



HOW TO DO ELECTRONIC DIRECT CERTIFICATION IN WINS



Illinois State Board of Education (ISBE)



Purpose of this training

Electronic Direct Certification is a simple process to look up children in WINS to determine eligibility for free meal benefits.



Why you should do Electronic Direct Certification

- Sponsors can search children who may receive SNAP, TANF, Income-Eligible Medicaid or Foster to determine **FREE** eligibility
- One less form for the household to fill out. If there is a match, no HEA is needed
- Reduces the risk for human error
- Benefits can be extended from a child listed on the DC report to other children living in the same household
 - **EXCEPTION** → Foster children benefits cannot be extended to non-foster living in the household





More about Electronic Direct Certification

- Key information:
 - Do NOT use the Direct Certification process to verify SNAP or TANF numbers submitted on an HEA.
 - Must keep information confidential!!
 - May only be used to identify children for free meal benefits.
 - For the children identified through the Electronic Direct Certification System, make sure to print the report:
 - DC report identifies SNAP, TANF, Income-Eligible Medicaid and Foster
 - **Good for 12 months only!!**
 - Distribute HEA to children who were NOT identified free through the Direct Certification process.



How to access the Electronic Direct Certification system





Step 1: go to www.isbe.net/nutrition ; click on Log in to IWAS

https://www.isbe.net/nutrition

Illinois State Board of Education

System Quick Links | Illinois Report Card | Careers at ISBE | Contact Us

HOME ADMINISTRATORS TEACHERS FAMILIES & STUDENTS COMMUNITY & PARTNERS NEWS & MEDIA TOPICS

> Nutrition and Wellness

NUTRITION AND WELLNESS

Welcome to the Nutrition and Wellness Programs Division. This division supports and promotes the overall wellbeing of children. Healthy meals and healthy habits are essential for readiness to learn and success in the classroom and beyond.

Programs administered by the division include the National School Lunch Program, School Breakfast Program, Child and Adult Care Food Program, Summer Food Service Program, Fresh Fruit and Vegetable Program, and the Special Milk Program.

Log in to IWAS

What's New?



Step 2: Log in to IWAS by entering your *Login Name* and *Password*.

- If you do not have an IWAS/ WINS account follow instructions for New Partner – Sign up Now.

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

I W A S I W A S I W A S I W A S I W A S I W A S I W A S I W A S I W A S I W A S

ISBE Home
Home
Sign Up Now
Get Password
Contact Us
Help
[IWAS User Guide](#)
[IWAS Training Video](#)

Already have an account? Login Here:

Login Name
Password

Remember Login Name

LOG IN

New Partner - Sign up Now

Some ISBE web-based systems require electronic signature. You can create your own logon id and password by clicking on the following link. After you establish your logon, you will then have the ability to request authorization to use ISBE's systems.

Sign Up Now

Forgot Your Password?
If you have forgotten your login name or password, click on the link below.

Need Help?
If you need help with logging in, the sign up procedure or your password, please click on the link below.

Find Login/Password **Help**

This web site has been optimized for Internet Explorer 6.0 or above / Firefox 2.0 or above. You can download the latest version of these browsers by clicking on the following icons.



Step 3: Once logged into IWAS, click on *Systems Listing on* left margin and select WINS

The screenshot shows the Illinois State Board of Education's IWAS portal. At the top, the logo and name of the board are displayed, along with the names of the Chairman and State Superintendent of Education. Below this, the user is logged in as 'KNESLER'. The main navigation menu on the left includes 'Home', 'System Listing' (circled in red), 'Pending Sign Ups', 'Pending Documents', 'Change Password', 'Search', and 'Log Out'. The main content area is titled 'My Systems' and contains a message about system authorization. Below the message, there is a 'Categories' section with a 'Claims' sub-section (circled in red) containing the 'Web-based Illinois Nutrition System (WINS)' (circled in red). The system is marked as 'Authorized'. A legend at the bottom explains the icons used for system descriptions, due dates, and profiles. A link for 'Want to Signup for Other Systems?' is also present.



Step 4: Scroll down and select Direct Certification.

