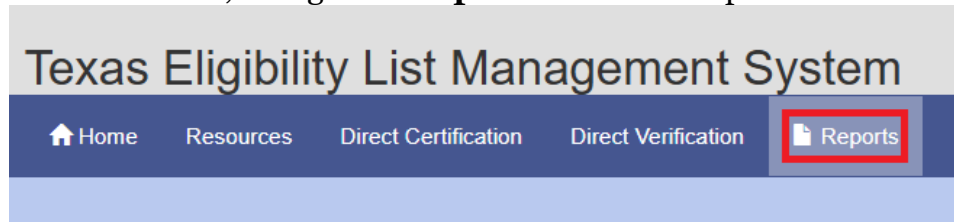




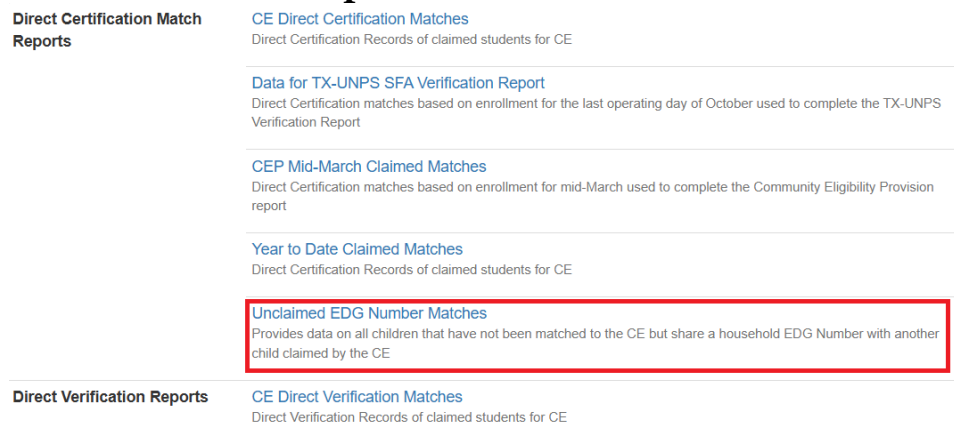
Unclaimed EDG Number Matches as an Upload file

Description: Using the Unclaimed EDG Number Matches Report to make the DC Batch Upload File

***Downloading the Unclaimed EDG Number Matches Report**
In Texas ELMS, Navigate to **Reports** tab at the top of the screen.



Under the **Direct Certification Reports** sub-section, select the **Unclaimed EDG Number Matches Report**.



Click **Run Report**.



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)

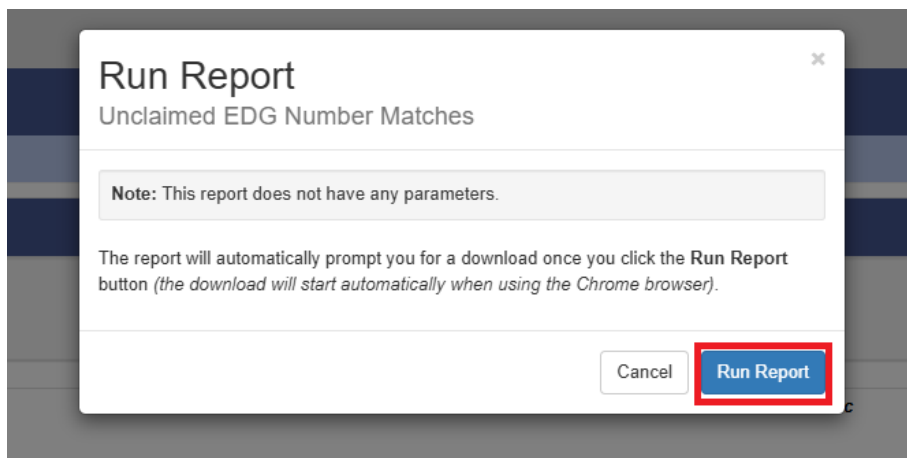
This product was funded by USDA.
This institution is an equal opportunity provider.



