DIRECT CERTIFICATION

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Director's Conference

July 29, 2014

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Direct Certification Grant

- USDA Direct Certification Grant
  - ADE, CNU received $944,908
  - 8 Projects were developed to assist schools with increasing direct certification percentage and provide guidance for maintaining direct certification
  - Main development is direct certification portal for Public Schools. Portal is an expansion of the Private School portal already in place.
  - Equipment

Direct Certification

- What is a Portal:
  - entrance: any entrance to a place, or any means of access to something
  - home site for Web browser: a Web site that provides links to information
- Portal for accessing direct certification matches is almost finished. In testing process.
- Portal will provide for
  - Instant match of student or students
    - Can upload list of students and get back matches
  - Access each of the four matches of the school year

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Direct Certification

- When will matches be available on the portal?
  - First match – week of August 11th
  - Second match – week of September 15th
  - Third match – week of January 19th
  - Fourth match – week of March 16th

- Remember: The district can access the portal to enter student information and receive instant MATCH or NO MATCH

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LEADERSHIP SUPPORT SERVICE

Direct Certification

- If the student information indicates NO MATCH, the district needs to follow up to make sure there is not an application or other source document where the student is listed

- REMEMBER: direct certification eligibility is extended to the entire household.

  - The district can screen print the identified household data and use as source documentation to extend eligibility to the household

Direct Certification

- ***Check and Double Check*** for other source documents which would indicate the household is eligible. Example: Meal application approved by SNAP case number.

- These children in the household should be counted in the directly certified total.

- Since a student or family may in the process of receiving SNAP benefits, check all NO MATCHES often.

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Direct Certification

- The district will receive an email indicating the match is available for download and print.
  - Email indicated on the Agreement and Policy Statement
    - If changed email correct address to Stephanie.Starks@arkansas.gov. NO PERSONAL EMAIL ADDRESSES WILL BE ACCEPTED – ONLY WORK EMAIL ADDRESSES
  - A link will be provided in the email to access the Single Sign On (SSO) screen
  - Access will also be available on the ADE Data Center

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Single Sign-On (SSO) Login Process

ADE Data Center Single Sign-On Login

Username : 2307dcertx

Password : ●●●●●●●●●●●●

Forgot your Username or Password?

Sign in

Still want to use Triand or ADE Account to login? Visit here

- From the ADE Data Center Single Sign-On, <u>enter</u> your **User Name** and **Password** and <u>click</u> **Sign In**.

Direct Certification

- The portal login information contains
  - Username – FIRST FOUR NUMBERS OF LEA then dcert – *for example* 0101pwinders
  - Password: Assigned by district APSCN administrator
- *The assigned administrator in the district must add the person responsible for direct certification to the Active Directory and assign a password*

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To Access Direct Certification by SSO

- Assigned person to access direct certification – Person is indicated on Agreement and Policy Statement

- Go to www.apscn.org

  - Click Security

  - Click Security Resources

  - Scroll down to Forms

  - Fill out Direct Certification form and send in. This form must be filled out and submitted before assigned person can access direct certification.

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Direct Certification

- The **August** match was placed in eSchool.

  - ***The remaining matches during the school year - it will be the responsibility of the district to change the student eligibility in eSchool to 04. All extended eligible students in the household should be coded 04***

- For support with Verification Collection Report FNS-742 reporting and Community Eligibility Reporting all directly certified students will be coded as a "4" in eSchool.

- For Point of Service – students can be coded as free.

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Arkansas Department Of Education Child Nutrition Unit

Direct Certification User Guide

- The ADE Direct Certification User Guide is a tool for authorized ADE and school district personnel to use in conjunction with the ADE Direct Certification website.

THE VALUE OF PERFORMANCE.

NORTHROP GRUMMAN

Reporting Using Direct Certification

- FNS-742
- Community Eligibility

Community Eligibility Provision

- Why is Direct Certification important for Districts that elect to participate in the Community Eligibility Provision?
  - Helps determine Identified Student Percentage
  - The higher the ISP the higher the reimbursement

- Important Dates for notification, publication and CEP decision process
  - April 1st – Districts begin to complete notification form to send ADE, CNU to report Identified Student Percentage
  - April 15th – LEA's submit school level data to State Agency. State agencies notify LEA's of district-wide eligibility.
  - May 1st – State Agency posts the data on the ADE and Child Nutrition website and sends to USDA, Food and Nutrition Service
  - June 30th – deadline to notify State Agency of intent to participate

Questions about Portal

- How does the portal match?
  - Back End Match and Front End Match
    - Portal is used on the Front End Match for districts to use
    - Back End Matches are the Statewide Matches done by DIS
- Good Data In = Good Data Out
  - eSchool student data must be complete
    - Example 4391 invalid LEA #'s in match
      - 198 had No LEA
      - 2407 had 000 listed as the LEA
      - 1786 had a wrong LEA or missing numbers in LEA
  - SSN must be complete, Date of Birth, etc.

Questions about Portal

- Not enough matches as last year
  - Good Data In = Good Data Out
  - You can check students by school by entering the correct data into the DC Upload Template that was emailed to the Child Nutrition Director on August 18 from Suzanne Davidson.
  - The DC Template is on the Child Nutrition website under the "What's New"
  - The email address https://adesnap.arkansas.gov/ADEDirectCertification

Questions about Portal

- Where do I go to get a log in and password?
  - Check the email from Suzanne Davidson on August 18th. Instructions are there AND on the Child Nutrition website under "What's New" Direct Certification
- I get an error message stating "http://403 Access Denied"
  - Go to your Account Manager in your district for help signing on. If they cannot help, put in a help desk ticket. You may have tried to sign on too many times and it locked you out and will need to be reset
- Where do I go once I get on the portal?
  - Take the time to load and view the User Guide. It will help you with what the portal does and navigating through the portal.