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

Administrative Tasks

| Sponsor Tasks | Site Application Tasks |
|--|---|
| <ul style="list-style-type: none"><input type="checkbox"/> Batch Daily Meal Counts<input type="checkbox"/> Batch Participation Detail<input type="checkbox"/> Batch Questionnaire Site Detail<input type="checkbox"/> Batch Participation Site Detail+ Add New Site<input type="checkbox"/> Deactivate/Re-activate Site(s)<input type="checkbox"/> Deactivate Sponsor | <ul style="list-style-type: none"><input type="checkbox"/> Enroll Site In New Program<input type="checkbox"/> Edit Site Questionnaire<input type="checkbox"/> Edit Program Participation<input type="checkbox"/> Edit Participation Detail |
| Reports | Budget |
| <ul style="list-style-type: none"><input type="checkbox"/> Waiver Submissions<input type="checkbox"/> Participation / Claiming Summary By Site<input type="checkbox"/> Applications Not Received<input type="checkbox"/> Dcfs Sponsor ReportsDirect Certification<input type="checkbox"/> Annual Financial Report<input type="checkbox"/> Claim Data Report<input type="checkbox"/> Summary Reports - Applications Submitted for Sponsor<input type="checkbox"/> Summary Reports - Applications Submitted for Sites<input type="checkbox"/> Summary Reports - List of Sites and Applications Submitted | <ul style="list-style-type: none"><input type="checkbox"/> Child and Adult Care Center Food Program Budget |

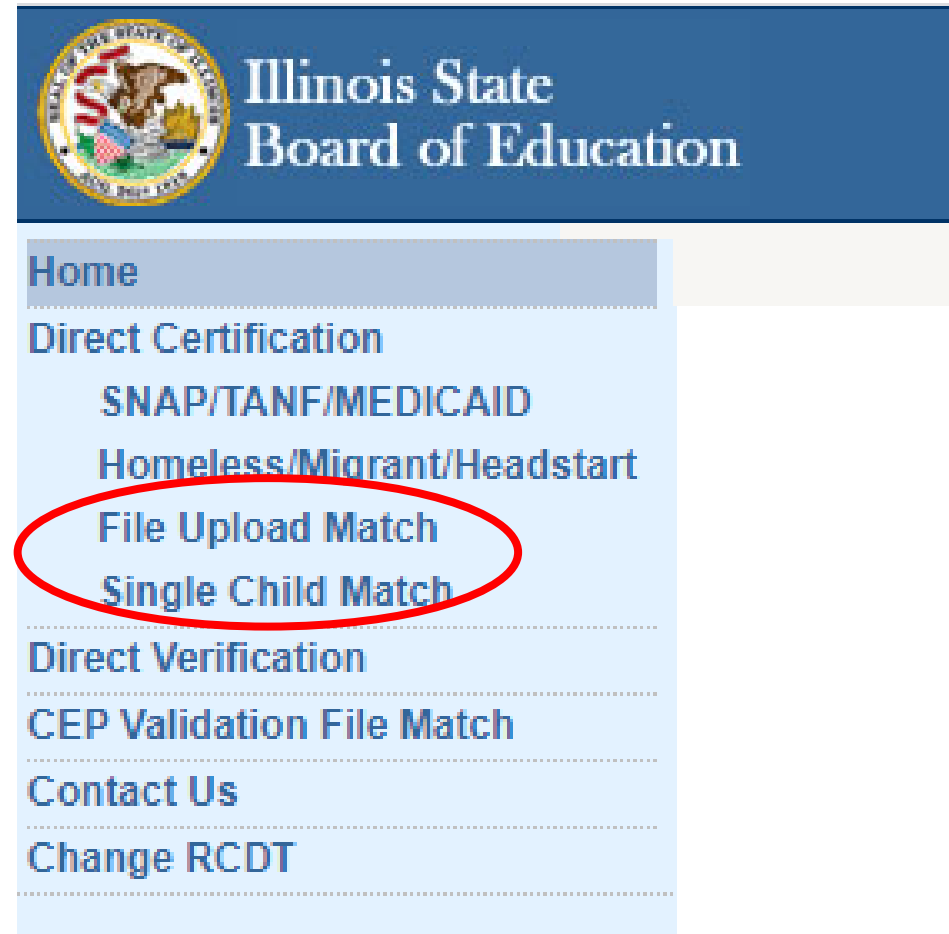


Step 5: You can search for child(ren) by either of the following:

1) Single Child Match

OR

2) File Upload Match





Single Child Match





Electronic Direct Certification – Single Child Match

Type of Search

Name and Address Case Number

Search Criteria

First Name *

Last Name *

City

* required field

EXAMPLE

Exact Matches

| Name | Address | Birth Date | Sex | Case Number/Identifier | Assistance Source | | |
|-------------------------------|-----------------------------------|------------|-----|------------------------|-------------------|-------------------------------|-------|
| Doe, John | 123 ABC Lane Nowhere, IL 62777 | 1/1/00 | M | 123456789 | Medicaid | Add To Report | EXACT |
| Total Exact Matches: 1 | | | | | | | |





