



Direct Certification Match Reports

In Texas ELMS, there are multiple reports that will help districts view their enrolled students that have been directly certified for meal benefits. On the **Reports tab**, there are 5 **Direct Certification Match Reports** available for various purposes.

Report Name	Availability	Description & Use
CE Direct Certification Matches	July 1 – June 26; Current School Year only	Report includes matched and claimed students. This is the primary report used to establish direct certification meal benefits. Includes meal benefit level, Eligibility Date and First Claimed date.
Year to Date Claimed Matches	July 1 – June 26; Current & Prior School Years	Report includes students that were matched and claimed during the school year, even if later unclaimed. Includes Last Date Unclaimed by CE, if applicable. May be used to refer to historical direct certification matches or investigate unexpected match results.
Unclaimed EDG Number Matches	July 1 – June 26; Current School Year only	Report includes all children that have not been matched to the CE but share a household EDG number with another child claimed by the CE. Can be used to identify additional directly certified students.
Data for TX-UNPS SFA Verification Report	July 1 – June 26; Current & Prior School Years	Snapshot report includes direct certification matches as of the last operating day of October. Can be used to complete the annual Verification Report.
CEP Mid-March Claimed Matches	July 1 – June 26; Current & Prior School Years	Report includes direct certification matches as of the date the report is run from July 1 through March 20. Between March 21 and June 30, this is a snapshot report that reflects direct certification matches as of March 20.

More detailed guidance on **report formats** can be found under the “File Formats Quick Guide” under “System Overview” resources on <https://squaremeals.org/Programs/National-School-Lunch-Program/Texas-ELMS>

Accessing the Reports

In Texas ELMS, select the **Reports** tab from the top menu.

Texas Eligibility List Management System

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Home Resources Direct Certification Direct Verification **Reports** How-To Log Out

Home 2022–2023 School Year

Contracting Entity Test CE User

Message Board

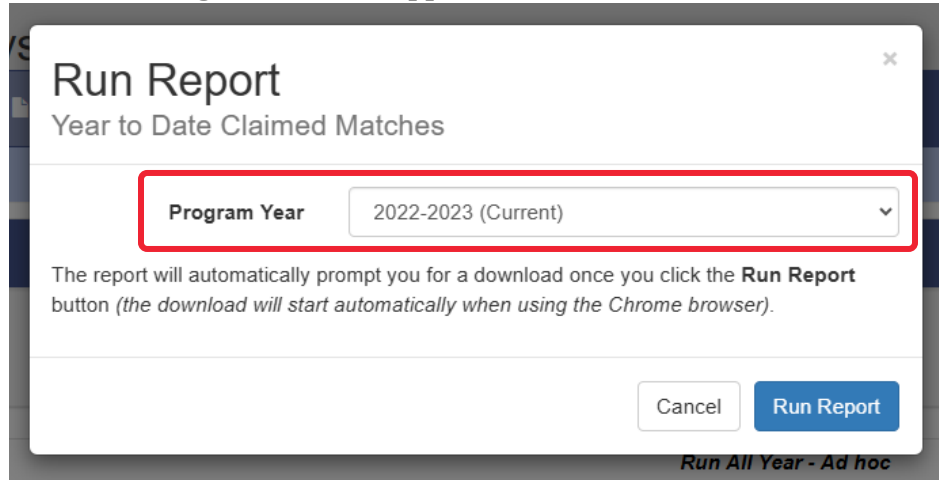
08/19/2026 - The Texas ELMS database has been updated with new data.
TEA pre-matches with Unique ID, site, and grade information were added. These matches are based on TEA current attendance data.

As of July 1st, the school year is defaulted to 2022-2023.
If a CE has not uploaded enrollment data, the direct certification match report will be blank.

Review the available reports and click on **the name of the report** you'd like to run.

Direct Certification Match Reports	CE Direct Certification Matches Direct Certification Records of claimed students for CE
	Data for TX-UNPS SFA Verification Report Direct Certification matches based on enrollment for the last operating day of October used to complete the TX-UNPS Verification Report
	CEP Mid-March Claimed Matches Direct Certification matches based on enrollment for mid-March used to complete the Community Eligibility Provision report
	Year to Date Claimed Matches Direct Certification Records of claimed students for CE
	Unclaimed EDG Number Matches Provides data on all children that have not been matched to the CE but share a household EDG Number with another child claimed by the CE
Direct Verification Reports	CE Direct Verification Matches Direct Verification Records of claimed students for CE

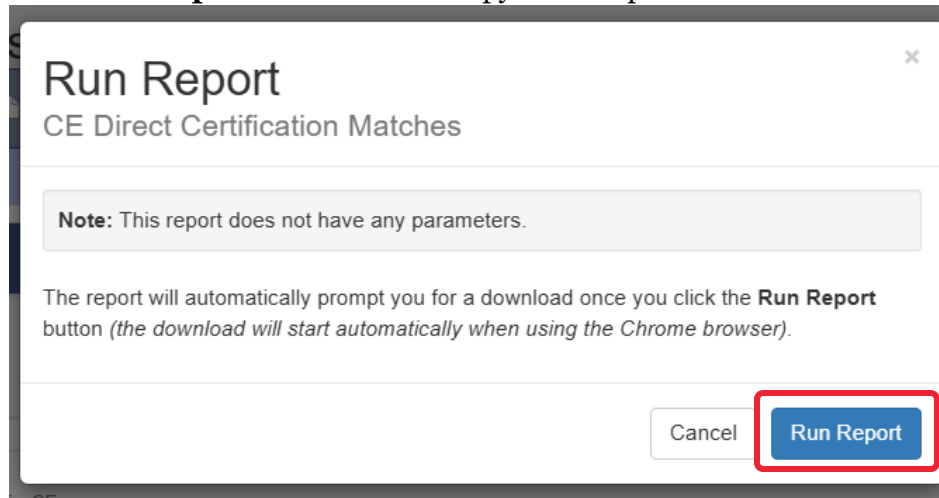
Select the **Program Year**, if applicable.



The image shows a 'Run Report' dialog box with the title 'Run Report' and subtitle 'Year to Date Claimed Matches'. A red rectangle highlights the 'Program Year' dropdown menu, which is currently set to '2022-2023 (Current)'. Below the dropdown, there is a note: 'The report will automatically prompt you for a download once you click the **Run Report** button (the download will start automatically when using the Chrome browser)'. At the bottom right, there are two buttons: 'Cancel' and 'Run Report'.

Run All Year - Ad hoc

Click **Run Report** to download a copy of the report.



The image shows a 'Run Report' dialog box with the title 'Run Report' and subtitle 'CE Direct Certification Matches'. A note in a grey box states: 'Note: This report does not have any parameters.' Below the note, there is a message: 'The report will automatically prompt you for a download once you click the **Run Report** button (the download will start automatically when using the Chrome browser)'. At the bottom right, there are two buttons: 'Cancel' and 'Run Report', with the 'Run Report' button highlighted by a red rectangle.

Save the downloaded report to your files, in a secure location, for future reference and records retention.