

**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***

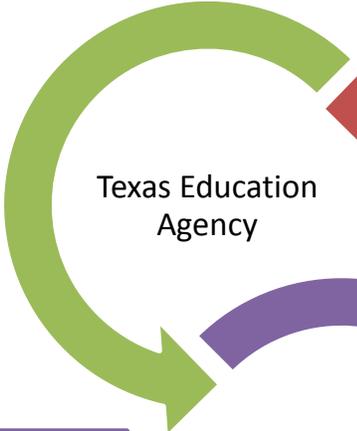
This process may identify eligible students whose household did not complete the paper application.



HHSC sends list of all children in the state ages 3 to 21 whose families are receiving benefits.



Health & Human Services Commission



Texas Education Agency

TEA compares this list to enrollment data and “matches” students to the school district.

TDA posts the updated matched and unmatched data monthly



Texas Department of Agriculture



Contracting Entity

The CE monitors the State Match List and uses the CE Matching Process to determine if students are eligible for meal benefits. Any student “matched” in the system does not have to complete an application for benefits.



**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.).

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# ACCESSING THE DIRECT CERTIFICATION MODULE IN TX-UNPS

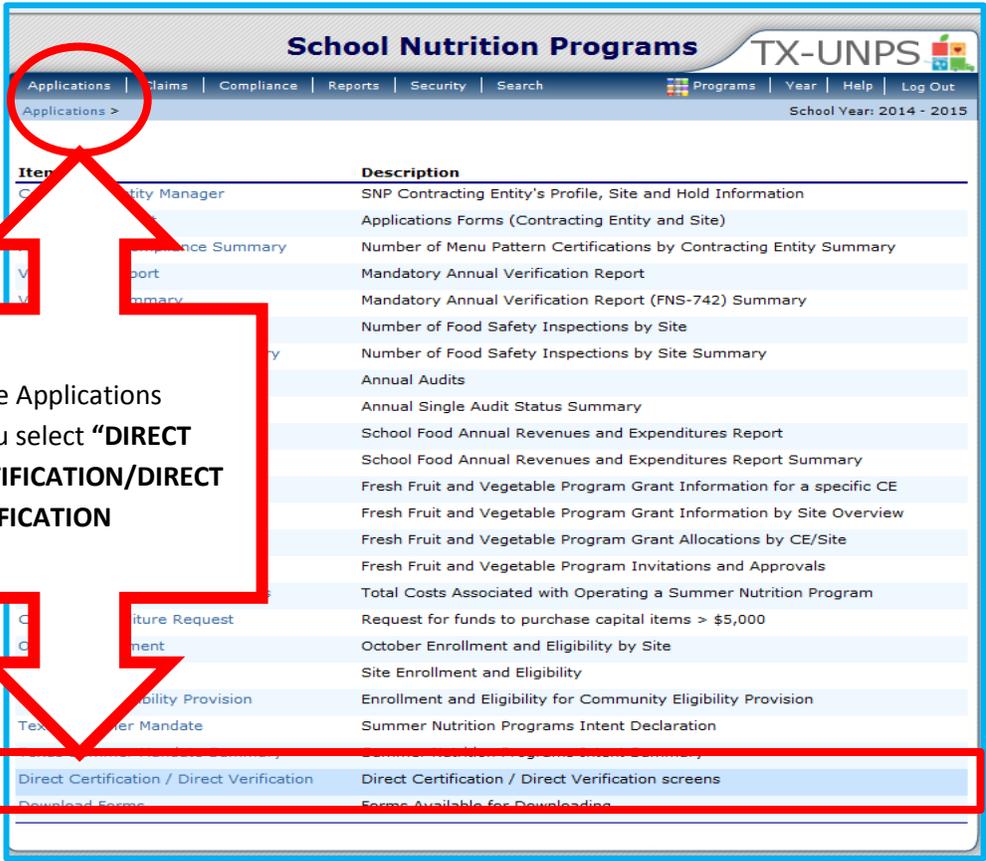
Go to School Nutrition Programs > Applications

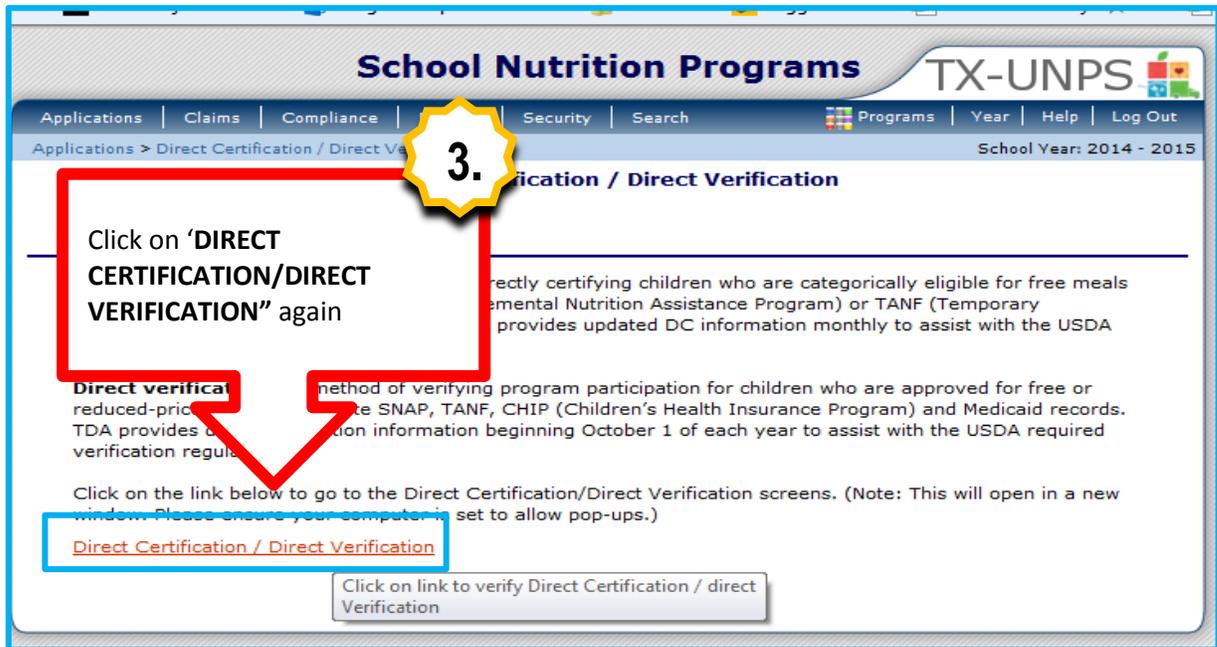
1.



2.

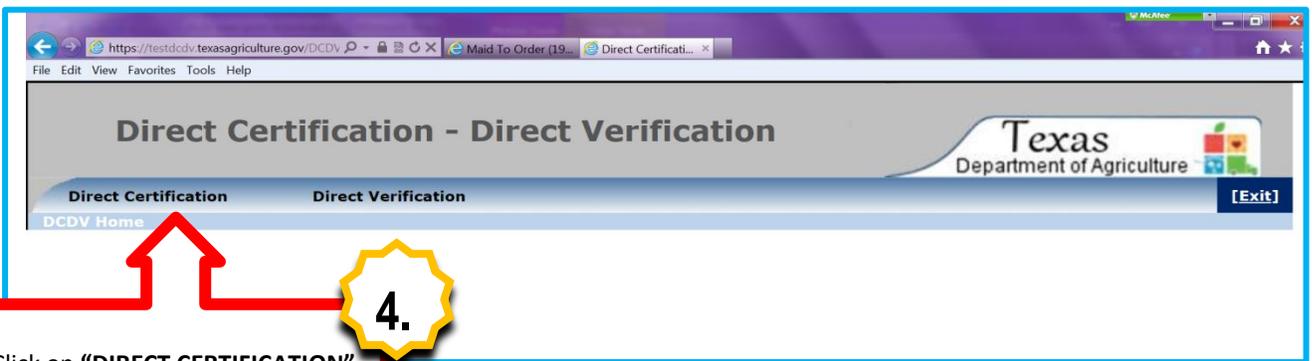
In the Applications menu select "DIRECT CERTIFICATION/DIRECT VERIFICATION"





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.

