

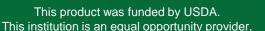
Direct Certification/Direct Verification

Nancy Barlow Child Nutrition Content Specialist Region 4 ESC





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)













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.





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



Process

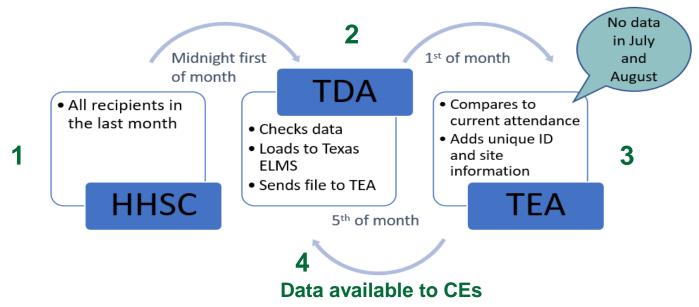
☐ Data collection from two state agencies:

Health and Human Services Commission (HHSC)

Texas Education Agency (TEA)



Process





TX-UNPS is a gateway to the Texas ELMS program

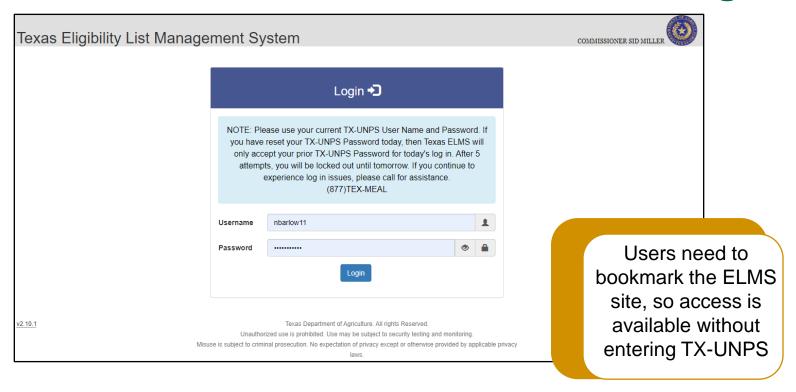
Authorized User Access through TX-UNPS >Applications

Direct
Certification/Direct
Verification

| | | TX-UNP |
|--|--|---|
| Applications Claims Compliance | Reports Security Search | Programs Year Help Log Ou |
| Applications > | | School Year: 2022 - 2 |
| Item | Description | |
| Contracting Entity Manager | SNP Contracting Entity's Profile, S | ite and Hold Information |
| Application Packet | Applications Forms (Contracting E | ntity and Site) |
| Attachment B | Policy Statement for Free and Red Count/Collection Procedure(s) | luced-Price Meals, Attachment B: Meal |
| Attachment B: Upload Attachments | Manage the upload of attachment | s for the Attachment B form |
| Second Review of Applications | FNS-874 report for Contracting Er applications. | ntitys selected to conduct a second review of |
| Verification Report | Mandatory Annual Verification Rep | port |
| Verification Summary | Mandatory Annual Verification Rep | oort (FNS-742) Summary |
| Food Safety Inspections | Number of Food Safety Inspection | s by Site |
| Food Safety Inspections Summary | Number of Food Safety Inspection | s by Site Summary |
| Annual Audits | Annual Audits | |
| FFVP Summary | Fresh Fruit and Vegetable Progran | n 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 Progran | n Application Forms (SFA and Site) |
| FFVP Grants | Fresh Fruit and Vegetable Progran | n Grant Information for a specific CE |
| FFVP Grant Overview | Fresh Fruit and Vegetable Progran | n Grant Information by Site Overview |
| Summer Nutrition Program Costs | Total Costs Associated with Opera | ting a Summer Nutrition Program |
| Capital Expenditure Request | Request for funds to purchase cap | oital items >= \$5,000 |
| Community Eligibility Provision | Enrollment and Eligibility for Com | munity Eligibility Provision |
| Texas Summer Mandate | Summer Nutrition Programs Inten | t Declaration |
| Texas Summer Mandate Summary | Summer Nutrition Programs Inten | t Summary |
| Direct Certification / Direct Verification | Direct Certification / Direct Verific | ation screens |
| MENU Module | Menu Planning and Analysis module | |
| Download Forms | Forms Available for Downloading | |

