Direct Certification

https://directcert.wisconsin.gov/

State of Wisconsin Direct Certification Program

New Users

If you have not yet accessed direct certification through this website:

1. Click here to Request access to the new direct certification system.

2. Read the Direct Certification Instruction manual.

3. Once your account has been activated use the link below to log in to the direct certification system.

For more information on Direct Certification

- check out the DPI School Nutrition Team Direct Certification web page at http://dpi.wi.gov/school-nutrition/direct-certification

Registered Users

- Click here to log in

Direct Certification User Guide
https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/direct-certification-manual.pdf

Wisconsin Direct Certification Contact Information
Ask Direct Certification policy questions of the DPI School Nutrition Team:
608-267-9228 or dpifns@dpi.wi.gov

Direct Certification Webpage
https://dpi.wi.gov/school-nutrition/direct-certification

School Codes
https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/dc-codes-public-private.pdf

In the list returned from Wisconsin Department of Children and Families through the DC process, students that are deemed eligible will be identified by a corresponding eligibility code. Students identified with an N are not eligible and will be listed after the certified students. Below is a description of the eligibility codes.

Eligibility Codes

Code	Description
S	Eligible free. The child matched with FoodShare information and has been directly certified and is automatically eligible for free meals.
T	Eligible free. The child matched with W-2 cash benefits information and has been directly certified and is automatically eligible for free meals.
O	Eligible free. The child matched with both FoodShare and W-2 cash benefits information and has been directly certified and is automatically eligible for free meals.
E	Eligible free. Foster child matched with the state's foster care system database eWISACWIS and is automatically eligible for free meals.
G	Eligible free. An exact match of the student's first name, last name and birth date was found in the FDPIR list and is automatically eligible for free meals.
M	Eligible free. The child matched by the states' Medicaid database and has been directly certified and is automatically eligible for free meals.
Z	Eligible **reduced**. The child matched by the state's Medicaid database and has been directly certified and is automatically eligible for reduced price meals.
N	Not eligible. The student was not found in the database or the student is in a closed or ineligible case.

Error Codes

Code	Description
#	Incorrectly formatted (non-specific)
B	Incorrectly formatted date or missing birth date
F	Missing first name
L	Missing last name

Direct Certification (DC) during each Fiscal Year (July 1 through June 30 annually)
✓ Create a DC folder on your computer (Be sure the file is backed up.) to store ALL DC files run for each year, July 1 - June 30. Be sure these files are saved for three years plus the current school year.
✓ First Run: Run DC as early as second week of July. Per USDA guidelines, SFA must have run a complete list of all currently enrolled students at or around the beginning of each school year.
✓ Run DC again just before parents/guardians begin registering their student(s) for school meals. Students who are directly certified don't need to fill out a paper application. Send *Direct Certification Parent/Guardian Notification Letter* to these households.
✓ Remember the USDA mandate! It requires you to run full enrollment through DC at three months and six months after your first run of the year. **Note:** The third DC run is for purposes of determining eligibility for the Community Eligibility Provision (CEP) and should be done during the month of April. It is also great to run DC shortly before you conduct verification (October 1). Since directly certified student(s) and siblings are eligible for free meals without an application, they do not need to be included in the verification sample, which means fewer paper applications to verify.
✓ Schedule to "Run Direct Cert" on your calendar now! Run DC as often as possible- set a goal of running monthly- throughout the school year to ensure eligible students are receiving benefits.

For more information on Eligibility Codes and Error Codes, see the *Wisconsin Direct Certification User Guide* posted at: https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/direct-certification-manual.pdf. This guide is especially useful for the first-time user, but even the most experienced user will find the guide helpful.