# Direct Certification Upload Process for Private Schools



Connecticut State Department of Education Bureau of Child Nutrition Programs 450 Columbus Boulevard, Suite 504 Hartford, CT 06103-1841



#### **Direct Certification Upload Process for Private Schools**

https://portal.ct.gov/-/media/sde/nutrition/nslp/directcert/ direct\_certification\_upload\_private\_schools.pdf

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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:

- 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

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# **CSDE** Contact Information

For questions regarding direct certification, please contact the school nutrition programs staff in the CSDE's Bureau of Child Nutrition Programs. For a list of all CSDE Child Nutrition Programs staff, refer to the CSDE's *Child Nutrition Staff and Responsibilities*.

County	CSDE staff
<b>Middlesex County</b> (includes Regions 4, 13, and 17) <b>Tolland County</b> (includes Regions 8 and 19)	Jennifer Bove 860-807-2044 jennifer.bove@ct.gov
<b>Fairfield County</b> (includes Region 9) <b>Litchfield County</b> (includes Regions 1, 6, 7, 12, and 14) School wellness policies	Fionnuala Brown 860-807-2129 fionnuala.brown@ct.gov
Hartford County (includes Region 10)	Teri Dandeneau 860-807-2079 teri.dandeneau@ct.gov
<b>New Haven County</b> (includes Regions 5, 15, and 16)	Greg King 860-713-6804 greg.king@ct.gov
<b>New London County</b> <b>Windham County</b> (includes Region 11) Claims processing	Susan Alston 860-807-2081 susan.alston@ct.gov

For more information on direct certification, visit the CSDE's Direct Certification for School Nutrition Programs webpage.

## 1 — Upload Steps

This guide outlines the steps for the direct certification upload process for private schools. For questions regarding this process, please contact the school's assigned school nutrition consultant. For more information, refer to "CSDE Contact Information" in this document.

- 1. The **direct certification contact** enters the **Direct Certification Web Application** site by logging in with the assigned **User ID** and **password**. The first page to display will be the *Confidentiality Acknowledgement* page as shown below.
- 2. The user enables the application after accepting the confidentiality terms pressing the **Accept** button.



3. Select **Upload** on the tab bar on the top of the webpage to begin the process of uploading the school's student enrollment information.

Direct Certification	Log off
Connecticut State Department of Education	
Home State Wide Search Upload Settings	
1	
Welcome to the CSDE Direct Certification Sy	stem
Direct Certification Mission	
In SY 2009-2010, Connecticut's direct certification rate for the Nation School Lunch Program (NSLP) was at 56 percent, w (Direct Certification in the National School Lunch Program (NSLP):State Implementation Progress, Report to Congress). B Connecticut State Department of Education (CSDE) applied for and was awarded a USDA Direct Certification Planning G This grant enabled the CSDE and Connecticut's Department of Social Services (CDSS) to complete a comprehensive gag reasons for Connecticut's low direct certification rate from both the state agency and the end users' perspectives, and to a recommendations for systems improvement. The goal of the Direct Certification Project is to meet or exceed USDA bench system enhancements to create and implement a fully automated, state-level direct certification and matching system that Local Education Agency (LEA) needs.	ell below the national rate of 72 percent lased on this low rate, ant and a Direct Certification Grant. analysis to befter identify the underlying pply this knowledge to develop priority marks for direct certification rates through is highly responsive to State and
Reminder: The Web Application is updated on Monday unless Monday is a holiday. Therefore, please wait until Tuesday ( updates AND do not forget to check Case Management weekly.	or Wednesday if applicable) to check for
Direct Certification Contact	
The following contact is to be used for the sole purpose of Direct Certification only! In the event that you have stud please contact the appropriate resources at the local LEA level, or at the State Department of Education http://www.sde.ct.or	ant enrollment or demographic questions, 207.
Direct Certification Help Desk (860) 713-6681	
Copyright © 2021 State of Connecticut.	

