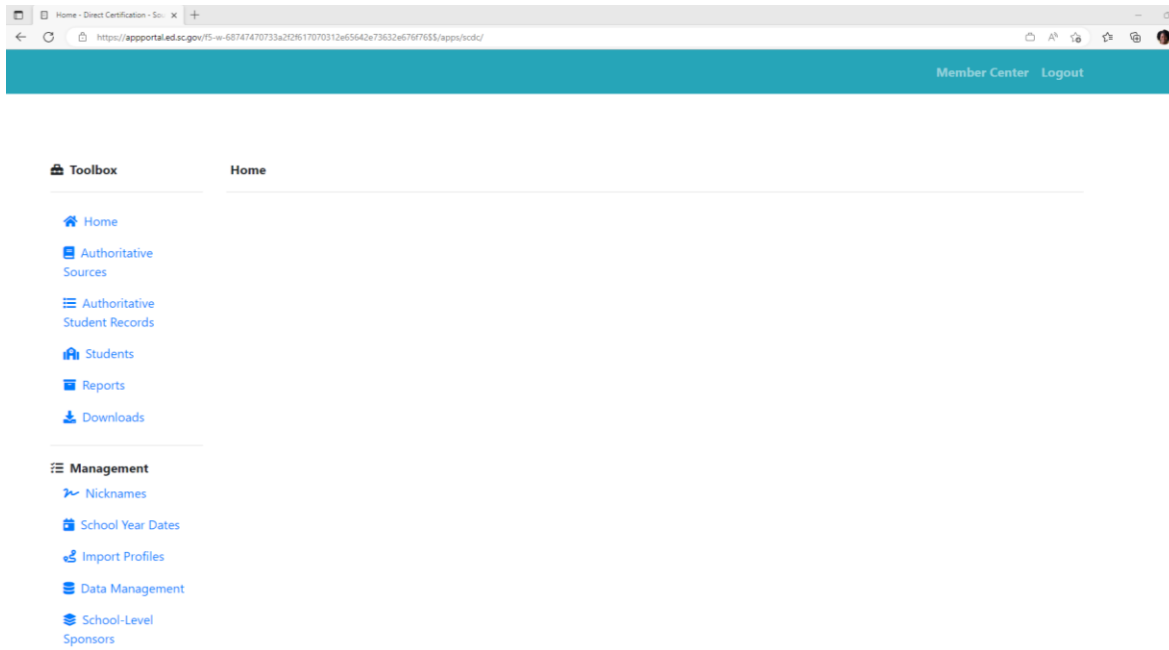


Click the “South Carolina Direct Certification” button to access the DC Software Home Page.



DC Home

The left hand column contains the Toolbox options.



Note: Information within the SC DC System is not to be shared with any person who does not have a defined role in the administration of the National School Lunch Program in the State of South Carolina.

Import Profile Setup

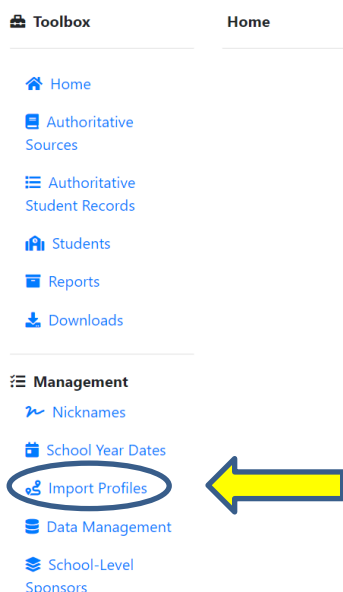
One of the most valuable functions in the South Carolina Direct Certification software is the ability of the SFA to submit their student enrollment information directly using the upload feature. Since the source of this enrollment and file format information will vary between SFAs, it is required that a profile is established before files are uploaded.

Data Download for File Import

Enrollment information can be pulled from POS software, PowerSchool, or if no software system is used by the SFA, the SCDE template can be used. If unsure of how to download an enrollment file, please contact the software vendor directly or reach out to the PowerSchool coordinator at the local level. The file should include first name, last name, DOB, student ID number, address (including city, state, and zip code), race, gender, and SSN (if available). It is important to include all these fields, not including race and gender will decrease the number of matches received from the software.

Starting your Import Profile

In the Toolbox on the left side of the Home page, click Import Profile near the bottom of the list to set up the profile.



