



**Direct Certification/DirectMatch Training Webinar
Core Data/MOSIS and Food and Nutrition Services
Questions and Answers
March 2018**

DirectMatch

Q: Occasionally a school that one of our students transfers to enters the DOB in error in the MOSIS ID System. Then before I can certify my MOSIS files, I have to correct the DOB. Will my edit remove them from the Match file for the new district requiring them to re-import this student to obtain a Direct Match?

A: In a situation like this, it is best that you have a conversation with the other district involved. If it is determined that your district is using the incorrect DOB, then you will update your file not the MOSIS ID record. However, if it is determined that the other district entered the students DOB incorrectly, then that district would then update the ID system to reflect the correct DOB to prevent your district from reclaiming a student that is no longer at your district.

Q: Is there a way to see only "new" direct certification (DC) students? For larger districts, going through a large list of DC to find new DC students could result in human error.

A: After you have uploaded a file or sourced the ID system for DirectMatch, your export will give you the option of Match or No Match or both. If you choose Match, you will only see the new students that matched in your file and not the students that matched previously. If you choose Match/No Match the export will include those students that match previously as well.

Q: What is the comment field in the Near Match Resolution stage?

A: The comment field will show the State IDs that your submission record is "near matched" against. For example, if the record you submitted has a near match to two records currently in the system, you will see the State IDs that are associated to those two records.

Q: If a near match is resolved in the DirectMatch system does that change information in the ID system?

A: No, the two systems are separated. The DirectMatch system will match your file against the Department of Social Services (DSS) file in the DirectMatch system. So, if you receive a near match in DirectMatch that means your record is similar to the information reported by the Department of Social Services (DSS), therefore prompting a near match resolution.

Q: New Students - will they still be entered into MOSIS individually or does a batch file have to be uploaded regularly?

A: Districts will want to ensure they are updated in the MOSIS ID system, whether you enter them individually or as a batch is up to you as a district.

Q: Should we use the date that is in the text file that students were first eligible, or the date that we do the matching process?

A: The process that you currently do to determine that date will not change. It is the date in the file that DSS determines the student was eligible, not the date you upload your information to the system.

Q: What is the flexibility waiver?

A: The Flexibility Waiver allows you to use the match data on the file rather than the date you ran the list and identified the child on the DC list. Please contact the Food and Nutrition office to see if your district has this waiver.

Q: Does a Flexibility Waiver have to be filed yearly?

A: No

Q: Are you saying that if my SIS has family members listed that do not show on the DirectMatch, that I should make them fill out a family application?

A: No, you can extend eligibility to others in the family and an application would not be needed.

Q: If a student is eligible for SNAP/TANF in October but not in February, how will this impact the import of data into our district SIS?

A: Once a student is Direct Certified, they are approved for benefits for the entire year.

Q: What are the three required times to pull direct certification information?

A: July/August, October & January. If you are eligible or near eligible for CEP you will be asked to run it again in April.

Q: Once we upload student MOSIS ID numbers and we get a new student, do we need to upload them again?

A: Unless something changes with their information, you should not have to re-upload them. If all your students are updated with current enrollment information it would not be necessary to do another upload for all students, only the new student to ensure their enrollment reflects current enrollment data in the MOSIS ID system.

Q: What if cancelled records cannot be reconciled?

A: If you cancel a record and do not fix whatever may be wrong with it, it will not be used for matching.

Q: When it says a student is Foster where is that information coming from, Department of Social Services (DSS) or from our core data uploads?

A: The foster information comes from DSS not the information reported in the Student Core files.

Q: We upload our information like normal in Mosis ID but the direct match helps determine who is matched?

A: That is correct. If the student MOSIS IDs are kept up to date with current enrollment information as well as the current school year, you will be able to source the system for DirectMatch.

Q: Do we still need to collect applications from parents?

A: Applications are still collected but if students are directly certified, there is no need for an application.

Q: Will additional permission(s) need to be granted to access this new feature?

A: Yes, we will communicate to districts the process of gaining access once it has been finalized.

Q: Does this change matching by family unit? i.e. if one child in a family doesn't show as SNAP but others do?

A: This does not change the current method of extending eligibility to other family members. The process of which you do direct certification for students is not changing, only the method of uploading your students is changing.

Q: Will me still export and upload into our SIS systems?

A: Yes, you will.

Q: Are we using the same data file as the MOSIS ID file from SIS?

A: Yes, if all your students' information is updated in the MOSIS ID system, you would only need to click a button to direct match your students.

Q: What if a new student's starts mid-year and we have their MOSIS ID from the other school. Do we need to upload them as well?

A: Yes, that student's record should reflect current enrollment information in the MOSIS ID system.

Q: Can we do the direct certified first and then collect applications for only students that are not matched?

A: You should run your direct certification list near the beginning of school and send letters to the families direct certified. The same free and reduced price meal application process remains in place. You must ensure your process for distributing applications does not overtly identify any student.

Q: This new process is tied to the MOSIS ID system, but does not use the MOSIS IDs as matching criteria?

A: The DirectMatch component uses the MOSIS ID information to match against Department of Social Services information only if they have current enrollment information.

Q: Who do we contact with questions once this program is up and running?

A: Please contact the Office of Data System Management at coredata-mosis@dese.mo.gov or (573)526-5287.

Q: Will the process from SISK12 still be the same for importing and exporting?

A: You will need to contact your vendor to determine if their process will change.