Electronic Direct Certification – Single Child Match (continued)



[Edit Report](#) [Print Report](#) [Clear Report](#)

Exact Matches

| Name | Address | Birth Date | Sex | Case Number/Identifier | Assistance Source | | |
|------------------------|-----------------------------------|------------|-----|------------------------|-------------------|-------------------------------|-------|
| Doe, John | 123 ABC Lane Nowhere, IL 62777 | 1/1/00 | M | 123456789 | Medicaid | Add To Report | EXACT |
| Total Exact Matches: 1 | | | | | | | |



Electronic Direct Certification - Single Child Match Report

- Make sure to print the report upon lookup
- You do not need to validate each month. Once a name is on the report it is good for **12 months.**
- Approval of free meal benefits is the date in the upper right hand corner

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Illinois State Board of Education

Direct Certification Single Child Lookup Report

Agreement Number: ---

100 North First Street Springfield, Illinois 62777-0001 *An Equal Opportunity/Affirmative Action Employer*

Darren Reisberg Dr. Carmen I. Ayala
 Chair of the Board State Superintendent of Education

| First Name | Last Name | Birth Date | Sex | Assistance Source | Case Number | Street Address | City | State | Zip |
|----------------------|-----------|------------|-----|-------------------|-------------|----------------|---------|-------|-----|
| EXACT Matches | | | | | | | | | |
| John | Doe | 11/8/20xx | M | Medicaid | 123456789 | 1 State St | Nowhere | IL | |



File Upload Match:

Microsoft Excel

OR

Notepad





Using Excel to conduct your File Upload Match

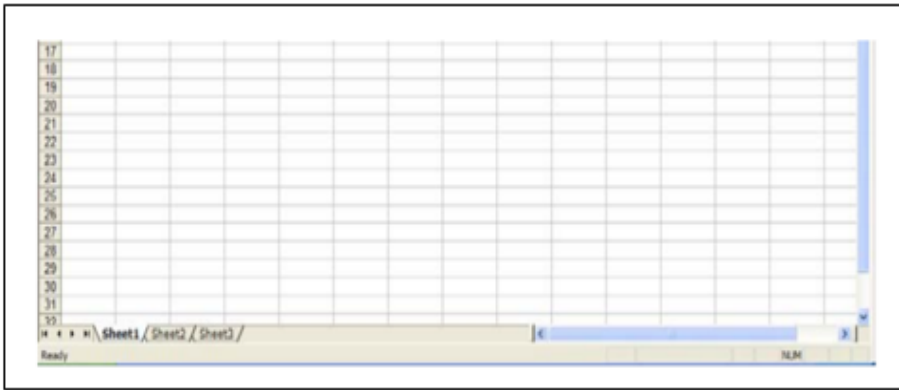




File Upload Match using Excel

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.

