

**DIRECT CERTIFICATION/  
DIRECT VERIFICATION**



**SEARCH PAGE  
FOR CE LEVEL MATCHES**

# OVERVIEW

Direct Certification is a simplified method of determining student's eligibility for free meals through the National School Lunch and School Breakfast Programs or free milk under the Special Milk Program without completing a Household Eligibility Application. In addition, students directly certified to receive free meals or milk are not subject to verification.

## **BENEFITS OF THE DIRECT CERTIFICATION PROCESS:**



### ***SAVES EMPLOYEE'S TIME AND REDUCES PAPERWORK!!***

Any student who has been directly certified does not have to fill out a paper application and does not have to go through the verification process



### **MORE KIDS MAY ABLE TO RECEIVE FREE MEALS!!!**

This process may identify eligible students whose household did not complete the paper application.







**IF YOU HAVE CHANGED YOUR TX-UNPS PASSWORD TODAY YOU CANNOT ACCESS THE SYSTEM UNTIL TOMORROW.**



After an extended period of inactivity the system will “kick you out” and may display an unauthorized use message. If you get this message click on “EXIT” in the top right corner and log back on.



**PLEASE NOTE:** the screen shots in this guide were taken while using the Internet Explorer 9 browser. Your screens may or may not look exactly as the ones in this guide if you are using a different browser (i.e. Mozilla Firefox, Google Chrome, Safari, etc).

# ACCESSING THE DIRECT CERTIFICATION MODULE IN TX-UNPS

Go to School Nutrition Programs > Applications

1.

School Nutrition Programs

Child and Adult Care Food Program

Summer Food Service Program

Food Distribution Program

The screenshot shows the 'School Nutrition Programs' interface. At the top, there is a navigation bar with 'Applications', 'Claims', 'Compliance', 'Reports', 'Security', and 'Search'. Below this is a 'Programs' section with a grid of buttons. The 'School Nutrition Programs' button is highlighted with a red box and a red arrow pointing to it from a callout box. The callout box contains the text 'Go to School Nutrition Programs > Applications' and a yellow starburst with the number '1.'. Other buttons in the grid include 'Child and Adult Care Food Program', 'Summer Food Service Program', and 'Food Distribution Program'.

2.

In the Applications menu select "DIRECT CERTIFICATION/DIRECT VERIFICATION"

