

# Validating Undocumented Categorical Eligibility Information<sup>1</sup>

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 must follow up with the appropriate agency or entity to validate the student's participation in the program before approving the application. 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.

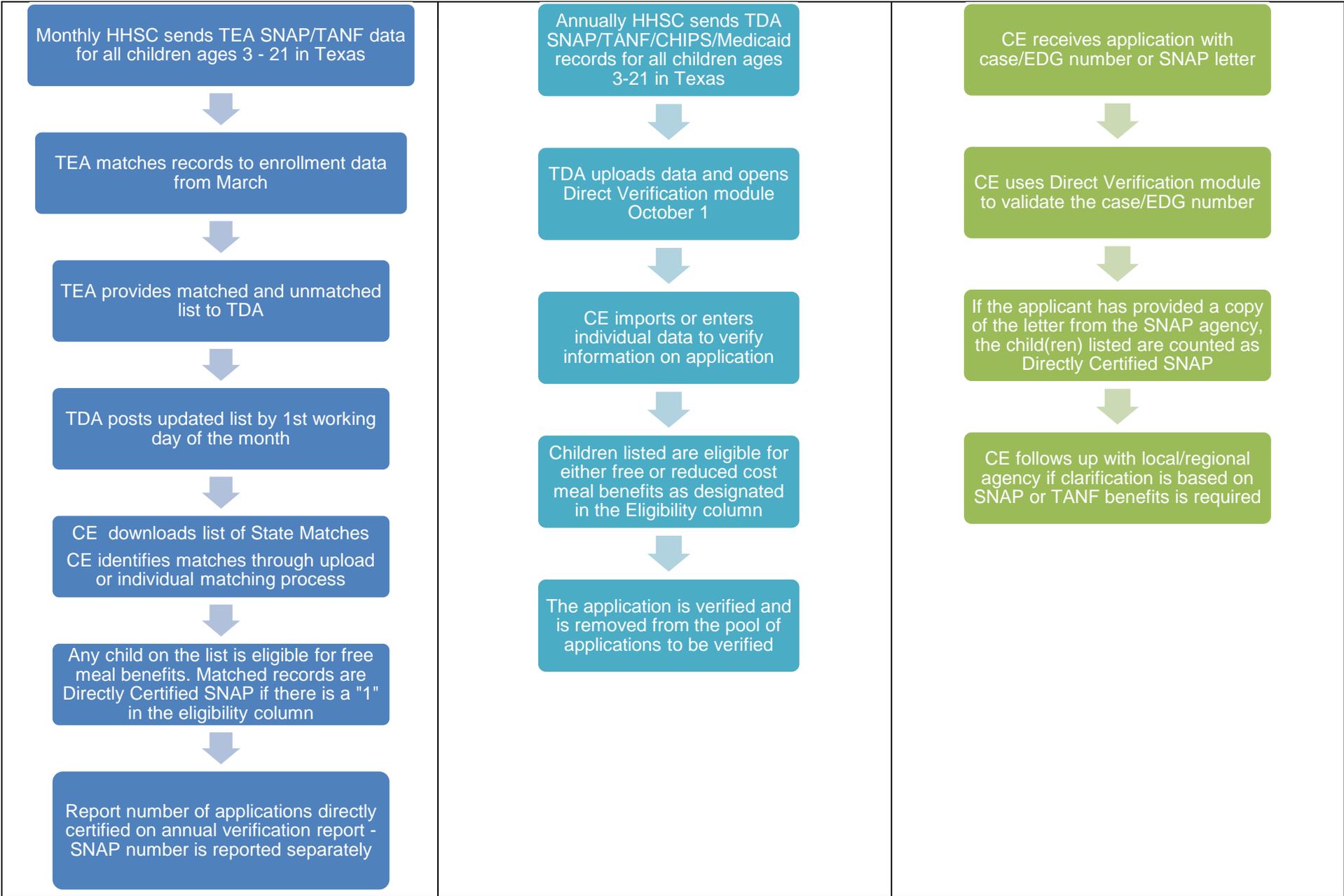
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<sup>1</sup> Texas Department of Agriculture, Food and Nutrition Division, ESC Biweekly for September 15, 2014.