Direct Certification - Direct Verification

Texas Department of Agriculture

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](#)

[View Impaired Direct Matches](#)

[Search Page for CE Level Matches](#)

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

## HELPFUL INFORMATION ON MAIN SCREEN

**Print/Download Direct Certification Matches**

If you need further assistance, please call your Education Service Center. If your ESC is not able to provide assistance please call (877)TEX-MEAL. To get the complete direct certification list for the district, click on View/Print or Download button. To get updates to the direct certification list, please select the appropriate set of updates and Click on View/Print or Download button.

**Report Type**

State Level Matches  CE Level Matches

**Report Parameters**

Year to Date List

Update Period:

If you need further assistance, please call your Education Service Center. If your ESC is not able to provide assistance please call (877) TEX-MEAL. To get the complete direct certification list for the district, click on View/Print or Download button. To get updates to the direct certification list, please select the appropriate set of updates and Click on View/Print or Download button.

## REPORT TYPES

**REPORT TYPE: 2 Types**  
 Select which type of report you would like to run.  
**State Level Matches**  
 Or,  
**CE Level Matches**

**1.**

**Report Type**

State Level Matches  CE Level Matches

**Report Parameters**

Year to Date List

Update Period:

## REPORT PARAMETERS

**REPORT PARAMETERS: 2 options**  
**Year to Date List:** Shows all matches since the start of the year.  
**Select Month:** Drop-down feature which you use EACH month that you run your report.

2.

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

Report Parameters  
 Year to Date List  
 Update Period  Select Month

**VIEW/PRINT OR DOWNLOAD OPTIONS**

**Print/Download Direct Certification Matches**

If you need further assistance, please call your Education Service Center. If your ESC is not able to provide assistance please call (877)TEX-MEAL. To get the complete direct certification list for the district, click on View/Print or Download button. To get updates to the direct certification list, please select the appropriate set of updates and Click on View/Print or Download button.

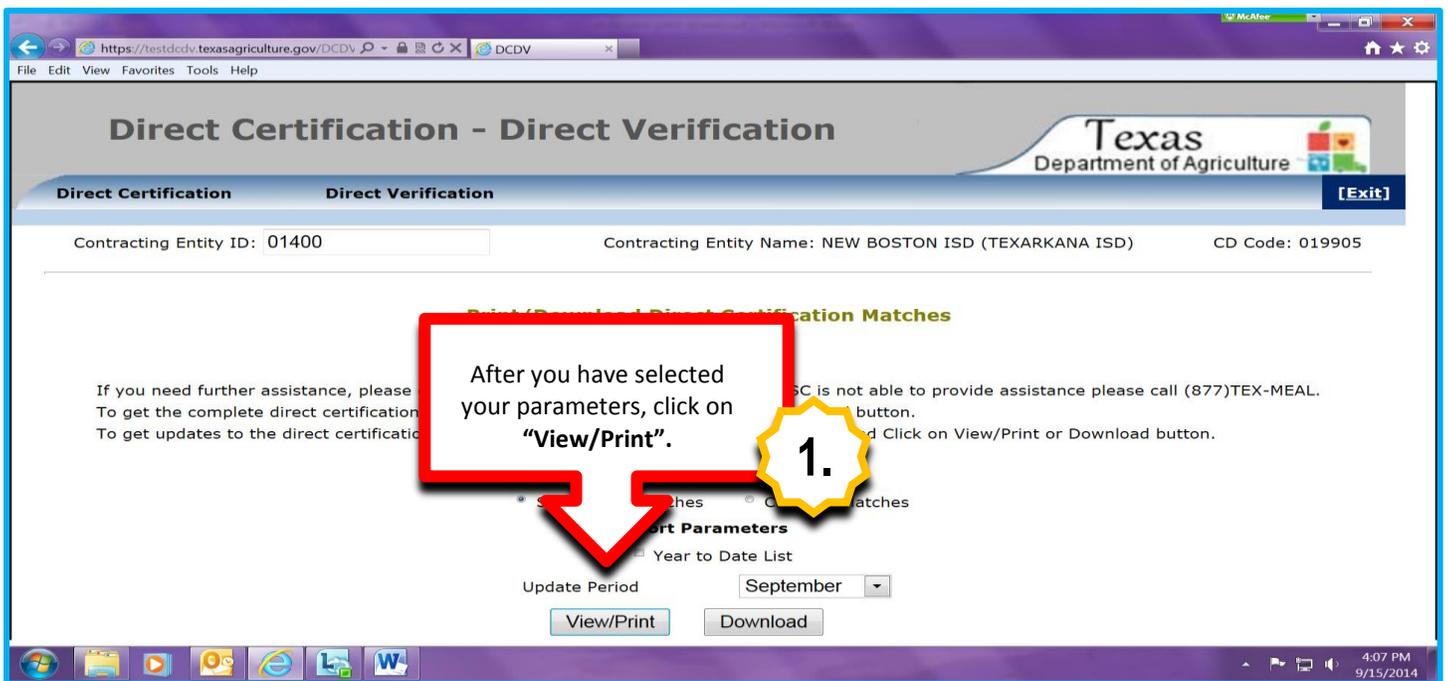
Report Type  
 State Level Matches  CE Level Matches

Report Parameters  
 Year to Date List  
 Update Period  September

Once you have made your selections (Report Type and Report Parameters) the "View/Print" and "Download" options become active.

**View/Print:** Allows you to view or print the report.  
**Download:** Allows you to save the report directly to your computer.

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



Direct Certification - Direct Verification

Texas Department of Agriculture

Direct Certification Direct Verification [Exit]

1 / 1

DirectCertification.rpt

TEXAS DEPARTMENT OF AGRICULTURE  
P E I M S - STATE LEVEL MATCHES  
DIRECT CERTIFICATION FOR NATIONAL SCHOOL LUNCH  
2014-2015  
Updates For September

NEW BOSTON ISD-019905  
\*\* 001 - NEW BOSTON H S \*\*

LAST_NAME	FIRST_NAME	MI	SSN	BIRTH_DATE	SEX	GRADE	ADDRESS	CITY	STATE	ZIP	EFF DATE	ELIGIBILITY
XXXXXXXX	XXXXXXXXXX	J	XXXXXXXXXX	XXXXXXXXXX	M	11	XXXXXXXXXX	XXXXXXXXXX	TX	75570	September 1	1
XXXXXXXX	XXXXXXXXXX		XXXXXXXXXX	XXXXXXXXXX	F	09	590XXXXXXXXX ST	XXXXXXXXXX	TX	XXXXXX	September 1	1

2.

After selecting "View/Print" the report will appear. The report shows basic information about the student plus the "Effective Date" and the "Eligibility" category.

Helpful Tips

Information shown here will be broken down into sections based on the school (H.S, elementary, etc.)

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

**Direct Certification - Direct Verification**

Texas Department of Agriculture

Direct Certification Direct Verification [Exit]

1 / 1

DirectCertification.rpt

DEPARTMENT OF AGRICULTURE  
- STATE LEVEL MATCHES  
- VERIFICATION FOR NATIONAL SCHOOL LUNCH  
2014-2015  
Updates For September

NEW BOSTON ISD-019905  
\*\* 001 - NEW BOSTON H S \*\*

LAST_NAME	FIRST_NAME	MI	SSN	BIRTH_DATE	SEX	GRADE	ADDRESS	CITY	STATE	ZIP	EFF_DATE	ELIGIBILITY
LIMA	JE REMIAH	J	6326004 49	11/19/1997	M	11	821 S STATE HIGHWAY 8	NEW BOSTON	TX	75570	September	1
XXXXXXXX	XX XXXXX		XXXXX: X	XXXXXXXX			XXXXXXXXXX	XXXXXXXXXX				
RASCHKE	CAYENNE		074555 20	03/23/1998	F	09	507 N LINDSEY ST	NEW BOSTON	TX	75570	September	1
XXXXXXXX	XXXXXXXX		XXXXX (X	XXXXXXXX			XXXXXXXXXXXXXXXXXX	XXXXXXXXXX				



Depending on what browser you are using you may get the following message:

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

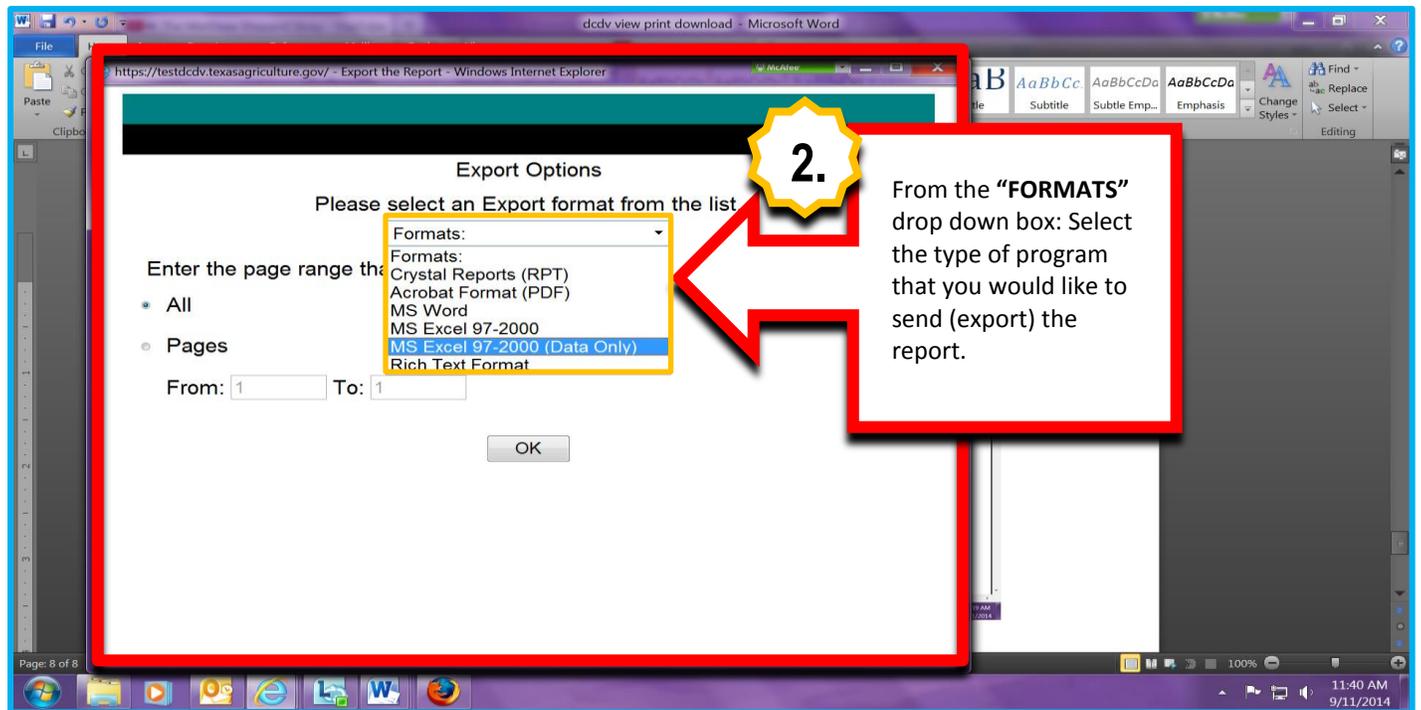
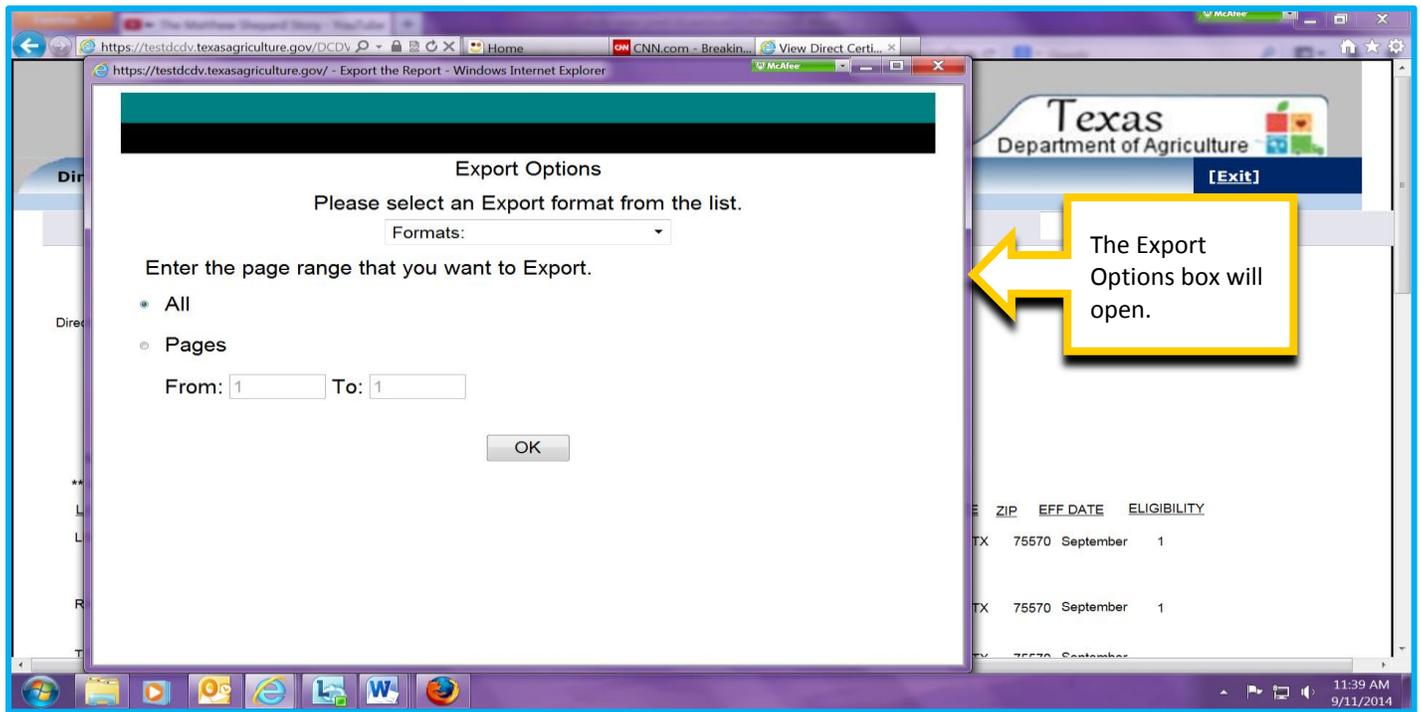
Allow once Options for this site