Setting up the Import Profile is required to use the software. Without an Import Profile, the software will not be able to read the uploaded enrollment file.

Name the file for the SFA that developed the profile. This will help SCDE be able to determine if there is an error in the profile faster and know which profile belong to which SFA.

Setting up the Fields

When setting up the profile, the fields must match the order of the columns on the Excel spreadsheet. For Excel files, Column A would be assigned to Column 0 (zero), Column B to Column 1, etc. If the order of the columns change on the Excel document, each upload Import Profile must be changed. If the Excel spreadsheet is always in the same order, the Import Profile will not need to be changed once it is set up. Do not set up a new profile for every upload, if changes need to be made, adjust the existing profile.

[Member Center](#)
[Logout](#)

[Edit Import Profile](#)

Fields

| | | | | |
|-------------------|-------------------------|---------------|--|------------------------|
| Choose a column:* | Enter a file value:* | Ignore Value: | | Remove |
| 0 | Local ID | | | Remove |
| Choose a column:* | Enter a file value:* | Ignore Value: | | Remove |
| 1 | First Name | | | Remove |
| Choose a column:* | Enter a file value:* | Ignore Value: | | Remove |
| 2 | Last Name | | | Remove |
| Choose a column:* | Enter a file value:* | Ignore Value: | | Remove |
| 3 | Birth Date | | | Remove |
| Choose a column:* | Enter a file value:* | Ignore Value: | | Remove |
| 4 | Mailing Address Primary | | | Remove |
| Choose a column:* | Enter a file value:* | Ignore Value: | | Remove |
| 5 | County | | | Remove |
| Choose a column:* | Enter a file value:* | Ignore Value: | | Remove |
| 6 | Mailing State Code | | | Remove |
| Choose a column:* | Enter a file value:* | Ignore Value: | | Remove |
| 7 | Mailing Zip Primary | | | Remove |
| Choose a column:* | Enter a file value:* | Ignore Value: | | Remove |
| 8 | Gender | | | Remove |
| Choose a column:* | Enter a file value:* | Ignore Value: | | Remove |
| 9 | Race | | | Remove |

[Add Field](#)

Note: This illustration depicts one possible file format. Every file may have a different order. Please follow the steps above to make sure the profile is formatted correctly for best results.

Gender Mapping

For Gender Mapping, tell us which value the file shows for Male and Female. (Other values can be created if your file has these.)

Gender Mappings

Enter a field type:*

F

Select a target value:*

Female

Remove

Enter a field type:*

M

Select a target value:*

Male

Remove

Add Gender Mapping

Note: This is an example, please make sure the gender mapping matches the enrollment file.

Race Mapping

For Race Mapping, tell us which values are in the file that correspond with the drop down selections provided. There may be some other combination of text and numbers in the file.

Race Mappings

Enter a file value:*

I

Select a target value:*

American Indian or Alaskan Native

Remove

Enter a file value:*

A

Select a target value:*

Asian

Remove

Enter a file value:*

B

Select a target value:*

Black / African American, non-Hispanic

Remove

Enter a file value:*

H

Select a target value:*

Hispanic

Remove

Enter a file value:*

P

Select a target value:*

Native Hawaiian or Pacific Islander

Remove

Enter a file value:*

M

Select a target value:*

Other

Remove

Enter a file value:*

W

Select a target value:*

White

Remove

Add Race Mapping

Note: This is an example, please match the race mapping to the enrollment file.

