Validating Undocumented Categorical Eligibility Information¹

When the CE receives a household application that indicates a student is participating in a categorical assistance program or in an other source categorical eligible program, the determining or reviewing official <u>must follow up with the appropriate agency or entity to</u> <u>validate the student's participation in the program before approving the application</u>. Although it is not a new requirement, the USDA's current Eligibility Manual makes a point of emphasizing it and provides the following guidance.

Validation of Certification for Categorical Assistance Programs — SNAP, TANF, or FDPIR when participation is not directly certified

For SNAP or TANF participation, the CE may review the DC List in TX-UNPS or contact the appropriate agency's local or regional office to obtain information about the household's participation. For FDPIR, the CE will need to contact the governing tribal organization to confirm program participation.

Once the CE has validated that the household is a participant in one of the categorical assistance programs, the eligibility is now directly certified, and the direct certification replaces the application. A note is recorded, signed, and dated on the application about the direct certification through validation. The CE retains the application but disregards information on the application. This application will not be included in the pool of applications subject to verification.

Validation of Certification for Other Source Categorical Eligible Program Participation homeless, including runaways and individuals displaced by declared disasters; migrant; designated state or federally funded pre-kindergarten programs, including Early Head Start, Even Start, and Head Start (but excluding foster)

The CE should reach out to the appropriate program official to validate participation in another source categorical eligible program — with one exception, foster children do not require validation.

¹ Texas Department of Agriculture, Food and Nutrition Division, ESC Biweekly for September 15, 2014.

Once the CE has validated that the student is a participant in the indicated program, the eligibility is now directly certified, that is, determined to be eligible without application. Direct certification replaces information recorded on the application about the student. A note is recorded, signed, and dated on the application about the student's eligibility determination without application.

- If there are other students on the application who are not participants in other source categorical eligible programs, the application is active for those students only.
- If the only student(s) listed on the application is directly certified without application, the CE retains the application but disregards information on the application. This application is not included in the pool of applications subject to verification.

Direct Certification	Direct Verification	Validation
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Validation Process for Categorical Eligibility Information Using the Direct Verification Database

Before contacting the regional or local office to validate a case/EDG number, the CE may use the Direct Verification module. The Direct Verification process provides access to the complete HHSC database, not just the records that are matched to the CE or the pool of unmatched records. Historically, this list has opened to the CEs to use October 1st for verification purposes only. We have requested that this module open early this year due to the change in regulations.

1. The CE will log-in to TX-UNPS and select Direct Certification/Direct Verification in the SNP Applications list.

School Nutrition Programs

Applications Applications >

Claims | Compliance | Reports | Security | Search

Programs | Year | Help | Log Out

TX-UNPS

School Year: 2014 - 2015

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

2. Click on Direct Certification/Direct Verification at the bottom of the page.

					.						
	School Nutrition Programs TX-UNPS										
Applications	Claims	Compliance	Reports	Security	Search		Programs	Year	Help L	og Ou	
Applications > Direct Certification / Direct Verification > School Year: 20										4 - 20	
	Direct Certification / Direct Verification										
Direct ce due to the Assistance required [Direct certification (DC) is a method of directly certifying children who are categorically eligible for free meals due to the household receiving SNAP (Supplemental Nutrition Assistance Program) or TANF (Temporary Assistance for Needy Families) benefits. TDA provides updated DC information monthly to assist with the USDA required DC regulation.										
Direct ve reduced-p TDA prov verificatio	e rification price meals ides direct n regulatio	is a method o susing state SN verification info on.	f verifying NAP, TANF, ormation b	program pa CHIP (Child eginning Oc	rticipation fo ren's Health ober 1 of ea	r children who Insurance Pro Ich year to ass	are appro gram) and ist with th	oved for d Medica e USDA	free or iid records required		
Click on t	Click on the link below to go to the Direct Certification/Direct Verification screens. (Note: This will open in a new window. Please ensure your computer is set to allow pop-ups.)										
Direct Ce	rtification /	Direct Verifica	ition								
				< Ba	ack						
Note: This	page st	ill has the i	messag	e that <i>Di</i>		ication ope	ens Oct	ober ´	I.We		

don't have access to this page; it is in TX-UNPS. The actual Direct Certification/Direct Verification is a TDA function that is just accessed using TX-UNPS security rights.

3. Click on Direct Verification link.



Search by Individual Case/EDG Number

4. Select Search Page for Direct Verification



5. Select Search Criteria > Case/EDG Number Select Search by Case/EDG Number > All Enter the Case/EDG Number in the text box Select > Search

		Search	Page	for Direct Veri	ficatior
_					_
5	Select Search Criteria	Case/EDG Nu	ımber	Student Information	n
		Main Menu	I		
	s	earch by Case/ED	G Numb	er	
		🔘 Unmatched	IIA ©		
	Enter Cas	e/EDG Number:			
		Search	Reset		

The search results will display all of the students associated with that case/EDG

		number.						
	Ref. ID#	Case/EDG Number	Social Security #	Student's Full Name	Birth Date	County Residence	Verified For	Matched
View	30		***.**-0000		11/11/2	BEXAR	Free	
View	31	-	***.**-0000		8/25/	BEXAR	Free	
View	32	- Contraction	***.**-0000	Senderingh, Bioti Muhaman	8/6/3	BEXAR	Free	

6. Click on the View link to see the individual student's information and select MATCH if this student is enrolled in your district. Then select RETURN to return to the list.

Select RETURN if the student is not enrolled in your district.

