Direct Certification

Nutrition Division

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Commonly Used Acronyms

- **HEA –** Household Eligibility Application

- **IWAS -** ISBE Web Application Security

- **LEA** – Local Educational Agency

- **NSLP** – National School Lunch Program

- **POS** – Point of Service

- **SNAP** - Supplemental Nutrition Assistance Program

- **SIS** – Student Information System

- **TANF** - Temporary Assistance to Needy Families

- **WINS** – Web-based Illinois Nutrition System

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Carryover of Previous Year's Eligibility

● Schools are <u>required</u> to carryover eligibility from the previous year for <u>30 operating days</u> into the subsequent school year or until a new determination has been made, whichever comes first.

● Although schools are NOT required to notify households that carryover period has ended, we have a sample form and recommend that you do.

● Household is responsible for any meal charges incurred until new application is received and approved. Refer to your Local school policy on charging meals.

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Full-Year Eligibility

- Once Eligibility is determined, whether direct certification or via HEA, that eligibility remains in effect for the rest of that school year and for carryover into the subsequent school year.

- Households are NOT required to report changes in income, household size, receipt of benefits, or homeless/migrant status.

- Exceptions to full-year eligibility occur when:

  – The initial eligibility determination was incorrect, maybe due to a confirmation review or audit/review.

  – Verification of household eligibility does not support the level of benefits for which the household was approved.

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How Are Meal Benefits Determined?

- Direct Certification
  ◦ Certification of SNAP/TANF/Income-eligible Medicaid/Foster Child AND Homeless/Migrant/Head Start benefits via *Electronic Direct Certification System*

  OR

- Categorical Eligibility
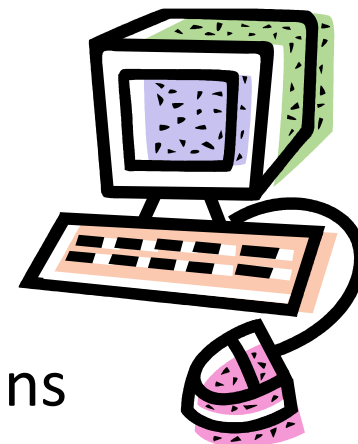 ◦ Homeless, migrant, runaway, foster child or Head Start listing

  OR

- Household Eligibility Application (HEA)
  ◦ SNAP/TANF application
  ◦ Income application
  ◦ Foster child application

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Overview of the Electronic Direct Certification System

- The *Electronic Direct Certification System* contains confidential data.

- You must have a login name and password to *IWAS* to access *WINS*.

- The *Electronic Direct Certification System* is available from the main dashboard in *WINS*.

- All rules and regulations regarding the use of this data including confidentiality and disclosure must be followed.

Alerts [-]

No Sponsor alerts. Please use the Show Existing Site Alerts link below.

Comments/Notes [-]

No Sponsor notes. Please use the Show Existing Site Notes link below.

! Show existing site alerts

Springfield SD 186 (51-084-1860-25)

To change the contact information, please refer to the instructions under the Help/Question icon at the top of the screen.

+Add Contact
+Add Address

Mailing Address

Springfield SD 186
1900 W Monroe St
Springfield, IL, 62704-1531(Sangamon)
Show Map ♀

District Superintendent (Auth. Rep.)

Name:	Mrs. Jennifer E Gill
Title:	Superintendent
Business	(217) 525-3002
Fax	(217) 525-3005
Email:	district@sps186.org

Delivery Address

Springfield SD 186
530 W Reynolds St
Springfield, IL, 62702-5030(Sangamon)
Show Map ♀

Sponsor Contact

Name:	Janet M Miller
Title:	
Business	(217) 525-3048 x326
Fax	(217) 525-3179
Email:	jmiller@springfield.k12.il.us

Sponsor Claim Contact

Name:	Janet M Miller
Title:	
Business	(217) 525-3048 x326
Fax	(217) 525-3179
Email:	jmiller@springfield.k12.il.us

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

Administrative Tasks

Sponsor Tasks

- Batch Daily Meal Counts
- Batch Participation Detail
- Provision Group Maintenance
- Add New Site
- Deactivate/Re-activate Site(s)
- Deactivate Sponsor

Site Application Tasks

- Enroll Site In New Program
- Edit Site Questionnaire
- Edit Program Participation
- Edit Participation Detail

Reports

- Waiver Submissions
- Participation / Claiming Summary By Site
- Applications Not Received
- Direct Certification
- Deleted Sites
- Claim Data Report
- Summary Reports - Applications Submitted for Sponsor
- Summary Reports - Applications Submitted for Sites
- Summary Reports - List of Sites and Applications Submitted

Budget

No WINS Budgets required.