4. The **Student Information File Upload** page displays. Click on "**here**" to download the *Private School Enrollment Template*. This template must be used to upload the school's enrollment data to be matched against the Department of Social Services (DSS) client list to determine if the student is automatically eligible for free meal/milk benefits.

**Important:** Data must be saved in a CSV (Comma Separated Variable) format, with the extension .csv. This is the only file layout that works with the matching process.

Direct Certification
Connecticut State Department of Education
STATE OF CONNECTICUT
Home State Wide Search Upload Settings
Please click here o download student information upload template.
Select file to upload: Browse
Copyright @ 2021 State of Connecticut.

5. The template appears. For ease of use, the template will look like an Excel spreadsheet:

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Certain fields are **required**, while others are optional. For example, a student identifying number must be assigned to each student and must be unique to each student enrolled in the school. If the students do not have a number, a sequential number can be assigned for each student (e.g., 1,2,3,4,5... or 0,2,4,6,8...). The required fields are summarized below:

Field	Required
Student Number	Yes
Last Name	Yes
First Name	Yes
Middle Initial	No (optional)
Date of Birth	Yes (in this format: <b>MM</b> DD <b>YYYY</b> (e.g., 02042008)
Town/City	No (optional)
State	No (optional)
Zip Code	No (optional)

### **Additional Requirements**

- Student number allows for up to a maximum of 10 characters.
- Full **student names** must be entered into the spreadsheet. Do not use nicknames or shorter versions of names.
- **Date of birth** must be in the MMDDYYYY format (e.g., 02042008). Note that the leading zero will not appear when entering the date. For example, 02152004 will appear as 2152004. Do not use dashes, hyphens, or slashes between the numbers.
- When the data is completely entered into the file, the file MUST be saved as a CSV file, with the extension of .csv. The template will default to this extension. In addition, the Upload template appears as an Excel Program Spreadsheet for Schools to enter enrollment data. However, when saved as a CSV file, an information message may appear indicating that some Excel functions may be lost. Press the "Save" button since the Excel function is not used in the CSV file.

- 6. After completing and saving the file, the user can upload the file. The user has the option of entering the name of the saved file or pressing the Browse button to search the directories for the location of the saved file. After the file is selected, press the Upload File button. The match process will begin.
  - If there are **errors** in the file, a message will display with the line number and error description. The Upload File process will begin again once the errors are corrected.
  - Once completed, the user will receive a "**Successful upload**" message on the screen as shown below.

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	Copyright @ 2015 State	of Connecticut.		

7. After the match process is successful, the **matched report** will display on the screen. To download the report, select the **small blue data disk button** on the report header. Multiple options will be available to save the report, e.g., Excel, CSV, XML, and Word.

**Important:** The CSDE does **not** store private school data. Private schools are responsible for saving this data for future reporting requirements and audit purposes.

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# **Important Considerations**

- The user must use the .csv template when uploading files.
- The user can repeat the upload process multiple times.
- The user must **save** the file in the format of their choice in order to keep the results. The CSDE does not save the matched data for private schools.
- To validate an individual student, the CSDE recommends using the **State Wide Search** function. If a match is found, save a copy of the screen as evidence for future reporting/auditing.
- If the user has a student that did not match on the report and the school believes the student should have matched, the direct certification contact person should use the State Wide Search. This allows for partial name searches. It is possible that the DSS client list and the school enrollment name and/or date of birth can be recorded differently for a student.
- Refer to the USDA's *Eligibility Manual for School Meals* for questions regarding direct certification and eligibility.

# 2 — Resources

Direct Certification for School Nutrition Programs (CSDE webpage): https://portal.ct.gov/sde/nutrition/direct-certification

Eligibility Manual for School Meals (USDA): https://portal.ct.gov/-/media/sde/nutrition/nslp/forms/freered/usda\_eligibility\_manual.pdf