



Direct Certification Application (DCA) Manual Direct Certifications

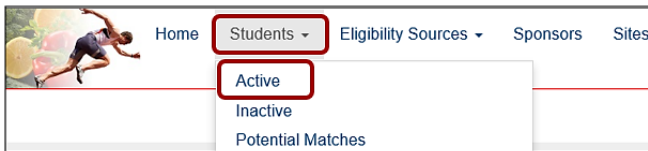
Student records in DCA can be manually directly certified by school determining officials.

Manual Direct Certification Circumstances:

- Students can be manually certified when documentation of program eligibility is confirmed through agency records.
 - Eligibility Sources include: SNAP, TANF, FDPIR, Foster, Homeless/Runaway, Migrant and Head Start.
 - The DCA system receives participant data for most eligible programs. However, sometimes schools are made aware of additional information not in DCA. To count as direct cert, source documentation must be received.
 - Exception - SNAP agency letters do not count as direct certification.
- Extended Eligibility – If *any* member in a household shows in DCA as having an open program through SNAP, TANF, Income-Based Medicaid, or FDPIR, school meal eligibility benefits should be extended to *all* students in that household. Manually certify extended eligibility in DCA.
 - Extended Eligibility only applies to SNAP, TANF, Income-Based Medicaid, & FDPIR programs.

Lookup a Student Record:

- Locate the DCA menu 'Students' and select the 'Active' student list. Your district's active list of students will display.



- Search for the student you would like to find by using the search lookup (**magnifying glass**) in the upper-right corner.
 - Type the student's: Last Name, First Name, Local ID, State ID or DOB to begin the search.
 - Locate the student from the list and click the [name](#) to open the student record in DCA.



Review Potential Matches before Manually Certifying:

Before manually certifying a student, it's best to check potential matches. If an eligibility source is discovered that has not been matched to the student, you can link the two records together as one and the same person. This is the best solution as links are retained year after year, and if the linked program is active or becomes active, the student will automatically certify; whereas manual certs are cleared at the start of each year.

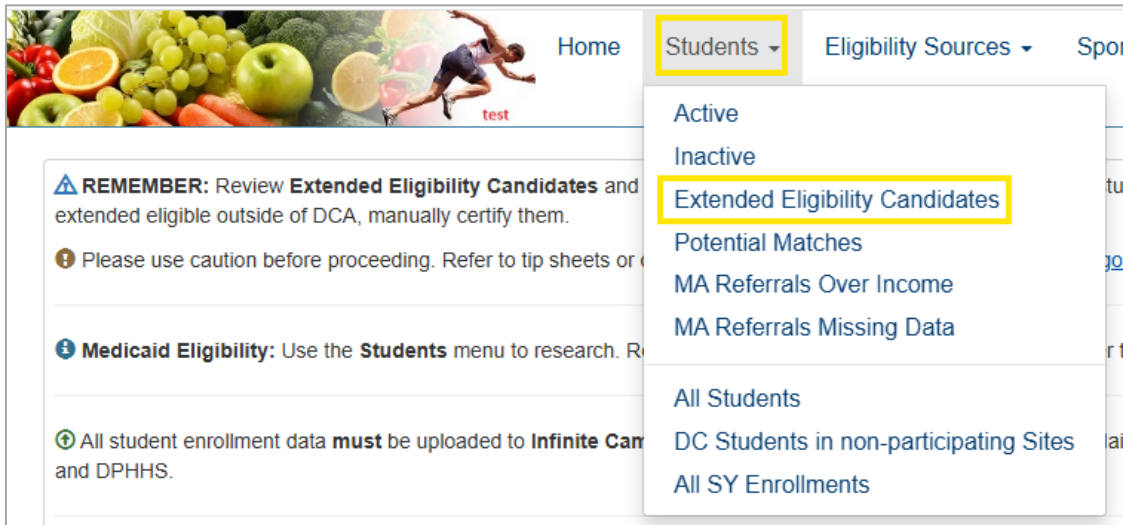
- Each Student record in DCA includes a Potential Match section.
 - Review the student's potential eligibility source matches and link if applicable.
 - Upon linking, if the eligibility source is active, the student will display a direct cert status.
 - If no potential matches display, you have the option to use the advance find (click the magnifying glass) to search specific fields (Last Name, First Name, DOB, Source ID) for a potential eligibility source record.



