

**PUBLIC LEAS
DIRECT CERTIFICATION**

The Direct Certification process will provide LEAs with direct certification eligibility utilizing the Missouri Student Information System (MOSIS).

The Direct Certification process will require coordination with the LEA staff that works with the MOSIS to conduct the matching process with the student's records in the LEA student information system.

Information for the MOSIS Direct Certification process for public LEAs is provided: <http://dese.mo.gov/communications/webinar/direct-certification-mosis-submission>

Weekly MOSIS Direct Certification updates are provided by noon each Monday.

Create a list of students currently enrolled in the National School Lunch Program using appropriate layout for the Direct Certification Lookup Collection, and/or use template.

- Save file as CSV or TXT Format.
- Log into MOSIS Data Collection System through DESE Web Applications.
- On the Current Submissions page choose Run a Trial for the Direct Certification Lookup Collection.
- Browse and upload file to the Direct Certification Lookup Collection in MOSIS Data Collection.
- Once processed, choose Reports, and retrieve Direct Certification Lookup Report in MS Excel or CSV.
- This report will list the eligible students.
- Use list to directly certify the appropriate students.

In order to ensure Missouri is reporting correct data on the number of eligible SNAP participants to the USDA FNS on the verification Report the current MOSIS download indicates a "Y" in the SNAP and TANF is blank, if the student receives both SNAP and TANF benefits. With the addition of the Foster child field additional "trumping" was needed to ensure proper reporting of SNAP eligible students. SNAP eligibility takes precedence over TANF and Foster for reporting purposes on the Verification Report. When a column is blank the student is eligible for that status but needs to be reported on the Verification Report under the column showing a "Y". If a "Y" appears in SNAP, TANF or FOSTER the then student is eligible for free meals. If a "Y" only appears in Foster column then eligibility cannot be extended to household members. If a "Y" appears in SNAP or TANF then eligibility is extended to household members. The MOSIS Direct Certification file has updated the eligibility identifiers as indicated in the below chart:

	<u>SNAP</u>	<u>TANF</u>	<u>FOSTER</u>	<u>ELIGIBILITY</u>
1.	Y			=SNAP, TANF & FOSTER
2.	Y	N		=SNAP & FOSTER
3.	Y		N	=SNAP & TANF
4.	Y	N	N	=SNAP ONLY
5.	N	Y		=TANF & FOSTER
6.	N	Y	N	=TANF ONLY
7.	N	N	Y	=FOSTER ONLY
8.	N	N	N	=NONE

Reminder:

- SNAP trumps all categories
- SNAP and TANF eligibility can be extended to other family members
- Foster status cannot extend eligibility to other family members
- “Y” in any column indicates free meal eligibility
- If the column is blank or “Y” the student is eligible for that status
- Report student in category with “Y” on Verification Report

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