

# Direct Certification

School Nutrition Unit





**COLORADO**  
Department of Education

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# Zoom Information

Mute/  
Unmute

Video  
On/Off

Chat

Closed  
Caption

Unmute

Start Video

Participants

Chat

Share Screen

Record

Live Transcript

Reactions

Leave



## **CDE School Nutrition Unit Vision**

**Nourish young bodies and minds. End childhood hunger.**

## **CDE School Nutrition Unit Mission**

**We support the child nutrition community through innovation, training, and partnerships to ensure all youth have access to healthy meals.**





# Non-Discrimination Statement

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In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/oascr/how-to-file-a-program-discrimination-complaint>, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights; 1400 Independence Avenue, SW Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: <https://www.usda.gov/oascr/how-to-file-a-program-discrimination-complaint>, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights; 1400 Independence Avenue, SW Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail:
2. U.S. Department of Agriculture
3. Office of the Assistant Secretary for Civil Rights
4. 1400 Independence Avenue, SW
5. Washington, D.C. 20250-9410; or
6. fax:
7. (833) 256-1665 or (202) 690-7442; or
8. email:
9. [Program.Intake@usda.gov](mailto:Program.Intake@usda.gov)

This institution is an equal opportunity provider.





# Learning Objectives

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By the end of this training, sponsors will be able to:

- Define the file requirements for the student enrollment file
- Understand the steps to successfully upload the student enrollment file
- Describe functionalities of additional possible matches and extended eligibility
- Explain the value of the export feature to obtain a full list of directly certified students

## Professional Standards

- 1 hour of training in professional standards learning code 3000 & 3120



# What is Direct Certification?

A process that allows schools to identify students who are already participating in other assistance programs and automatically enroll them for meal benefits without an income application.