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.

<b>Direct Certification</b>	<b>Direct Verification</b>	<b>Validation</b>
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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 1<sup>st</sup> 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

TX-UNPS

Applications | Claims | Compliance | Reports | Security | Search

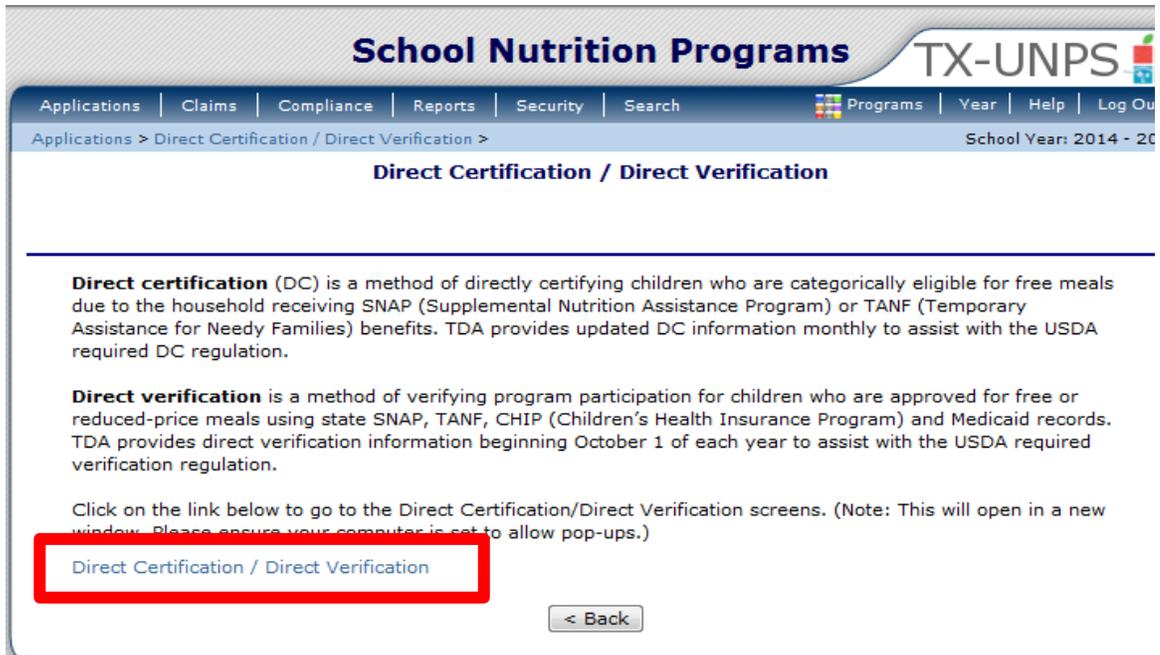
Programs | Year | Help | Log Out

Applications >

School Year: 2014 - 2015

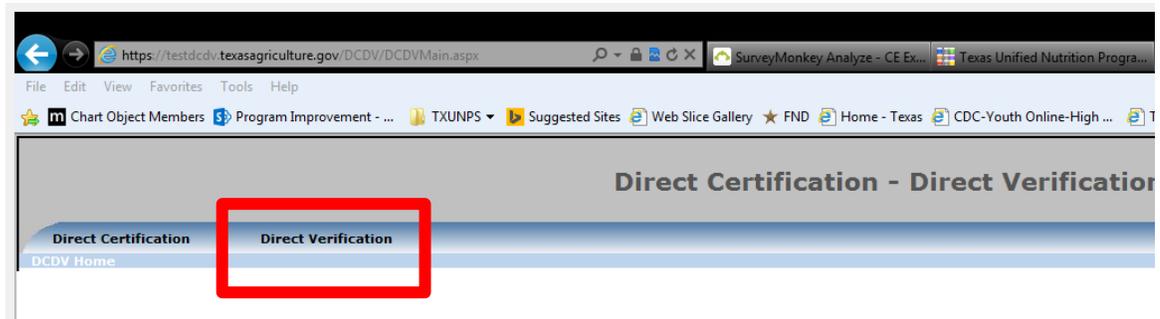
Item	Description
Contracting Entity Manager	SNP Contracting Entity's Profile, Site and Hold Information
Application Packet	Applications Forms (Contracting Entity and Site)
Meal Pattern Compliance Summary	Number of Menu Pattern Certifications by Contracting Entity Summary
Verification Report	Mandatory 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.