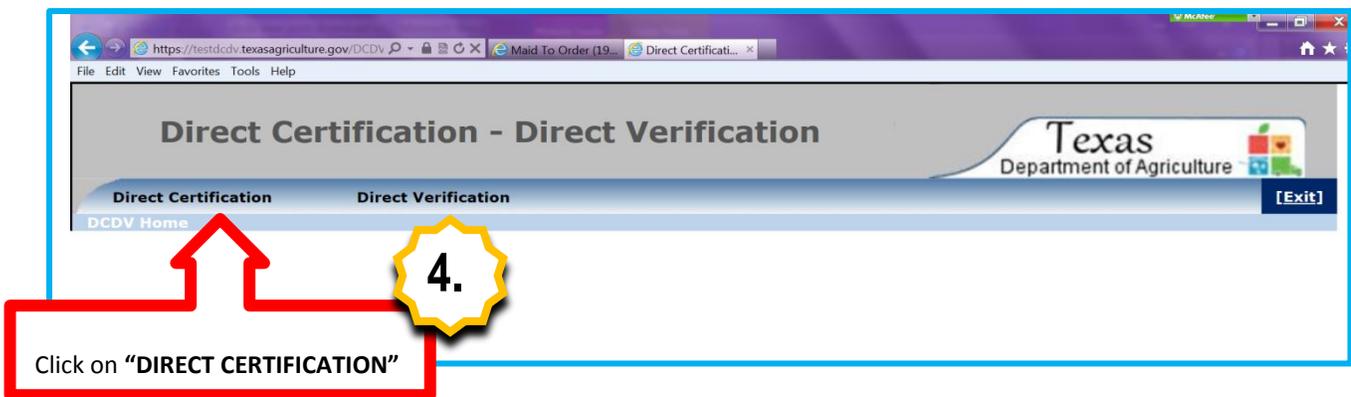
	Description
Entity Manager	SNP Contracting Entity's Profile, Site and Hold Information
Application Set	Applications Forms (Contracting Entity and Site)
Compliance Summary Report	Number of Menu Pattern Certifications by Contracting Entity Summary Mandatory Annual Verification Report
Annual Verification Report	Mandatory Annual Verification Report (FNS-742) Summary
Number of Food Safety Inspections by Site	Number of Food Safety Inspections by Site
Number of Food Safety Inspections by Site Summary	Number of Food Safety Inspections by Site Summary
Annual Audits	Annual Audits
Annual Single Audit Status Summary	Annual Single Audit Status Summary
School Food Annual Revenues and Expenditures Report	School Food Annual Revenues and Expenditures Report
School Food Annual Revenues and Expenditures Report Summary	School Food Annual Revenues and Expenditures Report Summary
Fresh Fruit and Vegetable Program Grant Information for a specific CE	Fresh Fruit and Vegetable Program Grant Information for a specific CE
Fresh Fruit and Vegetable Program Grant Information by Site Overview	Fresh Fruit and Vegetable Program Grant Information by Site Overview
Fresh Fruit and Vegetable Program Grant Allocations by CE/Site	Fresh Fruit and Vegetable Program Grant Allocations by CE/Site
Fresh Fruit and Vegetable Program Invitations and Approvals	Fresh Fruit and Vegetable Program Invitations and Approvals
Total Costs Associated with Operating a Summer Nutrition Program	Total Costs Associated with Operating a Summer Nutrition Program
Request for funds to purchase capital items > \$5,000	Request for funds to purchase capital items > \$5,000
October Enrollment and Eligibility by Site	October Enrollment and Eligibility by Site
Site Enrollment and Eligibility	Site Enrollment and Eligibility
Enrollment and Eligibility for Community Eligibility Provision	Enrollment and Eligibility for Community Eligibility Provision
Summer Nutrition Programs Intent Declaration	Summer Nutrition Programs Intent Declaration
Summer Nutrition Programs Intent Declaration Summary	Summer Nutrition Programs Intent Declaration Summary
Direct Certification / Direct Verification	Direct Certification / Direct Verification screens
Download Forms	Forms Available for Downloading

The screenshot shows the 'School Nutrition Programs' interface with the 'Applications' menu open. The 'Applications' menu item is circled in red. A red arrow points from a callout box to the 'Direct Certification / Direct Verification' option in the list. The callout box contains the text 'In the Applications menu select "DIRECT CERTIFICATION/DIRECT VERIFICATION"' and a yellow starburst with the number '2.'. The table below shows the list of applications and their descriptions. The 'Direct Certification / Direct Verification' option is highlighted with a red box.



You will get this message if you have changed your password today or have timed out (been inactive for a period of time). If you have not changed your password, log-out and log back in and go immediately to Direct Certification/Direct Verification.

**“Unauthorized misuse of TDA information resources is prohibited and misuse is subject to criminal prosecution. Except as otherwise provided by applicable privacy laws, there should be no expectation of privacy. Usage may be subject to security testing and monitoring.”**



Some users will have to enter a CE ID if they are associated with more than one district.

https://testdcdv.texasagriculture.gov/DCDV... Maid To Order (19... Direct Certificati... x

File Edit View Favorites Tools Help

## Direct Certification - Direct Verification

Texas Department of Agriculture [Exit]

Direct Certification Direct Verification

DCDV Home > Direct Certification

Contracting Entity ID: 01400 Contracting Entity Name: NEW BOSTON ISD (TEXARKANA ISD) CD Code: 019905

**Direct Certification Home Page**

[Print/Download Direct Certification Matches](#)

[Search Page for CE Level Matches](#)

By accessing this module, Authorized representative agrees to use or disclose the information... to not use or disclose any confidential information for any purpose other than for, or in connection with the authorized purpose

10:05 AM 9/23/2014



## SEARCH OPTIONS/FILTERS

The screenshot shows a web browser window with the URL <https://testdcdv.texasagriculture.gov/DCDV>. The page title is "Direct Certification" and "Direct Verification". The breadcrumb trail shows "Contracting Entity ID: 01400", "Contracting Entity Name: NEW BOSTON ISD (TEXARKANA ISD)", and "CD Code: 019905". The main heading is "Search Page for CE Level Matches".

