

What is Electronic Direct Certification?

Direct Certification (DC) is a simplified way to determine which children are eligible for **FREE meal benefits** based on who is receiving SNAP, TANF, income eligible Medicaid or a Foster child. When a child is identified through Direct Certification, a Household Eligibility Application is **NOT** needed. The printed report is your documentation to claim that child for free meal and snack benefits. You are still required to have a CACFP Annual Enrollment Form on file to claim meals for any child, regardless of eligibility category. Children approved through Direct Certification must be updated annually and the printed Direct Certification report may not be more than 12 months old. Forms are considered current and valid until the last day of the month in which the form was dated one year earlier.

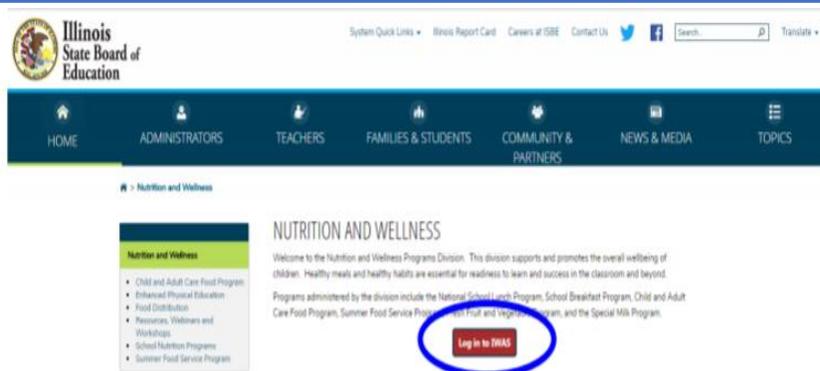
Why should I do Electronic Direct Certification?

The benefits of conducting Direct Certification are the following:

- One less form for the household to fill out. If a child is found on the DC report, meals are automatically eligible to claim at the **FREE** reimbursable rate.
- Drastically reduces the risk for human error when administrative staff are processing Household Eligibility Applications. Mistakes made while determining if a child should be claimed as free, reduced, or paid leads to non-compliance and fiscal action taken by the State Agency.
- Benefits can be extended from a child listed on the DC report to other children living in the same household, thus making that child(ren) eligible for **FREE** meals as well. To extend benefits from a child on the report to another child(ren) in the household you must record the information on an [Extension of Benefit \(EOB\) form](#). However, benefits **cannot** be extended from a Foster child to other children in the household. A Foster child is considered their own household.

How to access Electronic Direct Certification?

Step One: Access IWAS at www.isbe.net/nutrition.
Click "Log in to IWAS"



Step Two: Enter Login Name and Password to access IWAS.

For questions regarding IWAS, contact ISBE Technology Support at 217/558-3600



Step Three: Once logged in to IWAS, click on “Systems Listing”.

Illinois State Board of Education
James T. Meeks, Chairman Tony Smith, Ph.D., State Superintendent
ISBE Administrator

Messages :
[0 unread Inbox message\(s\)](#)
[0 unread Archived message\(s\)](#)

Require Action :
[0 Sign-ups pending your approval](#)
[0 Documents pending your approval](#)
[0 Feedback messages pending review](#)

News Items
How to Open and Close Public Schools: ISBE Notification Procedure
 Each year some Public School Districts need to open or close schools. Click 'More...' to see the instructions for notifying ISBE about these changes...

Step Four: Select “Web-Based Illinois Nutrition System (WINS)”.

Illinois State Board of Education
James T. Meeks, Chairman Tony Smith, Ph.D., State Superintendent
My Systems

Below are systems that you are either authorized to use or are awaiting authorization from either your district (Pending-District), ROE (Pending-ROE) or ISBE (Pending-ISBE). Once you are "Authorized" to access a system, simply click on the system description to use it.

Categories - Click to Expand/Collapse Tree	Authorization
Claims	
Child Nutrition (ACES)	Authorized
Web-based Illinois Nutrition System (WINS)	Authorized
ISBE Internal	
Web	
Entity Profile System (Internal)	Authorized

Legend: ⓘ : System Description - Detailed 📅 : Due Dates 👤 : Profile

Want to Signup for Other Systems?

Step Five: From the dashboard of WINS, select “Direct Certification” located in the Reports area.

