



Direct Verification Upload & Match

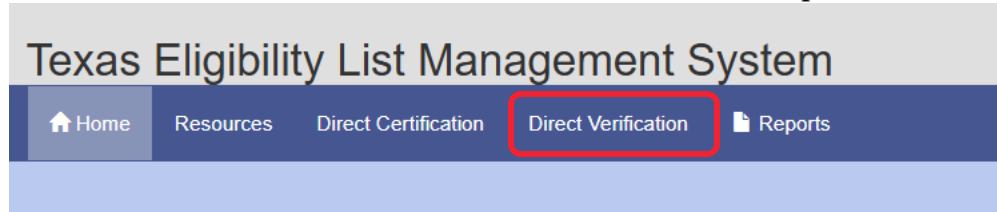
Formatting Excel documents for Direct Verification Upload

The first step to completing Direct Verification is to create a Direct Verification Upload file. This upload should ONLY contain those students on household applications within the CE's application sample pool.

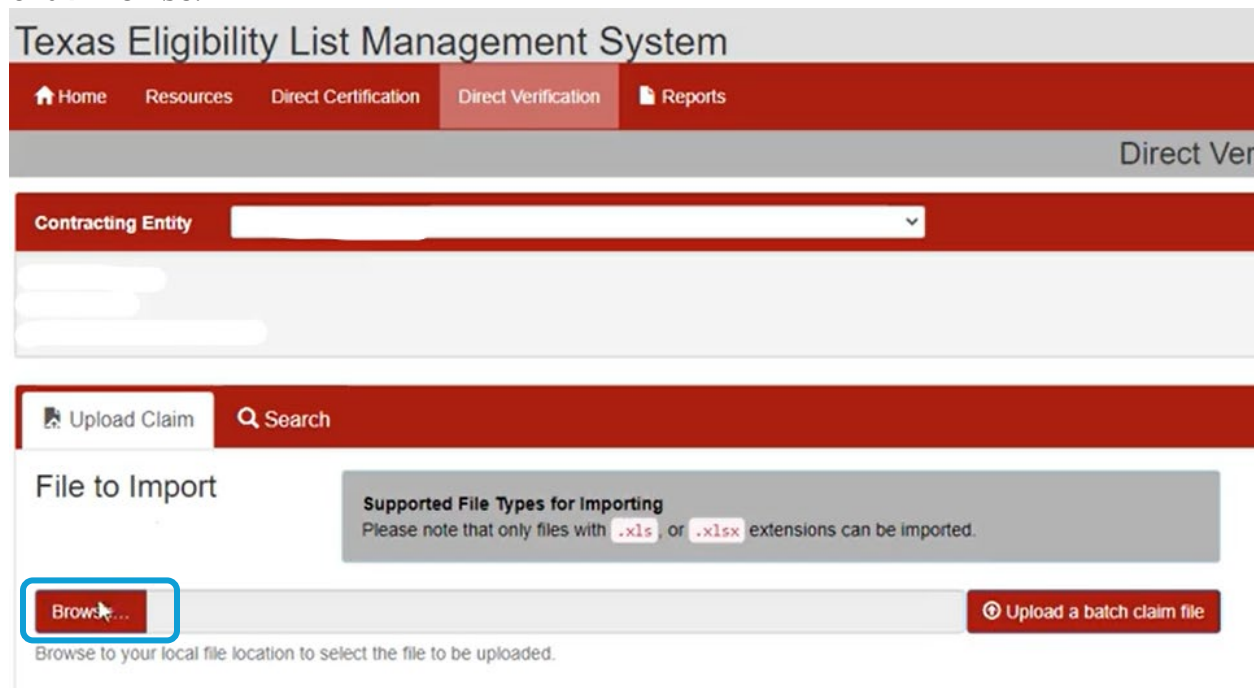
File Format	Excel - .xls or .xlsx			
Column Order	Must be exact in upload file			
Column Headers	Do not include in upload file			
Field	Required?	Type	Format	Notes
SSN	No	Numeric	9 digits	Include leading zeros to ensure 9 digits; leave blank if valid SSN is not included
Last Name	Yes	Text	Up to 30 characters	
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

Uploading the Direct Verification File

In Texas ELMS, select the **Direct Verification tab** at the top of the screen.