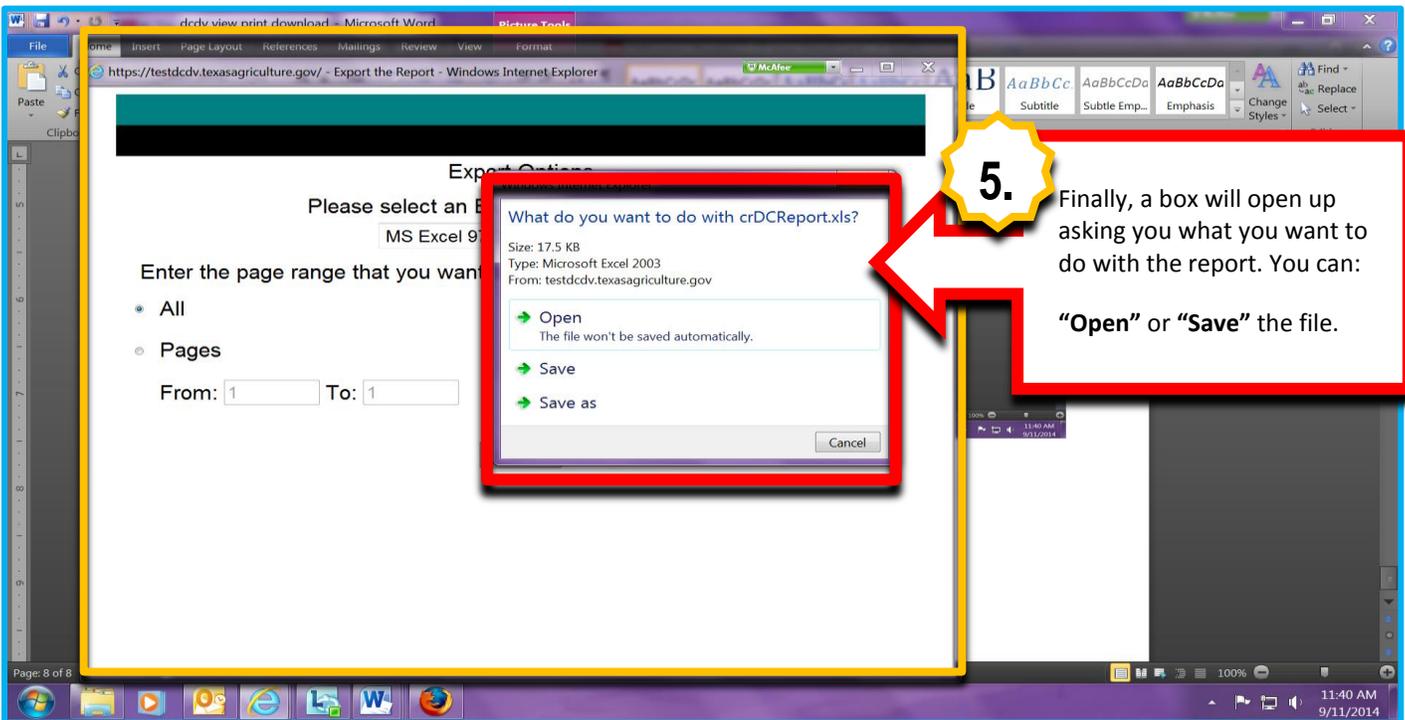
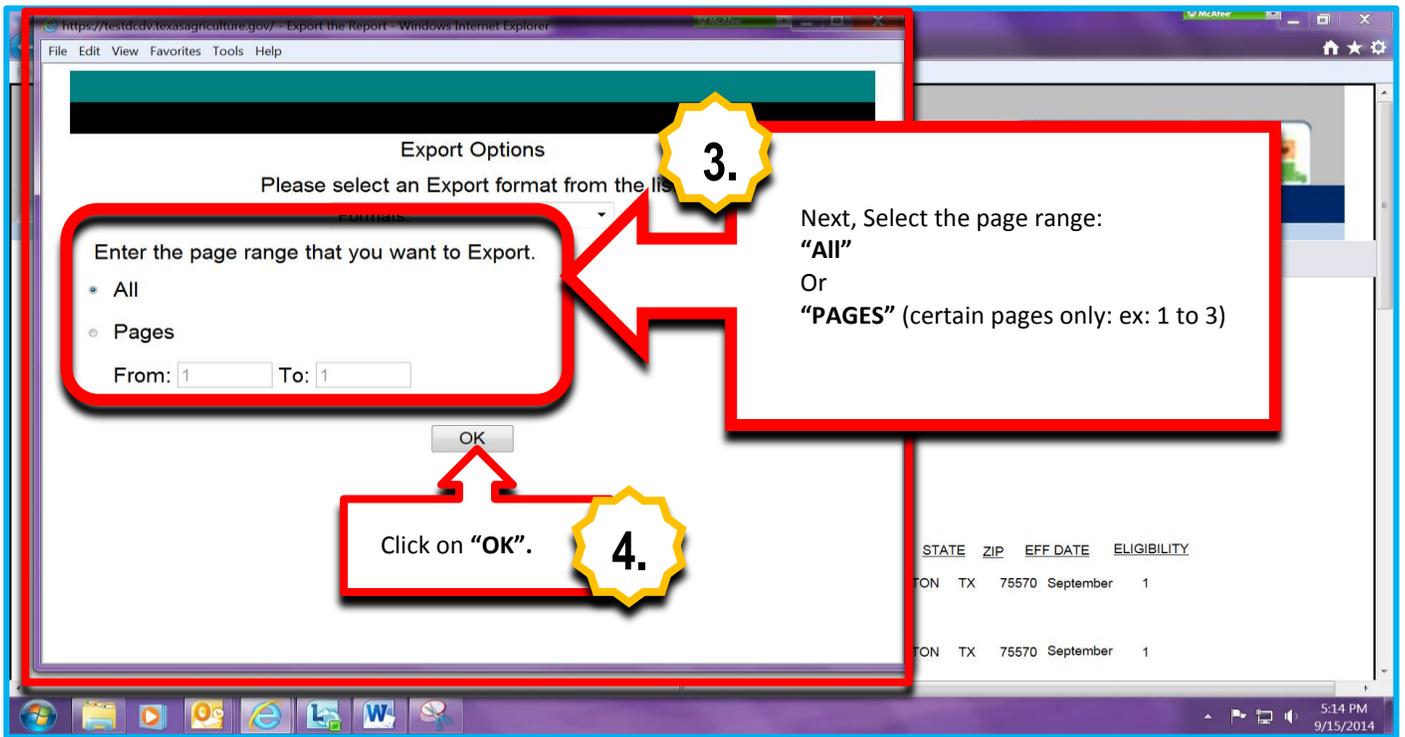
Select "allow once".

## EXPORT OPTIONS



Direct Certification Print/Download 13  
September 2014



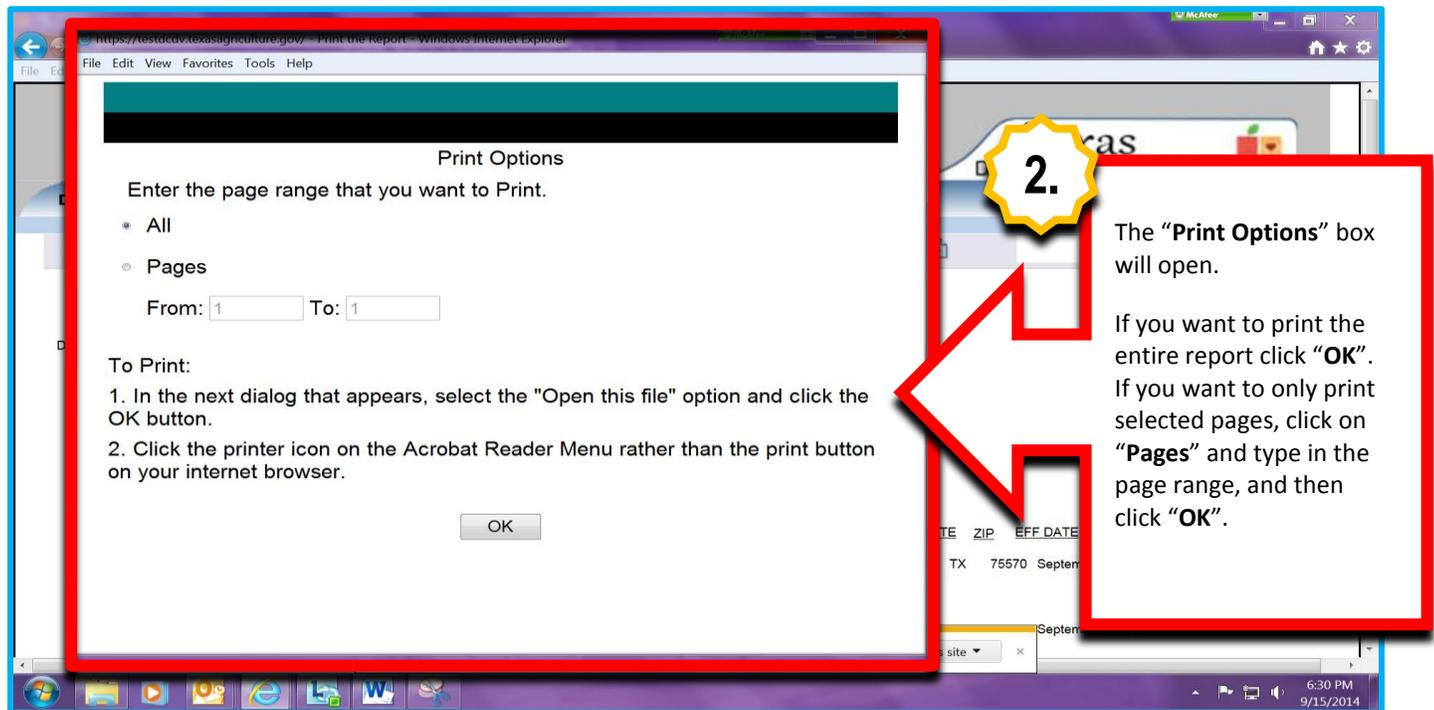
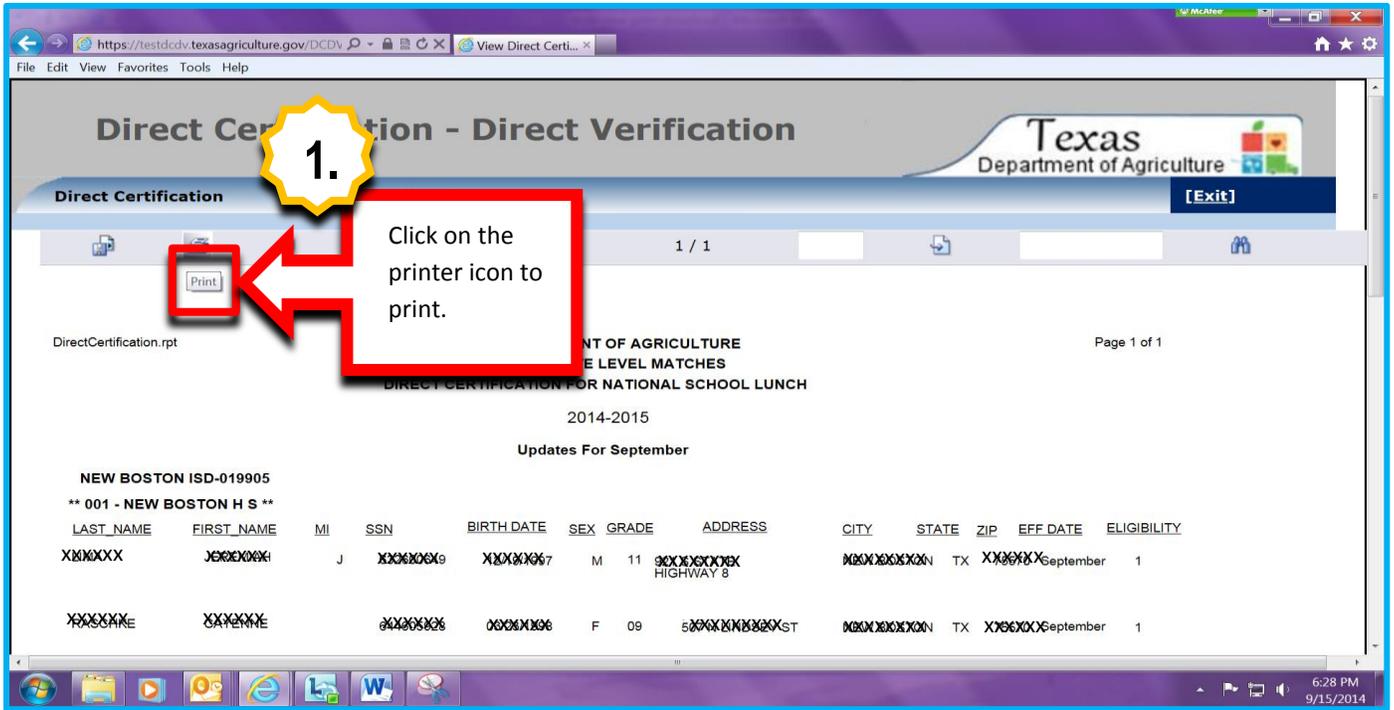


