

DIRECT CERTIFICATION QUICK REFERENCE GUIDE

Find Student Matches for Free Meals

Any School Nutrition Programs sponsor can upload a prepared file at any time to maximize matches of students who qualify for free meals. Results will identify the students included on the upload file that are receiving SNAP, TANF, and Income-Eligible Medicaid. Foster, Homeless, Migrant, and Head Start status can also be identified.

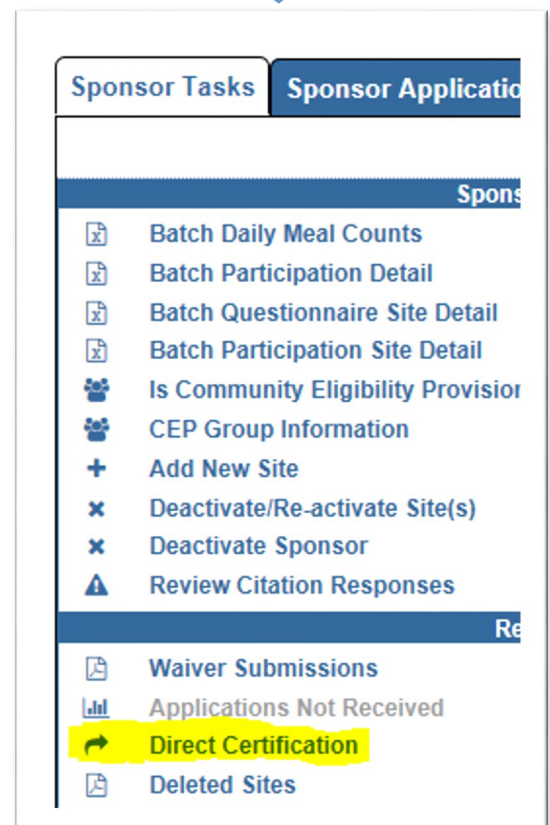
ISBE recommends that all sponsors, both public and non-public, access the Electronic Direct Certification System monthly to maximize Direct Certification and lessen administrative paperwork. If students are directly certified for free meals, families do not have to complete Household Eligibility Applications.

Direct Certification is a requirement for Local Education Authorities participating in the National School Lunch Program and must be completed at least three times annually: at or around the beginning of the school year, three months after the initial effort, six months after the initial effort. For the Direct certification system to be most effective, LEAs are encouraged to use each of the monthly files.

Log in to IWAS

FIND DIRECT CERTIFICATION:

At www.isbe.net/nutrition, click the “Log in to IWAS” button, log in to IWAS, and select the Web-Based Illinois Nutrition System (WINS) to find “Direct Certification” under the “Sponsor Tasks” tab.



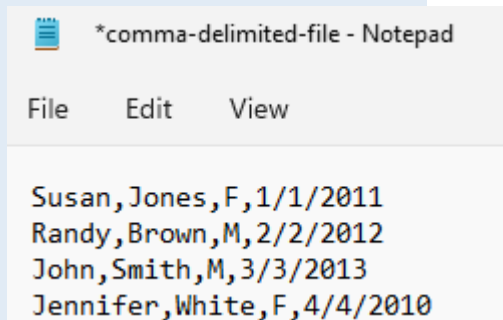
RESOURCE: [SNP Administrative Handbook, Section F: Direct Certification](https://www.isbe.net/Pages/SchoolNutritionAdminHandbook.aspx)
(<https://www.isbe.net/Pages/SchoolNutritionAdminHandbook.aspx>)



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Create a File to Upload and Find Matches

A comma-delimited file is a file format that is used for uploading data to the Electronic Direct Certification System. It uses a comma to separate values. They can be created in Microsoft Excel or Notepad.

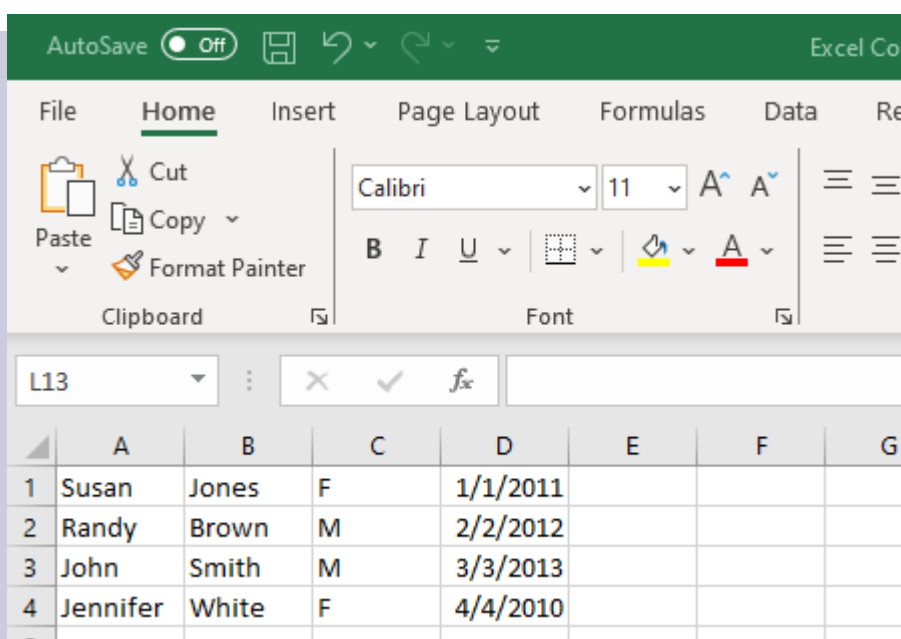


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Susan,Jones,F,1/1/2011
Randy,Brown,M,2/2/2012
John,Smith,M,3/3/2013
Jennifer,White,F,4/4/2010
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A comma-delimited file must contain the following fields:

- First Name
- Last Name
- Gender (F for female or M for male)
- Birth Date (month/day/year, such as 4/4/2004)

An optional fifth and sixth column of data can be added. It may be helpful to include SIS ID number, name of school, etc., for ease of matching to overall student file.



	A	B	C	D	E	F	G
1	Susan	Jones	F	1/1/2011			
2	Randy	Brown	M	2/2/2012			
3	John	Smith	M	3/3/2013			
4	Jennifer	White	F	4/4/2010			

SAVING YOUR FILE: In Excel, save your completed file as a CSV (Comma delimited). In Notepad, make sure it is a Text Documents (*.txt)

File name: Excel Comma Delimited File
Save as type: CSV (Comma delimited)

File name: Notepad Comma Delimited-file
Save as type: Text Documents (*.txt)

RESOURCE: [SNP Administrative Handbook, Section F: Direct Certification](https://www.isbe.net/Pages/SchoolNutritionAdminHandbook.aspx)
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