At the top, there is a "Main Menu" button. Below it, there are two search filter options: "Unmatched" (selected) and "All".

The first search section has two input fields: "Enter SSN:" and "Enter Birth Date:" (with a "(MM/DD/YYYY)" format hint). Below these are "Search" and "Reset" buttons.

An "OR" separator is present between the two search sections.

The second search section has three input fields: "Enter Last Name:", "Enter First Name:", and "Enter Birth Date:" (with a "(MM/DD/YYYY)" format hint). Below these are "Search" and "Reset" buttons.

At the bottom, there are two search filter options: "Search" (selected) and "Sounds Like(First Name and Last Name)".

Callout boxes provide the following information:

- Top Left:** You can search for the student by either SSN & Birth Date **OR** by Name & Birth Date
- Top Right:** You can search for the student using the "Unmatched" filter which will search through those students who have not been matched to any site OR you can search by using the "ALL" filter which will search through all student records.
- Bottom:** The last search filter allows you to search for the name of the student exactly as typed by selecting "Search" or you can you the "Sounds Like" filter which is useful if you are unsure of the exact spelling or if you know the student is in the system but may there may have been a data entry (typo) error somewhere else in the process.

# SEARCHING BY SSN & BIRTH DATE

The screenshot shows the 'Direct Certification - Direct Verification' search page. At the top, it displays 'Contracting Entity ID: 01400' and 'Contracting Entity Name: NEW BOSTON ISD (TEXARKANA ISD)'. The search area is titled 'Search Page for CE Level Matches'. It includes a 'Main Menu' button and radio buttons for 'Unmatched' and 'All'. The search criteria are: 'Enter SSN: 752468797' and 'Enter Birth Date: 04/03/1993 (MM/DD/YYYY)'. There are 'Search' and 'Reset' buttons. Below the search criteria, there is an 'OR' option and a field for 'Enter Last Name'. Three callouts are present: Callout 1 (red box) points to the SSN field with the text 'ENTER STUDENT'S SOCIAL SECURITY NUMBER: 9 NUMBERS, NO DASHES.' Callout 2 (pink box) points to the Birth Date field with the text 'ENTER STUDENT'S BIRTH DATE; MUST BE 2 NUMBERS FOR BOTH MONTH AND DAY AND 4 NUMBERS FOR THE YEAR, MUST INCLUDE ALL LEADING ZEROS. EX: 01/23/1998'. Callout 3 (red box) points to the 'Search' button with the text 'CLICK TO SEARCH'.



Failure to correctly enter the social security number and/or birth date will cause the system to display error message(s) at the top of the page.

Actual Error Messages:

Contracting Entity Name: NEW BOSTON ISD (TEXARKANA ISD)  
SSN Format is 9 digits (No Dashes).

Contracting Entity Name: NEW BOSTON ISD (TEXARKANA ISD)  
Birth Date is a required field and must be a valid date in the format (MM/DD/YYYY)