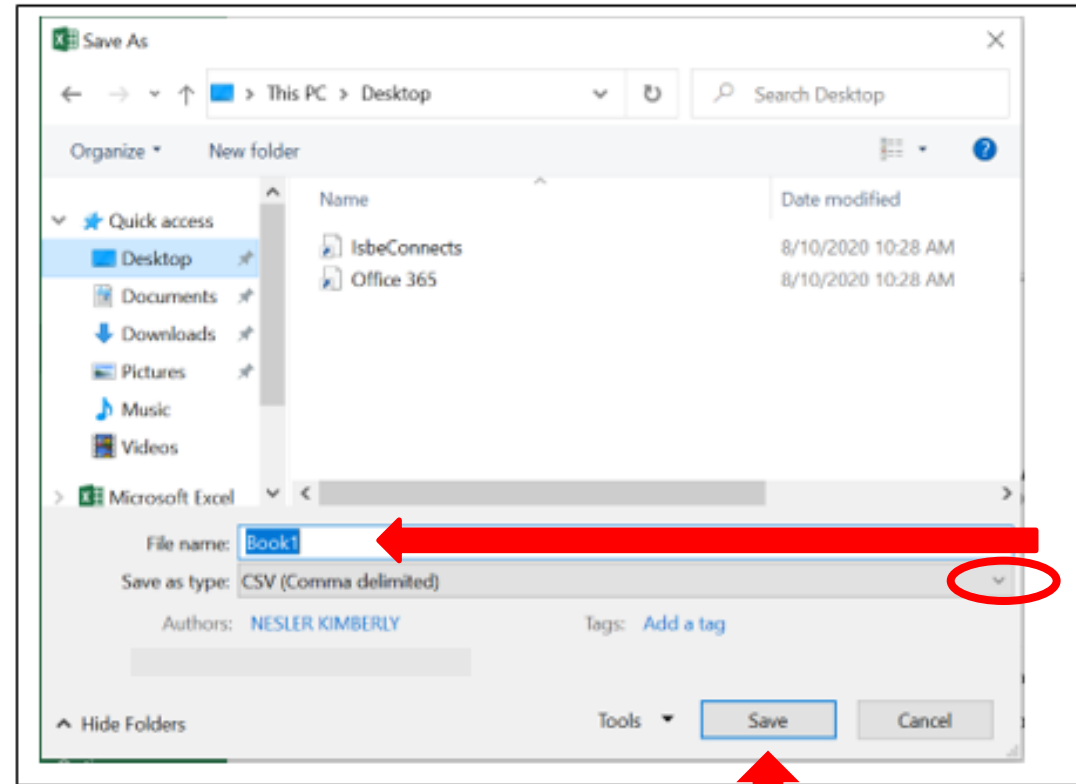
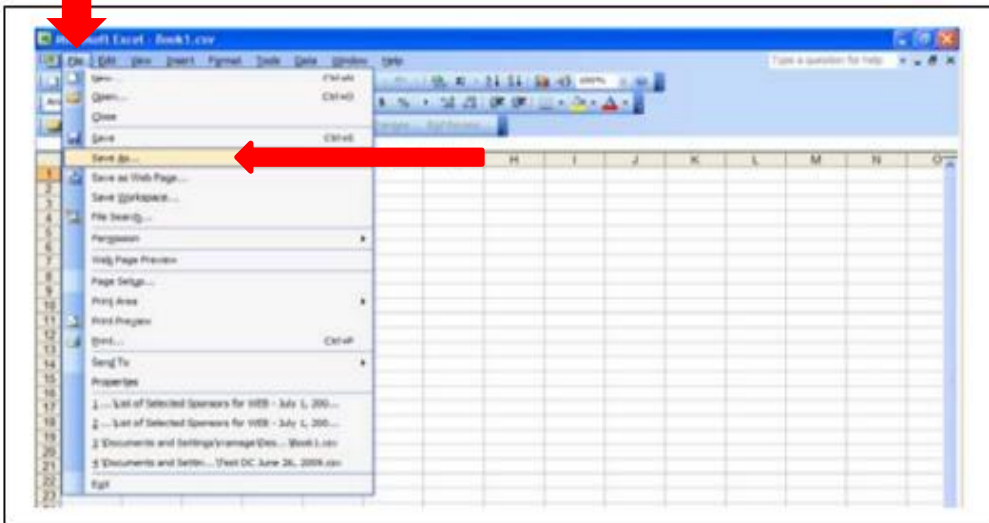
| | A | B | C | D |
|----|---------|------------|---|------------|
| 1 | John | Wxxxxx | M | 8/4/201x |
| 2 | Axx | Smith | F | 5/xx/2012 |
| 3 | Billy | Wxxxxxxx | M | 9/28/201x |
| 4 | Sxxxxx | Johnson | F | 12/xx/2013 |
| 5 | Jxxxx | Washington | M | 12/3/201x |
| 6 | Julie | Gxxxxx | F | 8/xx/2015 |
| 7 | Jxxxx | Rodriguez | M | 6/16/201x |
| 8 | Jessica | Bxxxx | F | 2/xx/2017 |
| 9 | Sxxxxx | Davis | M | 10/22/201x |
| 10 | Lxxx | Jones | F | 11/xx/2017 |



