DIRECT CERTIFICATION/ DIRECT VERIFICATION



PRINT/DOWNLOAD

DIRECT CERTIFICATION 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





IDENTIFIES ELIGIBLE STUDENTS QUICKLY

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





Helpful

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 Foxfire, Google Chrome, Safari, etc.).

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ACCESSING THE DIRECT CERTIFICATION MODULE IN TX-UNPS





Schoo	Nutrition Programs
Applications Claims Compliance Applications > Direct Certification / Direct Ve	Security Search Programs Year Help Log Out School Year: 2014 - 2015 ication / Direct Verification
CERTIFICATION/DIRECT VERIFICATION" again	rectly certifying children who are categorically eligible for free meals emental Nutrition Assistance Program) or TANF (Temporary provides updated DC information monthly to assist with the USDA
Direct verificat reduced-price TDA provides of verification regula	ying program participation for children who are approved for free or ANF, CHIP (Children's Health Insurance Program) and Medicaid records. On beginning October 1 of each year to assist with the USDA required
Click on the link below to go to the Direct window Place ensure your computer is Direct Certification / Direct Verification Click on link t	Certification/Direct Verification screens. (Note: This will open in a new set to allow pop-ups.) o verify Direct Certification / direct
Verification	



Tips

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."

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Direct Certification - Direct Verification	Texas Department of Agriculture
Direct Certification Direct Verification	[Exit]

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



HELPFUL INFORMATION ON MAIN SCREEN



REPORT TYPES



REPORT PARAMETERS



VIEW/PRINT OR DOWNLOAD OPTIONS



VIEW/PRINT OPTION (VIEW/PRINT TOUBLESHOOTING GUIDE ON PAGE 28 OF THIS MANUAL)



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After selecting "View/Print" the report will appear. The report shows basic information about the student plus the "Effective Date" and the "Eligibility"	
category.	
Supful rips Information shown here will be broken down into sections based on the school (H.S. elementary, i	etc.)

EXPORT THE FILE (WHILE IN THE VIEW/PRINT SCREEN)

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Internet Explorer blocked a pop-up from **testdcdv.texasagriculture.gov**.

Select "allow once".

EXPORT OPTIONS

>

Allow once Options for this site 🔻

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Helpful Tips

If you choose to save the file, select "Save as" so that you can name the file yourself, otherwise it will automatically save it with the generic name the computer generated.



Also, when saving remember to use the password protection tool (see page 20 of this guide for detailed instructions)

PRINT (WHILE IN THE VIEW/PRINT SCREEN)

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	page range, and then
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	9/15/2014





(See page 19 of this guide for Tips Working with the Direct Certification Download Option)



Helpful Tips

NOTE: Some browsers (ex: Mozilla, Google Chrome, etc.) may automatically download the file.





To make the window bigger click on the 🔤 💷 🍋



in the top right corner of the window.



The report will be opened in Excel. You can save this report or print if you need to.

IDENTIFY EXCEL VERSION

The instructions for working with Excel differ based on the version of Microsoft Office that you have. You may be able to determine what version of Microsoft Office you have by looking at the Start Menu. If not, the following information may help you determine wich set of instructions to use. Please note: The pictures are from Word, but the same steps apply to Excel.

Click on the Microsoft Gem or bottom left to open the Start Menu.



Double click the Microsoft Office folder. The programs listed inside of the folder will have the year of release as part of the program name. Example: Microsoft Excel 2010 is the 2010 edition.

If the year is not listed as part of the program name, use the following steps.



IDENTIFY EXCEL 2003 AND PASSWORD-PROTECT

Office 2003 has text-based menus on the gray bar: File, Edit, View, Insert, Format, Tools, Table, Window, and Help. (The screen shots are based on Word, but it works the same in Excel.)

Click HELP > ABOUT

 In the ABOUT Dialog box, find the version on the top line.



