



Texas ELMS

Direct Certification/Direct Verification

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Region 4 ESC



TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER

Fraud Hotline: 1-866-5-FRAUD-4 or 1-866-537-2834 | P.O. Box 12847 | Austin, TX 78711
Toll Free: (877) TEX-MEAL | For the hearing impaired: (800) 735-2989 (TTY)



Food and Nutrition Division
MegaCon

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This institution is an equal opportunity provider.

Updated 9/30/2026
www.SquareMeals.org



Acknowledgement Statement

You understand and acknowledge that:

- ❑ the training you are about to take does not cover the entire scope of the program; and that
- ❑ you are responsible for knowing and understanding all handbooks, manuals, alerts, notices and guidance, as well as any other forms of communication that provide further guidance, clarification or instruction on operating the program.

Objectives

Texas ELMS: Direct Certification/Direct Verification



Learn more about the Texas ELMS software system and identify process steps to directly certify students for free or reduced-price meals.



Review Texas ELMS system enhancements and reports available to CEs.



Explore the Direct Verification module's specialized process to confirm selected students during the annual verification process.



Texas ELMS

Eligibility List Management System



Texas ELMS

Web-based Software System



Developed to assist CEs operating National School Lunch Program (NSLP) and the School Breakfast Program (SBP) streamline the process of matching enrollment records with students in households receiving assistance through the following state programs:

- ☐ SNAP-Supplemental Nutrition Assistance Program
- ☐ TANF-Temporary Assistance for Needy Families
- ☐ Certain types of Medicaid Free and Reduced



Texas ELMS

Process

- ❑ Data collection from two state agencies:

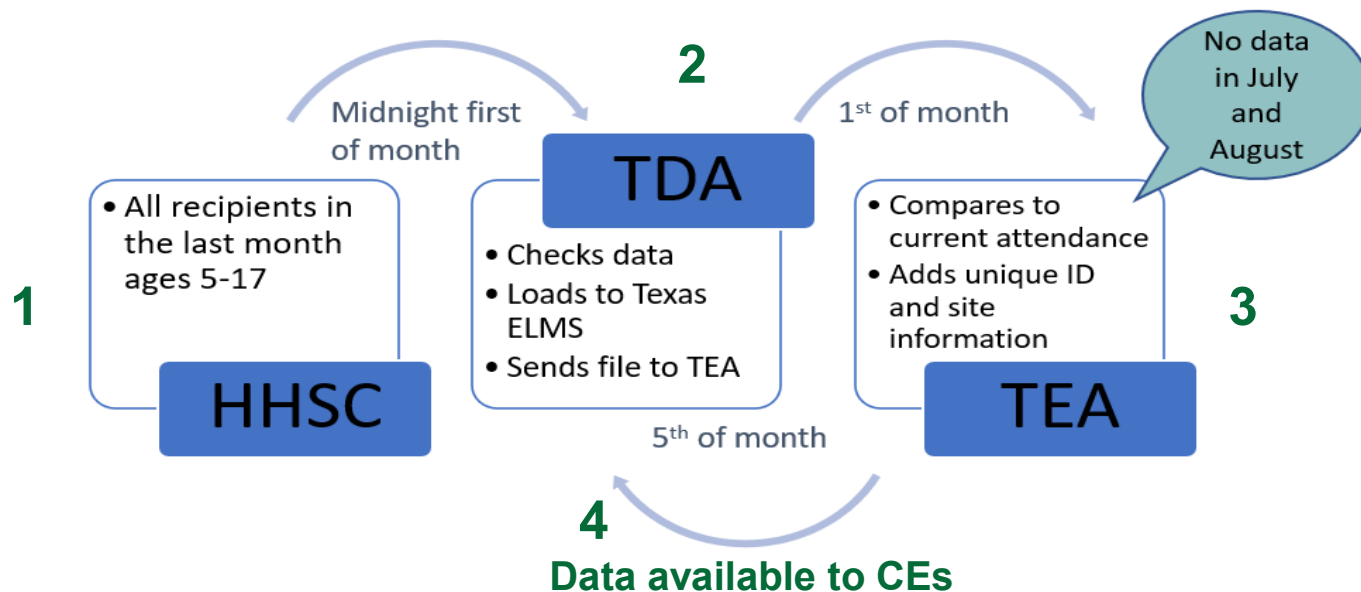
**Health and
Human Services
Commission
(HHSC)**