Sponsor Tasks Sponsor Applications & Participation Site Applications Claims & Monitoring Sponsor Info

Administrative Tasks

Sponsor Tasks	Site Application Tasks
<input type="checkbox"/> Batch Daily Meal Counts <input type="checkbox"/> Batch Participation Detail <input type="checkbox"/> Provision Group Maintenance <input type="checkbox"/> Add New Site <input checked="" type="checkbox"/> Close Inactive Site(s) <input checked="" type="checkbox"/> Deactivate Site(s) <input checked="" type="checkbox"/> Deactivate Sponsor	<input checked="" type="checkbox"/> Enroll Site In New Program <input checked="" type="checkbox"/> Edit Site Questionnaire <input checked="" type="checkbox"/> Edit Program Participation <input checked="" type="checkbox"/> Edit Participation Detail

Reports	Budget
<input type="checkbox"/> Waiver Submissions <input type="checkbox"/> Participation / Claiming Summary By Site <input type="checkbox"/> Applications Not Received <input type="checkbox"/> WINS Performance Summary Report <input checked="" type="checkbox"/> Direct Certification <input type="checkbox"/> Deactivate Sites <input type="checkbox"/> Claim Data Report	No WINS Budgets required.

How to Create a Comma-Delimited File

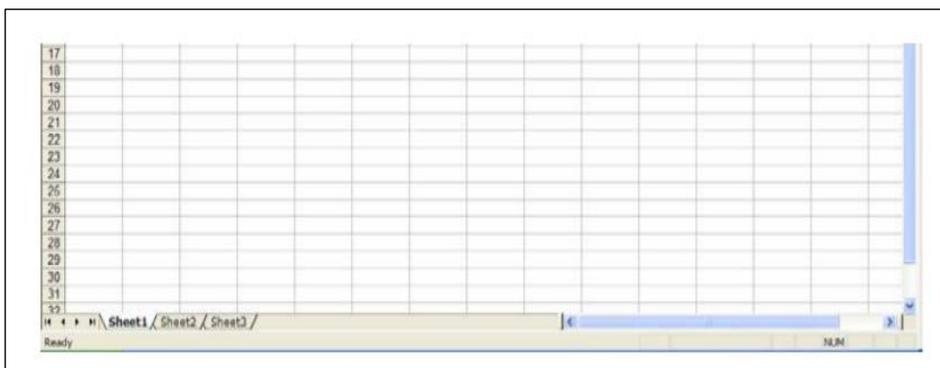
Creating this report is ideal during your renewal of eligibility for children enrolled in the child care center. A sponsor can look up all children enrolled to see who is receiving SNAP, TANF, income eligible Medicaid or are Foster children to determine **FREE** eligibility. Looking up children by creating a comma-delimited file may be ideal versus looking up each child individually via a Single Child Match, depending on the size of your center.

There are two options for creating a comma-delimited file. The first option is to use Microsoft® Excel and the second option is to use Notepad. Below are instructions for both options. Also keep in mind that the required fields are extremely case sensitive and will not download if any fields are entered incorrectly or out of order.

A common error found is that a header row, identifying each column of data, is included. For example, the first row will read First Name, Last Name, Gender, and Birth Date. The header row must be **removed** before being saved as a comma delimited file for uploading.

Using Excel: Follow the steps below to create a comma delimited file using MS Excel.

Step One: Open Microsoft® Excel.

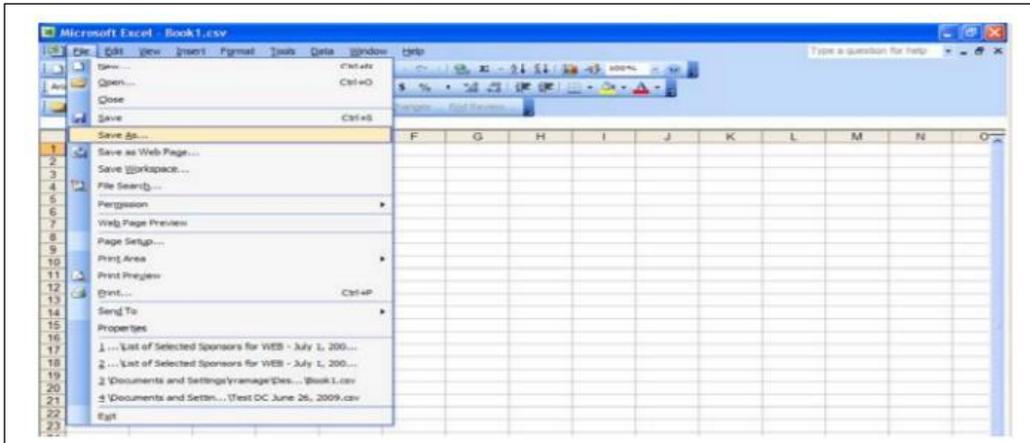


Step 2: Enter the required data. The file format is as follows:

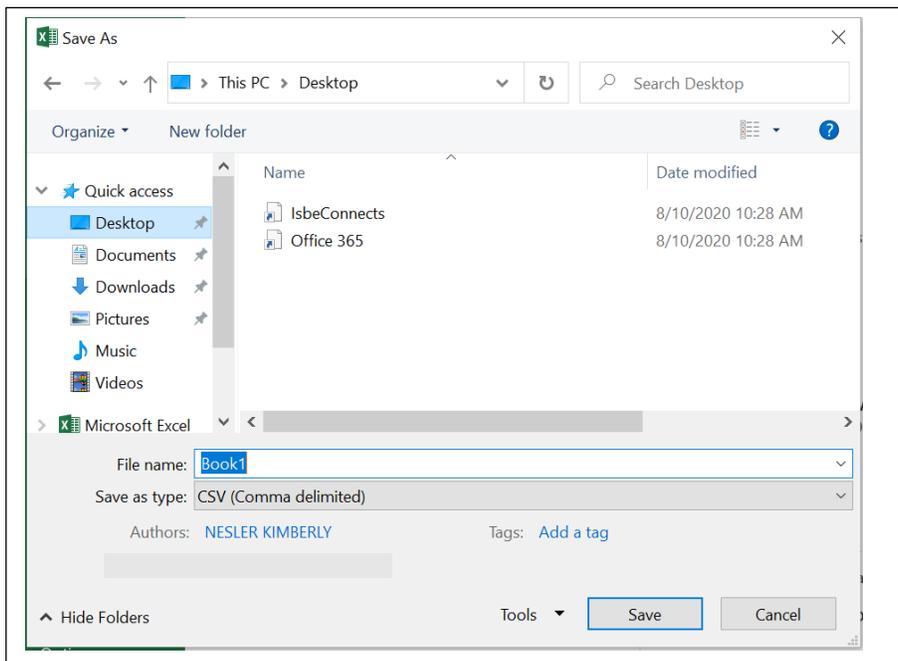
- Column A: First Name
- Column B: Last Name
- Column C: Gender (F = Female, M = Male)
- Column D: Birth Date (Month/Day/Year, 01/01/1970)
- Column E: Unique Identifier (Optional)
- Column F: Unique Identifier (Optional)

The number of children entered will vary by sponsor. Once the file contains all of the required data for all children to be uploaded, proceed to the next step. **NOTE:** File **cannot** contain a header row and must follow this format exactly.

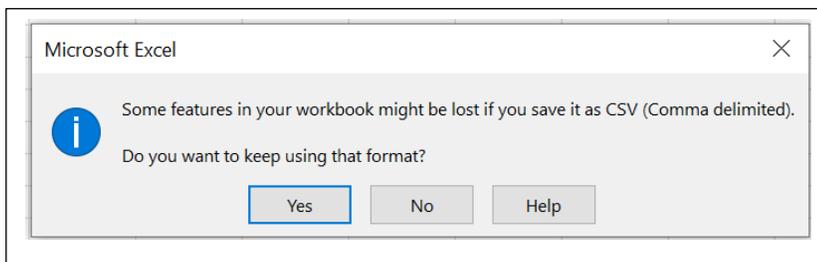
Step Three: Select *File, Save As* from the Excel menu.



Step Four: Enter a file name as requested. For the *Save as Type*, select *CSV (comma-delimited) (*.csv)*, and then click *Save*.



Step Five: The following message may appear. If so, Click *Yes* to keep the file in the CSV format.

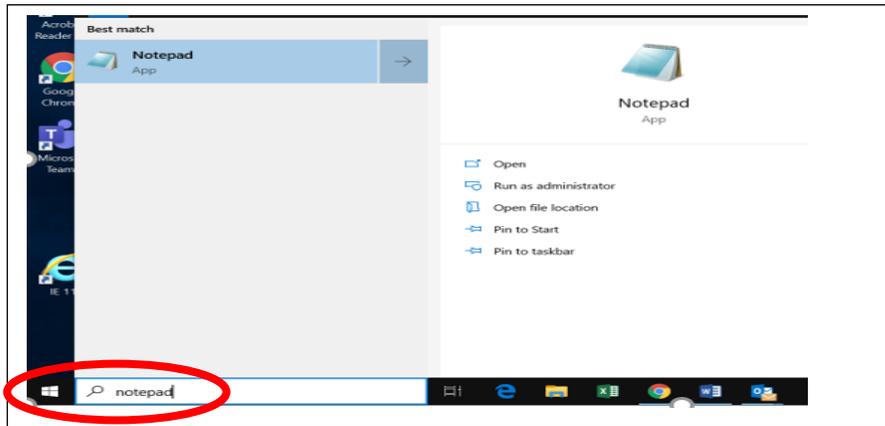


Step Seven: The file is now ready to upload to the Electronic Direct Certification System. [Follow the directions for the Sponsor File Upload found in this Guidance Document.](#)

Using Notepad:

Follow the steps below to create a comma delimited file using Notepad.

