

**Office of Data System Management
MOSIS Direct Certification Webinar
September 17, 2014
Questions and Answers**

Q. We are supposed to download the Direct Certification file in July, but our secretaries do not come back until August, do they give us a grace period?

A. We plan to change the required month of mandatory download to August instead for July for the upcoming school year since we have many people having issues getting it downloaded in July.

Q. Will we still be able to do the Direct Certification early in July? We send it all with our registration papers for open enrollment which is always the middle of July.

A. Yes you will still be able to download at the beginning of July.

Q. Are you suppose to certify the trial each month?

A. This file does not have to be certified.

Q. Can more than one person access Direct Certification per district?

A. If the person has MOSIS: Data Collection access then they should be able to see this submission.

Q. When I download into my software the students who are eligible why does MOSIS choose 1 student to be eligible but the sibling who lives in the same house is not eligible? Or their name is even left out?

A. The match rate was possibly not high enough for it to determine the sibling to be Direct Certified; you can always extend eligibility to all household members. You might have to manually change them to directly certified.

Q. Is there anything planned to verify or deny the near matches so we don't have to look through those same students each time we run a new file.

A. Discussions for this have occurred; at this time we don't have an easy solution to put this in place.

Q. Explain the purpose of the near match file.

A. The Near Matches report has a lower match rate than the original report, this report requires the district to determine if the student is your student and if so, Direct Certify them. The Department is not able to determine if the student is a match based on the details we have.

Q. Why do some students download and not show up on zip code list?

A. It could be that the child moved out of the zip code or is not registered under a certain zip code. There a many reasons they are not captured on the lists but if you find them on either of the lists you need to put them as directly certified.

Q. Is there a way the system can match the sibling?

A. Currently the system is not able to match the student at a high enough rate, without having a similar identifier, such as mailing address in the upload, this is not possible at this time.

Q. After we download, are the SNAP students supposed to be marked Direct Certification?

A. If you have a Y in the column for SNAP or TANF, those students are considered directly certified.

Q. When we do our verification, do the apps turned in with SNAP numbers count as being eligible for verification or not?

A. The students that are not showing up on the Direct Certification report but turn in an application with their SNAP information are still eligible for verification.

Q. If a student is on free lunch but the reason on our system is something other than SNAP or TANF, and said student shows up on the newest DC report, should I go back into our system and change their status reason to DC?

A. At any time if a child status is something other than DC and they appear on the DC list you would change their status to DC.

Q. Why when we print our report we only get a short list of near match and not a list of all that are qualified by state for Direct Certification. I think the list should show all students eligible.

A. It was determined for the reports to return only students eligible for Direct Certification.

Q. Our district is CEP for K-8. Does the upload override the CEP reason for Free qualification?

A. If you are CEP in all buildings of the district you do not need to do Direct Certification. The only month you need to download is April to get numbers for next year to do CEP.

Q. I am wondering how the verification process will work since we don't have any students with a lunch status reason of DC.

A. If you have SISK12, the status for free will show it downloaded from DESE.

Q. What if a student shows up in direct cert but the parent name and address does not match?

A. If they show up as directly certified then you give them the benefit.

Q. On the Near Match report are the 1st 11 columns what we uploaded and then the others are what our information was compared to?

A. Yes.

Q. Do you have a time frame that we might start seeing Foster on the list?

A. I do not know at this time, we are continuing to discuss a timeframe.

Q. If we receive an application later on that changes a child from Paid or Reduced to Free with a SNAP #, do we list them as free or DC?

A. You do need to change the student to DC if they show up on the list at anytime. They are then not eligible for verification bc they are DC.

Q. I have two students who show up my FDC list with the parent name, but the parent is the not the official guardian. In one case the student has been adopted and in another case the grandparents has custody. Do we notify DSS regarding the situation?

A. You do not need to notify DFS. At anytime they show up on the DC list you give them the benefit. They always have the option to refuse benefits if they chose to do so.

Q. If we are CEP and don't have application data or DC date for the Oct MOSIS submission, what information for the F/R headcount will the MOSIS department report for October?

A. In the October Student Core, report students a Free Lunch in the Lunch status field.

Q. We are CEP in all buildings and I was told not to do the July download, but I then received an e-mail saying our September payment would be withheld if we did not do the download. I have since done the July download.

A. You should not have received that email. You do not have to do the July DC if you are CEP in all buildings.

Q. This past month we had 745 near match students - do we have to verify near match students?

A. Yes, your district will want to confirm if those students are enrolled with your district so you can direct certify them.

Q. The missed siblings I entered manually as SNAP or TNAF. I don't know how I will pull the correct information for the verification report. I am wondering if I should have entered the missed siblings as Direct Certified instead.

A. If it is going to affect your verification report then you need to mark them as DC in your system. Any missed sibling or household member is considered DC when living with anyone on the DC list and you cannot pick them for verification.

Q. When a student enrolls for example on Sept 8th and they are not on the DC list, but when I run it again a couple weeks later they are on there. How far back do we allow the DC to go? Do we go back to the date they enrolled?

A. If your district has filled out the DC flexibility form and submitted to the State Agency then you can go back to the day we made the updated list available. So if we email you the new list is out on Sept. 8th and you run it two weeks later and someone new appears you can go back to Sept. 8th.

Q. I uploaded a Direct Certification file today and there are some students that the status is by application but now they are DC, do I need to delete the app on SIS and shred or keep as application status?

A. You will need to change them to DC so they won't be picked for verification. I would recommend marking through the application and putting in a separate file with a note dating when they switched to DC. You do not have to keep the application but might be nice if you get audited to show their status based on application and the start date of status changing to DC.

Q. We have a household that has a friend of the family now living with them. Do we extend dc eligibility?

A. Yes, you extend it to all household members if one student in the household shows up on the DC list. They do not have to be related or siblings.