**Texas Education
Agency (TEA)**



Texas ELMS

Process



TX-UNPS is a gateway to the Texas ELMS program

Authorized User Access through TX-UNPS >Applications

Direct Certification/Direct Verification

School Nutrition Programs		TX-UNPS
Applications Claims Compliance Reports Security Search		Programs Year Help Log Out
Applications >		School Year: 2022 - 2023
Item	Description	
Contracting Entity Manager	SNP Contracting Entity's Profile, Site and Hold Information	
Application Packet	Applications Forms (Contracting Entity and Site)	
Attachment B	Policy Statement for Free and Reduced-Price Meals, Attachment B: Meal Count/Collection Procedure(s)	
Attachment B: Upload Attachments	Manage the upload of attachments for the Attachment B form	
Second Review of Applications	FNS-874 report for Contracting Entitys selected to conduct a second review of applications.	
Verification Report	Mandatory Annual Verification Report	
Verification Summary	Mandatory Annual Verification Report (FNS-742) Summary	
Food Safety Inspections	Number of Food Safety Inspections by Site	
Food Safety Inspections Summary	Number of Food Safety Inspections by Site Summary	
Annual Audits	Annual Audits	
FFVP Summary	Fresh Fruit and Vegetable Program Invitations and Approvals	
Financial Report	School Food Annual Revenues and Expenditures Report	
Financial Report Summary	School Food Annual Revenues and Expenditures Report Summary	
FFVP Application Packet	Fresh Fruit and Vegetable Program Application Forms (SFA and Site)	
FFVP Grants	Fresh Fruit and Vegetable Program Grant Information for a specific CE	
FFVP Grant Overview	Fresh Fruit and Vegetable Program Grant Information by Site Overview	
Summer Nutrition Program Costs	Total Costs Associated with Operating a Summer Nutrition Program	
Capital Expenditure Request	Request for funds to purchase capital items >= \$5,000	
Community Eligibility Provision	Enrollment and Eligibility for Community Eligibility Provision	
Texas Summer Mandate	Summer Nutrition Programs Intent Declaration	
Texas Summer Mandate Summary	Summer Nutrition Programs Intent Summary	
Direct Certification / Direct Verification	Direct Certification / Direct Verification screens	
MENU Module	Menu Planning and Analysis module	
Download Forms	Forms Available for Downloading	



Direct Certification/Direct Verification Login

Texas Eligibility List Management System

COMMISSIONER SID MILLER 

Login ➔

NOTE: Please use your current TX-UNPS User Name and Password. If you have reset your TX-UNPS Password today, then Texas ELMS will only accept your prior TX-UNPS Password for today's log in. After 5 attempts, you will be locked out until tomorrow. If you continue to experience log in issues, please call for assistance.
(877)TEX-MEAL

Username

Password

Login

v2.10.1

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Users need to bookmark the ELMS site, so access is available without entering TX-UNPS



Texas ELMS

Home screen

The screenshot shows the Texas ELMS Home screen. Arrows point to the following elements:

- Navigation menu: Home, Resources, Direct Certification, Direct Verification, Reports
- Home button
- 2022-2023 School Year
- Contracting Entity dropdown menu (selected: SPRING BRANCH ISD (00529))
- SPRING BRANCH ISD address: 1031 Witte Rd Bldg T2-A, HOUSTON, TX 77055-6016
- Message Board
- Message Board content: 02/13/2023 - 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.
- Last Updated: Monday, February 13, 2023 7:17:44 AM
- Version: v2.9.0
- Footer: Texas Department of Agriculture. All rights Reserved. Unauthorized use is prohibited. Use may be subject to security testing and monitoring. Misuse is subject to criminal prosecution. No expectation of privacy except or otherwise provided by applicable privacy laws.
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Texas ELMS

Reports

Direct Certification Match Reports	CE Direct Certification Matches Direct Certification Records of claimed students for CE	<i>Run All Year - Ad hoc</i>
	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	<i>CE: Upload current enrollment October 31st. Run report October 31st, Internal State: Run Nov 5th - June 30th - Ad hoc</i>
	CEP Mid-March Claimed Matches Direct Certification matches based on enrollment for mid-March used to complete the Community Eligibility Provision report	<i>Run March 5th - June 30th</i>
	Year to Date Claimed Matches Direct Certification Records of claimed students for CE	<i>Run All Year - Ad hoc</i>
	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	<i>Run All Year - Ad Hoc</i>
Direct Verification Reports	CE Direct Verification Matches Direct Verification Records of claimed students for CE	<i>Run Oct 1st - June 30th</i>



Texas ELMS

Resources



TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER

Home | About | News | Programs | Industry Resources | Public Resources | (877) TEX-MEAL (Se habla Español)