# Integration to Direct Certification

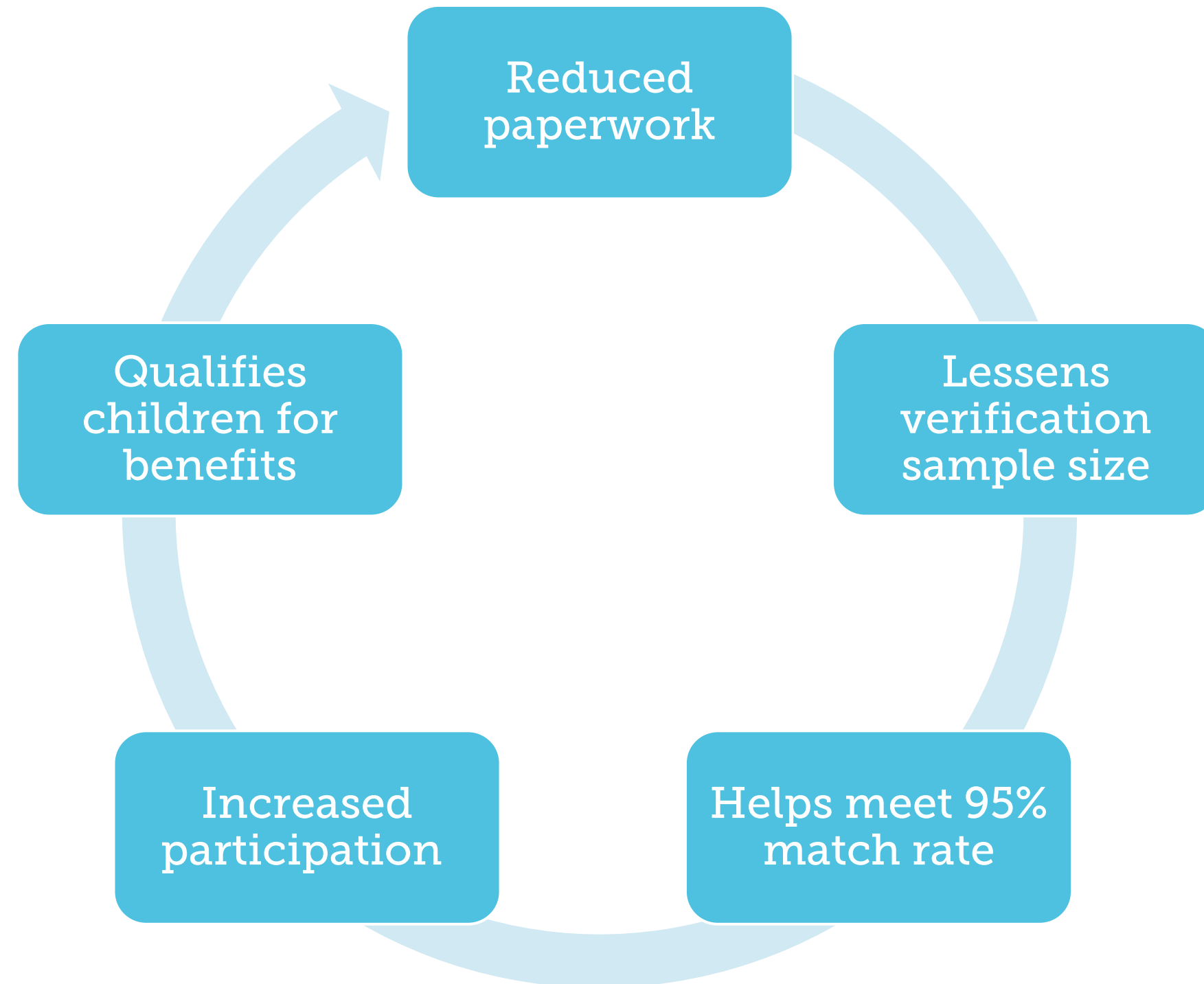


**COLORADO**  
Department of Education  
School Nutrition



# Benefits of Direct Certification

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# Two Methods of Direct Certification

## Direct Certification using the Portal

SNAP  
TANF  
Migrant  
Medicaid

## Direct Certification with liaison documentation

Homeless/McKinney Vento  
Migrant  
Foster  
Runaway  
Head Start  
Administrator applications



# Lists from Liaisons

## Foster Care

- Child Welfare Liaison (CWEL)

## Migrant Education Program (MEP)

- Regional Migrant Liaison

## McKinney- Vento Homeless Education

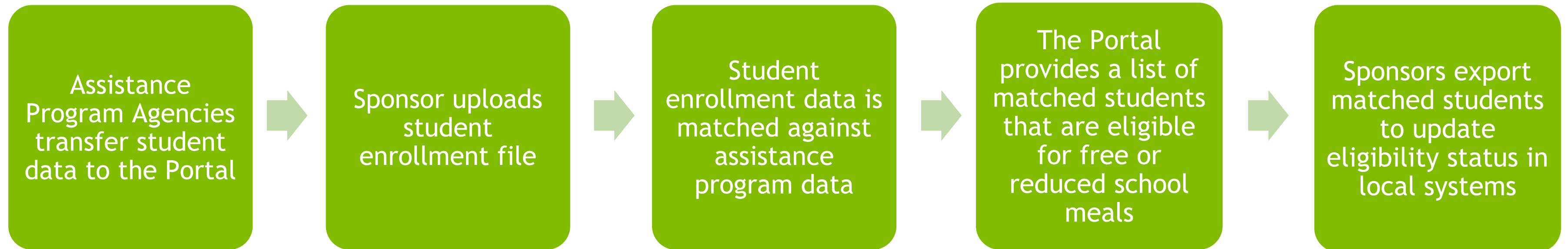
- McKinney-Vento Liaison





# The Direct Certification Portal

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# Direct Certification at CEP Schools

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DC still has benefits and needs at CEP Schools:

- ISP Reporting
- At-Risk Needs
- Additional Benefits

All schools that participate in the NSLP and SBP should complete direct certification activities.



# Matching Students in the DC Portal





# Accessing the Portal

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The Portal is used to complete renewal program applications, submit claims, view and submit Administrative Review information, and \*complete Direct Certification\*



The screenshot shows the login page for the Colorado Nutrition Portal. At the top right, it features the Colorado Department of Education and Department of Public Health & Environment logo. Below the header, there is a row of seven colorful peppers (red, yellow, green, red, yellow, green, red). The main content area is divided into two sections. On the left, there is a 'Returning Users: Log On' box with fields for 'User ID:' and 'Password:', and a 'Forgot Your Password?' link. On the right, there is a 'Welcome to the Colorado Nutrition Portal' message, followed by instructions: 'If you have been locked out, please click on the "Forgot Your Password?" link to reset your password.' and 'If you need access for a new user, please complete this form. (Do not use this form to request a password reset.)'

[Click here to access the Portal](#)

[Click here for the User Request Form](#)



# Accessing the Portal



1. Login to the Portal
2. Select Programs
3. Select the Purple Direct Certification tile

# Accessing the Portal

**COLORADO** HOME APPLICATIONS ▾

DIRECT CERTIFICATION (09961) TEST3 2022 - 2023

**TEST3** 09961 - ACTIVE >>  
Government Agency

**DIRECT CERTIFICATION: PROGRAM YEAR 2022 - 2023**

**Notice:** All users of this system must adhere to Section 9(b) of the Richard B. Russell National School Lunch Act (NSLA) (42 U.S.C. 1752a) regarding restrictions on the disclosure and use of information obtained through the direct certification process, as well as the criminal

ADD INDIVIDUAL STUDENT STUDENT FILE UPLOAD ADMINISTRATION REPORTS

Last DSS Source File: 5/1/2023 12:00:00 AM  
Last LEA Student File Upload:

