



# Direct Certification Application (DCA) Manual Direct Certifications

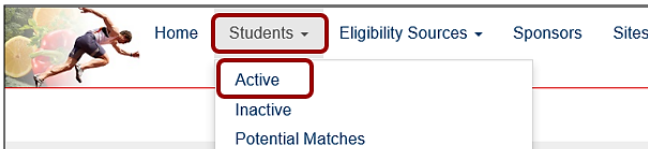
Student records in DCA can be manually directly certified by school determining officials.

## Manual Direct Certification Circumstances:

1. 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.
2. Extended Eligibility – If *any* student in a household is directly certified through SNAP, TANF or FDPIR, school meal eligibility benefits should be extended to *all* students in that household. Manually certify extended eligible in DCA.
  - Extended Eligibility only applies to SNAP, TANF & 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.



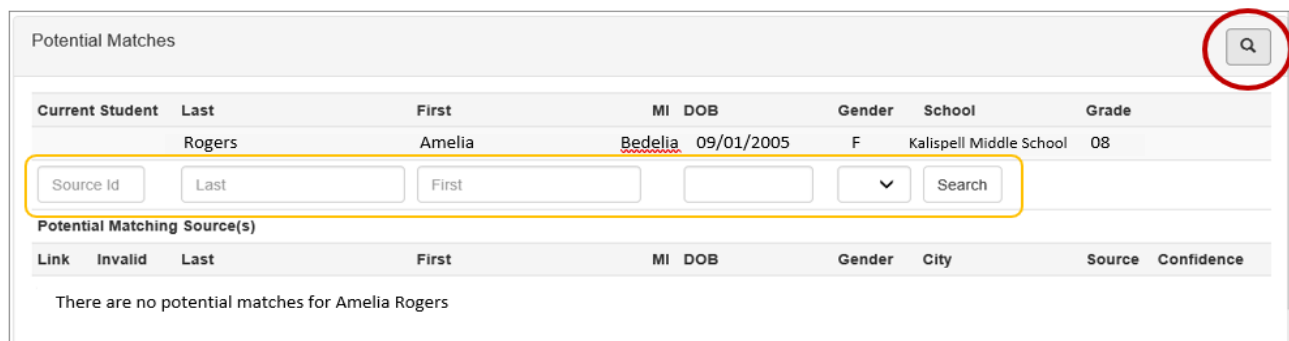
- Search for the student you would like to find by using the search lookup (**magnifying glass**) in the upper-right corner.
  - Type the student's: Last Name, First Name, Local ID, State ID or DOB to begin the search.
  - Locate the student from the list and click the [name](#) to open the student record 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 in 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.
  - **If NO match is found, proceed with performing the Manual Certification.**



## 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.					

**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: 08/29/2019

End Date: 6/30/2020

Reason Code: Extended Eligibility (sibling) for SNAP

Reason: Residing in same household as Ron Weasley. Source ID 2349759, Case #123456.

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

**Programs**

Program	Case	Start	End	Created On	Modified On
SNAP	123456	3/19/2019	6/30/2020	8/31/2018	

- **End Date** – Will default to June 30<sup>th</sup> 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, Case # or Source ID of originating eligibility source.

**Extended Eligibility Tips:**

- Extended Eligibility only applies to SNAP, TANF & 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: 08/29/2019

End Date: 06/30/2020

Reason Code: SNAP

Reason: 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

Save Close

Reason Description

Manual Certification ✕

Start Date: 08/29/2019

End Date: 6/30/2020

Reason Code: Extended Eligibility (sibling) for SNAP ▼

Reason: Residing in same household as Ron Weasley. Source ID 2349759, Case #123456.

Save Close

- When finished entering the manual certification reasoning, 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						
	Program	Current Enrollment Certification	Original SY Certification	Certification Upgraded On	Current SY DC End	Original SY DC Processed On
✕	Manual	8/29/19	8/29/19		6/30/2020	10/25/2019
Start	End	Reason Code	Reason	By	On	
8/29/19	6/30/2020	SNAP-Extended Eligibility	sibling snap eligible, case 123456.	cp8829	10/25/2019	