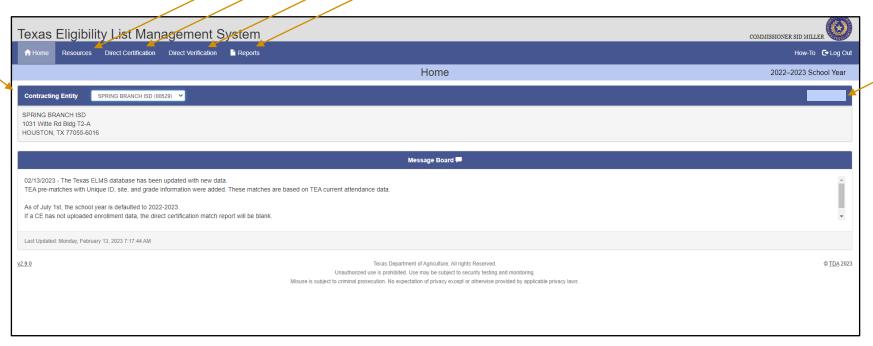


Direct Certification/Direct Verification Login



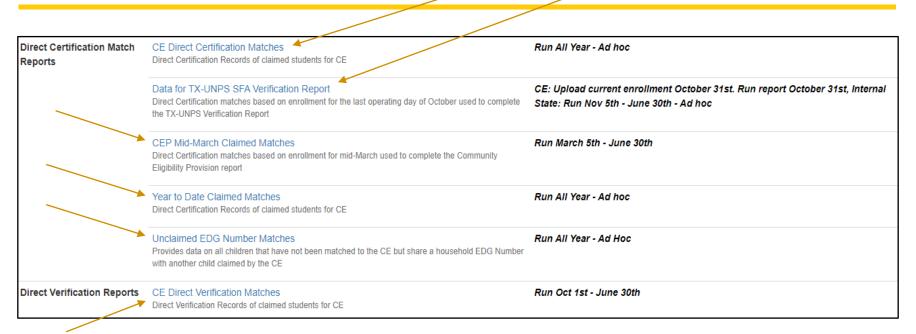


Home screen





Reports





Resources



Texas ELMS

Training

Texas ELMS =

- 1.) Texas ELMS and Direct Certification An Overview: Click Here
 - How to Upload Files to Direct Certification A 60-second Video: <u>Click</u>
 Here
 - How to Download Match Reports in Direct Certification A 60-second Video: Click Here
 - How to Search for, Claim, and Unclaim Students in Direct Certification A 30-second Video: Click Here
- How to use the Unclaimed EDG Number Matches Report to make the DC batch upload file: <u>Click Here</u>



Resources

Direct Certification and Additional Resources =

Training Guides:

- 1.) Preparing Your File for DC Upload: Click Here
- 2.) Community Eligibility Provision: Completing the CEP Report: Click Here
- 3.) Batch Unclaim in Texas ELMS: Click Here
- 4.) Partial Match Individual Search in Texas ELMS: Click Here
- 5.) How to check for blank columns when the upload file doesn't work: Click

<u>Here</u>

Additional Resources:

- 1.) Working with Excel Tables: Click Here
- 2.) Match Priority: Click Here
- 3.) Password Security Within Texas ELMS and TX-UNPS: Click Here
- 4.) Using Duplicates to Find Unique Values: Click Here
- 5.) Direct Certification and Direct Verification Decision Paths: Click Here

System Resources =

1.) File Formats for use with Texas ELMS: Click Here







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



Direct Certification List

List generated through a computer/electronic match between the Assistance Programs and/or the State or CE

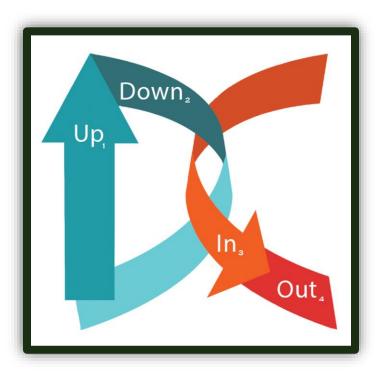
An Application is not required

Benefits extend to all students in the household

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.