Step One: To open Notepad, select the *Start* button, type *Notepad* and then select it in the search results.

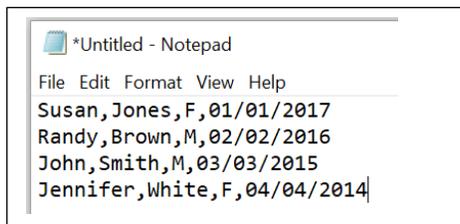


Step Two: Enter the required data. The file format is as follows:

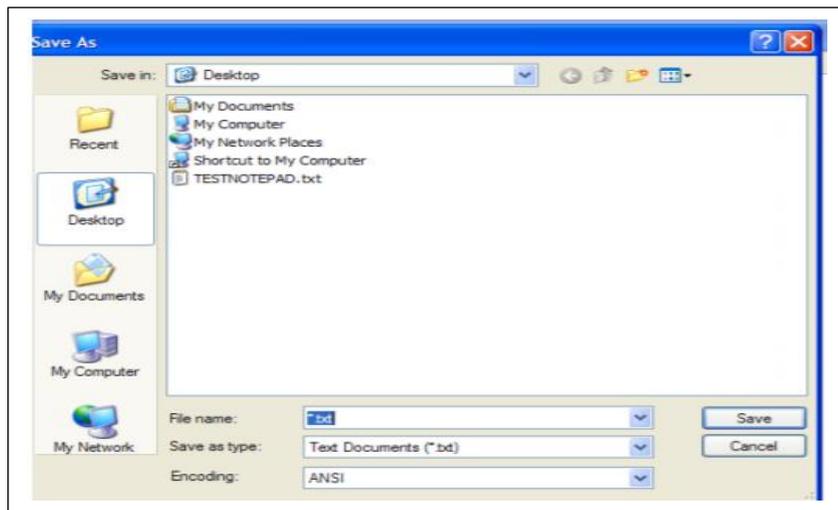
First Name, Last Name, Gender (F = Female, M = Male), Birth Date (Month/day/year, 01/01/2017)

Example: Susan, Jones, F, 01/01/2017

DO NOT include spaces in the file format. After each record, select *Enter*.



Step Three: Enter a *File Name* and select *Save*. Make sure that the Save As type is Text Documents (*.txt).



Step Four: The file is now ready to upload to the Electronic Direct Certification System.
Follow the directions for the [Sponsor File Upload](#) found in this Guidance Document.

Sponsor File Upload

All sponsors may upload a comma-delimited file to the Electronic Direct Certification System by using Microsoft® Excel or Notepad. Once the file is uploaded, a Sponsor File is created identifying children on the sponsor-created upload file that are receiving SNAP, TANF, income eligible Medicaid or are Foster children. There are no limits to the number of files that may be uploaded to the Electronic Direct Certification System.

To utilize the Sponsor File Upload match, log into the Electronic Direct Certification System and follow the “How to access Electronic Direct Certification” instructions. Before going into the Electronic Direct Certification System, sponsors will need to create their comma-delimited file using either Microsoft® Excel or Notepad (see instructions above “How to create a comma-delimited file”).

Step One: Select *File Upload Match* from the main menu on the upper left-hand corner of the Electronic Direct Certification System.

Step Two: Select *Choose File* from the main menu on the lower right-hand corner of the Electronic Direct Certification System. Select the comma-delimited file created for this upload and click *Open*.

Step Three: The file will appear in the *Select a File* area of the screen. Click *Upload*.