File Upload Match using Excel

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

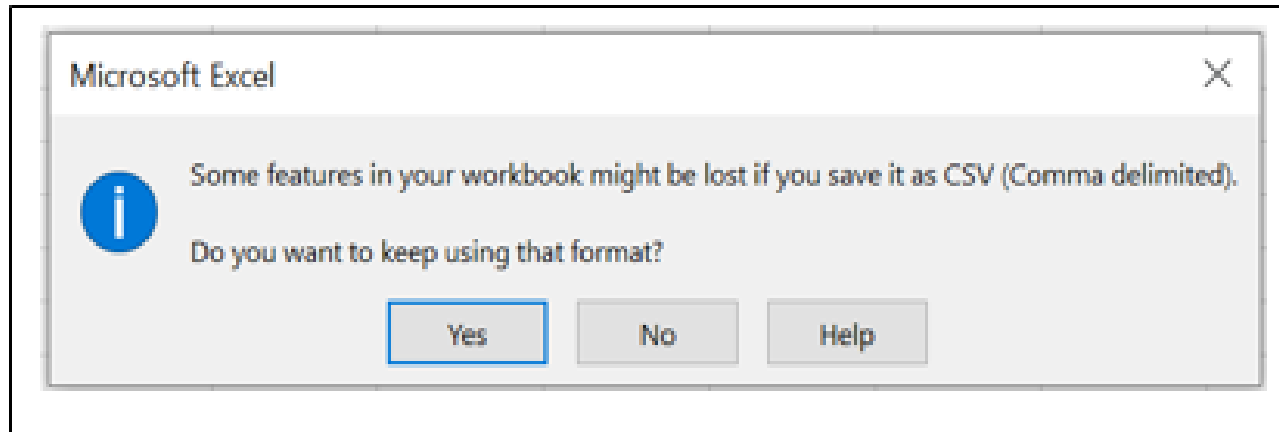
Step Three: Select *File, Save As* from the Excel menu.





File Upload Match using Excel

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



Step Six: The file is now ready to upload to the Electronic Direct Certification System.



File Upload Match using Excel

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 navigation links: Home, Direct Certification, SNAP/TANF/MEDICAID, File Upload Match (circled in red), Single Child Match, CEP Validation File Match, Contact Us, and Change RCDT. A red arrow labeled "Step 7" points to the "File Upload Match" link. 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 Do created by the LEA with an uploaded student file is named Sponsor File with the appropriate the 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 the text is a section titled "Select a File to Upload" with a file selection interface. A blue arrow labeled "Step 8" points to the "Choose File" button. The "Choose File" button is circled in blue, and the "Upload" button below it is circled in yellow. A yellow arrow labeled "Step 9" points to the "Upload" button.



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→ Valid for 12 months only

Illinois State Board of Education

Direct Certification Sponsor Report Based on Program

Participation in March 2021

Agreement Number: - - -

100 North First Street Springfield, Illinois 62777-0001

An Equal Opportunity/Affirmative Action Employer

Darren Reisberg

Dr. Carmen I. Ayala

Chair of the Board

State Superintendent of Education

User First Printed On 3/23/2021 7:36:45 PM

| EXACT Matches | | | | | | | | | |
|---------------|-------------|------------|-----|-------------------|-------------------|----------------|------|-------|-----|
| First Name | Last Name | Birth Date | Sex | Assistance Source | Agency Identifier | Street Address | City | State | Zip |
| Sxxxx | Davis | 10/22/20xx | M | SNAP | 9xxxxxxxx | 6748 | | IL | |
| Julie | Gxxxxx | 8/xx/2015 | F | SNAP | 4xxxxxxxx | 1356 AVE | | IL | |
| Sxxxx | JOHNSON | 12/xx/2013 | F | SNAP | 1xxxxxxxx | 300 V APT : | | IL | |
| Lxxxx | Jones | 11/xx/2017 | F | SNAP | 3xxxxxxxx | 628 A AVE | | IL | |
| Jxxxx | WASHINGT ON | 12/03/20xx | M | SNAP | 8xxxxxxxx | 9101 AVE | | IL | |