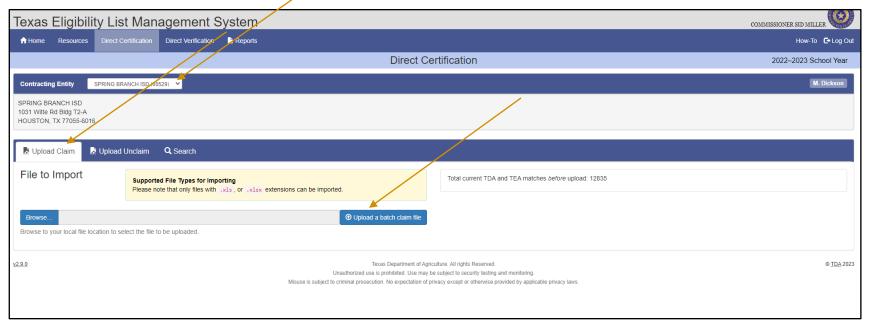
Direct Certification in Texas ELMS



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

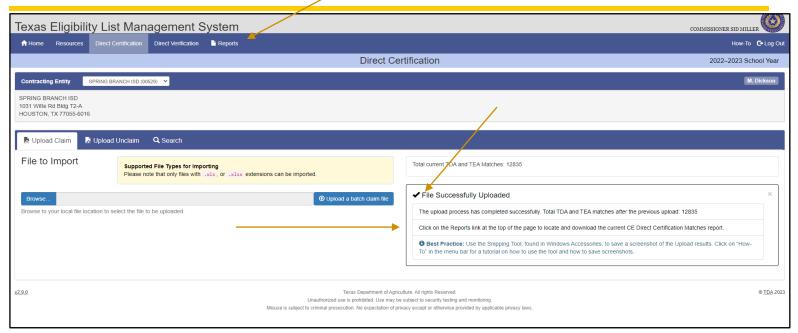


Direct Certification Tab



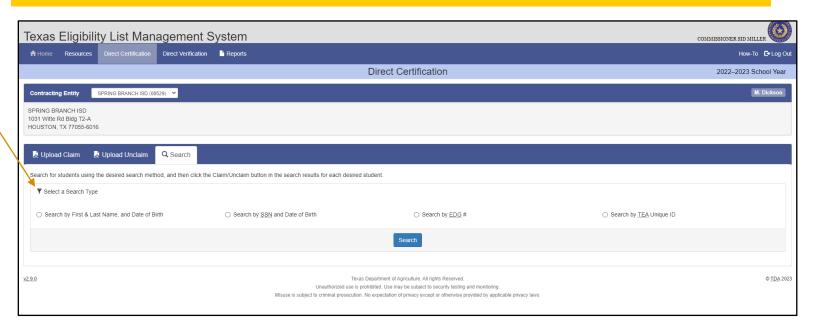


Enrollment File Upload



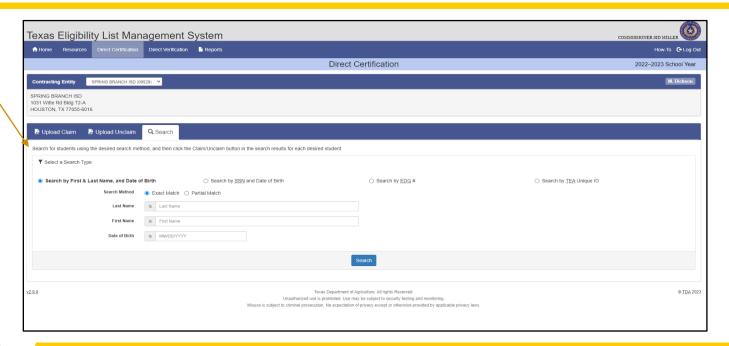


Student Search Claim/Unclaim



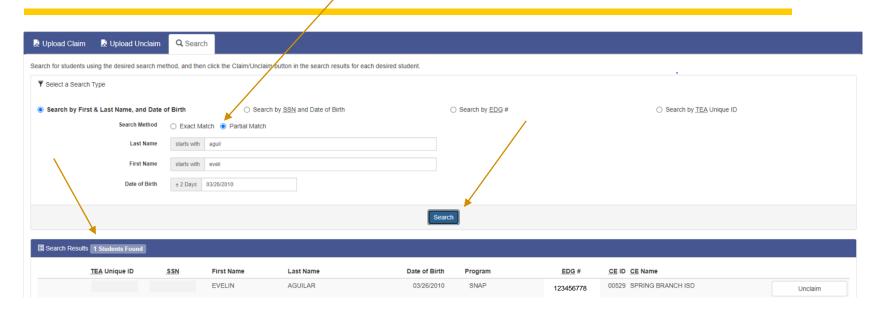


Student Search Options – Exact or Partial Match





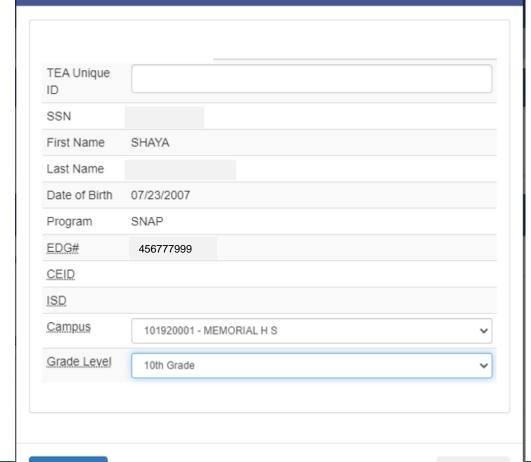
Student Search Options – Partial Match





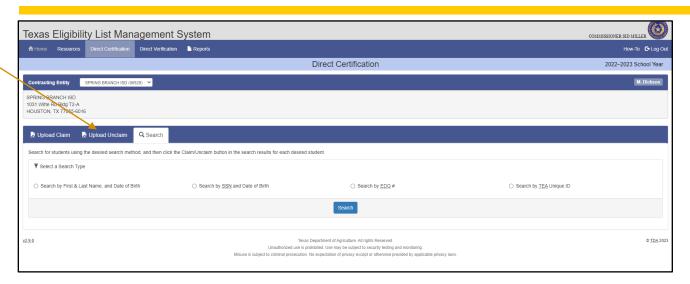
Confirm Student Claim

EDG Match Confirmation Screen





Search Unclaim

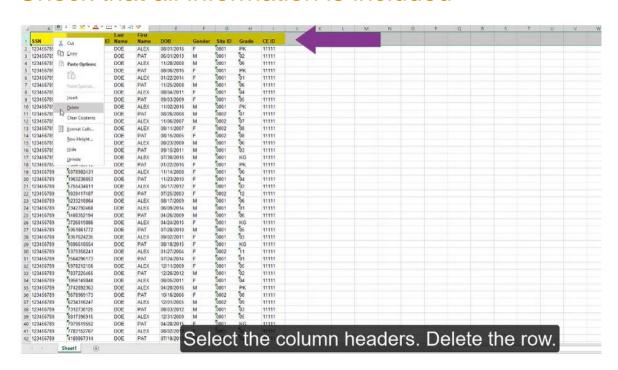


- ☐ Individual student or list of students
- Batch list cannot be re-claimed by the CE



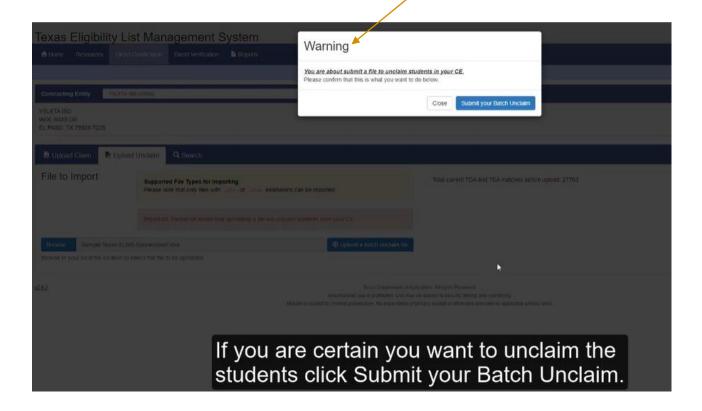
Batch Unclaim

Check that all information is included





Batch Unclaim







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 | |



Direct Verification Resources

Direct Verification =

- 1.) Texas ELMS and Direct Verification: Click Here
- 2.) Direct Verification Files and Reports in Texas ELMS: Click Here

System Resources =

1.) File Formats for use with Texas ELMS: Click Here

Verification Reporting -

- PY 2022-2023 Verification Reporting Timeline