Questions about Portal

- How do I print the DC list from the portal?

Questions about Portal

- Then click on your district
- Then click on Match Report for the district.
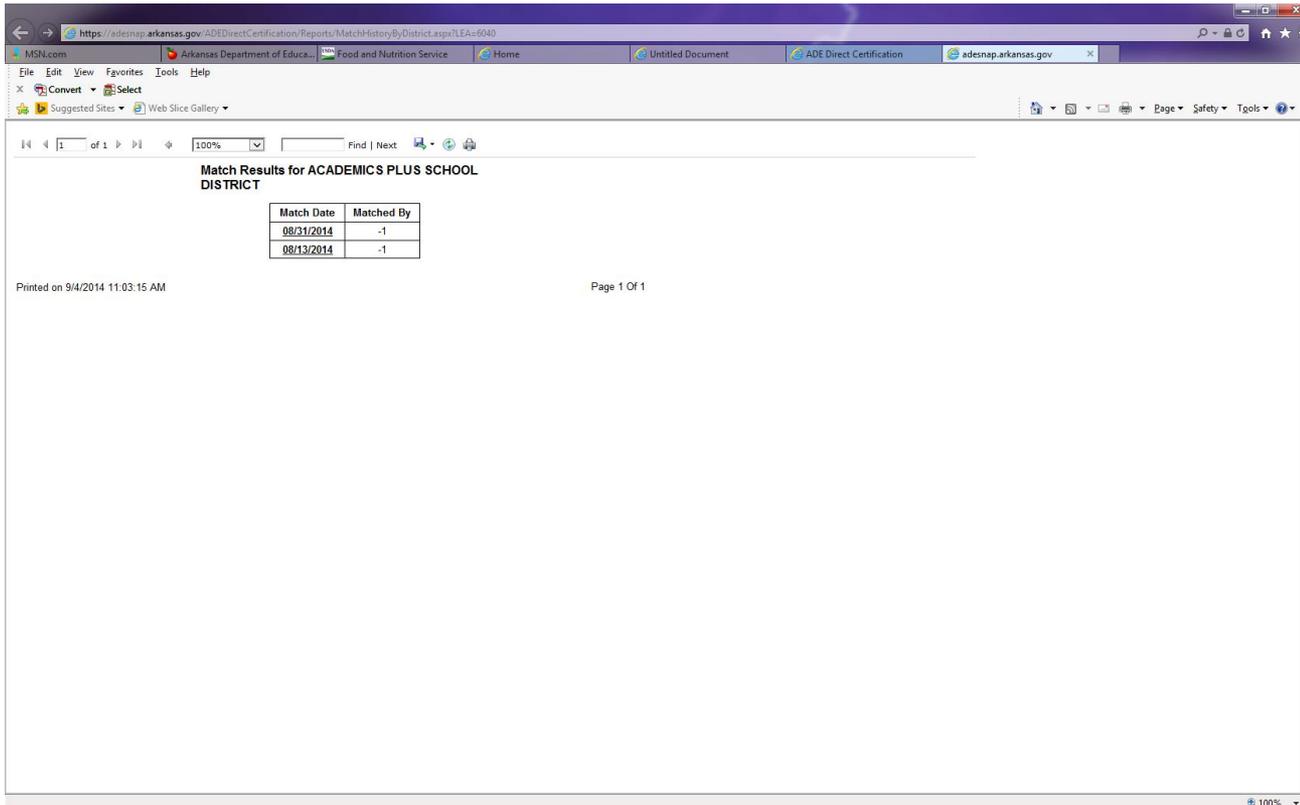
Questions about Portal

- Each time you do an upload match OR there is a statewide match a DATE will appear.
- Click on the Date and your DC list will appear by school
  - Note the page arrows at the top of the page.
- Click on the
- Click on Excel and save DC list.
- You can then sort the list into
  - EXACT MATCH
  - NO MATCH
  - HIGH PROBABILITY MATCH
  - LOW PROBABILITY MATCH

Questions about Portal

- It is the districts responsibility to check out HIGH or LOW PROBABILITY MATCHES for correct data.
  - After checking for accurate student record information – try to do an INSTANT MATCH ON THE PORTAL.

Questions about Portal

- Once I've done an Instant Match or Upload Match do I submit the list to ADE/CNU?
  - NO. Print the list for you source documentation.

- Do I have to put the DC students as 04 in my Point of Service software?
  - NO. You can put the students in as 01Free if that is the number your district uses.
  - HOWEVER, if you use the POS as your Child Nutrition Master Roster, you will need to differentiate the 04's. You may need to talk to your software company.

Questions on Portal

- If one student is an EXACT MATCH on the DC list and has siblings who are not Direct Certified, do I change them to 04 as well?
  - YES. DC trumps any meal application and DC benefits are extended to the entire household.

- I am in the portal and I click on the "Match" tab but I don't see a drop down box. What do I do?
  - Look at the left hand bottom of the screen. If you see "Done, but with errors on page" contact your district technology person. Your computer may need Internet Explorer udated.

Afterschool Snacks and At-Risk Supper

- Reminder:
  - A School District can select one of two programs to provided Afterschool Snacks – DHS or ADE
  - The At-Risk Afterschool Supper program is through DHS
  - YOU ARE NOT OBLIGATED TO LET ANY OUTSIDE ENTITY COME INTO THE SCHOOLS TO OPERATE EITHER AND AFTERSCHOOL SNACK PROGRAM OR AN AT-RISK PROGRAM.
  - IF YOU HAVE QUESTIONS ABOUT THESE PROGRAMS, CONTACT YOUR AREA SPECIALIST.

THANK YOU

PROGRAM ADMINISTRATION

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