Total Number of EXACT Matches: 5

Grand Total: 5

File Upload Match Report Example

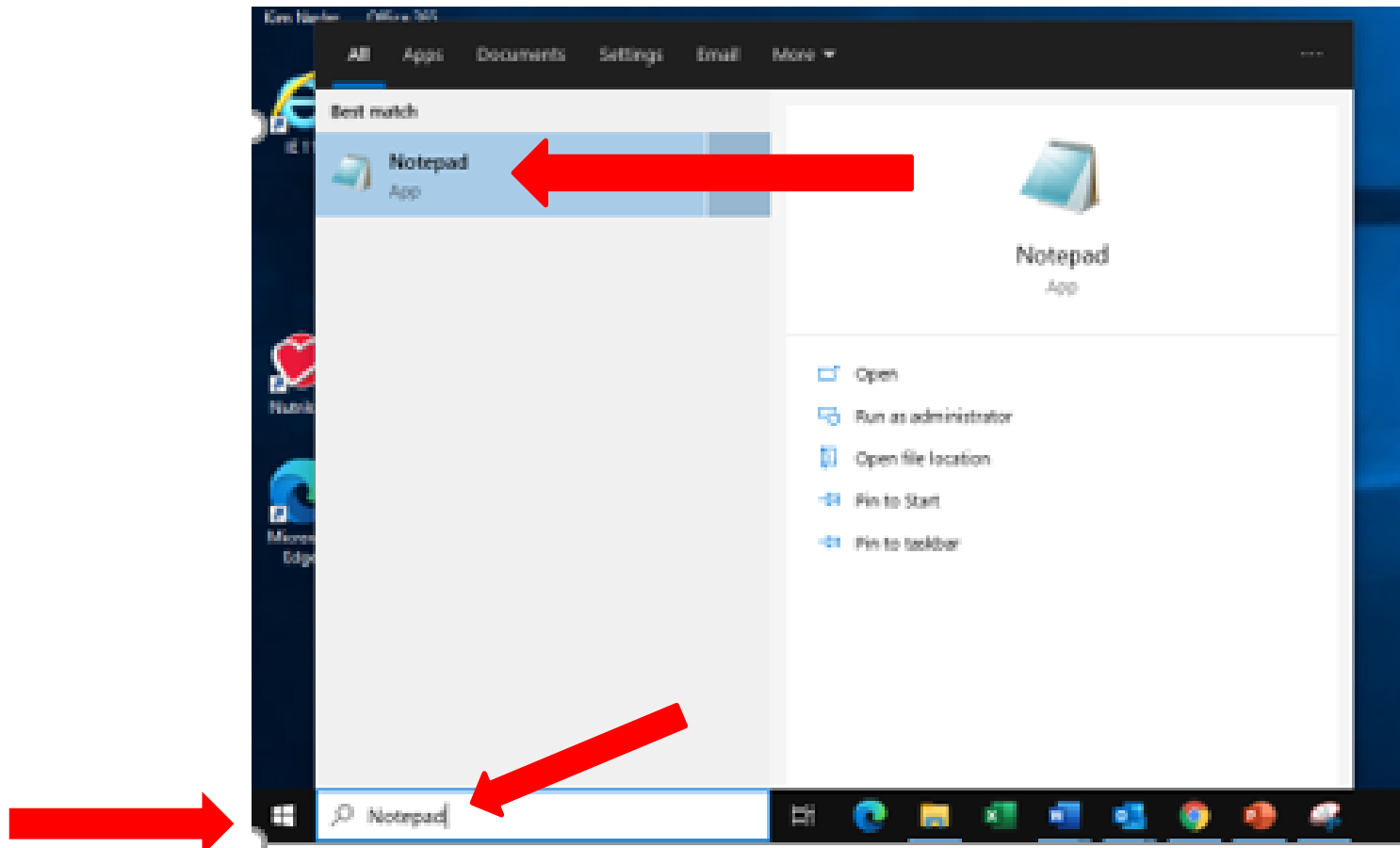


**Using Notepad to
conduct your
File Upload Match**



File Upload using Notepad

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





File Upload using Notepad

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*.