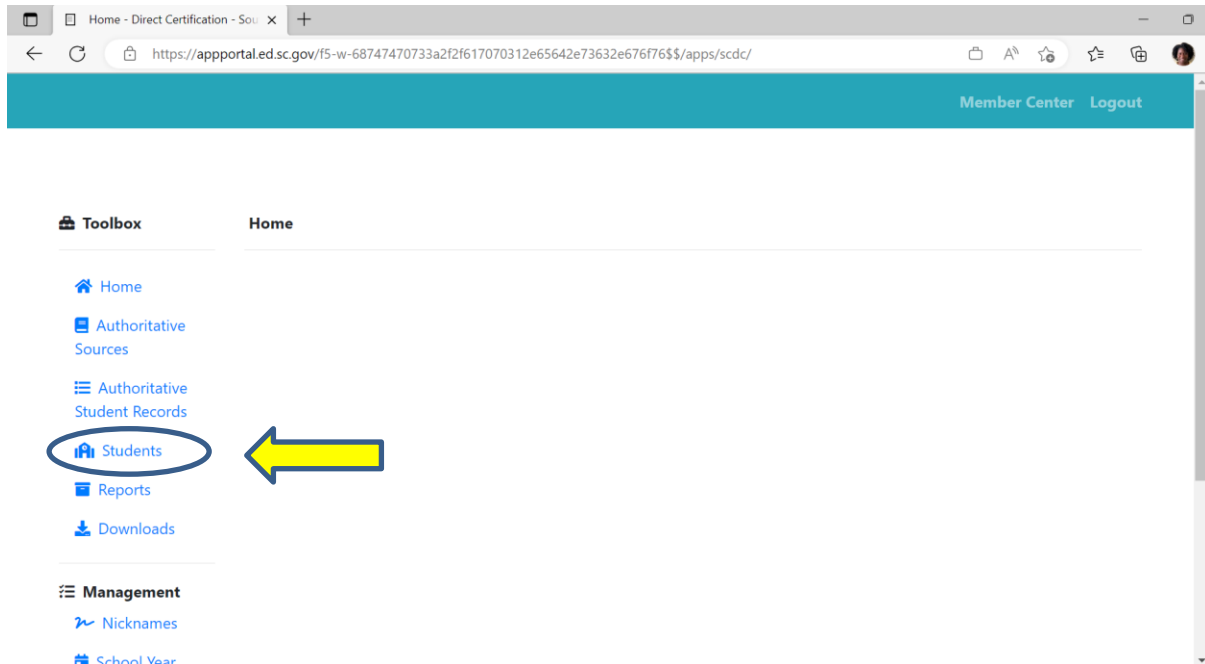
Date Format

Date Formatting can be left blank unless the system shows an error for Date of Birth (DOB). Remember the year needs to be four digits on all enrollment files. If Date Mapping is required, it is beneficial to add all four options for the date possibilities. The “M” for month must be capital and the “d” and “y” for date and year must be lower case.

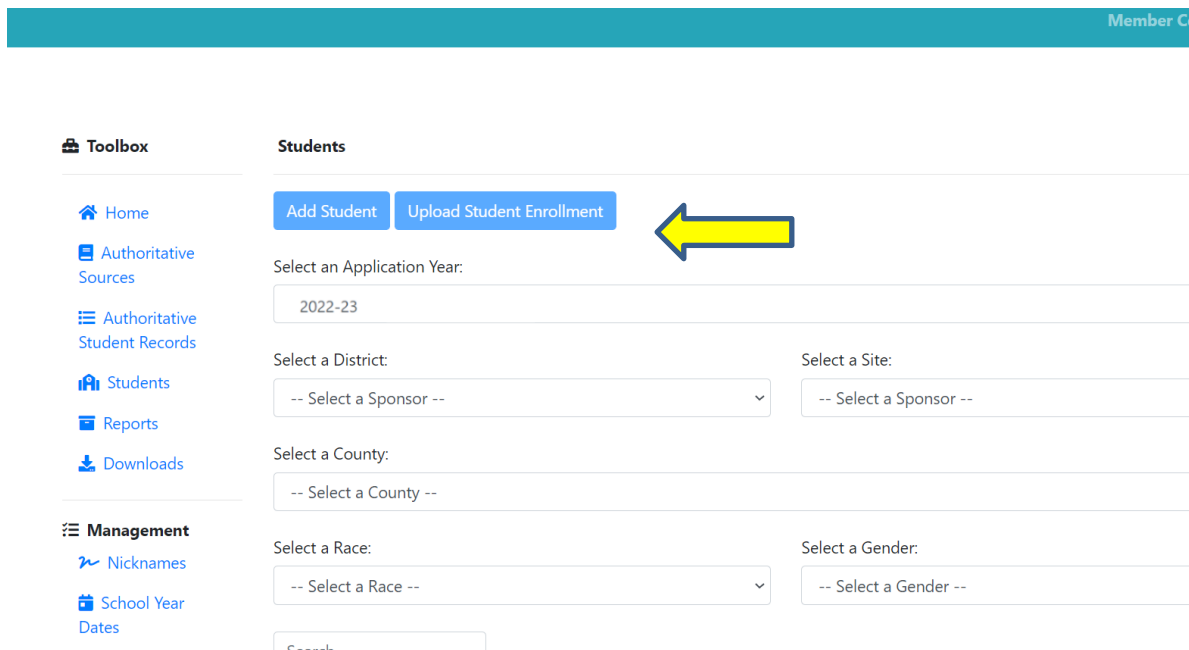
The screenshot shows a web interface titled "Date Formats" with a "Help" button in the top right corner. Below the title, there are four identical input sections. Each section starts with the label "Enter your date regex:" followed by a text input field and a red "Remove" button. The input fields contain the following text from top to bottom: "MM/dd/yyyy", "MM/d/yyyy", "M/dd/yyyy", and "M/d/yyyy". At the bottom of the interface, there is a blue button labeled "Add Date Mapping".