Note: This page still has the message that *Direct verification* opens October 1. 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

#### Direct Verification Home Page

[Search Page for Direct Verification](#)

[Print/Download for Direct Verification](#)

[District Import for Direct Verification](#)

Open and Closed Date

Import HHSC File

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 Verification

Select Search Criteria  Case/EDG Number  Student Information

Main Menu

##### Search by Case/EDG Number

Unmatched  All

Enter Case/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
<a href="#">View</a>	30	██████████	***-**-0000	██████████	11/11/██	BEXAR	Free	
<a href="#">View</a>	31	██████████	***-**-0000	██████████	8/25/██	BEXAR	Free	
<a href="#">View</a>	32	██████████	***-**-0000	██████████	8/5/██	BEXAR	Free	



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	Alphanumeric	Y	Variable length field; Not case sensitive	Doe
4	First Name	Alphanumeric	Y	Variable length field; Not case sensitive	John
5	Birth Date	Alphanumeric	Y	mm/dd/yyyy	10/04/1997
6	County Code	Numeric	Y	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.)

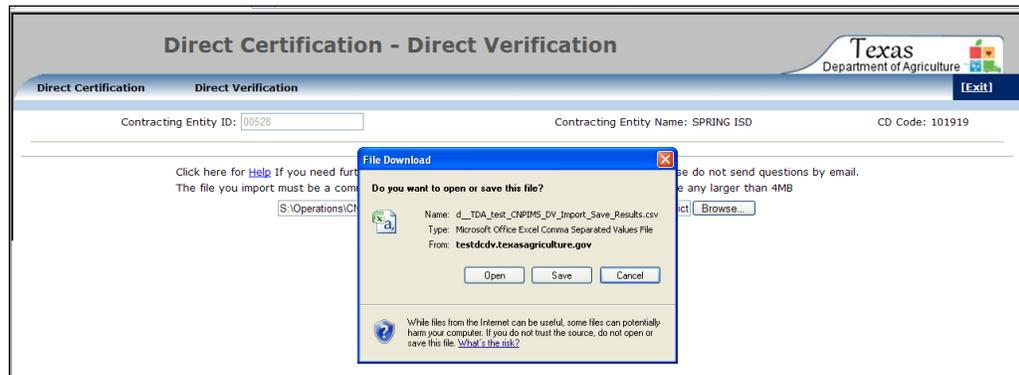


Figure 2: Direct Verification Batch Upload Results Pop-Up Screen

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

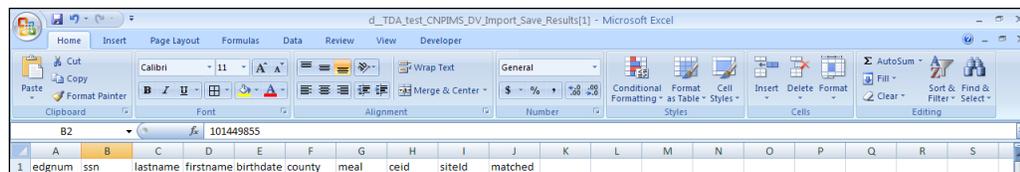


Figure 3: Direct Verification Batch Upload Results

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.

Field	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)	Alphanumeric	Variable length field	Doe
4	First Name (titled firstname)	Alphanumeric	Variable length field	John
5	Birth Date (titled birthdate)	Alphanumeric	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.