

Date: March 5, 2020

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 (DC) Run Required by April 1 for all SFAs

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

Action Required

This memo is notification of the requirement for all SFAs to run DC using your full enrollment, between March 16 and April 1.

- A “full enrollment run” is when your upload file consists of all enrolled students at all schools in your SFA with access to the School Breakfast and/or National School Lunch Program.
- Your file upload must include school codes. We strongly encourage you to reference the [School Code List for Public and Private Schools](#) prior to completing this DC run to ensure the correct school code is being used.

About the Community Eligibility Provision (CEP)

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 SFAs 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 DC run between March 16 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 the DC run is completed, the SNT has access to the output file through the DC portal.

CEP Application for school year (SY) 2020-21

For any SFAs or schools considering applying for CEP beginning SY 2020-21, it is required that a DC run be completed between March 16 and April 1 to determine eligibility.

For schools electing to participate in CEP in SY 2020-21, applications will be accepted beginning May 1, 2020. SFAs are required to submit documentation no later than June 30, 2020. More information about the CEP is available on the SNT [Community Eligibility Provision webpage](#).

4th Year of CEP Participation

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.

1st, 2nd, and 3rd Year of CEP Participation

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 DC run in order to determine if your ISP has increased, or if there are significant changes to your student population and your ISP needs to be recalculated. Now that students receiving Medicaid (some programs) and Food Distribution Program on Indian Reservations (FDPIR) benefits are matched through DC, this could result in more identified students and possibly increase your ISP. However, only students directly certified for free meal benefits are included in the ISP calculation. Those that qualify for Medicaid reduced-price meal benefits (Z code) are not included in the ISP calculation.

Running the Direct Certification File

[Instructions](#) and a [webcast](#) with step-by-step instructions for running DC are on our [Direct Certification webpage](#). To run DC, you must create one file with your entire student enrollment (only include students with access to school breakfast and/or lunch).

The student file needs to be uploaded to the Direct Certification Program in a tab delimited [Text (*.txt)] format. Using Microsoft Excel is the easiest way to create a [tab delimited file](#). Whatever file format 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)

Format for Direct Certification Input File

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

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

Once the student data is entered, delete any headers. Save your Excel file in 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 DC, please contact the following:

Issues/Questions	Contact
Community Eligibility Provision	Jessica Lessner, Nutrition Program Consultant jessica.lessner@dpi.wi.gov 608-267-2293 or Kirsten Voss, MS, RDN, CD, Nutrition Program Consultant kirsten.voss@dpi.wi.gov 608-267-9132
Direct Certification	DPI School Nutrition Team DPIFNS@dpi.wi.gov (608) 267-9228