

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

Answer Key for 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

The free benefits extend to all children in the household.

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

The free benefits do not extend to all children in the household.

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

The answer is DC for the children on the list. However, the free benefits do not extend to other children in the household.

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

☐ DC ☐ Not DC

The answer is it depends. This is not automatically DC. The determining official should check the direct certification and S-EBT list to see if the child or another child living in the household is listed. If the determining official cannot directly certify the child, then the application is not directly certified. Remember that direct certification reflects documentation obtained directly from the appropriate state or local agency or other authorized individuals. It should not involve the household. For more information about applications with handwritten case numbers, refer to in Part 3 – Reviewing Applications and Special Considerations, of Module 2: Processing Applications.

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

☒ DC ☐ Not DC

However, the free benefits do not extend to other children in the household.

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

☐ DC ☒ Not DC

The only way a child is directly certified by Medicaid is through the CSDE's Direct Certification Web Application. This child would need to be on the DC/S-EBT list, either as free Medicaid or reduced Medicaid.

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

☐ DC ☒ Not DC

However, the child is still eligible for free meals and may be subject to the formal verification process, if selected. Free benefits do not extend to all children in the household.

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

The answer is DC for reduced-price meals, which extends to all children in the household. Remember that when a child is directly certified as reduced Medicaid, the determining official must give the household the opportunity to apply for meals to see if they qualify as free.

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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

However, free eligibility does not extend to all children in the household.

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

☐ DC ☒ Not DC

The codes FE and RE refer to S-EBT, which involves a household submitting an application. The S-EBT team reviews and approves the application, which also determines a child to be eligible for free or reduced-price meals or free milk. This is not direct certification because the household submitted an application. Note that students coded as FE or RE are not part of the verification pool on October 1 of each year.

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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.

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