


Uploading Private Non-OPI-Accredited School Students to Match Eligible Programs in DCA

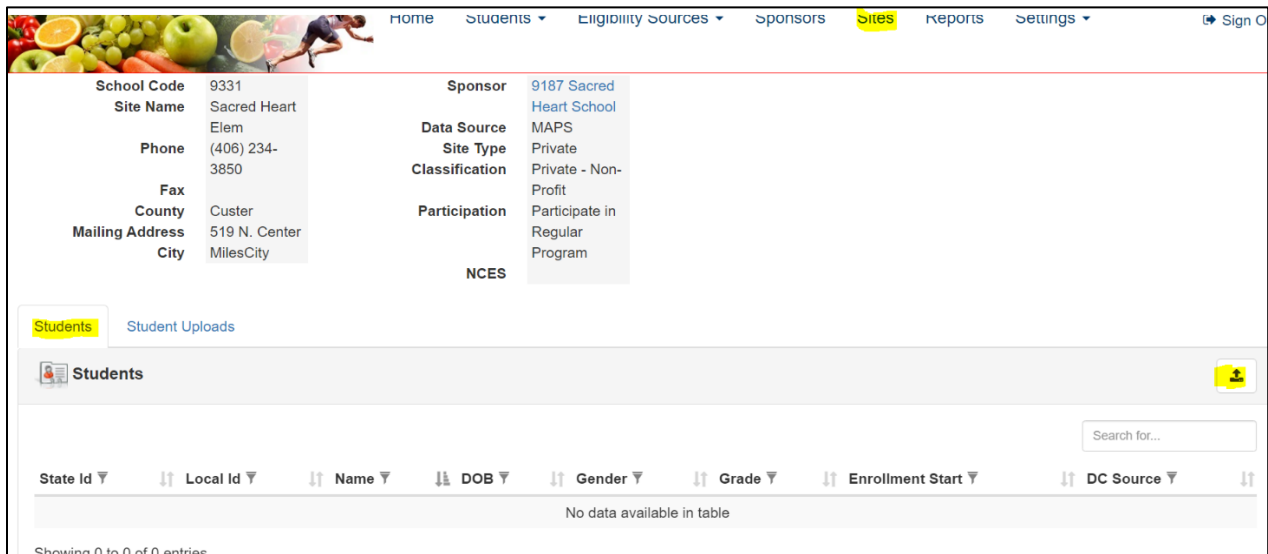
Private School student lists may be matched up to eligibility source programs in DCA.

This upload matches a list of private school students to referrals from SNAP, TANF, foster care, FDPIR and Medicaid programs and provides a report that lists any matches as well as the referral source.

- ✓ Upload student data to perform direct certification match.
 - There is a template to download for the upload. It is new as of February 2024. It includes parent contact and address information to use for Summer-EBT benefit issuance. You must use this version of the template.
 - Access the upload on your site page.

Steps:

1. Go to the 'Sites' Menu
2. Select the *name* of the private school site(s)
3. Click the upload button 



The screenshot shows the DCA system interface. At the top, there is a navigation bar with links for Home, Students, Eligibility Sources, Sponsors, Sites (highlighted), Reports, and Settings. Below the navigation bar, there is a detailed view of a school site. The site information is as follows:

School Code	9331	Sponsor	9187 Sacred Heart School
Site Name	Sacred Heart Elem	Data Source	MAPS
Phone	(406) 234-3850	Site Type	Private
Fax		Classification	Private - Non-Profit
County	Custer	Participation	Participate in Regular Program
Mailing Address	519 N. Center	NCES	
City	MilesCity		

Below the site information, there is a 'Students' tab and a 'Student Uploads' link. The 'Students' tab is active, and the page shows a table with columns for State Id, Local Id, Name, DOB, Gender, Grade, Enrollment Start, and DC Source. The table is currently empty, displaying 'No data available in table' and 'Showing 0 to 0 of 0 entries'.

4. Follow the steps/instructions on the page that appears.
 - Download the Private School Student import template. Populate the template with enrolled student data for this school site and save.
 - Remember where you saved it. 😊
 - Upload the saved populated student data by choosing the file location and click 'upload'.

5247 - St Jude Thaddeus School Upload Students

Upload Students

Step 1 Download a student import template

Download a copy of the Private School Student import template.

Step 2 Populate the template.

Populate the template with your enrolled student data for the school you selected.

Step 3 Upload the populated template.

Upload your populated template here:

Choose File No file chosen Upload

Upload Instructions

Important: The template columns must contain only the information asked for in the column heading. Each field must be exact: last name is only last name, first name is only first name, zip is only zip, etc. The file will not upload successfully if the data is incorrect.

Column A: Last name only. DO NOT enter full names like "Sally Smith" or "Smith, Sally". Just **sally**.

Column B: First name only. No last names included. Just **sally**.

Column C: Date of birth in MM/DD/YY format.

Column D: Gender as 'F' or 'M'.

Column E: Grade only. Valid entries: PK, K, 1, 2, ... etc.

Column F: Contact Name with only first and last name. Example: **sally sally**. Do NOT include "Parent/Guardian of...". This should be the actual guardian or parent's name.