Direct Certification in Illinois

Direct Certification is conducted through a partnership between the ISBE and the following:

- Illinois Department of Human Services (IDHS) for **SNAP and TANF records**,

- Illinois Department of Healthcare and Family Services (HFS) for **income-eligible Medicaid records** **(reinstated in November 2016)**, and

- Illinois Department of Children and Family Services (DCFS) for **foster children records**.

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What is Direct Certification?

- Direct Certification is the process when LEAs certify children who are members of households receiving assistance under the SNAP, TANF, income eligible Medicaid or Foster Children as eligible for free school meals/milk based on agency records. Added Homeless, Migrant, and Head Start reports via SIS for Public Schools Only.

- Households in which students are directly certified are NOT required to complete the Household Eligibility Application to receive free meal/milk benefits.

- Via extension of meal benefits, if any member of the household is eligible for SNAP/TANF/Income Eligible Medicaid benefits, all students in that household are eligible for free meal/milk benefits.
  - Extension of benefits is NOT allowed for Foster Child, Homeless, Migrant or Head Start status.

- Students directly certified for free school meal/milk benefits are eligible for the entire school year and are not subject to verification requirements.

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Frequency of Direct Certification

– Direct Certification is a requirement for LEAs participating in NSLP and must be conducted at least three times annually per USDA as follows:

1. at or around the beginning of the school year,

2. three months after the initial effort, and

3. six months after the initial effort.

– ISBE recommends that all sponsors (Public and Non-public) access the *Electronic Direct Certification System* monthly to maximize direct certification and lessen administrative paperwork!

Eligibility Process

- **Step One:**
  - Begin July 1 Annually
  - Maximize Direct Certification
    - Access and process the July Annual File or complete Upload of Enrollment File
      - Could also include August File, depending on start date of school and preference
    - Extend benefits if SNAP, TANF or Income Eligible Medicaid

- **Step Two:**
  - Notify households directly certified for free meals benefits.

- **Step Three:**
  - Distribute a HEA (Letter to Household, Application and Instructions) to all household not directly certified for meal benefits.

Eligibility Process

- **Step Four:**
  - Process HEA according to USDA requirements within 10 days of receipt
  - Continue to document directly certified students, if possible

- **Step Five:**
  - Notify all households who submitted HEA if approved or denied.

- **Step Six:**
  - Throughout the school year, access direct certification reports and process all submitted HEAs.

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Electronic Direct Certification Home

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Electronic Direct Certification

- Annual/Monthly Match
  - *(Public School Districts ONLY)*

- Sponsor File Upload Match
  - *(ALL LEAs)*

- Single Child Lookup
  - *(ALL LEAs)*

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Annual/Monthly Match
(Public School Districts ONLY)

- File available July 1st annually and each month thereafter

- File Type: *Annual/Monthly*

- The *Annual* file will identify the students that were enrolled in SIS (June Records) for your district that are receiving SNAP/TANF/Foster or Income Eligible Medicaid benefits.

- Each Public School District will have ONE *Annual* File each school year.

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Annual/Monthly Match
(Public School Districts ONLY)

- The *Monthly* file will identify any new students that are enrolled in SIS (Current Month Records) that did NOT appear on the *Annual* file for your district that are receiving SNAP/TANF/income eligible Medicaid/Foster child benefits.

- *Monthly* files will identify the number of matches found via this match. In some cases, this will be zero.

- Students on this report/file, currently enrolled in your district, are automatically eligible for free meals/milk, **regardless of the case ID number and the address listed on the file.**

- It is unlikely that ALL students on the file will be directly certified. For example, some students may NOT re-enroll in your district or may transfer schools. Some matches are close matches, and not an enrolled student.

- Public schools should access the *Monthly* file as close to the 1st of the month as possible.

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Select a file to Download

File Type	Approximate Number of Records	Match Date	Access Date	Download	Print
Annual	6,733	07/02/2016		💾	🔍
Monthly	92	06/01/2016	06/01/2016	💾	🔍
Monthly	105	05/01/2016	05/02/2016	💾	🔍
Monthly	78	04/01/2016	04/01/2016	💾	🔍
Monthly	201	03/01/2016	03/03/2016	💾	🔍
Monthly	123	02/01/2016	02/01/2016	💾	🔍
Monthly	87	01/05/2016	01/07/2016	💾	🔍
Monthly	261	12/01/2015	12/02/2015	💾	🔍
Monthly	215	11/01/2015	11/02/2015	💾	🔍
Monthly	1,071	10/01/2015	10/01/2015	💾	🔍
Monthly	No matches found	09/01/2015		N/A	N/A
Monthly	220	08/01/2015	08/05/2015	💾	🔍

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Annual Match Steps

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User Id: rramage   RCDT: 51-084-1860-25 - Springfield Sch Dist 186

Home
Direct Certification
SNAP/TANF/MEDICAID
Homeless/Migrant/Headstart
File Upload Match
Single Child Match
CEP Validation File Match
Contact Us
Change RCDT

Download File

Each public school district LEA will have a download file named Annual. This file is created one time per year (early July) by ISBE to compare students enrolled in the Student Information System (SIS) with the current SNAP/TANF/MEDICAID/FOSTER file. Public school districts are encouraged to update student eligibility using the Annual file first.