Ensuring eligible children in need are receiving free and reduced price school meals

TEXAS ELMS
ELIGIBILITY LIST MANAGEMENT SYSTEM

Programs > National School Lunch Program > Texas ELMS

Texas ELMS

Visit the Texas ELMS page for more training resources

Training

System Overview

[Account Security](#)

[Texas ELMS and Direct Certification - An Overview](#)

[File Formats for Texas Elms](#)

[Direct Certification and Direct Verification \(MegaCon 2023\)](#)



Questions



Texas ELMS

Eligibility List Management System

Direct Certification



Texas ELMS

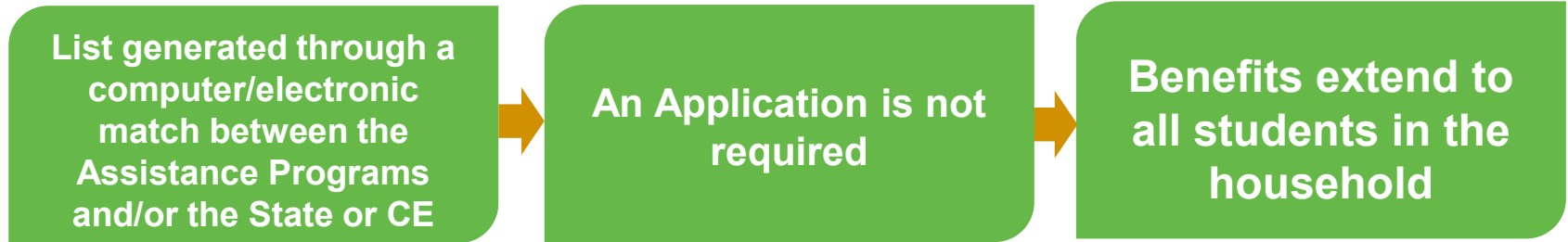
Direct Certification

- ☐ Federally mandated process for determining student eligibility for free or reduced school meals
- ☐ Documentation obtained directly from a state agency
- ☐ CEs must conduct direct certification through the automated data matching system monthly
- ☐ The household does not need to submit a meal application



Texas ELMS

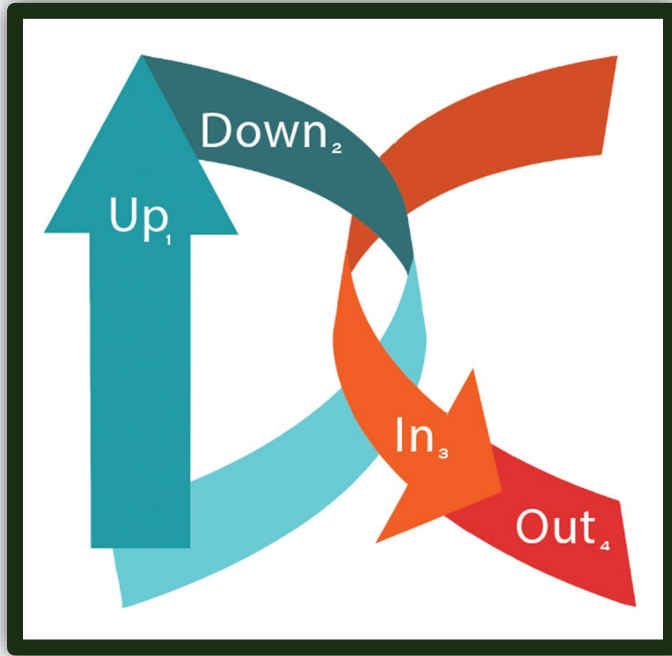
Direct Certification List



If any person, including adults, in a household is receiving program benefits from SNAP, TANF, Medicaid, or Food Distribution Program on Indian Reservations (FDPIR), all students in the household are eligible for the same benefits.



Direct Certification in Texas ELMS



1. Upload enrollment file
2. Download free and reduced-price match report
3. Input/code DC matches in POS
4. Send out household notification



Texas ELMS

Direct Certification Tab

Texas Eligibility List Management System

COMMISSIONER SID MILLER

Home Resources Direct Certification Direct Verification Reports

How-To Log Out

Direct Certification 2022–2023 School Year

Contracting Entity SPRING BRANCH ISD (00529) M. Dickson

SPRING BRANCH ISD
1031 Witte Rd Bldg T2-A
HOUSTON, TX 77055-6016

Upload Claim Upload Unclaim Search

File to Import

Supported File Types for Importing
Please note that only files with .xls, or .xlsx extensions can be imported.