The screenshot displays the Illinois State Board of Education website interface. The header includes the logo and the text "Illinois State Board of Education" and "User Id: knesler RCDT:". The left sidebar contains a menu with items: Home, Direct Certification, SNAP/TANF/MEDICAID, File Upload Match (circled in red with a red arrow labeled "Step 1"), Single Child Match, CEP Validation File Match, Contact Us, and Change RCDT. The main content area is titled "File Upload Match" and contains the following text: "An LEA may upload student information to the Electronic Direct Certification System. The information with SNAP, TANF, income-eligible MEDICAID, and FOSTER data. Matched student information will be available in a report or downloadable file on the Doc created by the LEA with an uploaded student file is named Sponsor File with the appropriate number of file uploads by an LEA. Once the system has completed the match, you will to the Download Files page. The most current file will be the bottom file. The file format for this upload file match must be a comma delimited file with the following fields: First name, Last name, Gender (F = female, M = male), Birth date (month/day/year, 01/01/2004). Refer to the Direct Certification Guidance Document which is located [here](#) for complete comma delimited file or if you are unable to provide the four required fields." Below this text is a section titled "Select a File to Upload" (circled in blue with a blue arrow labeled "Step 2") containing a "Select a File" label, a "Choose File" button, and a "No file chosen" text. At the bottom of this section is an "Upload" button (circled in yellow with a yellow arrow labeled "Step 3").

Step Four: The system will process the request. Once complete, users will automatically be taken to the SNAP/TANF/MEDICAID page. This process will take just a few minutes. The name of each file uploaded will be “Sponsor File with the date and time”.

Step Five: Select *Print* to obtain a copy of the Sponsor File. The results of each search will appear on the screen. Exact and close matches will be displayed. View the list of children, to determine if a match is found.

Step Six: Update the current fiscal year’s master list with this information. Checkmark the Electronic DC and free columns for each child that appears on the DC Sponsor Report currently enrolled in the child care center. REMEMBER → A Household Eligibility Application is NOT needed for these children. They are approved to receive FREE meal benefits for 12 months. You are still required to have a CACFP Annual Enrollment Form on file to claim meals.

How to do a Single Child Match

All sponsors can search for individual child(ren) who may receive SNAP, TANF, income eligible Medicaid or are Foster children to determine FREE eligibility. A sponsor may search using the first and last name with an option to add a city. The Single Child Match report will identify those children that the sponsor looked up in the system. All children listed on the Single Child Match report receive SNAP, TANF, income eligible Medicaid or are Foster children and are eligible to claim at the FREE reimbursement rate if enrolled in the child care center. There are no limits to the number of single child matches that a sponsor may conduct. It is suggested that sponsor limit each Single Child Match report to eight children.

A best practice is to search a child's name as part of the enrollment process. If the DC system yields a match, a Household Eligibility Application is NOT needed. However, the household must still complete the CACFP Annual Enrollment Form on file to claim meals for any child, regardless of eligibility category.

Step One: Select Single Child Match from the main menu on the upper left-hand corner of the Electronic Direct Certification System.

Step Two: Select Name and Address to search for an individual child. Enter the first and last name with an optional city or the case number. Click Search.

The screenshot shows the Illinois State Board of Education website. In the left-hand navigation menu, the 'Single Child Match' option is circled in red. A red box labeled 'Step One' points to this menu item. On the main page, the 'Single Child Match' section is titled. Below the title, there are instructions and a 'Type of Search' section where 'Name and Address' is selected with a radio button. This selection is circled in blue, with a blue box labeled 'Step Two' pointing to it. Below the search type, there are input fields for 'First Name', 'Last Name', and 'City', followed by a 'Search' button.

Step Three: The results of each search will appear on the screen. Exact and close matches will be displayed. View the list of children, and if a match is found (a child enrolled in the child care center), select Add to Report.

The screenshot shows a table titled 'Close Matches'. The table has columns for Name, Address, Birth Date, Sex, Case Number/Identifier, Assistance Source, and a column with 'Add To Report' and 'CLOSE' links. The first row shows a child with Birth Date 09/09/2016, Sex F, and Assistance Source SNAP. The 'Add To Report' link in this row is circled in purple, with a purple box labeled 'Step Three' pointing to it.

Name	Address	Birth Date	Sex	Case Number/Identifier	Assistance Source	
		09/09/2016	F		SNAP	Add To Report CLOSE
		05/16/2001	F		SNAP	Add To Report CLOSE

Step Four: Once a child is added to a report, the following choices will appear: Edit Report, Print Report, or Clear Report.

- Edit Report: A list of the children added to the report will appear. From this screen, a child may be removed from the report.
- Print Report: Select Print to obtain a copy for sponsor records. This is required for documentation of FREE meal benefits. **IMPORTANT** – Don't forget to print!
- Clear Report: This selection will remove all children from the report.

Step Five: Update the current fiscal year's master list with this information. Checkmark the Electronic DC and free columns for each child that appears on the Single Child Lookup Report currently enrolled in the child care center. REMEMBER → A Household Eligibility Application is NOT needed for these children. They are approved to receive FREE meal benefits for 12 months. You are still required to have a CACFP Annual Enrollment Form on file to claim meals.