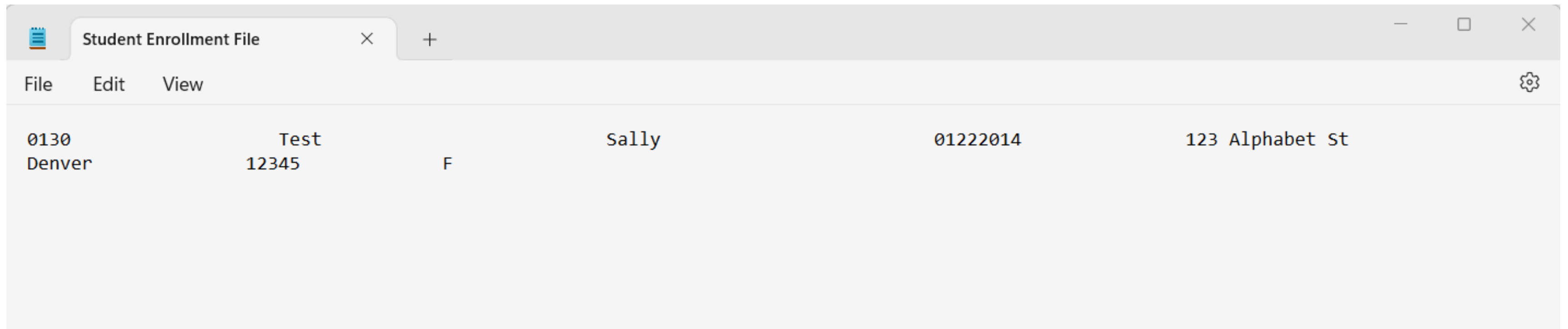
COMPLETE DIRECT CERTIFICATION LIST All Dates ▾

- DIRECT CERTIFICATION
- FSMC STATEWIDE MODULE DASHBOARD
- STATEWIDE MODULE DASHBOARD
- SERIOUS DEFICIENCY
- SERIOUS DEFICIENCY ADMIN
- FSMC DASHBOARD
- FSMC MAINTENANCE
- FFVP GRANT ALLOCATIONS ACROSS SITES





# Uploading a Student Enrollment File



The screenshot shows a web browser window with a single tab titled "Student Enrollment File". The browser's address bar is empty. The page content displays a table with student enrollment data. The table has a light gray background and a white border. The data is as follows:

0130 Denver	Test 12345	F	Sally	01222014	123 Alphabet St
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# Enrollment List Requirements

- **Must be a text (.txt) file format**
- **Can manipulate data in Excel first if needed**
- **Work with benefit issuance system vendor**





**COLORADO**  
Department of Education

School Nutrition Unit

## Upload File Layout Requirements

Direct Certification - Uploading Student Enrollment Data

### Upload File Specification

Once you have obtained a file of **all** students enrolled in the district, the file must be formatted to follow the record layout below. Your file must follow the requirements below exactly and then be converted to a .txt file, or the upload will not work.

Column in Excel	Information needed for this field	DESCRIPTION	FIELD POSITION	FIELD WIDTH *
A	DISTNUM	4-Digit District Code <b>(required)</b>	1-4	4
B	STUDENT-ID	Student ID Number as Assigned by the District <b>(optional; column must be included and left blank if information is missing)</b>	5-14	10
C	STUDENT-SSN	Student Social Security Number <b>(optional; column must be included and left blank if information is missing)</b>	15-23	9
D	LAST-NAME	Student Last Name <b>(required)</b>	24-53	30
E	<u>FIRST-NAME</u>	Student First Name <b>(required)</b>	54-83	30
F	BIRTH-DATE	Student Date of Birth <b>(required in format of, MMDDYYYY)</b>	84-91	8
G	CASE NUMBER	SNAP Case Number <b>(column must be included and left blank)</b>	92-100	9
H	STREET-NUMBER	Student House Number <b>(optional; column must be included and left blank if you are including in Column I)</b>	101-106	6



Column in Excel	Information needed for this field	DESCRIPTION	FIELD POSITION	FIELD WIDTH *
A	DISTNUM	4-Digit District Code (required)	1-4	4
B	STUDENT-ID	Student ID Number as Assigned by the District (optional; column must be included and left blank if information is missing)	5-14	10
C	STUDENT-SSN	Student Social Security Number (optional; column must be included and left blank if information is missing)	15-23	9
D	LAST-NAME	Student Last Name (required)	24-53	30
E	<u>FIRST-NAME</u>	Student First Name (required)	54-83	30
F	BIRTH-DATE	Student Date of Birth (required in format of, MMDDYYYY)	84-91	8
G	CASE NUMBER	SNAP Case Number (column must be included and left blank)	92-100	9
H	STREET-NUMBER	Student House Number (optional; column must be included and left blank if you are including in Column I)	101-106	6
I	ADDRESS-1	Student Street Name or Address (required, and can contain house number)	107-136	30
J	ADDRESS-2	Student Second Address Line (optional; column must be included and left blank if information is missing)	137-166	30
K	APTNUM	Student Apartment or Trailer Number (optional; column must be included and left blank if information is missing)	167-172	6
L	CITY	Student City (required)	173-192	20
M	ZIPCODE	Student <u>5 digit</u> zip code (required)	193-201	9
N	MATCH-TYPE	Type of Match Made (column must be included and left blank)	202-202	1
O	SCHOOL	Four letter school code (optional; column must be included and left blank if information is missing)	203-210	8
P	GENDER	Student gender: F or M (required in format of, F or M only)	211-211	1