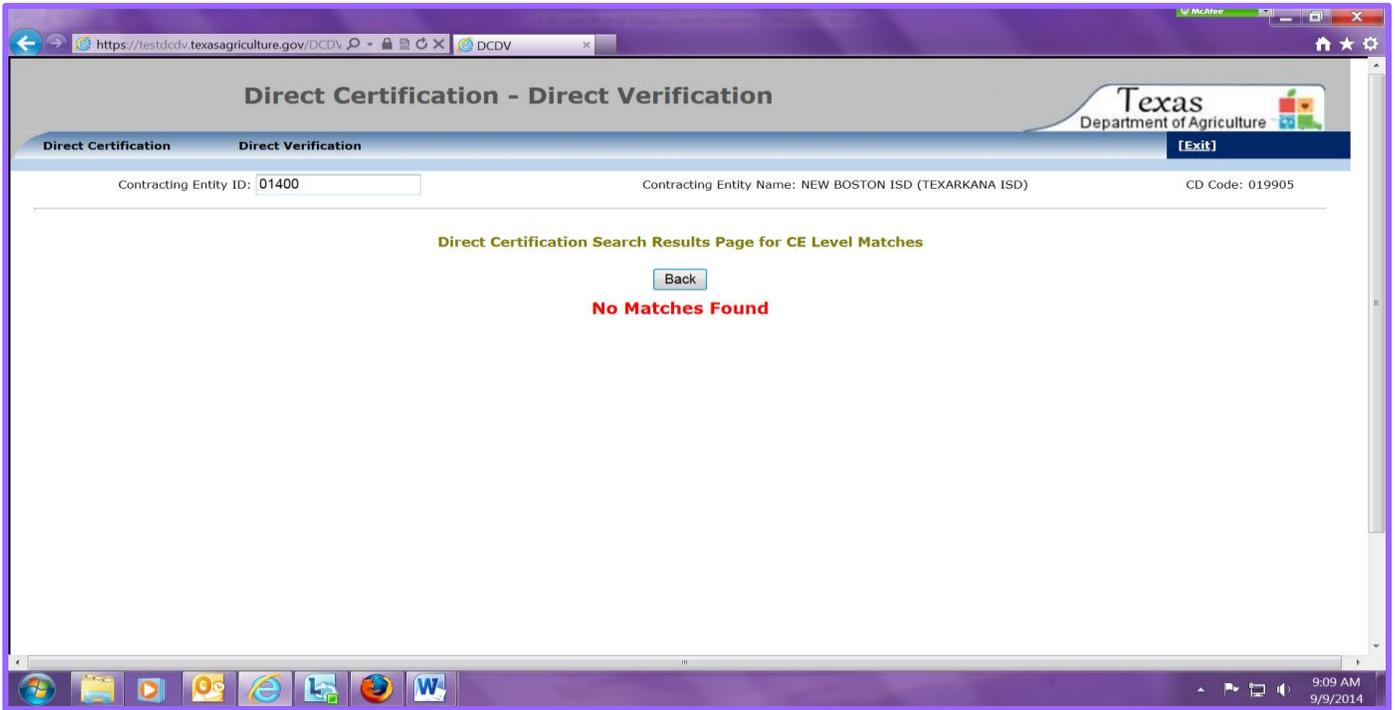
# NAME & BIRTH DATE SEARCH

The screenshot shows a web browser window with the URL <https://testdcdv.texasagriculture.gov/DCDV>. The page title is "Direct Certification" and "Direct Verification". At the top, it displays "Contracting Entity ID: 01400", "Contracting Entity Name: NEW BOSTON ISD (TEXARKANA ISD)", and "CD Code: 019905". The main heading is "Search Page for CE Level Matches".