Uploading an Enrollment File

When uploading an enrollment file, click on “Students” in the Toolbox on the left hand side of the screen.



Click the blue “Upload Student Enrollment” button at the top of the page.



After clicking on Upload Student Enrollment on the next screen, the Import Profile is selected and the system will need to know if the file has a header.

Upload Student Enrollment

Select Upload Format:

-- Select an Format --

Skip First Line (choose yes if the first line is a header):

-- Select an Option --

Upload Document

Submit

After selecting the Import profile and if the file contains a header, double check the Import Profile that shows matches the enrollment file to be upload. If they match, scroll to the bottom of the screen and Click Upload Document.

Upload Document



Submit

After clicking Upload Document, find the enrollment file saved on the computer and click Open. Once the file shows, be sure to click Submit.

Successfully Uploaded

After uploading the file, if these boxes are displayed, the file was accepted by the system and is being matched to the DSS file.

The screenshot shows a web application interface for managing student data. At the top right, there are links for 'Member Center' and 'Logout'. On the left, a 'Toolbox' sidebar contains links for 'Home', 'Students', 'Reports', 'Downloads', and a 'Management' section with links for 'Nicknames', 'School Year Dates', and 'Import Profiles'. The main content area is titled 'Students' and features a green success message: 'Successfully performed request.' Below this is a large blue box with the text 'Currently processing your latest submission.' and 'Started Processing at: 4:07:48 PM'. It also shows 'Elapsed Time: 0h 0m 7s' and a summary table:

| Students Enrolled | Tests Run | Matches Generated |
|-------------------|-----------|-------------------|
| 680 | 3444 | 469 |

Below the table are two buttons: 'Add Student' and 'Upload Student Enrollment'. At the bottom, there are three dropdown menus: 'Select an Application Year:' (showing '2022-23'), 'Select a District:' (showing 'Hampton 02'), and 'Select a Site:' (showing '-- Select a Site --').

If the large blue box does not display, the system did not accept the file and there were too many errors for the system to sort all of them.

If there are minimal errors, the system will display the errors in the pink box. The system will give row numbers for all the errors. Make sure to write these down so the enrollment file can be fixed or the Import Profile changed.

Adding an Individual Student

When a new student is enrolled, the Add Student tool allows the new student to be added to the enrollment file for Direct Certification. Please note that the fields marked with a red asterisk (*) are required. Please provide as much of the other information as possible in order to improve the system's ability to match student data.

Member Center
Logout

Enroll Student
Idhuff

Enter the student's Local ID:*

Select a Sponsor:*

-- Select a Sponsor --

First Name:* **Last Name:***

Social Security Number:

Date of Birth: **Select a Race:** **Select a Gender:**

MM/DD/YYYY

-- Select a Race --

-- Select a Gender --

County:

-- Select a County --

Has Residential Address: **Has Mailing Address:**

No

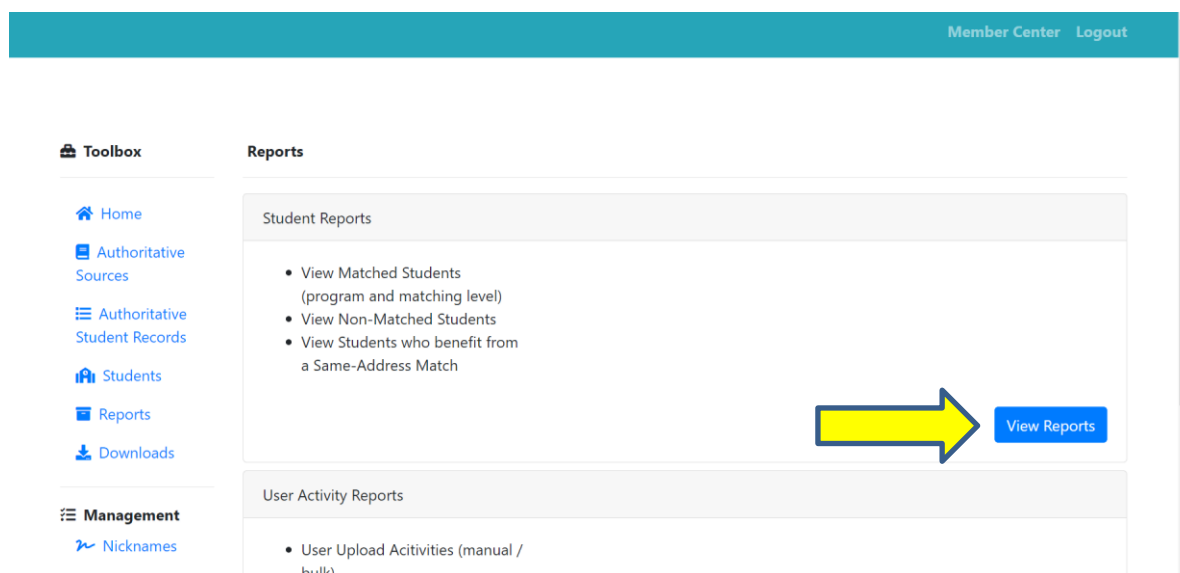
No

Select Addresses

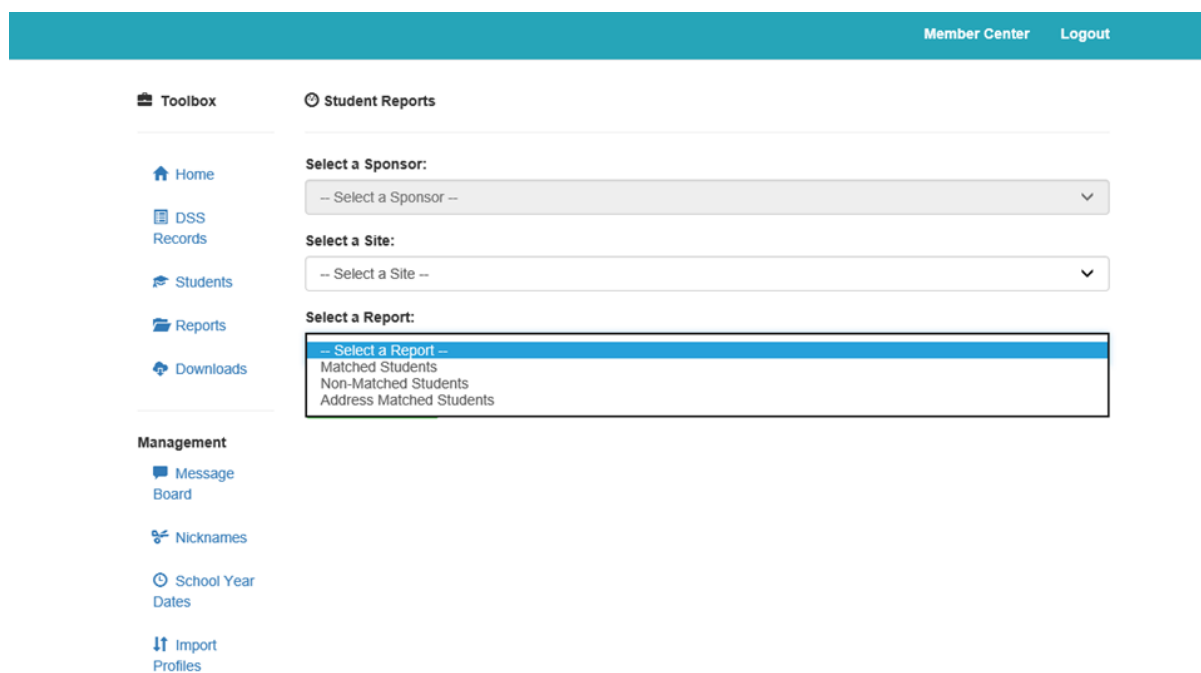
Back Submit

Reports

Access is set to allow review of the reports with information for the SFA's student population. The SFA will be able to see reports for Matched Students, Unmatched Students, and Address Matched Students.



Select View Report, to see the following:



Choose the report to review. The report will be created and displayed in Microsoft Excel and the report can be printed or saved to a local drive.

Note: The ability to select Sponsor and Site will depend on the access level you have been granted.