# Troubleshooting

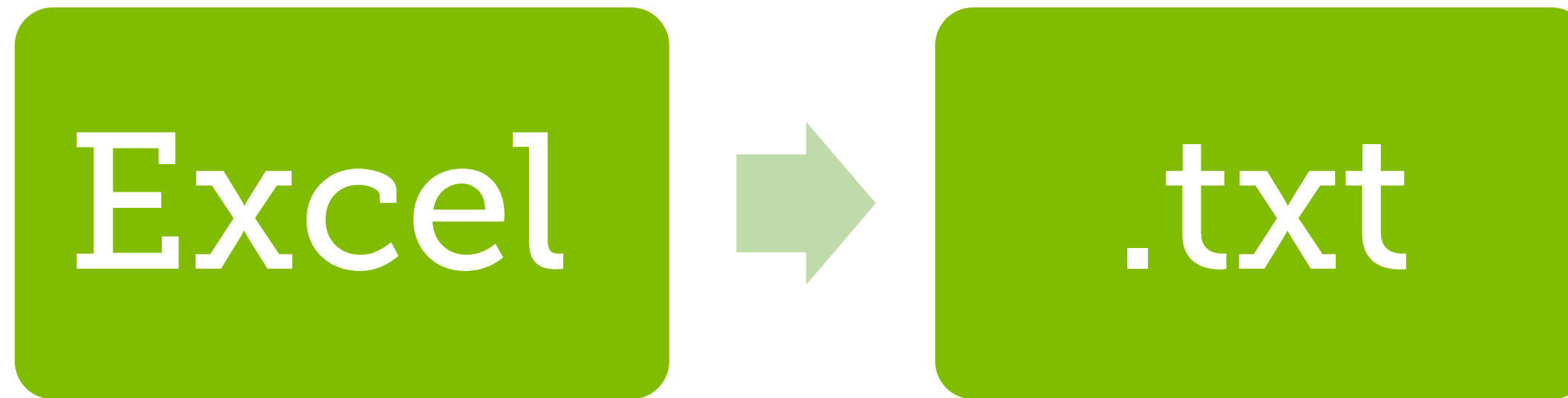
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	DISTNUM	STUDENT-ID	STUDENT-SSN	LAST-NAM	FIRST-NAM	BIRTH-DAT	CASE NUM	STREET-NUMBER	ADDRESS-1	ADDRESS-2	APTNUM	CITY	ZIPCODE	MATCH-TYPE	SCHOOL	GENDER	
2	0960			Baggins	Bilbo	12202014			123 Alphabet St			Denver	12345			F	
3	0960			Baggins	Frodo	07012016			PO Box 2263			Pueblo	81637			F	
4	0960			Gamgee	Samwise	10012012			2456 Shire Ln			Fort Morga	81637			M	
5																	
6																	
7																	

1. Blank required fields- missing zip, birthdate, gender, etc.
2. Missing columns.
3. Birthdate not in 8 digit format.
4. Special characters
5. Zip codes longer than 9 digits
6. Too many characters



# Making a .txt file

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1. Make edits in excel
2. Use conversion formula to create a .txt file (conversion formula [here](#))
3. Upload txt file to portal