If you choose to save the file, select "Save as" so that you can name the file yourself, otherwise it will automatically save it with the generic name the computer generated.



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)**



https://testdcdv.texasagriculture.gov/DCDV/DCViewReport.aspx - Windows Internet Explorer

DirectCertification.rpt

TEXAS DEPARTMENT OF AGRICULTURE  
P E I M S - STATE LEVEL MATCHES  
DIRECT CERTIFICATION FOR NATIONAL SCHOOL LUNCH  
2014-2015  
Updates For September

NEW BOSTON ISD-019905  
\*\* 001 - NEW BOSTON H S \*\*

LAST_NAME	FIRST_NAME	MI	SSN	BIRTH_DATE	SEX	GRADE	ADDRESS	CITY	STATE	ZIP	EFF_DATE	ELIGIBILITY
XXXXX	XXXXXXXX	J	XXXXXXXX	XXXXXXXX	M	11	XXXXXXXX HIGHWAY 8	XXXXXXXX	TX	XXXXXXXX	September	1
XXXXXXXX	XXXXXXXX							XXXXXXXX	TX	XXXXXXXX	September	1
XXXXXXXX	XXXXXXXX							XXXXXXXX	TX	75570	September	1
XXXXXXXX	XXXX							XXXXXXXX	TX	XXXXXXXX	September	1

TOTAL STUDENTS =

\*\* 041 - NEW BOSTON MIDDLE \*\*

LAST_NAME	FIRST_NAME	MI	SSN	BIRTH_DATE	SEX	GRADE	ADDRESS	CITY	STATE	ZIP	EFF_DATE	ELIGIBILITY
XXXXXXXX	XXXX	J	XXXXXX	XXXXXX		06		XXXXXX	TX	75501	September	1
XXXXX	XXXX	E	XXXXXXXX	XXXXXX	M	07	921 S STATE HIGHWAY 8	XXXXXXXX	TX	75570	September	1

TOTAL STUDENTS = 2

\*\* 103 - OAKVIEW PRI SCHOOL \*\*

STATE ZIP EFF\_DATE ELIGIBILITY  
TON TX 75570 September 1  
TON TX 75570 September 1

6:32 PM  
9/15/2014

Printer: LAVP02\F&N Color Xerox

Copies: 1

Pages to Print: All

Page Sizing & Handling: Shrink oversized pages, 100%

Print

8.5 x 11 Inches

Scale: 96%

8:40 AM  
9/16/2014

## DOWNLOAD OPTION

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

Direct Certification - Direct Verification

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

Print/Download

If you need further assistance, please call your Education... assistance please call (877)TEX-MEAL.  
To get the complete direct certification list for the district...  
To get updates to the direct certification list, please select...

State Level Matches

Report Parameters

Update Period: September

View/Print Download

1.

Direct Certification - Direct Verification

Contracting Entity ID: 01400

What do you want to do with Untitled.xls?

Size: 12.0 KB  
Type: Microsoft Excel 2003  
From: testdcdv.texasagriculture.gov

Open  
Save  
Save as

Cancel

2.

To view the report, select "OPEN".



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

3.

A window will appear within your screen that displays the report.

THIS BOX IS INSERTED TO PROTECT SENSITIVE INFORMATION. YOU WILL SEE DATA HERE

Report Parameters

Year to Date List

Update Period: September

View/Print Download

6:33 PM 9/15/2014

Helpful Tips

To make the window bigger click on the  in the top right corner of the window.

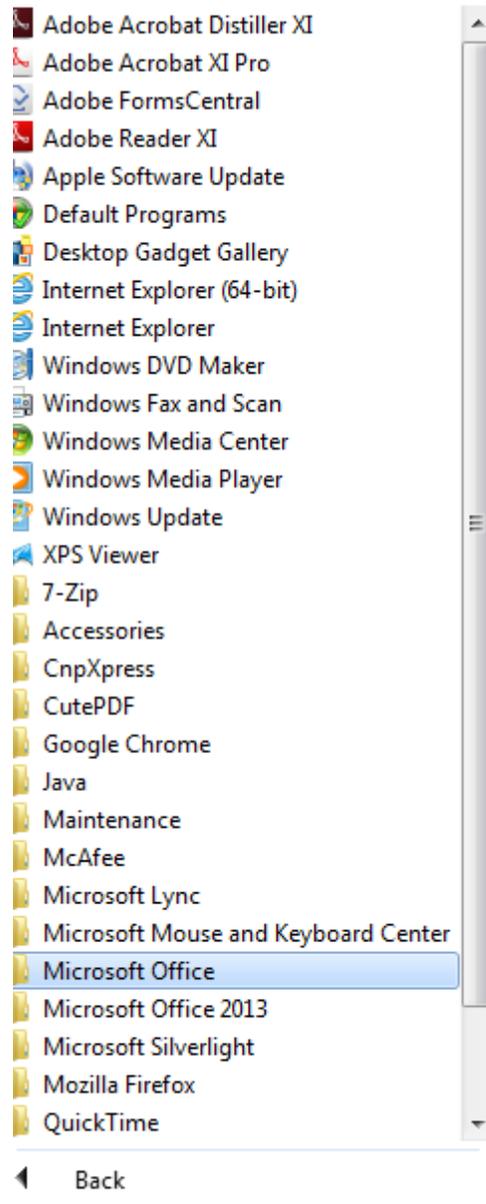
Helpful Tips

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

### IDENTIFY EXCEL VERSION

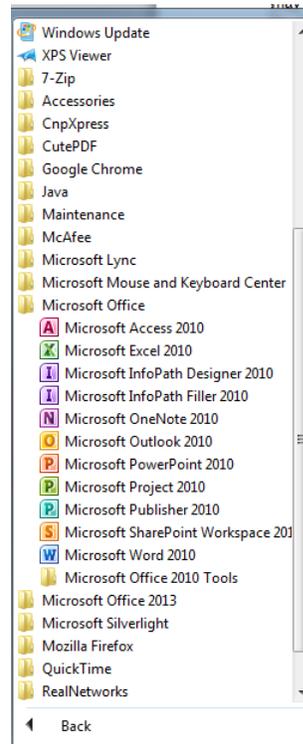
The instructions for working with Excel differ based on the version of Microsoft Office that you have. You may be able to determine what version of Microsoft Office you have by looking at the Start Menu. If not, the following information may help you determine which set of instructions to use. Please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

Click on the Microsoft Gem  or  on the 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.

