

Date: March 7, 2018

To: Authorized Representatives of School Food Authorities (SFAs) Participating in the U.S. Department of Agriculture (USDA) Child Nutrition Programs

From: Karrie Isaacson, RD, CDN
Assistant Director, School Nutrition Team (SNT)

Subject: Direct Certification Run Required by April 1 for all SFAs

****Please forward this memo to the staff member who does direct certification in your SFA.****

Action Required:

This memo is notification of the requirement for all SFAs to run direct certification using your full enrollment, including school codes, between March 19 and April 1. A “Full Enrollment Run” is when your upload file is the total enrollment of students at all the schools in your SFA with access to the National School Lunch Program.

The Community Eligibility Provision (CEP) is a powerful tool to ensure children in low income communities have access to healthy, school meals. To promote awareness of CEP eligibility and assist with outreach, a listing of all districts and schools that are eligible for CEP is required to be posted on the SNT website by May 1.

In order to meet this CEP notification requirement, the SNT needs current eligibility data from each SFA at the school level. **Therefore, all SFAs are required to complete a full enrollment direct certification run between March 19 and April 1**, even if you do not plan to utilize this provision. No report needs to be submitted to the SNT once completed. As soon as your run is completed, we have access to your report directly through the Direct Certification Program portal.

The file upload must include school codes. In the past, if you had programs in your SFA, there was a school code assigned to the program for you to run students under that code. To be consistent, the SNT school codes have been updated to match the Department of Public Instruction (DPI) school codes. School codes for programs will no longer be used in school year (SY) 2018-19. Students attending a program should be run under the school code for the school he or she is enrolled at. We strongly encourage you to reference the [School Code List for Public and Private Schools](#) prior to completing this direct certification run to ensure the correct school code is being used.

For any SFAs or schools that are considering applying for CEP beginning SY 2018-19, it is required that a direct certification run be completed between March 19 and April 1 to determine eligibility.

If you are currently participating in CEP and in the fourth year of your CEP cycle, a full enrollment DC run is required to establish a new Identified Student Percentage (ISP) for the next four year cycle of CEP. All SFAs in their fourth year of CEP received a memo on January 19 with more details on this requirement.

If you are currently participating in CEP and in your first, second, or third year of your CEP cycle, you are exempt from this requirement; however, we strongly encourage you to do this direct certification run in order to determine if your Identified Student Percentage (ISP) has increased, or if there are significant changes to your student population and your ISP needs to be recalculated. Now that Medicaid students are matched through direct certification, this could result in more identified students and possibly increase your ISP.

For schools electing to participate in CEP in SY 2018-19, applications will be accepted beginning May 1, 2018. SFAs are required to submit documentation no later than June 30, 2018. More information about the CEP can be found on the SNT [Community Eligibility Provision webpage](#).

Running the Direct Certification File

Instructions for running Direct Certification are on our website. To run direct certification, the SFA will create one file with their entire student enrollment (only include students with access to school breakfast or lunch).

The student file needs to be uploaded to the Direct Certification Program in a Text (*.txt) format. Microsoft Excel is the easiest way to create a tab delimited file. Whatever program you choose to use, make sure the data columns are in the correct order.

The student file layout must contain the following information:

Student's Last Name: Character data (up to 20 characters)

First Name: Character data (up to 15 characters)

Middle Initial: Character data (up to 1 character or leave blank)

Date of Birth: Required date format (MM/DD/YYYY)

School Use: Character data (enter information up to 28 characters or leave column blank)

School Code*: Numerical data (up to 4 digits)

About School Codes* - This is different from your 5 or 6 digit agency code. If you are not sure what your school code(s) are, please look up your [school code](#) on our website.

A	B	C	D	E	F
Last Name	First Name	Middle Initial	Date of Birth	School Use	School Code*
Ex: Adams	Edward	B	11/13/2006	Southside (may leave column blank)	0040

Once the student data is entered, delete any headers. Save your Excel file as Text format (*.txt) to your computer. Go to the [Direct Certification Program website](#) and upload your file to the Direct Certification Program. Be sure to select "Full Enrollment Run".

Questions/Concerns

For questions related to the CEP or direct certification, please contact the following:

Issues/Questions	Contact
Community Eligibility Provision	Jessica Schultz, Nutrition Program Consultant jessica.schultz@dpi.wi.gov 608-266-3296 or Jessica Lessner, Nutrition Program Consultant jessica.lessner@dpi.wi.gov 608-267-2293
Direct Certification	DPI School Nutrition Team DPIFNS@dpi.wi.gov (608) 267-9228