# Text File

15-16DummyFileForUpload - Full - Notepad

File	Edit	Format	View	Help						
856552800	123456789	Bonino	Shannon	01012007	356 Longspur Drive	Brighton	80601	F		
856552801	123456790	Bruntz	Tammy	01022007	56729 E Colorado Avenue	Strasburg	80136	F		
856552802	123456791	Burmann	Lina	01032007	591 East 80th Ave	Denver	80229	F		
856552803	123456792	Carron	Joella	01042007	591 East 80th Ave	Denver	80229	F		
856552804	123456793	Ciancio	Charlotte	01052007	591 East 80th Ave	Denver	80229	F		
856552805	123456794	DeHerrera	DesiRae	01062007	18551 East 160th Avenue	Brighton	80601	F		
856552806	123456795	Friedler	Chris	01072007	18551 East 160th Avenue	Brighton	80601	F		
856552807	123456796	Gdowski	Chris	01082007	1500 East 128th Avenue	Thornton	80241	F		
856552808	123456797	Griffin	Lynette	01092007	18551 East 160th Avenue	Brighton	80601	F		
856552809	123456798	Hulse	Carol	01102007	56729 E Colorado Avenue	Strasburg	80136	F		
856552810	123456799	Jorstad	Tony	01112007	18551 East 160th Avenue	Brighton	80601	M		
856552811	123456800	Lane	April	01122007	4291 E 68th Avenue	Commerce City	80022	F		
856552812	123456801	Maki	David	01132007	6933 Raleigh St	Westminster	80030	M		
856552813	123456802	Ostigaard	Carrie	01142007	56729 E Colorado Avenue	Strasburg	80136	F		
856552814	123456803	Patschke	Denise	01152007	615 7th Street	Bennett	80102	F		
856552815	123456804	Rowan	Jim	01162007	4291 E 68th Avenue	Commerce City	80022	M		
856552816	123456805	Sanchez	Pat	01172007	4291 E 68th Avenue	Commerce City	80022	F		
856552817	123456806	Sheldon	Lori	01182007	356 Longspur Drive	Brighton	80601	F		
856552818	123456807	Stenson	Naomi	01192007	1500 East 128th Avenue	Thornton	80241	F		
856552819	123456808	Swanson	Pamela	01202007	6933 Raleigh St	Westminster	80030	F		
856552820	123456809	VanderTook	Edward	01212007	56729 E Colorado Avenue	Strasburg	80136	M		
856552821	123456810	Veal	Dennis	01222007	615 7th Street	Bennett	80102	M		
856552822	123456811	Wagner	Jenise	01232007	1500 East 128th Avenue	Thornton	80241	F		
856552823	123456812	Wamsley	Danette	01242007	615 7th Street	Bennett	80102	F		
856552824	123456813	Welch	Vera	01252007	6933 Raleigh St	Westminster	80030	F		
856552825	123456814	Alejo	Rob	01262007	209 Victoria Ave.	Alamosa	81101	M		
856552826	123456815	Bilderbeck	Joni	01272007	209 Victoria Ave.	Alamosa	81101	F		
856552827	123456816	Grandell	Barb	01282007	8751 Lane 7 N	Mosca	81146	F		
856552828	123456817	Robbins	Lindsay	01292007	8751 Lane 7 N	Mosca	81146	F		

Ln 1, Col 1 | 100% | Windows (CRLF) | UTF-8





# Uploading the Enrollment File





# After uploading

- Additional Possible Matches
- Extended Eligible Matches
- Export Match List



# Completing the matching process

The screenshot displays the Colorado Direct Certification system interface. At the top, there is a navigation bar with the Colorado logo and the word "COLORADO". To the right of the logo are links for "HOME" and "APPLICATIONS". Below the navigation bar, there is a "DIRECT CERTIFICATION" button and a dropdown menu showing "2023 - 2024". A red notice bar states: "Notice: All users of this system must adhere to Section 9(b) of the Richard B. Russell National School Lunch Act (NSLA) (42 U.S.C. 1758(b)(6) which delineates the restrictions on the disclosure and use of information obtained through the direct certification process, as well as the criminal penalties for improper release information." Below this is a green notice bar: "Notice: Matching has been completed for the latest file uploaded on 5/23/2023 12:22:36 PM." A row of buttons includes "ADD INDIVIDUAL STUDENT", "STUDENT FILE UPLOAD", "ADMINISTRATION", and "REPORTS". On the right, it shows "Last DSS Source File: 5/1/2023 12:00:00 AM" and "Last LEA Student File Upload: 5/23/2023 12:22:36 PM". The main content area is titled "COMPLETE DIRECT CERTIFICATION LIST" and includes a "FILTERED SEARCH" section. The search section displays "Displaying top 10 records. For full list, please Export." and "Total Records: 109". Below the search section is a table with columns: Action, Student ID, First Name, Last Name, Sex, DOB, Site ID, Site Name, and Eligibility Type. The table contains four rows of student data, with names and DOBs redacted with purple bars. A green arrow points to the right side of the table.

**COMPLETE DIRECT CERTIFICATION LIST** All Dates

**FILTERED SEARCH**  
Displaying top 10 records. For full list, please Export. Total Records: 109


Student ID First Name Last Name DOB Eligibility Type

SEARCH

Action	Student ID	First Name	Last Name	Sex	DOB	Site ID	Site Name	Eligibility Type
↺	10155	[REDACTED]	[REDACTED]	M	[REDACTED]			SNAP
↺	10265	[REDACTED]	[REDACTED]	M	[REDACTED]			SNAP
↺	10270	[REDACTED]	[REDACTED]	F	[REDACTED]			SNAP
↺	10344	[REDACTED]	[REDACTED]	F	[REDACTED]			SNAP



# Additional Possible Matches

 COLORADO HOME

**DIRECT CERTIFICATION** [Redacted] 2023 - 2024

	10476	[Redacted]	[Redacted]	M	[Redacted]	SNAP
	10482	[Redacted]	[Redacted]	F	[Redacted]	SNAP
	10483	[Redacted]	[Redacted]	M	[Redacted]	SNAP

Excel  [VIEW ADDITIONAL POSSIBLE MATCHES](#) [VIEW EXTENDED ELIC](#)

## ADDITIONAL POSSIBLE MATCHES


SFA must certify the matches. Click on the "Match" box when you determine if the record matches or not.