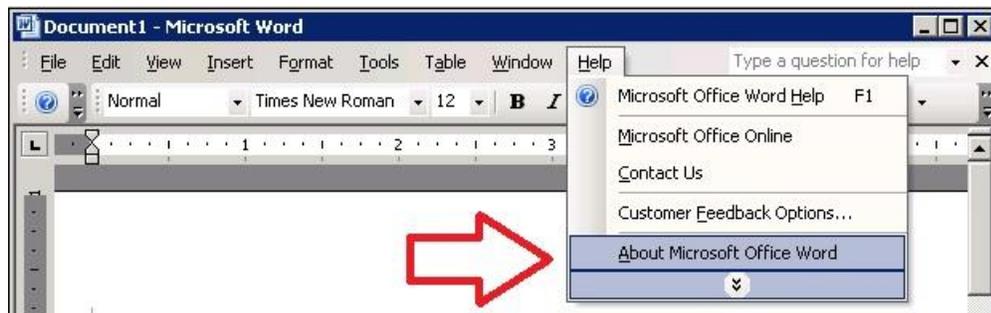
If the year is not listed as part of the program name, use the following steps.

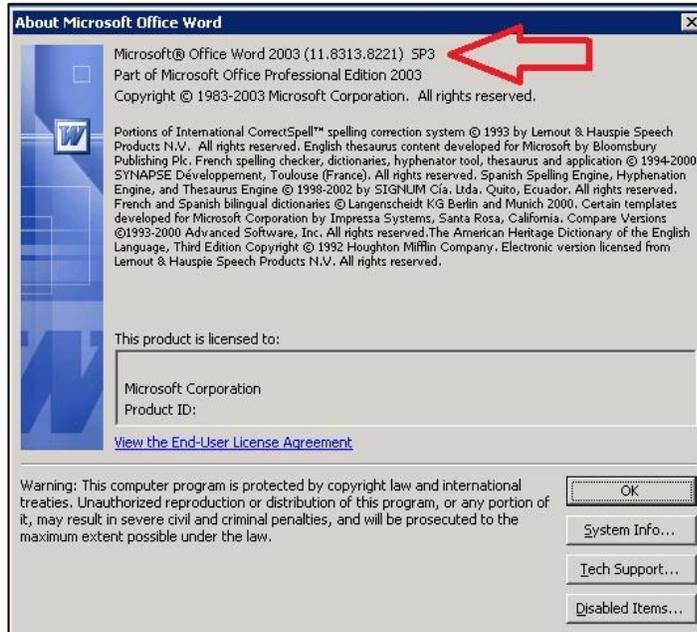


## IDENTIFY EXCEL 2003 AND PASSWORD-PROTECT

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.)

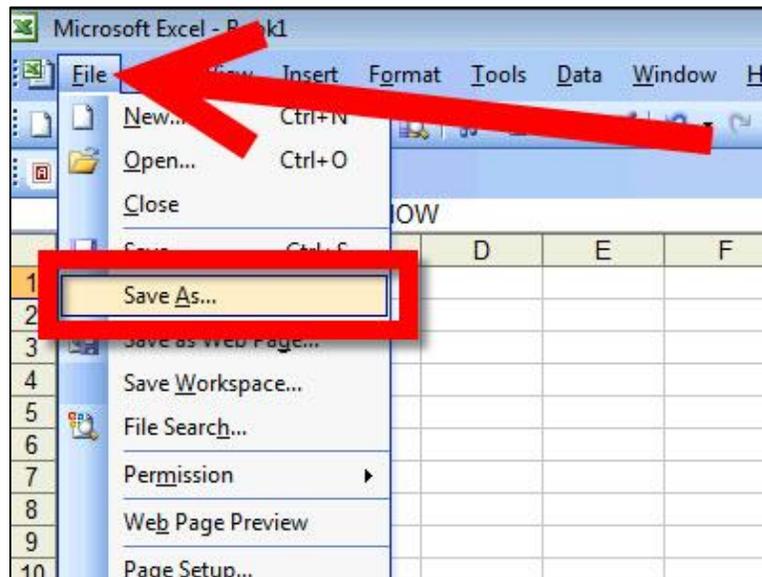
- Click **HELP > ABOUT**
- In the **ABOUT** Dialog box, find the version on the top line.



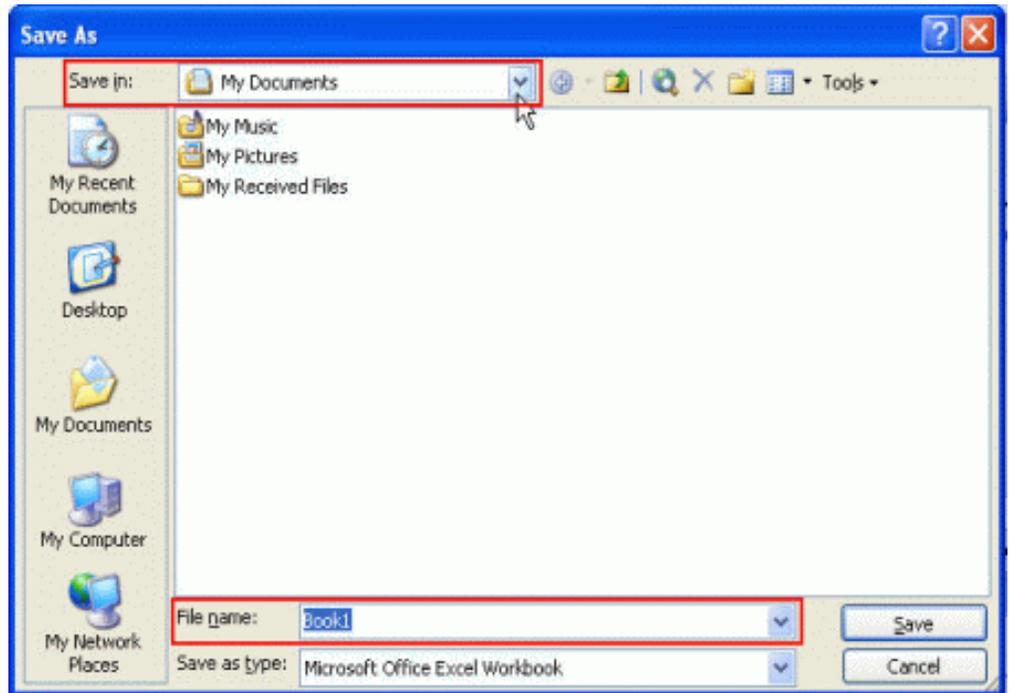


## PASSWORD PROTECT IN EXCEL 2003

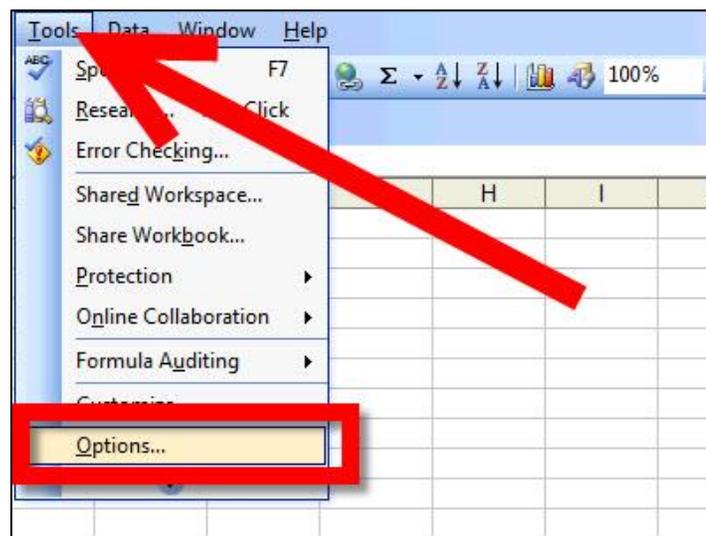
Go to the **FILE** menu and click **SAVE AS**