Total current TDA and TEA matches before upload: 12835

Browse... Upload a batch claim file

Browse to your local file location to select the file to be uploaded.

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Enrollment File Upload

Texas Eligibility List Management System

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Home Resources Direct Certification Direct Verification Reports

How-To Log Out

Direct Certification 2022–2023 School Year

Contracting Entity: SPRING BRANCH ISD (00529)

SPRING BRANCH ISD
1031 Witte Rd Bldg T2-A
HOUSTON, TX 77055-6016

M. Dickson

Upload Claim Upload Unclaim Search

File to Import

Supported File Types for Importing
Please note that only files with **.xls** or **.xlsx** extensions can be imported.

Browse... Upload a batch claim file

Browse to your local file location to select the file to be uploaded.

Total current TDA and TEA Matches: 12635

✓ **File Successfully Uploaded**

The upload process has completed successfully. Total TDA and TEA matches *after* the previous upload: 12635

Click on the Reports link at the top of the page to locate and download the current CE Direct Certification Matches report.

Best Practice: Use the Snipping Tool, found in Windows Accessories, to save a screenshot of the Upload results. Click on "How-To" in the menu bar for a tutorial on how to use the tool and how to save screenshots.

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Texas ELMS

Student Search Claim/Unclaim

Texas Eligibility List Management System

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Home Resources Direct Certification Direct Verification Reports

How-To Log Out

Direct Certification 2022–2023 School Year

Contracting Entity SPRING BRANCH ISD (00529) M. Dickson

SPRING BRANCH ISD
1031 Wittle Rd Bldg T2-A
HOUSTON, TX 77055-6016

Upload Claim Upload Unclaim Search

Search for students using the desired search method, and then click the Claim/Unclaim button in the search results for each desired student.

Select a Search Type

☐ Search by First & Last Name, and Date of Birth ☐ Search by SSN and Date of Birth ☐ Search by EDG # ☐ Search by TEA Unique ID

Search

v2.9.0

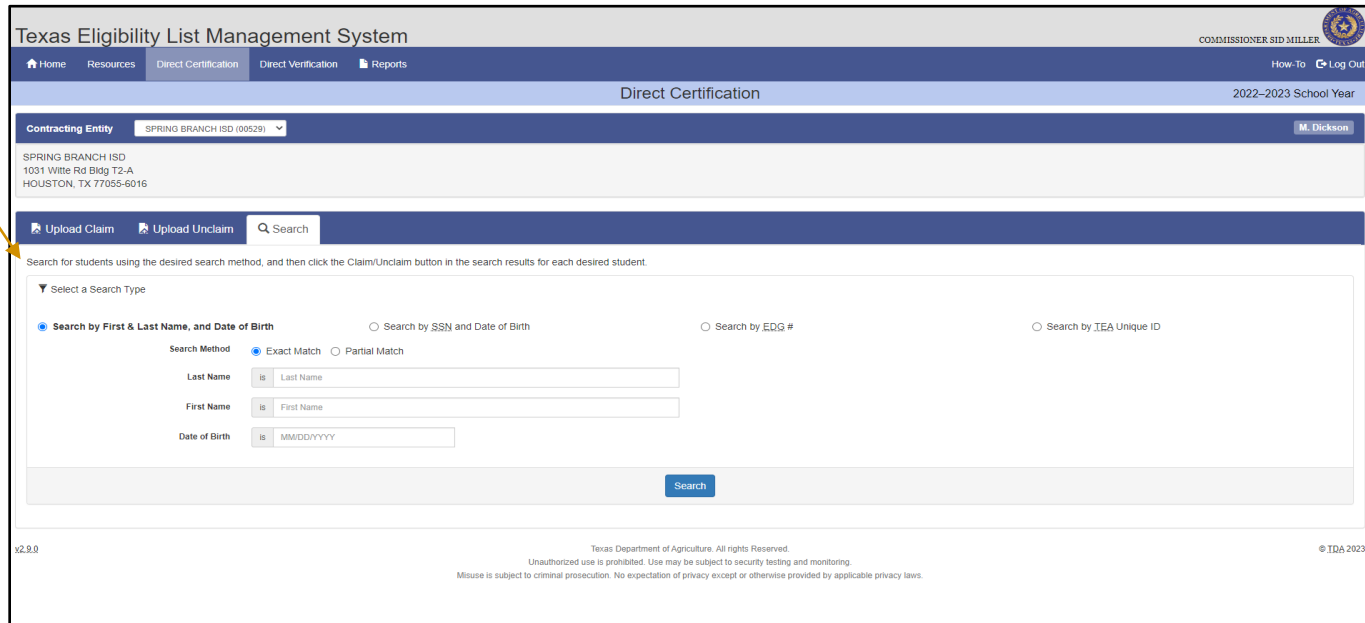
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Texas ELMS