Search:

Show

Row Source	Match	Score(%)	First Name	Last Name	Sex	DOB	City
Student Information	<input checked="" type="checkbox"/> View Matches		[Redacted]	White	F	2012-10-04	[Redacted]
Source Information	<input type="checkbox"/> Match	76.12%	[Redacted]	White	F	2012-10-04	[Redacted]
Student Information	<input checked="" type="checkbox"/> View Matches		[Redacted]	[Redacted]	M	[Redacted]	[Redacted]
Student Information	<input checked="" type="checkbox"/> View Matches		[Redacted]	[Redacted]	F	[Redacted]	[Redacted]
Student Information	<input checked="" type="checkbox"/> View Matches		[Redacted]	[Redacted]	M	[Redacted]	[Redacted]

# Extended Eligible Matches

 COLORADO HOME APPLICATIONS ▾

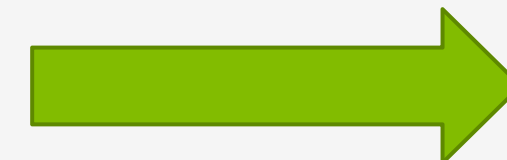
**DIRECT CERTIFICATION** [Redacted] 2023 - 2024

5	10155	[Redacted]	[Redacted]	M	[Redacted]	SNAP
5	10265	[Redacted]	[Redacted]	M	[Redacted]	SNAP
5	10270	[Redacted]	[Redacted]	F	[Redacted]	SNAP
5	10344	[Redacted]	[Redacted]	F	[Redacted]	SNAP
5	10348	[Redacted]	[Redacted]	M	[Redacted]	SNAP
5	10461	[Redacted]	[Redacted]	M	[Redacted]	SNAP
5	10462	[Redacted]	[Redacted]	F	[Redacted]	SNAP
5	10476	[Redacted]	[Redacted]	M	[Redacted]	SNAP
5	10482	[Redacted]	[Redacted]	F	[Redacted]	SNAP
5	10483	[Redacted]	[Redacted]	M	[Redacted]	SNAP

Excel ▾ **EXPORT** [VIEW ADDITIONAL POSSIBLE MATCHES](#) [VIEW EXTENDED ELIGIBILITY MATCHES](#)

## EXTENDED ELIGIBILITY MATCHES

SFA must certify the matches. Click on the "Match" box when you determine if the record matches or not.



[GENERATE EXTENDED ELIGIBILITY MATCHES](#)

Search:



# Extended Eligible Matches

Search:

Showing 1 to 7 of 7 entries

Row Source	Match	First Name	Last Name	Address Line 1	Address Line 2	City	Zip Code
Directly Certified Student ✕	<input checked="" type="checkbox"/> View Matches	[REDACTED]	[REDACTED]	[REDACTED]		[REDACTED]	[REDACTED]
Directly Certified Student ✕	<input checked="" type="checkbox"/> View Matches	[REDACTED]	[REDACTED]	[REDACTED]		[REDACTED]	[REDACTED]
Directly Certified Student ✕	<input checked="" type="checkbox"/> View Matches	[REDACTED]	[REDACTED]	[REDACTED]		[REDACTED]	[REDACTED]
Directly Certified Student ✕	<input checked="" type="checkbox"/> View Matches	[REDACTED]	[REDACTED]	[REDACTED]		[REDACTED]	[REDACTED]
Directly Certified Student ✕	<input checked="" type="checkbox"/> View Matches	[REDACTED]	[REDACTED]	[REDACTED]		[REDACTED]	[REDACTED]
Directly Certified Student ✕	<input checked="" type="checkbox"/> View Matches	[REDACTED]	[REDACTED]	[REDACTED]		[REDACTED]	[REDACTED]
Directly Certified Student ✕	<input checked="" type="checkbox"/> View Matches	[REDACTED]	White	[REDACTED] Highway 160		[REDACTED]	[REDACTED]
Extend Eligibility	<input type="checkbox"/> Match	[REDACTED]	White	[REDACTED] Highway 160		[REDACTED]	[REDACTED]

# Adding Individual Students

The screenshot shows the Colorado Direct Certification web application. At the top, there is a blue header with the Colorado logo and the word "COLORADO". To the right of the header are links for "HOME" and "APPLICATIONS". Below the header, there is a navigation bar with a "DIRECT CERTIFICATION" button and a dropdown menu. The main content area features a "DIRECT CERTIFICATION: PROGRAM YEAR 2023 - 2024" section. This section includes a notice about the Richard B. Russell National School Lunch Act (NSLA) and a notice about matching completion. Below the notices are four buttons: "ADD INDIVIDUAL STUDENT", "STUDENT FILE UPLOAD", "ADMINISTRATION", and "REPORTS". To the right of these buttons, there is information about the last DSS Source File and the last LEA Student File Upload. The bottom section is titled "COMPLETE DIRECT CERTIFICATION LIST" and includes a "FILTERED SEARCH" area. This area displays "Displaying top 10 records. For full list, please Export." and "Total Records: 110". The search area contains input fields for "Student ID", "First Name", "Last Name", "DOB" (with a date format "mm/dd/yyyy" and a calendar icon), and "Eligibility Type". A "SEARCH" button is located to the right of the search fields.