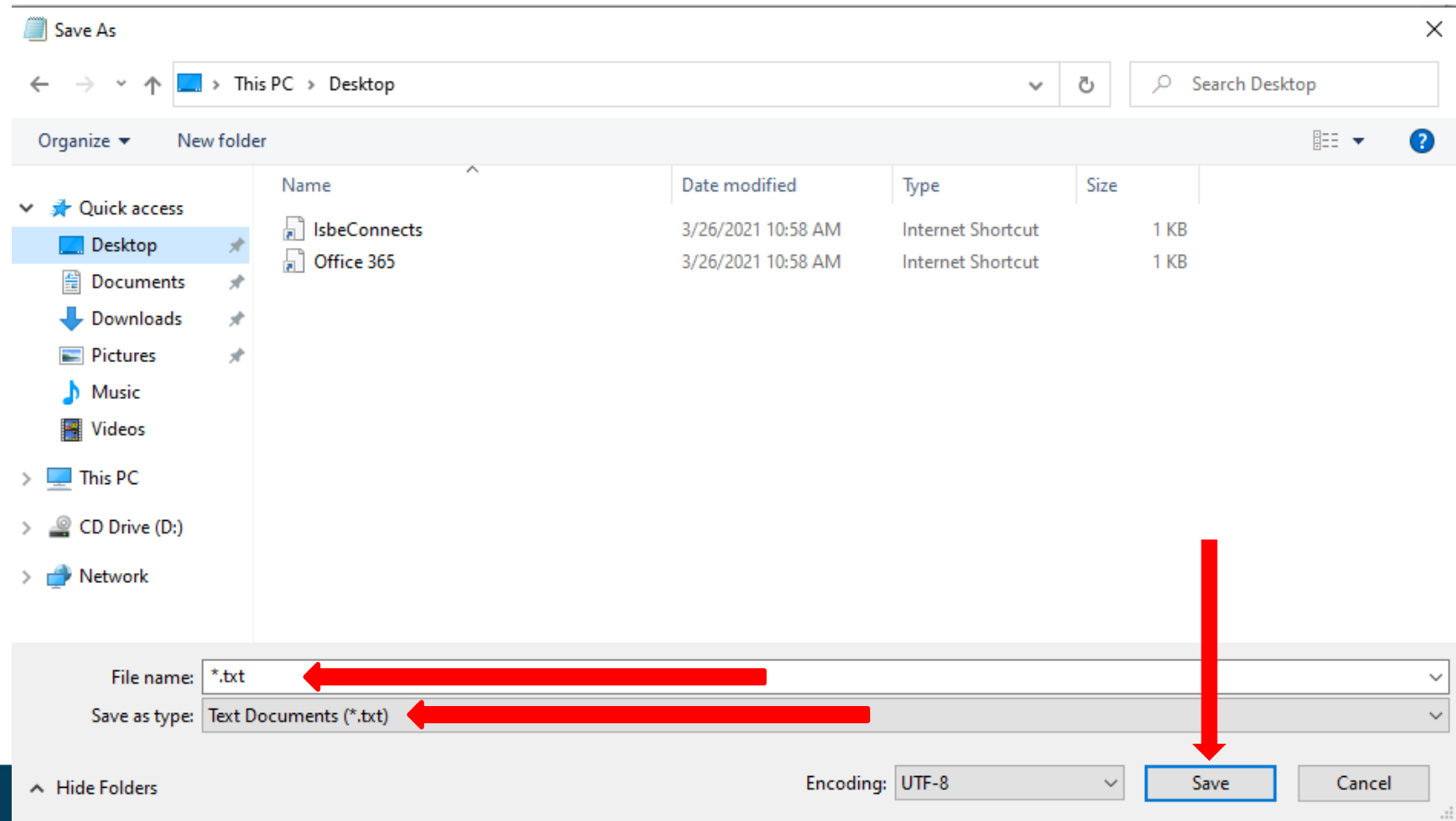
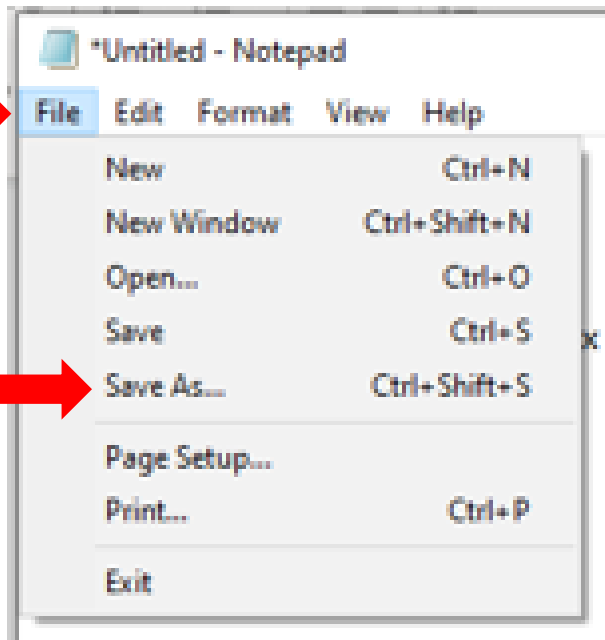
```
*Untitled - Notepad
File Edit Format View Help
John,Wxxxxx,M,08/04/201x
Axx,Smith,F,05/xx/2012
Billy,Wxxxxxxxx,M,09/28/201x
Sxxxx,Johnson,F,12/xx/2013
Jxxxx,Washington,M,12/03/201x
Julie,Gxxxx,F,08/xx/2105
Jxxxx,Rodriguez,M,06/16/201x
Jessica,Bxxxx,F,2/xx/2017
Sxxxx,Davis,M,10/22/201x
Lxxx,Jones,F,11/xx/2017
```




File Upload using Notepad

Step Three: Select File and scroll down to Save As...

