

# *DCDV Data Elements*

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## CE File Upload and Matches Results Report

School Year 2017-2018



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June 15, 2017

Version 1.0

The following tables detail the file format to upload records into the Texas Department of Agriculture Food and Nutrition Direct Certification and Direct Verification system. These formats will be used in the updated system beginning in School Year 2017-2018.

## DATA ELEMENTS TABLES

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## TERMINOLOGY

|  |  |
|--|--|
| <b>CE Identification Number</b>                    | 5-digit number used by Texas Department of Agriculture in the TX-UNPS system   |
| <b>Claim</b>                                       | Term used in Direct Certification to indicate that a matched student record has been linked to an LEA and is certifiable in the POS system   |
| <b>Contracting Entity (CE)</b>                     | An entity that has a formal agreement with Texas Department of Agriculture to administer a School Nutrition Program  |
| <b>Direct Certification (DC)</b>                   | Determination of eligibility for free or reduced price meals based on documentation obtained directly from a state or local agency or authorized program or representative. When a student is directly certified, the household does not need to submit a school meal application  |
| <b>Direct Verification</b>                         | The use of public records to verify a student’s eligibility for free or reduced price meals when verification of a student’s eligibility is required.  |
| <b>Health and Human Services Commission (HHSC)</b> | The state agency in Texas that administers SNAP, TANF, and Medicaid benefits to qualifying households.   |
| <b>Local Education Agency (LEA)</b>                | Commonly used synonym for a school district, an entity which operates local public primary and secondary schools   |
| <b>Program of Eligibility</b>                      | Children in households that receive benefits from one of the following programs are eligible for free or reduced price meals:<br>Supplemental Nutrition Assistance Program (SNAP)<br>Temporary Assistance for Needy Families (TANF)<br>Medicaid<br><br>Household income levels determine if the students in households receiving Medicaid benefits are eligible for free or reduced-price meals. |
| <b>Site ID</b>                                     | 4-digit number identifying each site participating in the NSLP program. The number is based on the TEA 3-digit campus number   |
| <b>Texas Department of Agriculture (TDA)</b>       | The state agency that administers the National School Lunch Program and the School Breakfast Program   |
| <b>Texas Education Agency (TEA)</b>                | The state agency that matches students to Local Education Agencies (LEA) in the direct certification process   |
| <b>TX-UNPS</b>                                     | The application, claims and compliance management system used by the Food and Nutrition division of TDA  |
| <b>Unique Student ID</b>                           | 10-digit student identification number assigned by TEA   |

## DIRECT CERTIFICATION UPLOAD

- File format: Excel (.xls or.xlsx)
- Columns must be in this order.
- No column headings in upload file
- File load limit approximately 1 million records

### 1 Direct Certification Upload

| Field             | Required | Type       | Format                              | Notes                                     |
|-------------------|----------|------------|-------------------------------------|---|
| SSN               |          | Numeric    | 9 digits, padded with leading zeros |   |
| Unique Student ID |          | Numeric    | 10 digits                           | ID assigned by TEA<br>Leave blank if null |
| Last Name         | Yes      | Text       | 30 characters                       |   |
| First Name        | Yes      | Text       | 30 characters                       |   |
| DOB               | Yes      | mm/dd/yyyy | 10 characters                       |   |
| Gender            | Yes      | Text       | M or F, 1 character                 |   |
| Site ID           |          | Numeric    | 4 digits with leading zeros         |   |
| Grade             |          | Text       | 2 characters                        |   |
| CE ID             | Yes      | Numeric    | 5 digits with leading zeros         |   |

## DIRECT CERTIFICATION MATCH REPORT

- The user will access the Reports module to download the current monthly report of direct certification matches.
- File format: Excel

### 2 Direct Certification Match Report

| Field                  | Type       |   |   |
|------------------------|------------|---|---|
| Unique Student ID      | Numeric    | 10 Digits   | ID assigned by TEA  |
| Last Name              | Text       | 30 Characters                                     |   |
| First Name             | Text       | 30 Characters                                     |   |
| DOB                    | Mm/dd/yyyy | 10 characters                                     |   |
| Address                |            |   | As provided by HHSC   |
| City                   |            |   |   |
| State                  |            |   |   |
| Zip Code               |            |   |   |
| Gender                 | Text       | M or F  |   |
| Site ID                | Numeric    | 4 digits with leading zeros                       | As provided by CE   |
| Grade                  | Text       | 2 characters                                      |   |
| Claimed                | Text       |   | C indicates that student has been "claimed" by CE and can be directly certified |
| Program of Eligibility | Text       | SNAP<br>TANF<br>Medicaid-Free<br>Medicaid-Reduced |   |
| Meal Code              | Text       | F or RP   | Confirmation of meal payment type   |
| EDG#                   | Numeric    |   |   |
| Eligibility Date       |            |   |   |

## DIRECT VERIFICATION UPLOAD

- File Format: Excel (.xls or .xlsx)
- Columns must be in this order
- File load limit not determined yet (6/21/2017)

### 3 Direct Verification Upload

| Field      | Required | Type       | Format                              | Notes |
|------------|----------|------------|-------------------------------------|-------|
| SSN        |          | Numeric    | 9 digits, padded with leading zeros |       |
| Last Name  | Yes      | Text       | 30 characters                       |       |
| First Name | Yes      | Text       | 30 characters                       |       |
| DOB        | Yes      | mm/dd/yyyy | 10 characters                       |       |
| Gender     | Yes      | Text       | M or F,1 character                  |       |
| Site ID    |          | Numeric    | 4 digits with leading zeros         |       |
| Grade      |          | Text       | 2 characters                        |       |
| CE ID      | Yes      | Numeric    | 5 digits with leading zeros         |       |

## DIRECT VERIFICATION MATCH REPORT

- The user will access the Reports module to download the current monthly report of direct verification matches.
- File format: Excel

### 4 Direct Verification Match Report

| Field                  | Type       |  |                                   |
|------------------------|------------|--|-----------------------------------|
| Last Name              | Text       | 30 Characters  |                                   |
| First Name             | Text       | 30 Characters  |                                   |
| DOB                    | Mm/dd/yyyy | 10 characters  |                                   |
| Address                |            |  | As provided by HHSC               |
| Site ID                | Numeric    | 4 digits with leading zeros  | As provided by CE                 |
| Grade                  | Text       | 2 characters   |                                   |
| Program of Eligibility | Text       | SNAP<br>TANF<br>Medicaid-Free<br>Medicaid-Reduced<br>CHIP-Free<br>CHIP-Reduced |                                   |
| Meal Code              | Text       | F or RP  | Confirmation of meal payment type |
| EDG#                   | Numeric    |  |                                   |