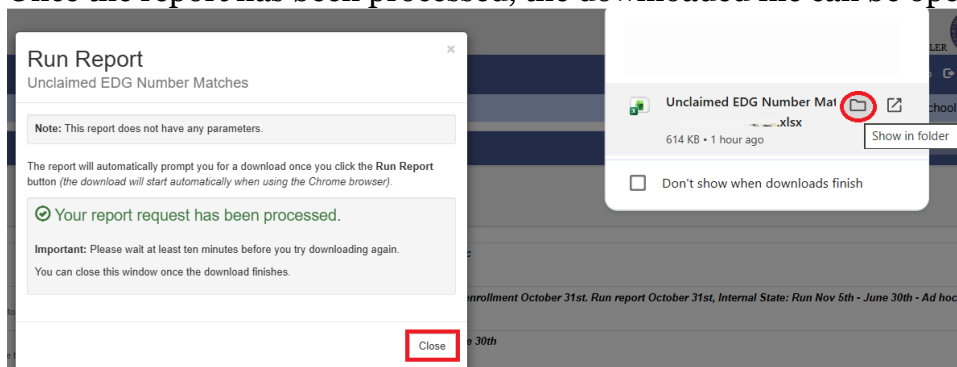
Food and Nutrition Division
Texas ELMS



Updated 10/1/2026
www.SquareMeals.org

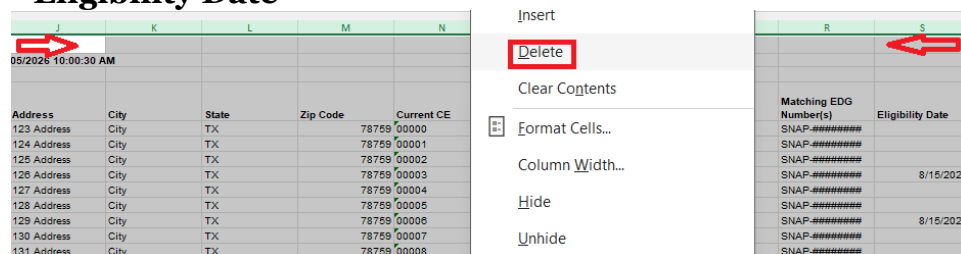


Once the report has been processed, the downloaded file can be opened and edited.

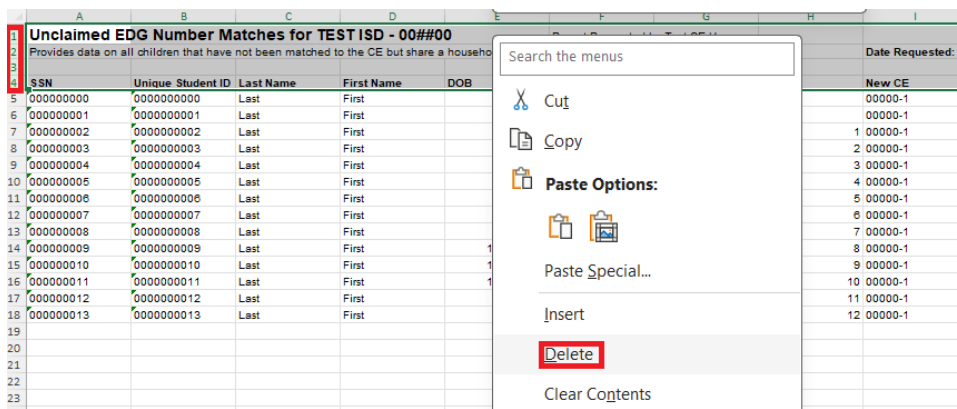


Open the saved report in Excel and remove the unnecessary report data. Select the following columns(**J-S**) right click and delete.

- **Address**
- **City**
- **State**
- **Zip Code**
- **Current CE**
- **Current Site**
- **Match Method (TEA or TDA)**
- **Program Eligibility**
- **Matching EDG Number(s)**
- **Eligibility Date**



Select the header rows **1** through **4** right click and delete.



For each row/student add the necessary information into the following columns:

SSN	Unique Student ID	LastName	FirstName	DOB	Gender	Site ID	Grade	CE ID
<i>Type</i>								
Numeric	Numeric	Text	Text	mm/dd/yyyy	M or F	Numeric	Text	Numeric
<i>Format</i>								
9 digits and 2 characters	10 digits	Up to 30 characters	Up to 30 characters	10 characters	1 character	4 digits with leading zeros	2 characters	5 digits with leading zeros
<i>Required Field</i>								
		Yes	Yes	Yes	Yes			Yes
<i>Notes</i>								
	ID assigned by TEA, leave blank if null							

Save the file (File > Save As) to your computer as an Excel spreadsheet (.XLSX extension).

Proceed to the guidance on completing an enrollment upload.