Then enter a *File Name* and select *Save as type*. Make sure that the Save As type is Text Documents (*.txt).





File Upload Match using Excel

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Matched student information will be available in a report or downloadable file on the Do 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 be taken 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 instructions on creating a comma delimited file or if you are unable to provide the four required fields.

Below the text is a section titled "Select a File to Upload" which contains a file selection interface. A blue arrow labeled "Step 5" points to the "Choose File" button. The "Choose File" button and the "No file chosen" text are circled in blue. Below this is an "Upload" button, which is circled in yellow and has a yellow arrow labeled "Step 6" pointing to it.



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→ Valid for 12 months only

Illinois State Board of Education

Direct Certification Sponsor Report Based on Program

Participation in March 2021

Agreement Number: - - -

100 North First Street Springfield, Illinois 62777-0001

An Equal Opportunity/Affirmative Action Employer

Darren Reisberg

Dr. Carmen I. Ayala

Chair of the Board

State Superintendent of Education

User First Printed On 3/23/2021 7:36:45 PM

| EXACT Matches | | | | | | | | | |
|---------------|-------------|------------|-----|-------------------|-------------------|----------------|------|-------|-----|
| First Name | Last Name | Birth Date | Sex | Assistance Source | Agency Identifier | Street Address | City | State | Zip |
| Sxxxx | Davis | 10/22/20xx | M | SNAP | 9xxxxxxxx | 6748 | | IL | |
| Julie | Gxxxxx | 8/xx/2015 | F | SNAP | 4xxxxxxxx | 1356 AVE | | IL | |
| Sxxxx | JOHNSON | 12/xx/2013 | F | SNAP | 1xxxxxxxx | 300 V APT | | IL | |
| Lxxxx | Jones | 11/xx/2017 | F | SNAP | 3xxxxxxxx | 628 A AVE | | IL | |
| Jxxxx | WASHINGT ON | 12/03/20xx | M | SNAP | 8xxxxxxxx | 9101 AVE | | IL | |

Total Number of EXACT Matches: 5

Grand Total: 5

File Upload Match Report Example



Confirm the following on all Direct Certification reports to ensure a match:

- Child's name
- Birth date
- Address *(may vary because they have moved)*



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Illinois State Board of Education

Direct Certification Single Child Lookup Report

Agreement Number: ---

100 North First Street Springfield, Illinois 62777-0001 An Equal Opportunity/Affirmative Action Employer

Darren Reisberg Dr. Carmen I. Ayala

Chair of the Board State Superintendent of Education

| First Name | Last Name | Birth Date | Sex | Assistance Source | Case Number | Street Address | City | State | Zip |
|----------------------|-----------|------------|-----|-------------------|-------------|----------------|---------|-------|-----|
| EXACT Matches | | | | | | | | | |
| John | Doe | 11/8/20xx | M | Medicaid | 123456789 | 1 State St | Nowhere | IL | |



Determining Eligibility - Extended Categorical Eligibility

- One child must be identified on the DC Report in order to extend benefits to other children living in the same household
- To extend eligibility, document the names of the children on the printed Direct Certification Report
- The Extended Categorical Eligibility is good for **12 months**.
- Extension of benefits cannot be applied for non-foster children

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Illinois State Board of Education

Direct Certification Single Child Lookup Report

Agreement Number: ---

100 North First Street Springfield, Illinois 62777-0001 *An Equal Opportunity/Affirmative Action Employer*

Darren Reisberg Dr. Carmen I. Ayala
 Chair of the Board State Superintendent of Education

| First Name | Last Name | Birth Date | Sex | Assistance Source | Case Number | Street Address | City | State | Zip |
|----------------------|-----------|------------|-----|-------------------|-------------|----------------|---------|-------|----------------------------------|
| EXACT Matches | | | | | | | | | |
| John | Doe | 11/8/201x | M | Medicaid | 123456789 | 1 State St | Nowhere | IL | |
| | | | | | | | | | Total Number of EXACT Matches: 1 |
| | | | | | | | | | Total Number of Records: 1 |

→ Jane Doe (same HH)



SUMMARY



1. Recommended for Child Care Centers, Pre-K Programs and Licensed Outside School Hours Programs
2. You can look up children via Single Child Match OR a File Upload Match
3. No HEA is needed if found in the system
4. Don't forget to print the report – and valid for 12 months only
5. Extension of Benefits



Nutrition Department

Illinois State Board of Education

www.isbe.net/nutrition

cnp@isbe.net

800-545-7892

thank
you!