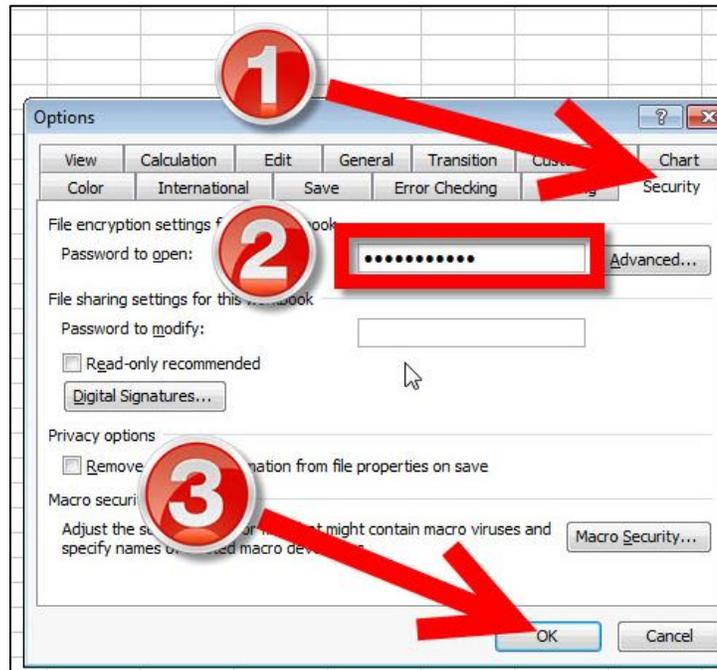
Navigate to drive and/ or folder where you plan to save the document in the **SAVE IN** box at the top. Enter the document name and click OK.



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



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



## IDENTIFY OFFICE 2007 AND PASSWORD PROTECT

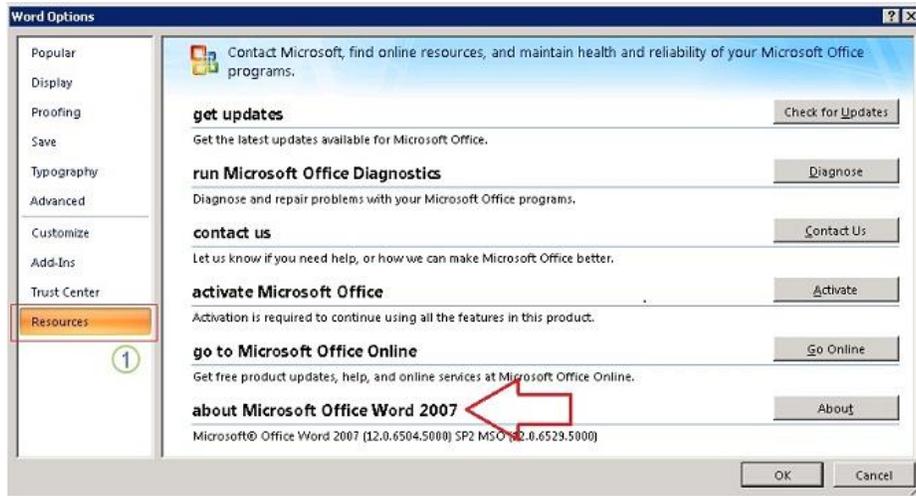
Office 2007 introduced tabs and the **Microsoft Office Button**  and a tab menu.