**Colorado** HOME APPLICATIONS

DIRECT CERTIFICATION [Redacted] 2023 - 2024

[Redacted] ACTIVE

Educational Institution

### DIRECT CERTIFICATION: PROGRAM YEAR 2023 - 2024

**Notice:** All users of this system must adhere to Section 9(b) of the Richard B. Russell National School Lunch Act (NSLA) (42 U.S.C. 1758(b)(6) which delineates the restrictions on the disclosure and use of information obtained through the direct certification process, as well as the criminal penalties for improper release information.

**Notice:** Matching has been completed for the latest file uploaded on 5/23/2023 12:22:36 PM.

ADD INDIVIDUAL STUDENT STUDENT FILE UPLOAD ADMINISTRATION REPORTS

Last DSS Source File: 5/1/2023 12:00:00 AM  
Last LEA Student File Upload: 5/23/2023 12:22:36 PM

### COMPLETE DIRECT CERTIFICATION LIST

All Dates

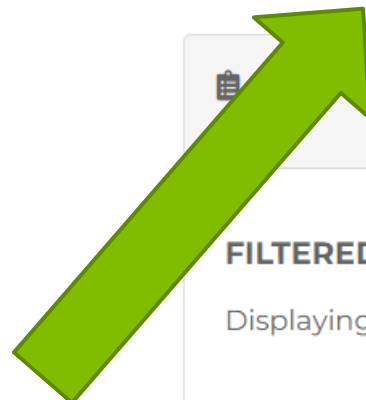
#### FILTERED SEARCH

Displaying top 10 records. For full list, please Export. Total Records: 110

Student ID First Name Last Name DOB Eligibility Type

mm/dd/yyyy

SEARCH



# Adding Individual Students

## + ADD INDIVIDUAL STUDENT

Please note that enough information must be entered in order for the system to be able to perform and return a match. Records with less than a 37% chance of being a match will not be displayed.

Note: Initial matching occurs against existing certified students and possible match students


\* indicates a required field for additional matching against Source data. A minimum of 1 required field is needed to match against Source data.

### STUDENT INFO

First Name*	Last Name*	Case Number*
<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of Birth*	Sex	
<input type="text" value="mm/dd/yyyy"/>	<input type="text" value="v"/>	
Address 1	Address 2	
<input type="text"/>	<input type="text"/>	
City	State	Zip Code
<input type="text"/>	<input type="text" value="Colorado"/>	<input type="text"/>
Parent / Guardian First Name	Parent / Guardian Last Name	
<input type="text"/>	<input type="text"/>	



# Completing the match process

 COLORADO HOME APPLICATIONS ▾

**DIRECT CERTIFICATION** 2023 - 2024

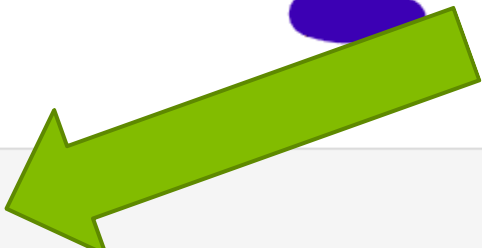
### FILTERED SEARCH

Displaying top 10 records. For full list, please Export. Total Records: 110

Student ID:  First Name:  Last Name:  DOB:  Eligibility Type:  [SEARCH](#)

Action	Student ID	First Name	Last Name	Sex	DOB	Site ID	Site Name	Eligibility Type
	10155	[REDACTED]	[REDACTED]	M	[REDACTED]			SNAP
	10265	[REDACTED]	[REDACTED]	M	[REDACTED]			SNAP
	10268	[REDACTED]	[REDACTED]	F	[REDACTED]			SNAP
	10270	[REDACTED]	[REDACTED]	F	[REDACTED]			SNAP
	10344	[REDACTED]	[REDACTED]	F	[REDACTED]			SNAP
	10348	[REDACTED]	[REDACTED]	M	[REDACTED]			SNAP
	10461	[REDACTED]	[REDACTED]	M	[REDACTED]			SNAP
	10462	[REDACTED]	[REDACTED]	F	[REDACTED]			SNAP
	10476	[REDACTED]	[REDACTED]	M	[REDACTED]			SNAP
	10482	[REDACTED]	[REDACTED]	F	[REDACTED]			SNAP

