

DCDV Data Elements

CE File Upload and Matches Results Report

School Year 2020-2021



Prepared by

Texas Department of Agriculture

Lee Ann Dumas

May 15, 2020

Version 3.0

The following tables detail the file format to upload records into the Texas Department of Agriculture Food and Nutrition Direct Certification and Direct Verification system. These formats will be used in the updated system beginning in School Year 2017-2018.

DATA ELEMENTS TABLES

1 Direct Certification Upload.....	2
2 Direct Certification Match Report.....	3
3 Direct Verification Upload.....	5
4 Direct Verification Match Report.....	5

TERMINOLOGY

CE Identification Number	5-digit number used by Texas Department of Agriculture in the TX-UNPS system
Claim	Term used in Direct Certification to indicate that a matched student record has been linked to an LEA and is certifiable in the POS system
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. When a student is directly certified, the household does not need to submit a school meal application
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.
Health and Human Services Commission (HHSC)	The state agency in Texas that administers SNAP, TANF, and Medicaid benefits to qualifying households.
Local Education Agency (LEA)	Commonly used synonym for a school district, an entity which operates local public primary and secondary schools
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	4-digit number identifying each site participating in the NSLP program. The number is based on the TEA 3-digit campus number
Texas Department of Agriculture (TDA)	The state agency that administers the National School Lunch Program and the School Breakfast Program
Texas Education Agency (TEA)	The state agency that matches students to Local Education Agencies (LEA) in the direct certification process
TX-UNPS	The application, claims and compliance management system used by the Food and Nutrition division of TDA
Unique Student ID	10-digit student identification number assigned by TEA

DIRECT CERTIFICATION UPLOAD

- File format: Excel (.xls or.xlsx)
- Columns must be in this order.
- No column headings in upload file
- File load limit approximately 1 million records

1 Direct Certification Upload

Field	Required	Type	Format	Notes
SSN		Numeric	9 digits, padded with leading zeros	
Unique Student ID		Numeric	10 digits	ID assigned by TEA Leave blank if null
Last Name	Yes	Text	30 characters	
First Name	Yes	Text	30 characters	
DOB	Yes	mm/dd/yyyy	10 characters	
Gender	Yes	Text	M or F, 1 character	
Site ID		Numeric	4 digits with leading zeros	
Grade		Text	2 characters	
CE ID	Yes	Numeric	5 digits with leading zeros	

DIRECT CERTIFICATION MATCH REPORT

- The user will access the Reports module to download the current monthly report of direct certification matches.
- File format: Excel

2 Direct Certification Match Report

Field	Type		
SSN	Numeric	9 digits without dashes, padded with leading zeros, no non-numeric characters	New for 2020-2021
Unique Student ID	Numeric	10 Digits	ID assigned by TEA
Last Name	Text	30 Characters	
First Name	Text	30 Characters	
DOB	Mm/dd/yyyy	10 characters	
Gender	Text	M or F	
Site ID	Numeric	4 digits with leading zeros	As provided by CE
Grade	Text	2 characters	
To Be Certified	Text		C indicates that student has been "claimed" by CE and can be directly certified
Address			As provided by HHSC
City			
State			
Zip Code			
Program of Eligibility	Text	SNAP TANF Medicaid-Free Medicaid-Reduced	
Meal Code	Text	F or RP	Confirmation of meal payment type
EDG#	Numeric		
Eligibility Date			
First Claimed	Date		Date that student was first claimed by this CE (New field 8/1/2019)

UNCLAIMED EDG NUMBER MATCHES

- The user will access the Reports module to download the ad hoc report of unclaimed students with EDG number that matches the EDG number of a student already claimed by the CE
- File format: Excel

Figure 3 Unclaimed EDG Number Report

Field	Type		
SSN	Numeric	10 Digits	ID assigned by TEA
Unique Student ID	Numeric	10 Digits	ID assigned by TEA
Last Name	Text	30 Characters	
First Name	Text	30 Characters	
DOB	Mm/dd/yyyy	10 characters	
Gender		M or F	
Site ID	Numeric	4 digits with leading zeros	
Grade	Text	2 character	
New CE			
Address			As provided by HHSC
City			
State			
Zip Code			
Current CE	Numeric	5-digit with leading zeroes	
Current Site	Numeric	4 digits with leading zeroes	
Match Method	Text	TEA or TDA	
Eligibility Date			
Program Eligibility	Text	SNAP TANF Medicaid-Free Medicaid-Reduced	
Matching EDG Number(s)	Numeric		
Eligibility Date			

DIRECT VERIFICATION UPLOAD

- File Format: Excel (.xls or .xlsx)
- Columns must be in this order
- File load limit not determined yet (6/21/2017)

4 Direct Verification Upload

Field	Required	Type	Format	Notes
SSN		Numeric	9 digits, padded with leading zeros	
Last Name	Yes	Text	30 characters	
First Name	Yes	Text	30 characters	
DOB	Yes	mm/dd/yyyy	10 characters	
Gender	Yes	Text	M or F, 1 character	
Site ID		Numeric	4 digits with leading zeros	
Grade		Text	2 characters	
CE ID	Yes	Numeric	5 digits with leading zeros	

DIRECT VERIFICATION MATCH REPORT

- The user will access the Reports module to download the current monthly report of direct verification matches.
- File format: Excel

5 Direct Verification Match Report

Field	Type		
Last Name	Text	30 Characters	
First Name	Text	30 Characters	
DOB	Mm/dd/yyyy	10 characters	
Address			As provided by HHSC
Site ID	Numeric	4 digits with leading zeros	As provided by CE
Grade	Text	2 characters	
Program of Eligibility	Text	SNAP TANF Medicaid-Free Medicaid-Reduced CHIP-Free CHIP-Reduced	
Meal Code	Text	F or RP	Confirmation of meal payment type
EDG#	Numeric		