- Click the **MICROSOFT OFFICE BUTTON**

 > **EXCEL OPTIONS.**

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





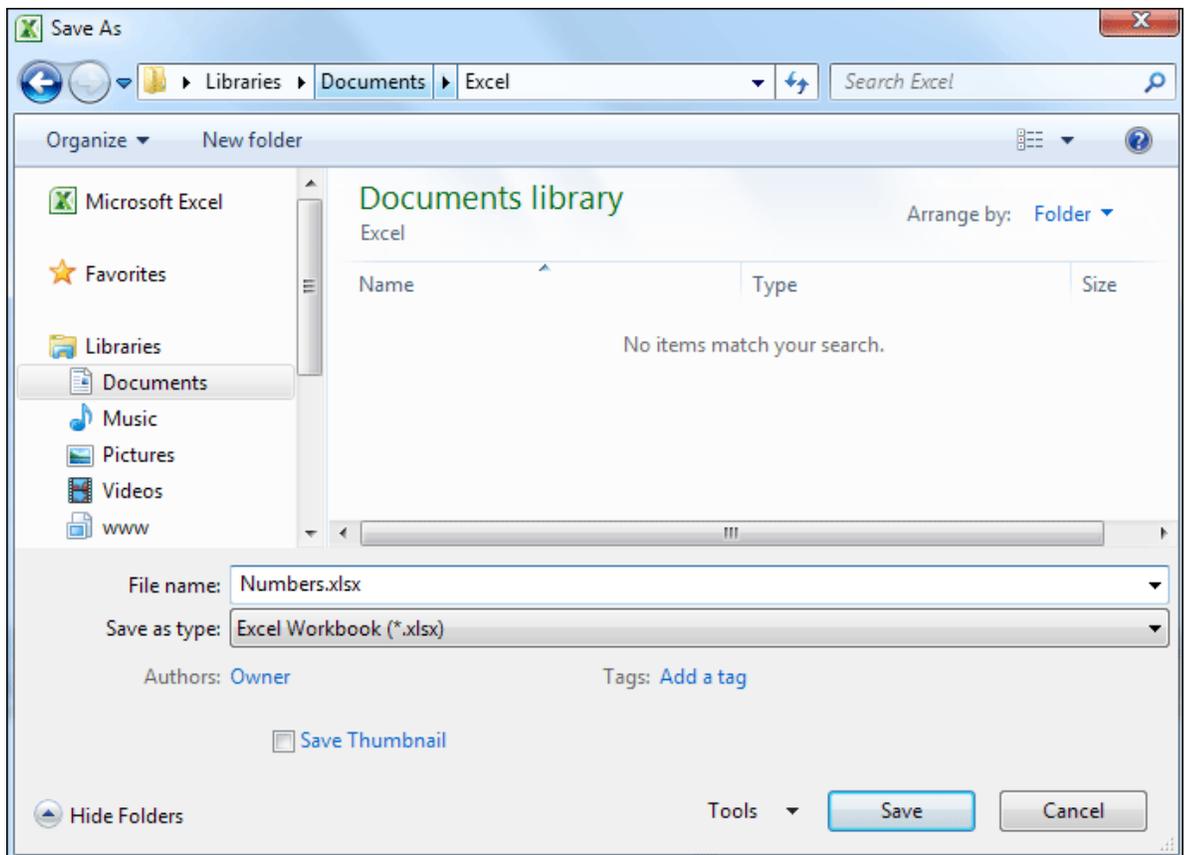
## PASSWORD PROTECT IN EXCEL 2007

Click the **MICROSOFT OFFICE** Button

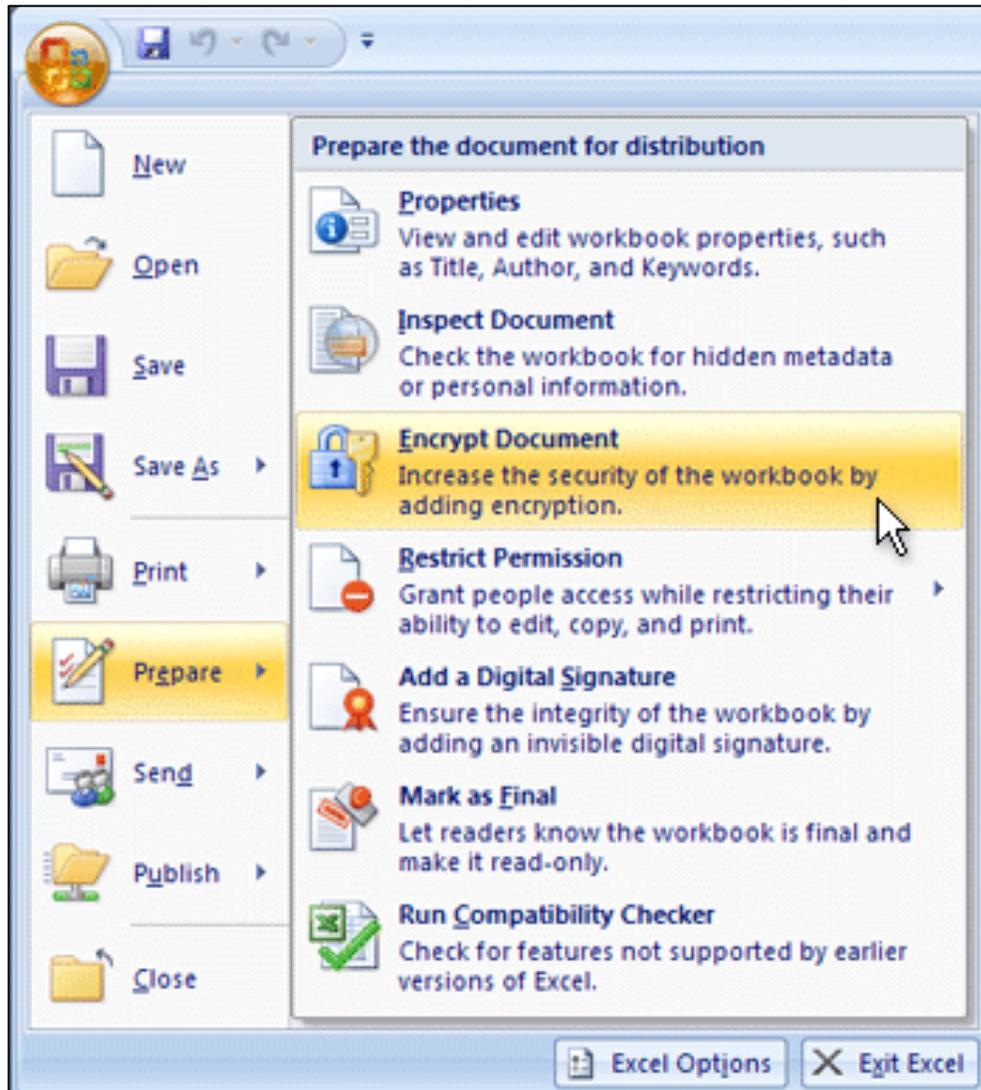


> **SAVE AS.**

Use the down arrow in the address box (top) to navigate to where you plan to save the document. Enter the document name and click **Save.**



Click the **MICROSOFT OFFICE** button, point to **REPAIR**, and then click **ENCRYPT DOCUMENT**.



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.

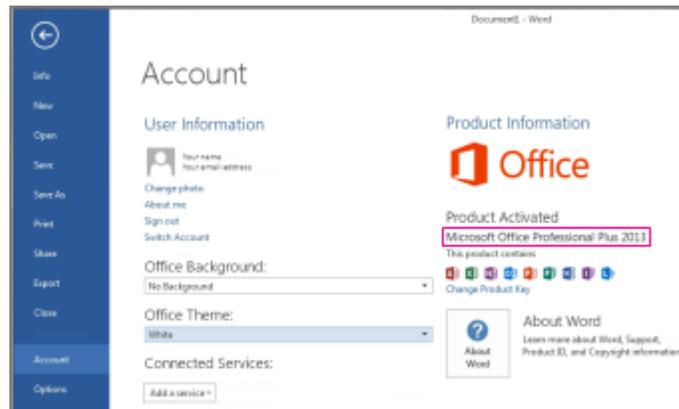


## OFFICE 2013 AND OFFICE 365

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

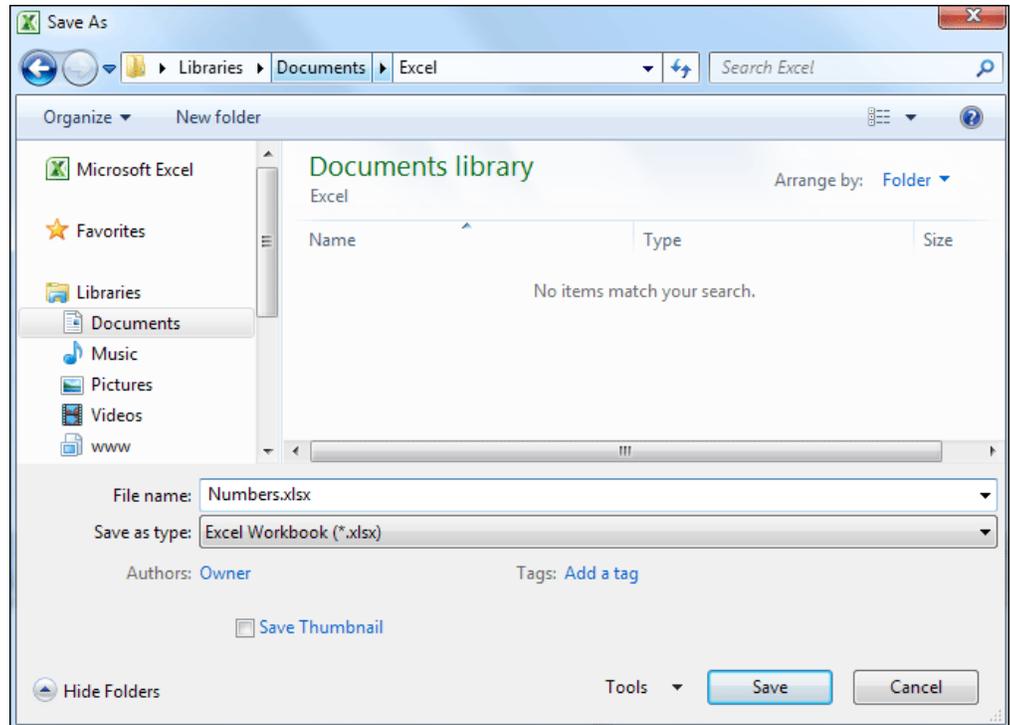
- Click File > Account

Under Product Information, find the version

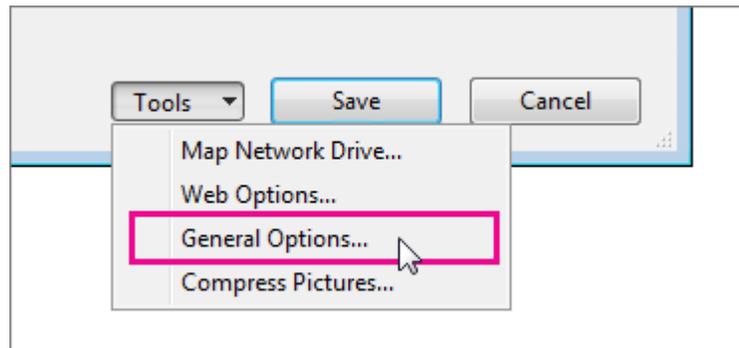


## PASSWORD PROTECT IN EXCEL 2010, 2013 AND OFFICE 365

Click **FILE > SAVE AS**. Use the down arrow in the address box (top) to navigate to where you plan to save the document. Enter the document name. Do not click Save yet.



Click on **TOOLS** (bottom right) > **GENERAL OPTIONS**



In the **PASSWORD TO OPEN** box, type a password and click **OK**.



Click **Save**

## CORRECTING VIEW/PRINT PROBLEMS IN INTERNET

### 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:

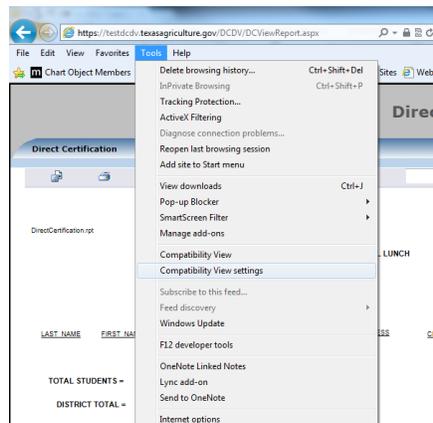
### COMPATIBILITY VIEW BUTTON

- 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.)

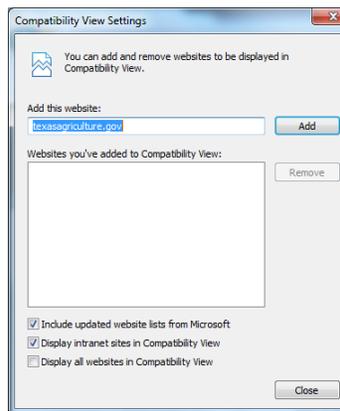
Tap or click the Compatibility View button  to display the site in Compatibility View.

### 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**.



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



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.