A Monthly file is created for all public schools the first of the month for each month thereafter (September – June). The August file will compare to the previous school year SIS records. The September- June Monthly file will compare to the current school year SIS records. A zero record match may result from either no new matches or a district not having a current school year SIS record. Each Monthly file is NOT a cumulative file, and must be used in conjunction with the Annual Report.

If any LEA uploads a file with student information to match to the SNAP/TANF database, the download file(s) will be named Sponsor File with the appropriate date.

For each file, the LEA must maintain the documentation from the Printed Report. The option to Download the data is available to ease transfer of data into another computer program.

Students found in this manner are directly certified for free meal benefits. Direct Certification benefits are extending to other household members when the status is SNAP, TANF, or income Eligible MEDICAID. There is no extension of benefits for Foster eligibility status.

SNAP/Tanf/Medicaid Monthly/Annual Match Files

File Type	Approximate Number of Records	Match Date	Access Date	Download	Print
Monthly	475	08/01/2017		💾	🔍
Annual	8,511	07/01/2017		💾	🔍

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Homeless, Migrant, Head Start

Effective SY2018-2019: Only Available September 1 – June 30

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Annual/Monthly Match
(Public School Districts ONLY)

- Select PRINT – An Annual/Monthly Match Report is displayed.

- This Report MUST be printed and maintained to document eligibility status.

- The Eligibility of a student begins either the first day of the match month or the access date, depending on the districts selections for HEA effective dates.

- File also available for Download.   See Admin Handbook for detailed instructions if needed for POS.

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Sponsor Match (ALL LEAs)

- Any LEA may upload a <u>comma delimited file</u> at any time.
- Each file must contain the following fields:
  - First Name,
  - Last Name,
  - Gender, (F-Female, M-Male)
  - Birth date (month/day/year, 01/17/2004)
- An optional 5th and 6th column of data may be added.
  - Such fields will be returned unchanged in the sponsor match file.
  - May be helpful to include SIS ID number, name of school, etc. for ease of matching to overall student file.
- Results will be displayed as File Type: *Sponsor File*

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Sponsor Match (ALL LEAs)

- Results will identify the students included on the upload file that are receiving SNAP/TANF/income eligible Medicaid/Foster Child benefits.

- Students on this report/file <u>may</u> be directly certified for free meals/milk if the LEA determines that the students are enrolled in the school/school district.

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What is a comma delimited file ?

- A file format that is used for uploading data to the *Electronic Direct Certification System*.

- A comma delimited file uses a [comma](#) to separate values.
  - Example: Susan,Jones,F,01/01/2007

- See sample in Notepad below.

- More detailed information about comma delimited files and how to create one in both Notepad and Microsoft Excel are included in the *Guidance Document*.

```
Untitled - Notepad
File   Edit   Format   View   Help
Susan,Jones,F,01/01/2001
Randy,Brown,M,02/02/2002
John,Smith,M,03/03/2003
Jennifer,White,F,04/04/2004
```

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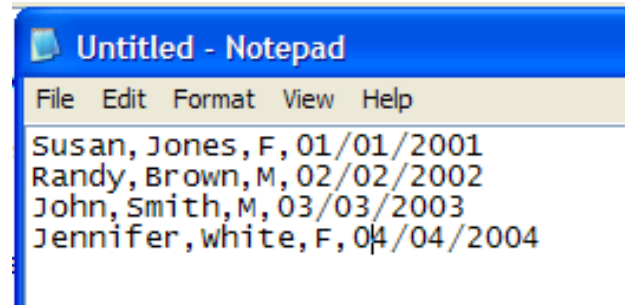
Duplicate Matches for Same Student

- In some instances, a student might be found in one program file one month, and another program file another month. This is a duplicate student match.

- If this occurs, please use the following as the hierarchy of direct certification status:
    1. SNAP
    2. TANF
    3. Income Eligible Medicaid
    4. Foster

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Single Child Lookup **(ALL LEAs)**

- LEA may search for a single student who may be receiving SNAP/TANF/Income Eligible Medicaid/Foster Child benefits.

- An LEA may search First name, Last name, and City.