Column G: Mailing address. (30 character limit)

Column H: Second line of mailing address. Optional! Do not include City, State, or Zip here. (30 character limit)

Column I: City name only. No abbreviations. Use full city name (e.g. **Winnipeg, not w123**).

Column J: State using the 2-letter code. **MT** for most entries.

Column K: Zip code only. No extra fields combined.

Note: Do not combine City, State, and Zip into one column. The data will not upload successfully.

student match import template...

File Home Insert Draw Page Layout Formulas Data Review View Help Acrobat

Clipboard Font Alignment Number Styles

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	A	B	C	D	E	F	G	H	I	J	K	L
1	Last Name	First Name	Birth Date	Gender	Grade	Contact Name	Address 1	Address 2	City	State	Zip	
2												
3												
4												
5												
6												

- Repeat this process for each separate private school site (repeat steps 1-4).
- The match process will run over night and may be retrieved the next day. However, you can view the status of your upload as soon as you complete the upload steps.
 - Select the 'Student Uploads' tab for the selected site.
 - The Type of file is listed, followed by Status, user that uploaded the file, date/time it was uploaded, a link to the file itself, and a row count. Row count should match the number of students you uploaded.
 - If it fails, you see Load failed. If you hover over the 'i' icon, you'll see the error message. You're likely using an incorrect template, or you are missing required data. You must correct your data and re-upload.
 - Once you have a successful load, the Student Uploads tab will display the status as 'waiting to match' until the process has completed the next day.



9366 - Trinity Lutheran School

School Code	9366	Sponsor	9245 Trinity Lutheran School
Site Name	Trinity Lutheran School	Data Source	MAPS
Phone	(406) 697-7181	Site Type	Private
Fax		Classification	Private - Non-Profit
County	Yellowstone	Participation	Participate in Regular Program
Mailing Address	2802 Belvedere Ave	NCES	
City	Billings		

Students **Student Uploads**

Student Uploads

Type	Status	Uploaded By	Uploaded On	File	Row count
Private School	waiting to match	dca9 - Test09, DCA (KLarsen2@mt.gov)	2/20/2024 5:27:24 PM	Private match Butte Trinity Lutheran.xlsx	1
Private School	waiting to match	dca9 - Test09, DCA (KLarsen2@mt.gov)	2/20/2024 5:24:10 PM	Private match Butte Trinity Lutheran.xlsx	1
Private School	waiting to match	cp3321 - Draur, Bitsey (BDraur@mt.gov)	2/15/2024 3:58:53 PM	student match import templatev2.xlsx	0
Private School	Load failed	cp3321 - Draur, Bitsey (BDraur@mt.gov)	2/15/2024 3:55:11 PM	DCAUploadedstudentmatchimportJan24.xlsx	0
Private School	Complete	cp3345 - Larsen, Kelley (klarsen2@mt.gov)	2/9/2024 11:21:37 AM	student match import templatev2(2)(1).xlsx	322

7. Return the following day to see the completed report.

- Select the 'Student Uploads' tab for the selected site.
- The Type of file is listed, followed by Status, user that uploaded the file, date/time it was uploaded, a link to the file itself, and a row count.
- Click on the "Complete" link to pull up the report. You'll see a report like the one below with student data in it.

9366 - Trinity Lutheran School Students uploaded by Grove, Thelma on 3/13/2025 6:26:25 PM

First	Last	Birth Date	Gender	Grade	DCA Source ID	DCA State ID	DCA Case Number	DCA Current DC Source	DCA Current DC Source Start	DCA Earliest SY Program	DCA Earliest SY Program Start	Contact Name	Address
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- DCA will provide any information it has on a student that you did not enter in the template.
- You provided First Name, Last Name, Birth Date, Gender, Grade, Contact Name, and Contact Address.
- The batch job looks for student matches and displays, if found:
 - DCA Source ID: This is the referral; ID associated with the current DC referral linked to this student. It could be SNAP, TANF, Medicaid, FDIPIR, or Foster Care.
 - DCA State ID: This is the ID assigned by the state's student information system if the student was previously at a state-accredited school. If it is blue, it is a link, and you can click on it to view the student detail record.
 - DCA Case Number: This is the case number associated with the current DC referral linked to this student. It could be SNAP, TANF, Medicaid, FDIPIR, or Foster Care.
 - DCA Current DC Source: This is the current source of direct certification for the student SNAP, TANF, Medicaid, FDIPIR, or Foster Care. There is a hierarchy for direct cert. SNAP trumps all, then TANF, FDIPIR, Foster Care, Medicaid

Free, Medicaid Reduced. For example, if a student is first certified for the school year as foster care and is linked to an active SNAP program, the current DC source is SNAP. It doesn't matter in what order the programs become active; the hierarchy automatically populates this report.

- DCA Current DC Source Start: This is the program start date of the current DC source.
- DCA Earliest SY Program: This is the program that first directly certified the student for this school year.
- DCA Earliest SY Program Start: This is the date the earliest program for the school year was active. For example, if the TANF program has been open since November of 2014 and never closed, the student would have a DC start date for the school year of the first day of school. If it started October 9th of the current school year, the direct certification for free meals for the year has a start date of October 9th. If a SNAP active program comes in from DPHHS, the start date for DC remains the same; the earliest SY source remains TANF, but the current source will be SNAP.