Click **Browse**.



Select your **Direct Verification Upload file** and click **Open**.

Click **Upload a batch claim file**.

If the file upload was successful, a message indicating this will appear.

If it is unsuccessful, review the upload file and the upload format guidance to correct and try uploading the revised file.

Upload Claim Search

File to Import

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

Browse... Sample DV Spreadsheet.xlsx

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

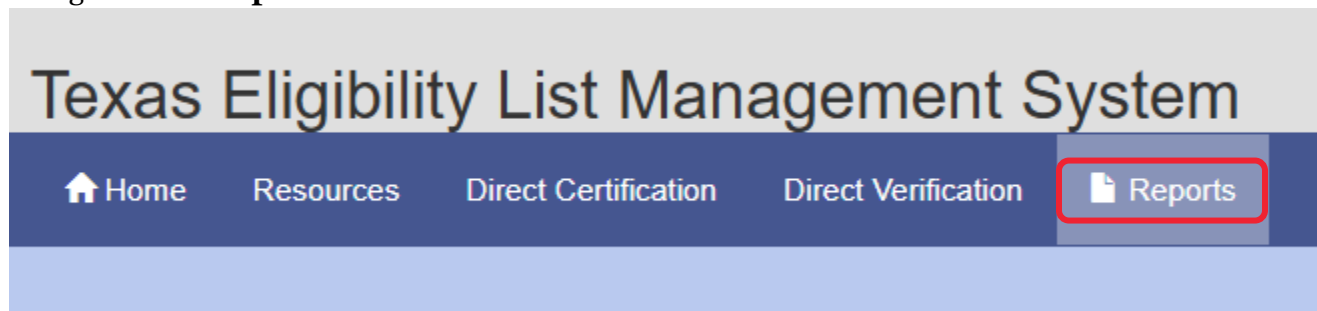
Upload a batch claim file

v2.6.2

Texas Department of Agric
Unauthorized use is prohibited. Use may be
Misuse is subject to criminal prosecution. No expectation of pri

Downloading the Direct Verification Match Report

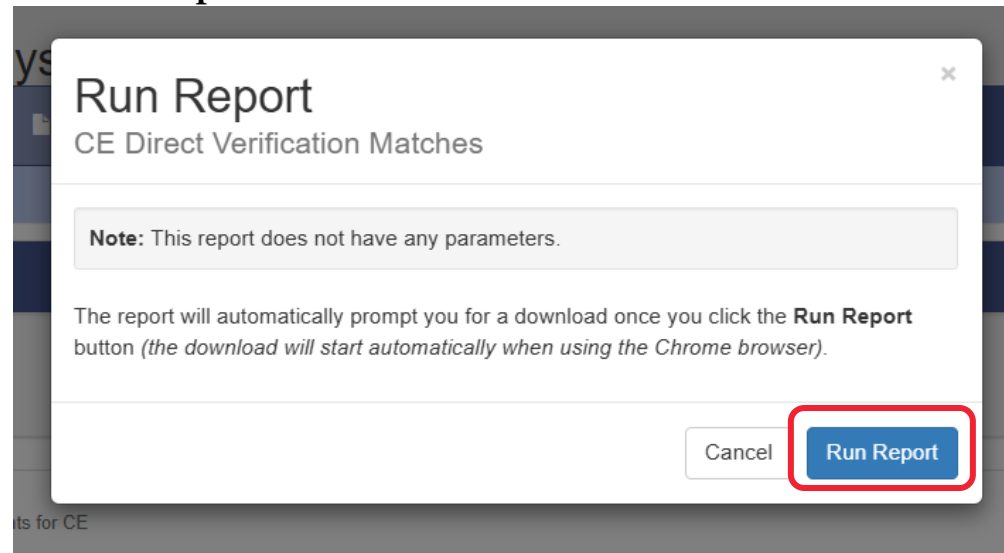
Navigate to the **Reports tab**.



Under the **Direct Verification Reports sub-section**, select the **CE Direct Verification Matches report**.

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

Click **Run Report**.



Once the report request has been processed, the downloaded file can be viewed and saved to your records. Review the report results to determine verification status of the students on your household application sample.