[EXPORT](#) [VIEW ADDITIONAL POSSIBLE MATCHES](#) [VIEW EXTENDED ELIGIBILITY MATCHES](#)





# The Export File

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
1	Student ID	Local ID	Student Last	Student First	Student M	Sex	DOB	Site ID	Site Name	Agreement	SFA	Student File Uploaded	ProgramGr	Address Line 1	Add City	Zip	MatchPerc	SchoolN	Scho	Eligibility Type	
2	565975225	56597522	Test	John		M	05/09/15	7612		0560	SANFORD	10/05/22	2023	test address 123	Sanford	81151	76.12	7612		BOTH	
3	479617561	47961756	Test	Anya		F	08/03/07	7616		0560	SANFORD	10/05/22	2023	test address 123	Sanford	81151	100	7616		SNAP	
4	932088094	93208809	Test	Jason		M	06/20/06	7616		0560	SANFORD	10/05/22	2023	test address 123	Sanford	81151	100	7616		TANF	
5	479617561	47961756	Test	Karen		F	08/03/07	7616		0560	SANFORD	10/05/22	2023	test address 123	Sanford	81151	100	7616		MEDICAID-REDUCED	
6	932088094	93208809	Test	Lucas		M	06/20/06	7616		0560	SANFORD	10/05/22	2023	test address 123	Sanford	81151	100	7616		SNAP	
7	264156813	26415681	Test	Chester		M	07/14/09	7612		0560	SANFORD	10/05/22	2023	test address 123	Sanford	81151	100	7612		SNAP/MIGRANT	
8	363958046	36395804	Test	Jack		M	04/12/12	7612		0560	SANFORD	10/05/22	2023	test address 123	Sanford	81151	100	7612		SNAP	
9	264156813	26415681	Test	Ayden		M	07/14/09	7612		0560	SANFORD	10/05/22	2023	test address 123	Sanford	81151	100	7612		SNAP	
10	363958046	36395804	Test	Jack		M	04/12/12	7612		0560	SANFORD	10/05/22	2023	test address 123	Sanford	81151	100	7612		MEDICAID-FREE	
11	787763467	78776346	Test	Angie		F	04/20/09	7616		0560	SANFORD	10/05/22	2023	test address 123	Sanford	81151	100	7616		SNAP	
12	787763467	78776346	Test	Angelita		F	04/20/09	7616		0560	SANFORD	10/05/22	2023	test address 123	Sanford	81151	100	7616		MEDICAID-FREE/MIGRANT	
13	217974099	21797409	Test	Makenna		F	06/09/12	7612		0560	SANFORD	10/05/22	2023	test address 123	Sanford	81151	100	7612		MEDICAID-REDUCED/MIGRANT	
14	566162625	56616262	Test	Carter		M	05/21/14	7612		0560	SANFORD	10/05/22	2023	test address 123	Sanford	81151	100	7612		TANF/MIGRANT	
15	140755912	14075591	Test	Camry		F	03/31/10	7612		0560	SANFORD	10/05/22	2023	test address 123	Sanford	81151	100	7612		MEDICAID-FREE	
16	217974099	21797409	Test	Makenna		F	06/09/12	7612		0560	SANFORD	10/05/22	2023	test address 123	Sanford	81151	100	7612		SNAP	
17	566162625	56616262	Test	Carter		M	05/21/14	7612		0560	SANFORD	10/05/22	2023	test address 123	Sanford	81151	100	7612		BOTH/MIGRANT	
18	140755912	14075591	Test	Camry		F	03/31/10	7612		0560	SANFORD	10/05/22	2023	test address 123	Sanford	81151	100	7612		SNAP	
19	320561726	32056172	Test	Jacob		M	05/26/05	7616		0560	SANFORD	10/05/22	2023	test address 123	Sanford	81151	100	7616		BOTH	
20	383383374	38338337	Test	Nevaeh		F	08/07/07	7616		0560	SANFORD	10/05/22	2023	test address 123	Sanford	81151	100	7616		BOTH	



# Match Types

Match Type	Action
SNAP	Free meals - can extend eligibility
TANF	Free meals - can extend eligibility
BOTH	Free meals based on SNAP status - can extend eligibility
MEDICAID FREE	Free meals - can extend eligibility
MIGRANT	Free meals only
MEDICAID REDUCED	Reduced meals - can extend eligibility
SNAP/MIGRANT	Free meals based on SNAP status - can extend eligibility
MEDICAID-FREE/MIGRANT	Free meals - can extend eligibility
BOTH/MIGRANT	Free meals based on SNAP status - can extend eligibility
TANF/MIGRANT	Free meals based on TANF status - can extend eligibility
MEDICAID-REDUCED/MIGRANT	Free meals based on migrant - can extend reduced eligibility

# Resources

- [Eligibility Manual](#)
- [School Meal Eligibility Website](#)
- Training Recordings
- [Moodle Video](#)

# Questions?





**Thank you!**



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<https://www.cde.state.co.us/nutrition>