Sample Report

The Excel reports can be printed or saved like an Excel spreadsheet. If using POS software, this report will be upload into the POS software identical to DC reports from SCAPS. If POS software is not used, save the report electronically or as a hard copy after students are coded as DC on the eligibility roster.

| | A | B | C | D | E | F | G | H | I | J | K | L | M |
|----|-----------------------------|-----------|------------|-----------|-----|---------------|--------|------|----------------|---------|-------------|-----------------|---|
| 1 | Direct Certification System | 3/25/2019 | | | | | | | | | | | |
| 2 | | | | | | | | | | | | | |
| 3 | Total Matches: | 0 | | | | | | | | | | | |
| 4 | Address Matches: | 0 | | | | | | | | | | | |
| 5 | | | | | | | | | | | | | |
| 6 | | | | | | | | | | | | | |
| 7 | Sponsor Code | Local ID | First Name | Last Name | SSN | Date of Birth | Gender | Race | Certified Date | Program | Match Level | Duplicate Level | |
| 8 | | | | | | | | | | | | | |
| 9 | | | | | | | | | | | | | |
| 10 | | | | | | | | | | | | | |
| 11 | | | | | | | | | | | | | |

Downloads

Get Started Guides section will hold the most current version of this document as a reference to use these tools in the future.

Member Center Logout

Downloads

Get Started Guides

Select a role:

- Select a Role --
- Administrator
- Lead
- Member
- Manager
- Sponsor
- Sponsor Rep.
- Sponsor Administrator
- Auditor

Select the language you would like the parent letter to be in:

-- Select a Language --

Select a family you would like to generate this email for:

-- select a family name --

Download

This guide will provide the information needed for the Roles of Sponsor, Sponsor Representative, and Sponsor Administrator.

Parent Letters

The Parent Letter tool allows the Office of Health and Nutrition administrators the ability to change the USDA Parent Letter Template. Once a template is uploaded, it will be immediately available to everyone who accesses this system. USDA Parent Letter Templates can be uploaded in English and Spanish.

The screenshot shows a web application interface with a teal header bar containing 'Member Center' and 'Logout' links. Below the header, there are two tabs: 'Toolbox' and 'Downloads'. The 'Downloads' tab is active, showing two main sections: 'Get Started Guides' and 'Parent Letters'.

Get Started Guides: This section has a dropdown menu labeled 'Select a role:' with the option '-- Select a Role --'. Below it is a green 'Download' button.

Parent Letters: This section has two dropdown menus. The first is labeled 'Select the language you would like the parent letter to be in:' with the option 'English'. The second is labeled 'Select a family you would like to generate this email for:' with the option 'Smith'. Below these is a green 'Download' button.

Below the 'Download' button, there is a light blue box with the text: 'These are the students that will be included in the generated parent letter.'

Below this box is a table with the following data:

| Student Name | Grade | School Name | Assistance Source |
|--------------|-------|-------------|-------------------|
| John Smith | temp | temp | temp |

The letter will be created in Microsoft Word format and can be printed or saved to a local drive.

SAMPLE NOTIFICATION LETTER - DIRECT CERTIFICATION

Date: 3/8/2023

Dear Parent/Guardian: Schools

Each student identified below is automatically approved for free school meals for the current school year based on your eligibility for Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance to Needy Families (TANF), Income Eligible Medicaid or Foster Child status.

| Name of Student | Grade | Assistance Source | School Name |
|-------------------|-------|------------------------|------------------|
| some student name | 123 | some assistance source | some school name |

Please **do not** fill out a Household Eligibility Application for free or reduced price meals for the students listed above. This student(s) will receive free meals unless you notify us that you do not want to receive these benefits. If you do not want your child to receive free meal benefits please completely fill out the information below and return to the school office no later than _____. (Insert Date)

If you have student(s) in your household who are not listed above, please contact this office at the telephone number provided below at your earliest convenience. A Household Eligibility Application is NOT needed; free meal benefits will be extended to all children residing in the same household except foster child status is for the foster child only.

☐ I DO NOT want my child(ren), as listed above, to receive free meal benefits.

Date

Signature of Parent or Guardian

If any of the information listed above is incorrect, or you have any questions, please contact this office at (____) _____.

Name

Title

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture; Office of the Assistant Secretary for Civil Rights; 1400 Independence Avenue, SW; Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

SCDE (7/18)

End of document ■