Student Search Options – Exact or Partial Match



Texas Eligibility List Management System

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Home Resources **Direct Certification** Direct Verification Reports

How-To Log Out

Direct Certification 2022–2023 School Year

Contracting Entity: SPRING BRANCH ISD (00529) **M. Dickson**

SPRING BRANCH ISD
1031 Witte Rd Bldg T2-A
HOUSTON, TX 77055-6016

Upload Claim Upload Unclaim Search

Search for students using the desired search method, and then click the Claim/Unclaim button in the search results for each desired student.

Select a Search Type

☒ Search by First & Last Name, and Date of Birth ☐ Search by SSN and Date of Birth ☐ Search by EDG # ☐ Search by TEA Unique ID

Search Method ☒ Exact Match ☐ Partial Match

Last Name is

First Name is

Date of Birth is

Search

v2.0.0

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Texas ELMS

Student Search Options – Partial Match

Upload Claim Upload Unclaim Search

Search for students using the desired search method, and then click the Claim/Unclaim button in the search results for each desired student.

Select a Search Type

☒ Search by First & Last Name, and Date of Birth
 ☐ Search by SSN and Date of Birth
 ☐ Search by EDG #
 ☐ Search by TEA Unique ID

Search Method

☐ Exact Match
 ☒ Partial Match

Last Name starts with: aguil

First Name starts with: evell

Date of Birth ± 2 Days 03/26/2010

Search

Search Results 1 Students Found

TEA Unique ID	SSN	First Name	Last Name	Date of Birth	Program	EDG #	CE ID	CE Name	
		EVELIN	AGUILAR	03/26/2010	SNAP	123456778	00529	SPRING BRANCH ISD	Unclaim



EDG Match Confirmation Screen

Confirm Student Claim

TEA Unique
ID

SSN

First Name SHAYA

Last Name

Date of Birth 07/23/2007

Program SNAP

EDG# 456777999

CEID

ISD

Campus 101920001 - MEMORIAL H S

Grade Level 10th Grade

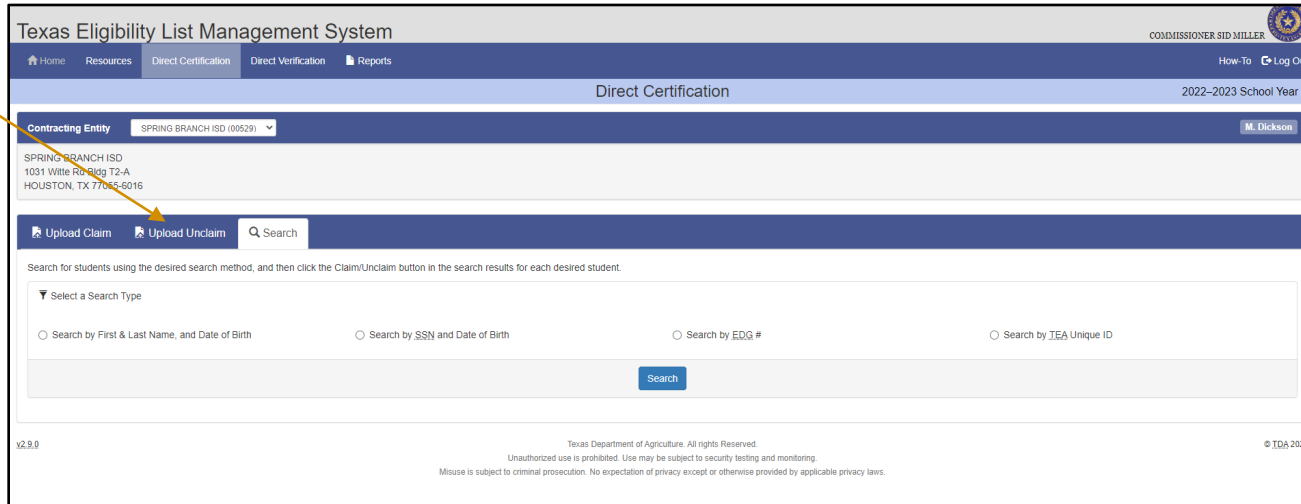
✓ Confirm

✕ Cancel



Texas ELMS

Search Unclaim



Texas Eligibility List Management System

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Home Resources Direct Certification Direct Verification Reports

How-To Log Out

Direct Certification 2022-2023 School Year

Contracting Entity SPRING BRANCH ISD (99529) M. Dickson

SPRING BRANCH ISD
1031 Witte Rd Bldg T2-A
HOUSTON, TX 77055-6016

Upload Claim Upload Unclaim Search

Search for students using the desired search method, and then click the Claim/Unclaim button in the search results for each desired student.

