

**Determining Eligibility in the School Nutrition Programs,
Summer Food Service Program, and S-EBT**

Module 3 Worksheet: Direct Certification

This activity is part of module 3 of the Connecticut State Department of Education's (CSDE) training program, [*Determining Eligibility in the School Nutrition Programs, Summer Food Service Program, and S-EBT*](#).

Instructions: For each example of a child's potential eligibility for meal benefits, decide if the application is direct certification (DC) or not direct certification (not DC).

Example 1: The determining official finds a child's name on the direct certification/S-EBT list. The child is coded as FS and is receiving SNAP benefits. Are all children in the household DC or not DC?

☐ DC ☐ Not DC

Example 2: A child is living in the household of another child who is on the direct certification/S-EBT list as OT. Is the child who is not on the direct certification/S-EBT list directly certified as OT or not directly certified as OT?

☐ DC ☐ Not DC

Example 3: The determining official obtains a list of homeless students that is dated and signed by the district's homeless liaison.

☐ DC ☐ Not DC

Example 4: An application submitted by the household lists a SNAP or TFA case number.

☐ DC ☐ Not DC

Example 5: A child is enrolled in a federally funded Head Start Program.

☐ DC ☐ Not DC

Example 6: An application submitted by a household lists a HUSKY Medical Number.

☐ DC ☐ Not DC

Example 7: A guardian submits an application for a foster child in their care.

☐ DC ☐ Not DC

Module 3 Worksheet: Direct Certification

Example 8: The determining official finds a child's name on the direct certification/S-EBT list as receiving RM, which is reduced Medicaid.

☐ DC ☐ Not DC

Example 9: The determining official obtains a current school year DCF 603 form from the school administrator indicating that a child is a foster child. Is this DC or not DC?

☐ DC ☐ Not DC

Example 10: A student is coded as FE on the direct certification/S-EBT list.

☐ DC ☐ Not DC

Module 3 Worksheet: Direct Certification

The CSDE's [Determining Eligibility in the School Nutrition Programs, Summer Food Service Program, and S-EBT](#) training program consists of five recorded modules that provide guidance on complying with the U.S. Department of Agriculture (USDA) regulations for determining a child's eligibility for free or reduced-price meals or free milk in the [school nutrition programs](#), eligibility for free meals in the [Summer Food Service Program \(SFSP\)](#), and eligibility for the [S-EBT](#). This training program is intended for the staff responsible for approving applications and conducting direct certification.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. fax: (833) 256-1665 or (202) 690-7442; or
3. email: program.intake@usda.gov

This institution is an equal opportunity provider.

The Connecticut State Department of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Connecticut Department of Education does not discriminate in any employment practice, education program, or educational activity on the basis of race; color; religious creed; age; sex; pregnancy; sexual orientation; workplace hazards to reproductive systems, gender identity or expression; marital status; national origin; ancestry; retaliation for previously opposed discrimination or coercion, intellectual disability; genetic information; learning disability; physical disability (including, but not limited to, blindness); mental disability (past/present history thereof); military or veteran status; status as a victim of domestic violence; or criminal record in state employment, unless there is a bona fide occupational qualification excluding persons in any of the aforementioned protected classes. Inquiries regarding the Connecticut State Department of Education's nondiscrimination policies should be directed to: Attorney Louis Todisco, Connecticut State Department of Education, by mail 450 Columbus Boulevard, Hartford, CT 06103-1841; or by telephone 860-713-6594; or by email louis.todisco@ct.gov.