Review Extended Eligibility Candidates before Manually Certifying:

Before manually certifying a student, it's also best to reconcile any extended eligibility candidates. If a student has an address in common through a source referral and/or Infinite Campus address, the student will be presented on the list with the possibly connected reference. You can simply Link on this page to automatically directly certify a student or invalidate on this page to indicate there is no extendable circumstance. Extensions are cleared at the start of each year.

- Find the Extended Eligibility Candidates list under the 'Students' menu.



- The 'Address Type' indicates whether the address-in-common displayed on the page is from Infinite Campus data (IC) or eligibility source data (Case)
- Review the details for the student in question and determine if the student:
 - Resides at the same address shown, or
 - Lives with individuals listed on the case that have an active program (SNAP, TANF, FDPIR, or Income-Based Medicaid)
- If so, the student qualifies as extended eligible due to residing in a household participating in a Public Assistance Program.
- If not, the student may be invalidated and will not appear on this list for the remainder of the school year.
- Students determined extended eligible (or invalidated as such) are effective through the remainder of the current school year.
- Use the green plus or red minus to take appropriate action
- If NO match is found, proceed with performing the Manual Certification.**

Name	Current DC	Manual	State Id	Gender	DOB	Sponsor	School	Grade	Enrollment Start	DC Eligibility	Case	PI Name	PA Name	Phone	Address Type	Address
Banana, Samantha			858953947	F	1/12/2011	Butte Public Schools	Butte High School	09	8/26/2025	Medicaid Free - EE	1147555	Chaley Banana		(208) 777-5555	IC	123 Main Street Deer Lodge, MT 59722
Orange, Betty			778265341	F	1/12/2014	Butte Public Schools	Emerson School	06	8/26/2025	Medicaid Free - EE	832872	Harley Lynn Black-Greenlier	George Melancholy	(406) 555-7777	Case	345 Main Street BUTTE, MT 59701

Manual Direct Certification:

Home Students Eligibility Sources Sponsors Sites Reports Log off

Rogers, Amelia

State Id 123456789 Sponsor Number 0311
 Local Id 123456 Sponsor Kalispell Public Schools
 First Name Amelia SC 1509
 Middle Bedelia School Kalispell Middle School
 Last Name Rogers Grade 07
 Birthdate 09/01/2005 Enrollment Start 8/29/2018
 Age 14 Enrollment End
 Gender F Active ✓
 Race Unknown

Certification

Program	Current Enrollment Certification	Original SY Certification	Certification Upgraded On	Current SY DC End	Original SY DC Processed On
<input type="checkbox"/> Manual Certification					
Start	End	Reason Code	Reason	By	On

Active Programs

Program	Case	Source ID	County	Start	End
There are no active programs for Amelia Bedelia.					

Linked Sources

Programs	Source ID	Date First Matched	Last Updated	Link Established	Confidence
There are no linked sources for Amelia Bedelia.					

Potential Matches

Current Student	Last	First	MI	DOB	Gender	School	Grade
	Rogers	Amelia	Bedelia	09/01/2005	F	Kalispell Middle School	07

Potential Matching Source(s)

Link	Invalid	Last	First	MI	DOB	Gender	City	Source	Confidence
There are no potential matches for Amelia Bedelia.									

- On the student record, locate the **Certification** area and check the '**Manual Certification**' box.
 - Upon checking 'Manual Certification', a pop-up window should display to enter the reasoning.
 - Start Date** – Compare the following elements to determine the start date.
 - When did the program eligibility begin?
 - When did the student's current enrollment begin?
- ✓ If eligible for program benefits on or before the current enrollment began, the start date would be the first day of school.
- ✓ If eligible for program benefits after current enrollment began, the start date is the date the program benefits began.
- ✓ If extending eligibility, lookup the household's originating Eligibility Source or Case # and review the **Active Program's Start Date** to determine.