Select a Search Type

☐ Search by First & Last Name, and Date of Birth ☐ Search by SSN and Date of Birth ☐ Search by EDG # ☐ Search by TEA Unique ID

Search

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- ☐ Individual student or list of students
- ☐ Batch list cannot be re-claimed by the CE



Batch Unclaim

Check that all information is included

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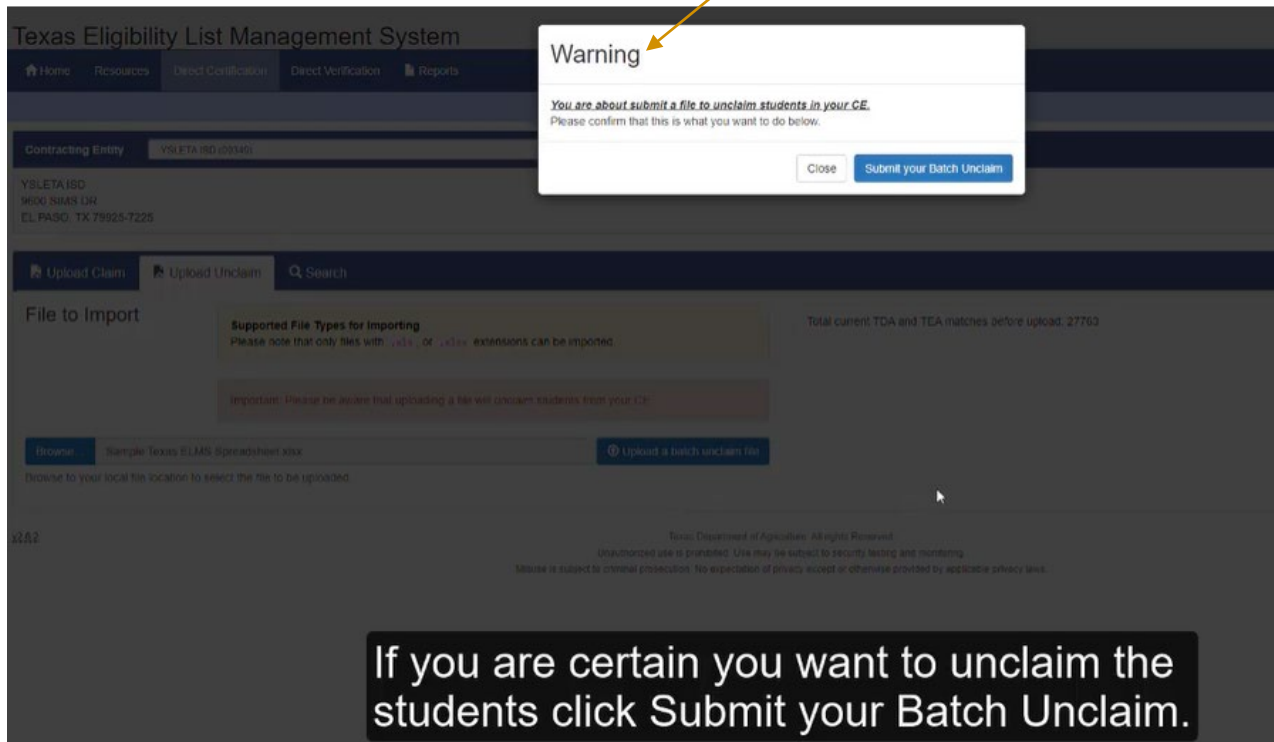
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Batch Unclaim



The screenshot displays the Texas Eligibility List Management System interface. A warning dialog box is open, with an orange arrow pointing to the word "Warning". The dialog text reads: "Warning", "You are about submit a file to unclaim students in your CE.", and "Please confirm that this is what you want to do below." The dialog has "Close" and "Submit your Batch Unclaim" buttons. The background interface shows the "Contracting Entity" as YSLETA (RD 03340), the "File to Import" section with "Supported File Types for Importing" (xlsx or .xlsx), and a "Total current TDA and TEA matches before upload: 27763". A black text box at the bottom of the screenshot contains the text: "If you are certain you want to unclaim the students click Submit your Batch Unclaim."

