



File Formats Quick Guide

The following tables detail the file formats of files uploaded and downloaded to and from the Texas Eligibility List Management System (Texas ELMS).

KEY TERMINOLOGY

CE Identification Number (CE ID)	5-digit number used by Texas Department of Agriculture to uniquely identify CEs
Contracting Entity (CE)	An entity that has a formal agreement with Texas Department of Agriculture to administer a School Nutrition Program
Direct Certification (DC)	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.
Direct Verification	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.
Eligibility Determination Group Number (EDG #)	Unique 9-digit number assigned by HHSC to members of a household whose needs, resources, income, and deductions are considered in determining eligibility for benefits.
Health and Human Services Commission (HHSC)	The state agency in Texas that administers SNAP, TANF, and Medicaid benefits to qualifying households.
Program of Eligibility	Children in households that receive benefits from one of the following programs are eligible for free or reduced-price meals: Supplemental Nutrition Assistance Program (SNAP) Temporary Assistance for Needy Families (TANF) Medicaid Household income levels determine if the students in households receiving Medicaid benefits are eligible for free or reduced-price meals.
Site ID	Number used by Texas Department of Agriculture to uniquely identify each site participating in a School Nutrition Program
Texas Department of Agriculture (TDA)	The state agency that administers School Nutrition Programs in Texas
Unique Student ID	10-digit student identification number assigned by TEA



TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER

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Food and Nutrition Division
Texas ELMS

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Direct Certification: Enrollment Upload File

File Format	Excel - .xls or xlsx			
File Size Limit	1 million records			
Column Order	Must be exact in upload file			
Column Headers	Do not include in upload file			
Field	Required?	Type	Format	Notes
SSN	No	Numeric	9 digits	Include leading zeros to ensure 9 digits; leave blank if valid SSN is not included
Unique Student ID	No	Numeric	10 digits	If left blank, value pulled from TEA data, where available
Last Name	Yes	Text	Up to 30 characters	
First Name	Yes	Text	Up to 30 characters	
Date of Birth	Yes	Date	MM/DD/YYYY	
Gender	Yes	Text	1 character	M and F are the only accepted values
Site ID	No	Numeric	4 digits	Include leading zeros to ensure 4 digits
Grade	No	Text	2 characters	
CE ID	Yes	Numeric	5 digits	Include leading zeros to ensure 5 digits

More detailed guidance on **preparing** and **uploading** the enrollment file can be found under “Matching Process” resources on <https://squaremeals.org/Programs/National-School-Lunch-Program/Texas-ELMS>

Direct Certification: Match Report

Field	Populated By	Notes
SSN	Enrollment upload	
Unique Student ID	Enrollment upload or TEA data	
Last Name	Enrollment upload	
First Name	Enrollment upload	
Date of Birth	Enrollment upload	
Gender	Enrollment upload	
Site ID	Enrollment upload or TEA data	
Grade	Enrollment upload or TEA data	
To Be Certified	Texas ELMS	“C” indicates the student has been claimed and can be directly certified
Address	HHSC data	
City	HHSC data	
State	HHSC data	
Zip Code	HHSC data	
Program of Eligibility	HHSC data	Possible values: SNAP, TANF, Medicaid-Free, Medicaid-Reduced
Meal Code	Texas ELMS	Confirmation of meal benefit type; Possible values: F (free), RP (reduced-price)
EDG #	HHSC data	
Eligibility Date	Texas ELMS	Starting date of meal benefits
First Claimed	Texas ELMS	Date the student was initially claimed

More detailed guidance on **downloading** and **reviewing** match reports can be found under “Matching Process” resources on <https://squaremeals.org/Programs/National-School-Lunch-Program/Texas-ELMS>

Direct Certification: Unclaimed EDG Matches Report

Field	Populated By	Notes
SSN	Enrollment upload	
Unique Student ID	Enrollment upload or TEA data	
Last Name	Enrollment upload	
First Name	Enrollment upload	
Date of Birth	Enrollment upload	
Gender	Enrollment upload	
Site ID	Enrollment upload or TEA data	
Grade	Enrollment upload or TEA data	
New CE	Enrollment upload	Only the uploading district's CE ID will display
Address	HHSC data	
City	HHSC data	
State	HHSC data	
Zip Code	HHSC data	
Current CE	Enrollment upload or TEA data	
Current Site	Enrollment upload or TEA data	
Match Method	Texas ELMS	Possible values: TDA USER and TEA STATE
Program Eligibility	HHSC data	Possible values: SNAP, TANF, Medicaid-Free, Medicaid-Reduced
Matching EDG #s	HHSC data	
Eligibility Date	Texas ELMS	

More detailed guidance on **EDG matches** can be found under “Claiming and Unclaiming” resources on squaremeals.org/Programs/National-School-Lunch-Program/Texas-ELMS

Direct Verification: Enrollment Upload File

File Format		Excel - .xls or .xlsx		
Column Order		Must be exact in upload file		
Column Headers		Do not include in upload file		
Field	Required?	Type	Format	Notes
SSN	No	Numeric	9 digits	Include leading zeros to ensure 9 digits; leave blank if valid SSN is not included
Last Name	Yes	Text	Up to 30 characters	
First Name	Yes	Text	Up to 30 characters	
Date of Birth	Yes	Date	MM/DD/YYYY	
Gender	Yes	Text	1 character	M and F are the only accepted values
Site ID	No	Numeric	4 digits	Include leading zeros to ensure 4 digits
Grade	No	Text	2 characters	
CE ID	Yes	Numeric	5 digits	Include leading zeros to ensure 5 digits

More detailed guidance on **Direct Verification** can be found under the “Direct Verification” resources on squaremeals.org/Programs/National-School-Lunch-Program/Texas-ELMS

Direct Verification: Match Report

Field	Populated By	Notes
Last Name	Enrollment upload	
First Name	Enrollment upload	
Date of Birth	Enrollment upload	
Address	HHSC data	
Site ID	Enrollment upload or TEA data	
Grade	Enrollment upload or TEA data	
Program of Eligibility	HHSC data	Possible values: SNAP, TANF, Medicaid-Free, Medicaid-Reduced, CHIP-Free, CHIP-Reduced
Meal Code	Texas ELMS	Confirmation of meal benefit type; Possible values: F (free), RP (reduced-price)
EDG #	HHSC data	

More detailed guidance on **Direct Verification** can be found under the “Direct Verification” resources on squaremeals.org/Programs/National-School-Lunch-Program/Texas-ELMS