- A *Single Child Lookup Report* is available.
  - Please limit each report to 8 students!
  - There is no limit to the number of Single Child Reports that may be created.

- The option to download a file is NOT available for a Single Child Lookup.

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Single Child Match
Name and Address Search

User Id: rramage   RCDT:

Home
Direct Certification
  SNAP/TANF/MEDICAID
  Homeless/Migrant/Headstart
  File Upload Match
  Single Child Match
CEP Validation File Match
Contact Us
Change RCDT

Single Child Match

An LEA may look up a single student with the following search criteria:

1. first name, last name, and city.

When you look up a single child by Name and Address, the first and last name are required fields. The city is an optional field.

Lists with child(ren) that match exactly or that are close will appear. Each LEA must select the child(ren) that is (are) enrolled in their school by selecting Add to Report. When the LEA completes their search, select Edit Report to review the children names or Print Report to print the report for your records.

Search Criteria

First Name * [   ]
Last Name * [   ]
City [   ]

* required field

[Search]

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Exact Match and Close Match

- **Exact Match** – All fields match.

- **Close Match** – One or more fields may be close matches or could "sound-like" the requested search.

- With **ALL** matches, the LEA makes a determination if the MATCH is the student enrolled in their school.

- If the LEA determines that the match is an enrolled student, free meal/milk benefits MUST be provided.

- If the LEA determines that the match is NOT an enrolled student, please indicate on the documentation.   No further action is needed by the LEA.

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USDA Policy- Extending SNAP/TANF/Income Eligible Medicaid Eligibility for Free Meal Benefits

- Extending eligibility means that ALL children or adults in the household who are participating in a Child Nutrition Program are categorically eligible for free meal/milk benefits if any household member (child or adult) is receiving SNAP/TANF/Income Eligible Medicaid benefits.

  - **NOTE:** The *Electronic Direct Certification System* contains only children aged 23 years old and younger.

  - **NOTE:** Foster Child, Homeless, Migrant, and Head Start status is NOT extended to other students within the same household.

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Required Notification to Households

- The LEA must notify the household of the following:

  – The student(s) is eligible for free meal/milk benefits;

  – If student(s) residing in the same household are NOT included on the notice, they should contact the school to request an extension of free meal benefits to all students;

  – No further action is required. The household **DOES NOT** have to complete a Household Eligibility Application; and

  – If the household does not want free benefits for a directly certified student, how to notify the LEA.

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Maximizing the Direct Certification Numbers

- Access the system on a MONTHLY basis or more frequently.

- If a HEA with a SNAP/TANF number or a foster child application is submitted, the LEA should check the *Electronic Direct Certification System* for the student.

  - If found, direct certify the student (and any additional household members for SNAP/TANF/Income Eligible Medicaid).

  - If not found, however, process the HEA at face value.

Important Note: HEA with Medicaid Case ID Numbers CANNOT be accepted under any circumstances.

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How Are Meal Benefits Determined?

- Direct Certification
  ◦ Certification of SNAP/TANF/Income-eligible Medicaid/Foster Child AND Homeless/Migrant/Head Start benefits via *Electronic Direct Certification System*

  OR

- Categorical Eligibility
  ◦ Homeless, migrant, runaway, foster child or Head Start listing

  OR

- Household Eligibility Application (HEA)
  ◦ SNAP/TANF application
  ◦ Income application
  ◦ Foster child application

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Categorical Eligibility—Head Start, Foster Child, Homeless, Migrant, and Runaway Children

- Dated list with each child's name and signed by appropriate person
  - Head Start director
  - Foster Care Agency Director
  - Homeless education liaison
  - Shelter director
  - Migrant education coordinator
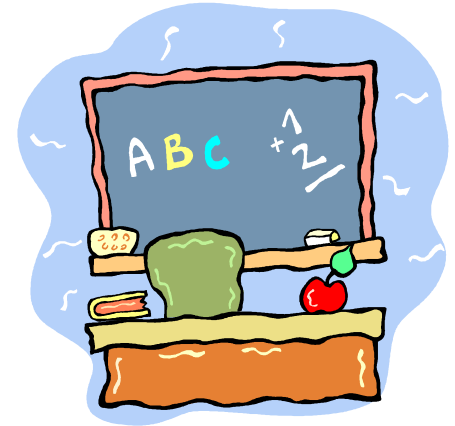 - Runaway and homeless youth service provider

  OR

- Application with child's name and signature of appropriate person

Contact Us

Nutrition Division
Illinois State Board of Education

Telephone: 800/545-7892 in Illinois only

217/782-2491

Fax: 217/524-6124

Email: cnp@isbe.net

Website: www.isbe.net/nutrition