Texas Eligibility List Management System

Home Resources Direct Certification Direct Verification Reports

Contracting Entity YSLETA (RD 03340)

YSLETA ISD
9600 NIMAS DR
EL PASO, TX 79925-7225

Upload Claim Upload Unclaim Search

File to Import

Supported File Types for Importing
Please note that only files with .xlsx or .xlsx extensions can be imported.

Total current TDA and TEA matches before upload: 27763

Important: Please be aware that uploading a file will unclaim students from your CE.

Browse Sample Texas ELIAS spreadsheet.xlsx Upload a batch unclaim file

Choose your local file location to select the file to be uploaded.

2/22

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If you are certain you want to unclaim the students click Submit your Batch Unclaim.



Texas ELMS

Eligibility List Management System

Direct Verification



Texas ELMS

Direct Verification

- ❑ Special process that may be used to streamline the verification of a sample of applications on file as of October 1

Matches names to public records:

SNAP	Supplemental Nutrition Assistance Program
TANF	Temporary Assistance for Needy Families
CHIP	Children's Health Insurance Program
Medicaid Free and Reduced	



Texas ELMS

Direct Verification Resources

Direct Verification

- [Direct Verification Overview](#)
- [Upload and Match Report](#)
- [Applying Direct Verification Results](#)

Reporting

[Required Annual Reporting Overview](#)

Verification Reporting

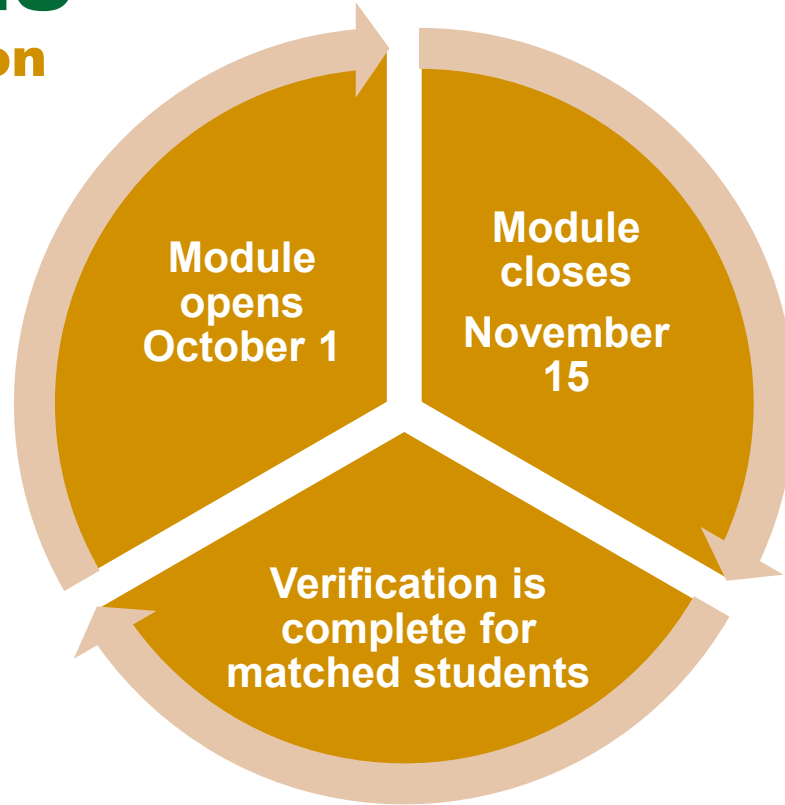
- [SY27 Verification Reporting Timeline](#)
- [SY27 Verification Reporting Reminders](#)
- [SY27 Verification Reporting Tips](#)
- [Verification Reporting - Common Errors](#)
- [SY27 CE Reporting Requirements](#)
- [Sample Size Calculator](#)

CEs may reduce the number of household verification letters by conducting Direct Verification on the sample pool of applications.