Enter Reasoning for Manual Certification

Manual Certification

Start Date: 09/01/2019

End Date: 06/30/2020

Reason Code: Extended Eligibility (sibling) for SNAP

Reason: Residing in same household with Ron Weasley. Source Id 2349759, Case #123456

Case Number: 123456

Choose Files: No file chosen

Save Close

Extended Eligible-Lookup Originating Household Member

Eligibility Source Weasley, Ron (SNAP/TANF)

Review the Active Programs tab to determine current school year eligibility.

Participant

Source Id: SNAP/TANF 2349759
 First Name: Ron
 Middle: B
 Last Name: Weasley
 Birthdate: 03/01/2001
 Gender: M

Students

Score	State ID	Student

Programs

Active Programs Archived Programs

Program	Case	Start	End	Created On	Modified On
SNAP	123456	3/19/2019	8/30/2020	8/31/2018	

Case: 123456, 123457

- **End Date** – Will default to June 30th of the current school year due to yearlong eligibility.
 - **Reason Code** - Select the applicable program reasoning for the manual certification.
 - For Extended Eligibility select Extended Eligibility of the applicable program.
 - For all other eligible reasons must have documentation on file from program source.
 - Exception - SNAP agency letters do not count as direct certification.
 - **Reason** – Enter additional information to document reasoning for audit purposes.
 - Extending Eligible Reason - Enter the Name or Source ID of originating eligibility source.
 - **Case Number** – You must enter a valid case number found in DCA to DC a student as SNAP, SNAP – EE, TANF, TANF – EE, Medicaid Free - or Medicaid Reduced – EE.
 - **Choose Files** – Attach supporting documentation using this button. You can access the documents in the Manual Certification section of the student’s detail page.
- If you choose other DC sources (FDPIR, Foster Care, Homeless, Head Start/Even Start, Migrant, Runaway, or Administrative Application), you will see the following additions to the Manual Certification dialog box.

Manual Certification
✕

Start Date

End Date

Reason Code

Reason

Case Number

Contact Name

Address Line1

Address Line2

City St, Zip

No file chosen

Extended Eligibility Tips:

- Extended Eligibility only applies to SNAP, TANF, Income-Based Medicaid, & FDPIR program households (don't have to be related).
- SNAP supersedes all other types of eligibilities.
- No double extending – A student that is extended eligible cannot extend eligibility to others.
- Ensuring Extended Eligible students are manually certified in DCA provides greater consistency between systems and maximizes school’s direct certification rates, which are used to determine CEP eligibility.

Reason Code Selection

Manual Certification

Start Date:

End Date:

Reason Code:

Reason:

- SNAP
- Extended Eligibility (sibling) for SNAP
- TANF
- Extended Eligibility (sibling) for TANF
- FDPIR
- Extended Eligibility (sibling) for FDPIR
- Foster Care
- Homeless
- Head Start/Even Start
- Migrant
- Runaway
- Administrative Application
- Extended Eligibility (sibling) for Medicaid Free
- Extended Eligibility (sibling) for Medicaid Reduced

Case Number:

Reason Description

Manual Certification

Start Date:

End Date:

Reason Code:

Reason:

- When finished entering the manual certification reasoning and other data, click **'Save'** and the manual cert window closes.
- The student is now directly certified and displays manual cert information relevant to that entered.
 - The student will appear on the Direct Certification Report for the remainder of the school year.
 - You are finished and may close the student record.

★ Certification						
<input type="checkbox"/> Opt Out of Direct Certification benefits						
Program	Current Enrollment Certification	Original SY Certification	Certification Upgraded On	Current SY DC End	Original SY DC Processed On	
<input checked="" type="checkbox"/> SNAP - EE	9/4/2025	9/4/2025		6/30/2026	6/4/2026	
Start	End	Reason Code	Reason	By	On	
8/29/2019	6/30/2020	Manual	residing in same household as ron weasley source id 2349759 case #745985	cp3321	6/4/2026	
Contact	Address 1	Address 2	City	ST	Zip	