

ZIP CODE DIRECT CERTIFICATION

The Zip Code Direct Certification file has been updated. Previously the program participation was identified as SNAP (S), TANF (C), Foster (F) or Both (B) in one column. The list now contains a separate column to identify SNAP, TANF and Foster. The column is marked with a “Y” for Yes, “N” for No or left blank to indicate participation in more than one program.

To request the required identifying data, LEAs will need to verify/provide the Postal ZIP Codes, via the Web, from areas in which their students reside.

From the master computerized list provided by the Missouri DSS, a list of children whose addresses include the Postal ZIP Codes requested by the LEA will be generated. This data will be provided to the requesting LEA via the Web.

The LEA can then certify as eligible for free meals those students enrolled in their school for whom there is a verifiable match with the Missouri DSS data or that reside in the household of an eligible student.

Only the Authorized Representative for the National School Lunch Program has View Report capabilities.

Authorized Representative - can Add (from drop down box) and Remove ZIP Codes (by clicking the X), and View Report

Data Entry capabilities - can Add (from drop down box) and Remove ZIP Codes (by clicking the X)

View capabilities - can only view the ZIP Codes

Direct Certification directions are as follows:

1. Go to DESE Web Applications login, click on Food and Nutrition Services Direct Certification.
2. Read the Confidentiality Statement and click “I agree”.
3. Verify current ZIP Codes, Add or Remove ZIP Codes if necessary.
4. Chose Format to download from the drop down list. The report can be downloaded as Excel, PDF, CSV, or Word.
5. The Report can be printed or saved.

LEAs will access their Direct Certification at <http://dese.mo.gov/financial-admin-services/food-nutrition-services>

The file now includes the Match Date column. This date is used for those Local Education Agencies (LEAs) participating in the flexibility option. LEAs may consider the effective date of eligibility for free school meal or milk benefits to be the Match Date next to the student on Direct Certification data matching file, rather than the date the LEA accesses the file. This also applies to any student(s) who receive extended eligibility. For further Flexibility Option information visit:

http://dese.mo.gov/sites/default/files/dac_forms/MO5003045.pdf

Example: DC file is available on Monday, 09/02. An LEA accesses the file on 9/08 and the student shows 9/02 next to the individual’s name. All students (those on the DC file, and those with extended eligibility) may have an effective date of 09/02 rather the date the students were identified and processed at the LEA level.

The Direct Certification computerized listing contains specific identifying information that can be used to automatically approve students for free meals. The specific data includes: the last name of child, first name of child, middle initial (MI), date of birth (DOB), gender, race (1-White, 2-Black, 3-Spanish (American), 4-Indian American/Alaskan Native, 5-Asian, 6-Native Hawaiian/Pacific Islander, U-Undetermined), and the particular program; SNAP (S), TANF (C), Foster (F), case last name, case first name, case middle initial (MI), address 1, address 2, city, state, and zip code and Match Date. See example of the new updated Zip Code Direct Certification File:

DirectCertification

Last Name	First Name	MI	DOB	Gender	Race	SNAP	TANF	Foster	Case Last Name	Case First Name	Case MI	Address 1	Address 2	City	St	Zip Code	Match Date
DOE	JANE	A	1/1/2010	F	1	Y	N	N	DOE	MARY	B	123 ANY STREET	456 ANY AVENUE	ANY CITY	MO	99998	6/30/2016
DOE	JOHN	A	2/29/2012	M	1	Y	N	N	DOE	MARY	B	123 ANY STREET	456 ANY AVENUE	ANY CITY	MO	99998	6/30/2016
SMITH	JAMES		7/7/2004	M	2	N	Y	N	JONES	MARY		987 ANY BLVD	654 ANY ROAD	ANY TOWN	MO	99997	3/7/2016

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 Zip Code Direct Certification 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 Zip Code Direct Certification file has updated the eligibility identifiers as indicated in the below chart:

	SNAP	TANF	FOSTER	ELIGIBILITY
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

Questions regarding Direct Certification, contact Joanna Hosier at 573-751-7664 or Joanna.Hosier@dese.mo.gov.