Texas ELMS

Direct Verification



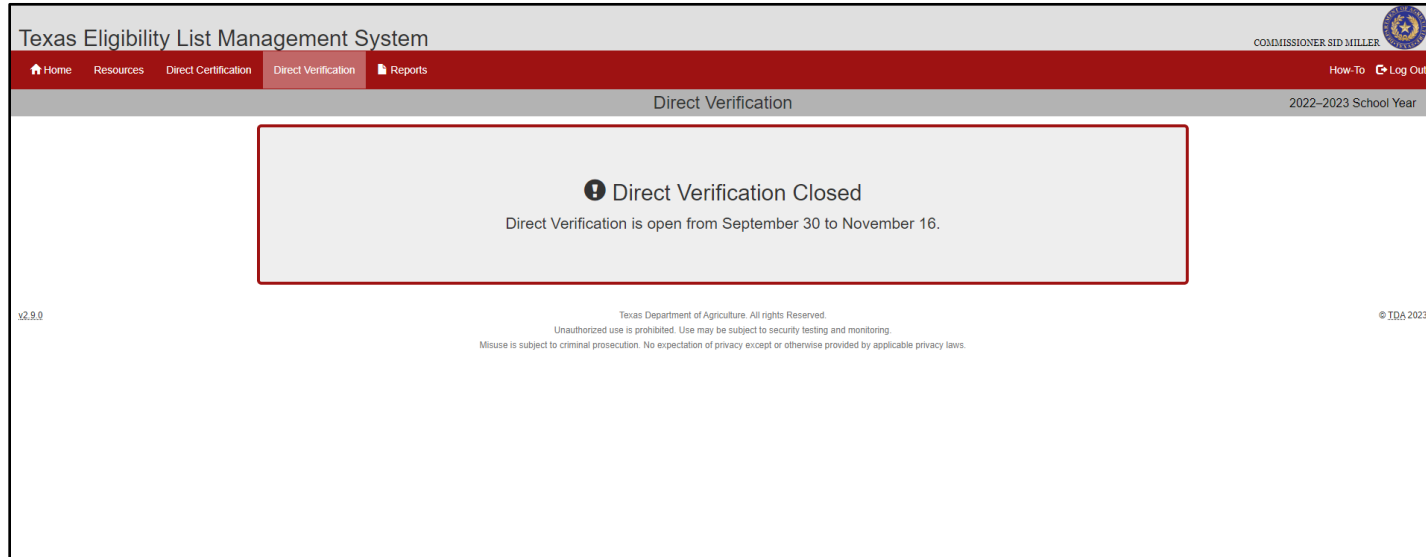
Uploading Files and Running Reports

1	In Texas ELMS Direct Verification tab, click Browse.
2	Choose the file, click Open.
3	Click Upload.
4	A message will appear indicating if the file upload was successful.
5	In Report, click CE Direct Verification Matches.
6	Select Run Report.
7	Name and Save the file.



Texas ELMS

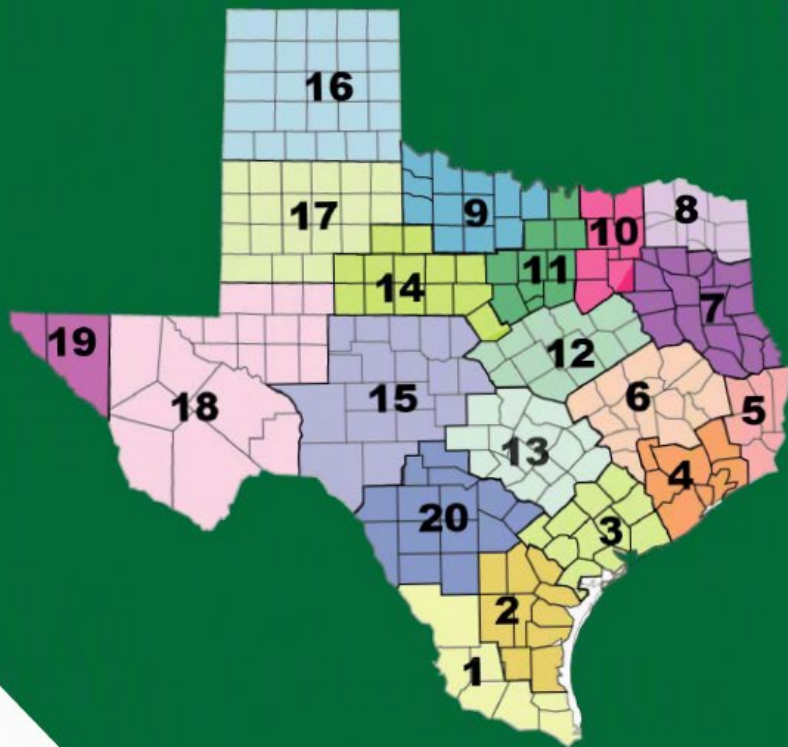
Direct Verification



- ☐ Direct Verification cannot be used to determine eligibility outside of the Verification process



Education Service Centers



Questions



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1. **mail:**
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. **fax:**
(833) 256-1665 or (202) 690-7442; or
3. **email:**
program.intake@usda.gov

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