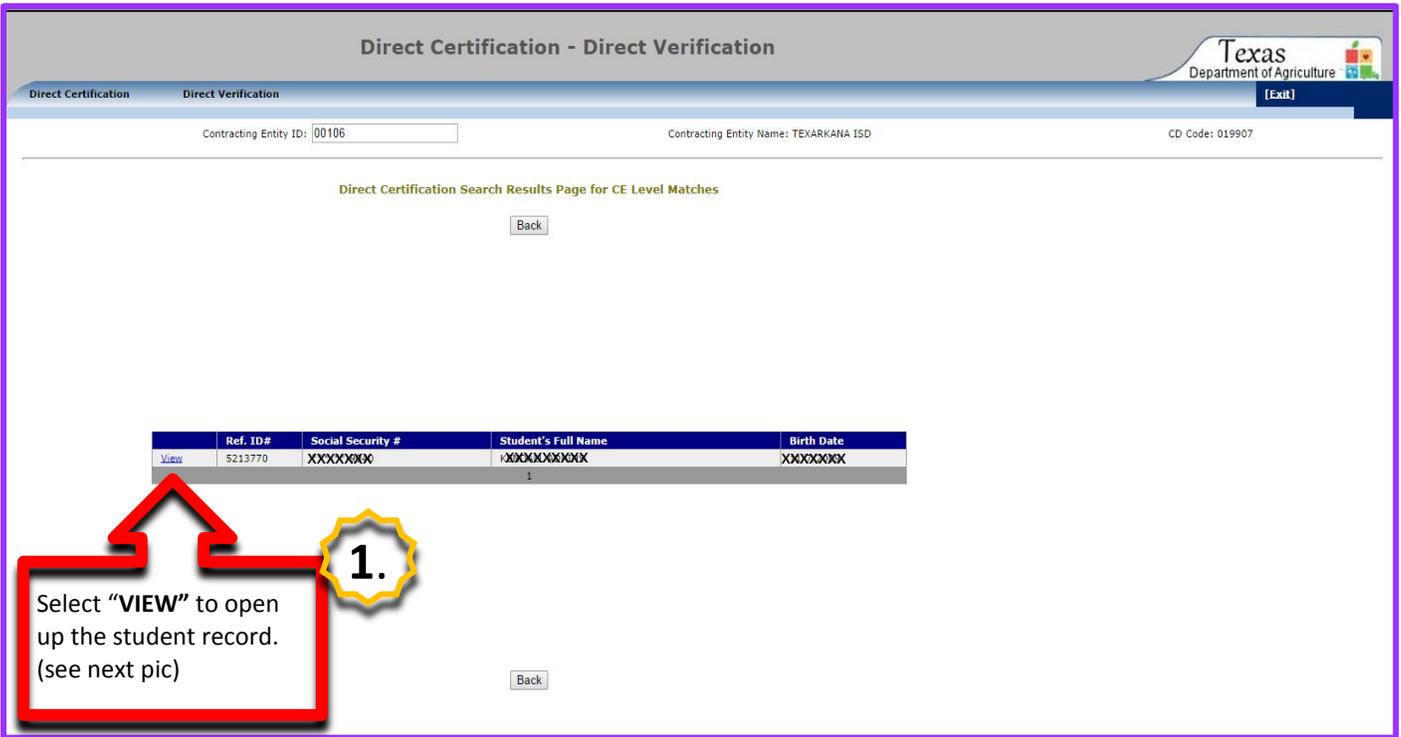
Annotations include:

- 1.** A red box highlights the text "ENTER LAST AND FIRST NAME OF STUDENT." with an arrow pointing to the "Enter Last Name" and "Enter First Name" fields.
- 2.** A pink box highlights the text "Enter Birth Date with 2 numbers for both Month & Day and 4 numbers for the Year. EX: 02/14/1985" with an arrow pointing to the "Enter Birth Date" field.
- 3.** A red box highlights the text "Select Search" with an arrow pointing to the "Search" button at the bottom of the form.

**POSSIBLE RESULTS: NO MATCHES FOUND**



**POSSIBLE RESULTS: MATCHES FOUND**



**Direct Certification - Direct Verification**

Texas  
Department of Agriculture

Direct Certification    Direct Verification    [\[Exit\]](#)

Contracting Entity ID:     Contracting Entity Name: TEXARKANA ISD    CD Code: 019907

**Direct Certification Student Details**

Student's Full Name: XXXXXXXX  
Social Security #: \*\*\*-\*\*-9940  
Reference ID: 5213770  
Eligibility: 0

**Student Details**

Birth Date: XXXXXXXX  
Address: XXXXXXXXXXXXXXXXXXXX  
Matched:

Next, select **"Match"** to add them to your list.



If a student was matched at the CE level you will need to **"unmatch"** them if they leave your school. See next step.



You can print your individually matched records for your files. This information may be necessary for an audit.

# Direct Certification - Direct Verification

Direct Certification

Direct Verification

[Exit]

Contracting Entity ID: 00106

Contracting Entity Name: TEXARKANA ISD

CD Code: 019907

## Direct Certification Student Details

Student's Full Name: XXXXXXXX  
Social Security #: \*\*\*-\*\*-9940  
Reference ID: 5213770  
Eligibility: 0

## Student Details

Birth Date: XXXXX  
Address: XXXXXXXXXXXXXXXXXXXX  
Matched: 00106

Match

Unmatch

Print

Return

When a "CE Level Matched" student leaves your school district, you will need to "UNMATCH" that student so the new school district can "MATCH" them.

3.

Helpful  
Tips

State Level Matches cannot be "unmatched" by the CE.



3E'S OF HEALTHY LIVING —  
EDUCATION, EXERCISE AND EATING RIGHT

The U.S Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov).

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

USDA is an equal opportunity provider and employer.