- PY 2022-2023 Verification Reminders
- SY23 Verification Reporting Tips
- Verification Reporting Common Errors
- PY 2022-2023 CE Verification Reporting Requirements
- Sample Size Calculator for Verification

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



Direct Verification

Module opens October 1 Module closes November 15

Verification is complete for matched students

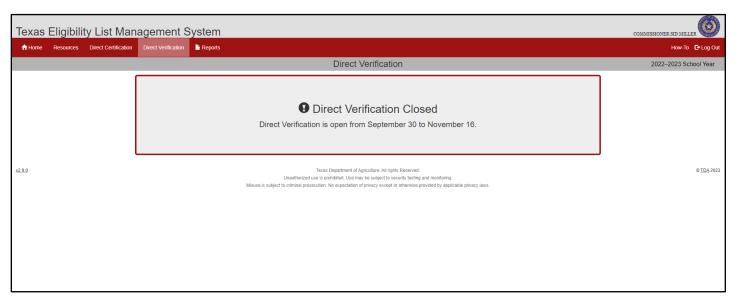


Uploading Files and Running Reports

Name and Save the file.

| 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. |

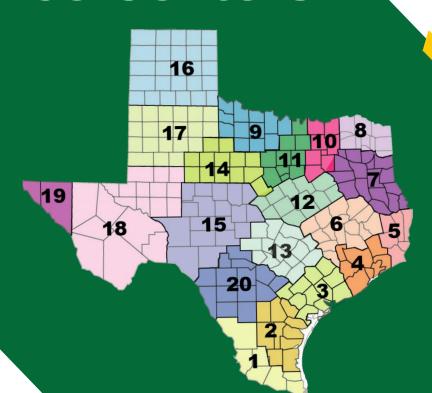
Direct Verification



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



Education Service Centers







Questions & Survey





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Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: https://www.usda.gov/sites/default/files/documents/ad-3027.pdf, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

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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TEXAS DEPARTMENT OF AGRICULTURE COMMISSIONER SID MILLER

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CONTACT US



The best point of contact for reporting assistance is your local ESC Child Nutrition Representative.



www.SquareMeals.org