	Direct Verification S	Student Detail	s
Student's Full Name: Social Security #:	***-**-0000		
Verified For:	Free		
Reference ID: Case/EDG #:	30		
	Student D	etails	
Birth Date: Address: County:	BEXAR		
Matched:	Unmatch	Print	Return

If the CE has a letter that states this is a SNAP EDG number, then the child(ren) are Directly Certified SNAP. If there is no confirmation about SNAP, the child(ren) are still Directly Certified.

Validation by District Upload

The CE can validate case/EDG numbers through a district upload similar to the process for the Direct Certification CE Upload.

To Perform a Batch Upload Search of Direct Verification Records

1. On the Direct Verification main page, select "District Import".

Click "Browse" and locate the file you wish to upload. Click "Upload File".

	Direct Certification - Direct Verification								
Direct Certification	Direct Verification		[Exit]						
Contrac	ting Entity ID: 00528	Contracting Entity Name: SPRING ISD	CD Code: 101919						
	Click here for <u>Help</u> If you need furth The file you import must be a comm	er assistance, please call CNPIMS at (877) TEX-MEAL. Please do not send qu a delimited file with the suffix of (.csv). The file must not be any larger than Browse	estions by email. 4MB						

Figure 1: Direct Verification Upload Screen

Field	Field Name	Field Type	Required?	Definition	Sample

1	Case/EDG Number	Varchar	Y	Variable length field; Do not include special characters; Preceding zeros can be included or excluded	11111
2	Social Security Number	Numeric	Y	9 digits; Do not include dashes	111223333
3	Last Name	Alphanume ric	Y	Variable length field; Not case sensitive	Doe
4	First Name	Alphanume ric	Y	Variable length field; Not case sensitive	John
5	Birth Date	Alphanume ric	Y	mm/dd/yyyy	10/04/1997
6	County Code	Numeric	Υ	3-digit county of residence	057
7	Meal Code	Character	Y	F for Free or R for Reduced	F
8	CE ID	Numeric	Y	5-digit ID assigned by TX- UNPS	00528

The uploaded file must be in .csv format and must not be larger than 4 MB. The table below lists the fields that must be included in the file and their order. All fields are required. The uploaded file should not contain a header record.

Note: All fields are required when uploading a batch file. In order to result in a successful match, all fields in the record must match.

A pop-up box appears asking if you want to open or save the file. Click "Open". (If you do not get the Open/Save dialog box, pop-ups may be disabled. Click the associated link to "Enable" pop-ups.)

Direct Certificatio	Department of Agriculture	
Direct Certification Direct Verification		[Exit]
Contracting Entity ID: 00528	Contracting Entity Name: SI	PRING ISD CD Code: 101919
Click here for <u>Help</u> If you need furt The file you import must be a com S:OperationsICP	File Download Image: Comparison of save this file? Image: Comparison of save this file? Image: Comparison of the Comparison of Compariso	o not send questions by email. y larger than 4MB <u>Browse</u>

Figure 2: Direct Verification Batch Upload Results Pop-Up Screen

The list containing the results of the batch upload will display on the screen in Excel.

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	Clipbo	oard	G.		Font			Align	ment	6	Nu	mber	G	Styles			Cells		Editing		
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	Α		В	С	D	E	F	G	Н	1	J	К	L	M	N	0	Р	Q	R	S	-
1	edgnun	n s	sn	lastname	firstname	birthdate	county	meal	ceid	siteId	matched										

Figure 3: Direct Verification Batch Upload Results

The table below lists the fields that will be included in the results file and their order. A header record

will be included in the file.

Fiel	Field Name	Field Type	Definition	Sample
1	Case/EDG Number (titled edgnum)	Numeric	Variable length field; Any preceding zeros will be excluded	11111
2	Social Security Number (titled ssn)	Numeric	9 digits; Does not include dashes	111223333
3	Last Name (titled lastname)	Alphanume ric	Variable length field	Doe
4	First Name (titled firstname)	Alphanume ric	Variable length field	John
5	Birth Date (titled birthdate)	Alphanume ric	mm/dd/yyyy	10/04/1997
6	County Code (titled county)	Numeric	3-digit county	057
7	Meal Code (titled meal)	Character	F for Free or R for Reduced	F
8	CE ID (titled ceid)	Numeric	5-digit ID assigned by TX- UNPS	00528
9	Site ID (titled siteid)	N/A	Will not contain a value	
10	Matched indicator (titled matched)	Character	Will contain a Y if the record was matched; Will contain an N if the record was not matched	Y

If using a version of Excel prior to 2007, use the following steps to save the file. If using Excel 2007 or later, skip to step 6.

- Once the file opens in Excel, click "File--Save As". Select a proper destination directory (either your computer hard disk or external media) to download the list of directly verified students. Enter a file name.
- If saving as a comma delimited file, click the "Save as type" drop-down and select "CSV (Comma delimited)". After clicking Save, a pop-up box appears asking about feature compatibility. Click "Yes" to continue saving as a CSV file.

If using Excel 2007 or later, use the following steps to save the file.

- Once the file opens in Excel, click the Office button (very top icon at the left hand corner) and select "Save As".
- If saving as an Excel file, click "Excel Workbook." Then, select a proper destination directory (either your computer hard disk or external media) to download the list of directly verified students.
- If saving as a comma delimited file, click "Other Formats". A "Save As" window will appear. Click the "Save as type" drop-down and select "CSV (Comma delimited)". Select a proper destination directory (either your computer hard disk or external media) to download the list of directly verified students. After clicking Save, a pop-up box appears asking about feature compatibility. Click "Yes" to continue saving as a CSV file.

After saving the file, click the Direct Verification link in the upper left corner to return to the Direct

Verification Main Page.

When your direct verification activities are complete, close the Direct Certification – Direct Verification window by clicking Exit in the upper right corner.