

ADMINISTRATIVE MEMO

Date: January 16, 2018
To: School Administrators
From: Roger Dorson, Interim Commissioner
Subject: FAS-18-001, MOSIS ID System – DirectMatch Module for Direct Certification

The Office of Data System Management (ODSM) and the Food and Nutrition Services Section are collaborating to implement a new Direct Certification component within the MOSIS ID system. The new component, DirectMatch, allows local educational agencies (LEAs) and their school food administrators to quickly and accurately identify students who are eligible for free school meals. The DirectMatch component will be available to public and charter LEAs in mid-March, and to non-public schools, on a voluntary basis, in mid-April. Training webinars will be available to all public, charter and non-public LEAs during the month of March.

Current Direct Certification Process	New DirectMatch Component:
<p>School districts:</p> <ul style="list-style-type: none"> • Upload a file in the MOSIS Data Collection system and download a report comprised of students eligible for direct certification. • Are required to download two reports, one for exact matches, and one for near matches. • Are required to manually review the near match report to determine if the students are in their district's enrollment. 	<ul style="list-style-type: none"> • Near matches will be resolved directly within the system before the report is downloaded. • The resolution of near matches will be similar to the 'resolve near match' process within the MOSIS ID system. • DirectMatch will keep the match decision determined during the near match resolution, lessening the burden of the current near match report manual process.

The DirectMatch component allows multiple methods to determine direct certification eligibility. The simplest method, 'sourcing', allows a user to select the match button in the DirectMatch component that will pull all the students in the MOSIS ID system identified for an LEA, and listed with the current school year (2018 for the current year) into the report. To utilize the source method, it is imperative that the MOSIS ID system is updated to ensure all students are accounted for. The other methods available mirror similar functions you may be familiar with in the MOSIS ID System, which include uploading a batch, and entering individual students online.

The MOSIS Data Collection system process for Direct Certification will remain in place as we all work together to become familiar with this new process.

For additional information, please contact the appropriate section as indicated below:

- Direct Certification, Food and Nutrition Services, 573-751-7664
- DirectMatch component in the MOSIS ID system, ODSM, 573-526-5287