About Micro	soft Office Word	×
	Microsoft® Office Word 2003 (11.8313.8221) SP3 Part of Microsoft Office Professional Edition 2003 Copyright © 1983-2003 Microsoft Corporation. All rights reserved. Portions of International CorrectSpell [™] spelling correction system © 1993 by Lemo Products N.V. All rights reserved. English thesaurus content developed for Microso Publishing PLC, French spelling checker, dictionaries, hyphenator tool, thesaurus and SYNAPSE Développement, Toulouse (France). All rights reserved. Spanish Spellin Engine, and Thesaurus Engine © 1999-2002 by SIGNUM CG. Ltd.a. Quito, Ecuado French and Spanish bilingual dictionaries (Dangescheidt KG Berlin and Munich 20 Geveloped for Microsoft Corporation by Impress Systems, Santa Ross, California, ©1993-2000 Advanced Software, Inc. All rights reserved. The American Heritage E Language, Third Edition Copyright © 1992 Houghton Miffin Company. Electronic v Lemout & Hauspie Speech Products N.V. All rights reserved.	ut & Hauspie Speech ft by Boomsbury application © 1994-2000 g Engine, Hyphenation r. All rights reserved. 00. Certain templates . Compare Versions Dictionary of the English rersion licensed from
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PASSWORD PROTECT IN EXCEL 2003

Go to the FILE menu and click SAVE A

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Navigate to drive and/ or folder where you plan to save the document in the **SAVE IN** box at the top. Enter the document name and click OK.

From the **TOOLS** menu, click **OPTIONS**.

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On the SECURITY tab, type a password in the field for PASSWORD TO OPEN

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IDENTIFY OFFICE 2007 AND PASSWORD PROTECT

Office 2007 introduced tabs and the **Microsoft Office Button** and a tab menu.

 Click the MICROSOFT OFFICE BUTTON
 EXCEL OPTIONS.

In the **OPTIONS** dialog box, click **RESOURCES**. Find the version

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PASSWORD PROTECT IN EXCEL 2007

Click the	🖹 Save As				X			
OFFICE Button	Search Excel							
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In the **Password** box, type the password and click **OK**

IDENTIFY OFFICE 2010

Office 2010 introduces the FILE tab and the Microsoft Office Backstage view

Click FILE > HELP

Under **PRODUCT ACTIVATED**, find the version.



OFFICE 2013 AND OFFICE 365

The latest version of Office still uses the File tab and the Microsoft Office Backstage View.

• Click File > Account

Under Product Information, find the version



PASSWORD PROTECT IN EXCEL 2010, 2013 AND OFFICE 365

Click FILE > SAVE AS. Use the	X Save As	
down arrow in the address box	🚱 🔍 🔻 🕨 Libraries 🔸 Documents 🕨 Excel	← 🍫 Search Excel
(top) to navigate to where you	Organize 🔻 New folder	8≡ ▾ 🔞
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		III
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	Save as type: Excel Workbook (*.xlsx)	Tage Add a tag
	Authors: Owner	Tags: Add a tag
	🔄 Save Thumbnail	
	Alide Folders	Tools Save Cancel
Click on TOOLS (bottom right) > GENERAL OPTIONS	Tools Save Map Network Drive Web Options General Options Compress Pictures	Cancel
In the PASSWORD TO OPEN box,	General Options	×
type a password and click OK .	Always create <u>b</u> ackup File sharing Password to <u>o</u> pen: Password to <u>m</u> odify: Read-only recomment OK Cance	nded

Click Save

EXPLORER

Adding the DC website to the Tools > Compatibility View Settings may correct any problems that you have with how the columns and rows appear.

There are two different methods:

COMPATIBILITY VIEW BUTTON

1) See if the **Compatibility View** button appears in the Address bar. (If you don't see the button, there's no need to turn on Compatibility View.)

Tap or click the Compatibility View button \mathbb{R} to display the site in Compatibility View.

COMPATIBILITY VIEW SETTINGS

1) Go to **Tools > Compatibility View Settings**. (If you don't see the menu headings -- File, Edit, View, Favorites, Tools, Help – at the top of the web page, press the Alt key.)



2) Enter *texasagriculture.gov* in the *Add this website:* box and click *Add* > *Close*.

Compatibility View Settings	×
You can add and remove websites to be display Compatibility View.	yed in
Add this website:	
texasagriculture.gov	Add
Websites you've added to Compatibility View:	
	Remove
Include updated website lists from Microsoft	
Display intranet sites in Compatibility View	
Display all websites in Compatibility View	
	Close

You may need to refresh the page or go back and select View/Print again for the problems to be corrected.



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If you wish to file a Civil Rights program complaint of discrimination, complete the <u>USDA Program</u> <u>Discrimination Complaint Form</u>, found online at <u>http://www.ascr.usda.gov/complaint_filing_cust.html</u>, 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 <u>program.intake@usda.gov</u>.

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.