

NEBRASKA DEPARTMENT OF EDUCATION



Student Data and the School Lunch Program

Nutrition Services
2011 State Data Conference
APRIL 18-19, 2011

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Overview of Today's Presentation

- Single Student Look-up for Direct Certification
- Frequent Updates of Directly Certified Students
- Communicating Between Data Stewards and School Lunch Directors/Managers
- Confidentiality/Disclosure of Student Data

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Direct Certification in Nebraska

Direct Certification

- Free Meals without the Lunch Application
- Children receiving SNAP
- Families receiving TANF
- Students that are State Wards
(Foster Care children)

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Direct Certification in Nebraska

Schools notify NDE of student enrollment

- Nebraska Student / Staff Record System
(NSSRS)
- Comma Separated Values (CSV) files
- Single Student Interactive Look-up Screen
(SSILS)

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Direct Certification in Nebraska

Schools notify NDE of Student Enrollment

- "One for ALL" Family Qualification
 - Applies if one child qualifies based on SNAP or TANF benefits
 - All children in that Family economic unit are directly certified
 - Does not apply to Foster children
- Direct Certification with Medicaid
 - Fall 2012 USDA Demonstration Project

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Department of Health and Human Services Files (DHHS)

- SNAP** Supplemental Nutrition Assistance Program
- TANF** Temporary Assistance for Needy Families
- DHHS** **Nightly Updates** to Nutrition Services
- DCVMS** Direct Certification and Verification Matching System

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Direct Certification Student Lists

- Nebraska Student and Staff Record System (NSSRS) **Nightly Updates**
- Comma Separated Values file (CSV) (CSV) **Nightly Updates** of all received files
- Single Student Interactive Look-up Screen S-SILS (**Interactive Live 24/7 Updates**)
- Department of Health and Human Services DHHS Files contain SNAP and TANF beneficiaries **Nightly Updates**

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Notification of New Matches

- In the past, when you submitted a list you would know to look at the results after they were posted.
- Because the data is now updated nightly you would not know when there is a new match
- When a **new match** occurs in your school district, Nutrition Services will send the Claim Contact an EMAIL stating that there is New Match Data on the CNP website.

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Notification Email

NDE_NIS Direct Certification List Update

Dear **Name of Claim Contact**
Name of School District
28-0001

As the claim contact for your district, you will be receiving these update notices to your Direct Certification list. The following is important information you need to share with the person responsible for approving meal applications in your district.

Updated Information

28 student names were added on 4/19/2011 to your district's list of "Qualified Student List of Directly Certified as Free". The list is available on the CAP website at <http://cap.education.ne.gov> and clicking on NSLP / Certification / View Direct Certification.

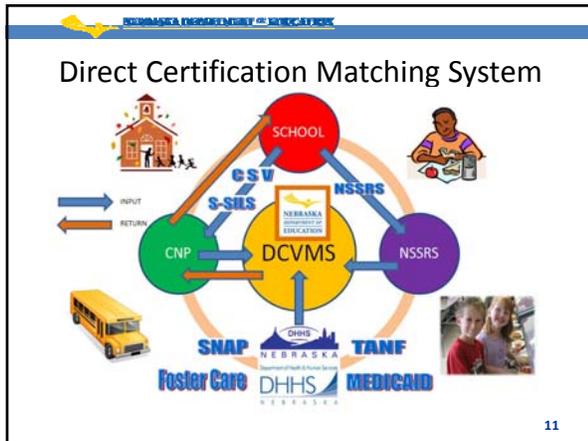
Eligibility for meal benefits begins the day the district reviews the list. You are required to notify the family in writing of the free meal benefit.

Updates are processed daily comparing the Department of Health and Human Services (DHHS) new SNAP/TANF/Foster Care files to your district's student list in the Nebraska Student and Staff Record System (NSSRS), or a Comma Separated Values File (CSV) uploaded to NDE or lookup entries by you into the Direct Certification Single Student Interactive Lookup Screen (SILS).

Thanks

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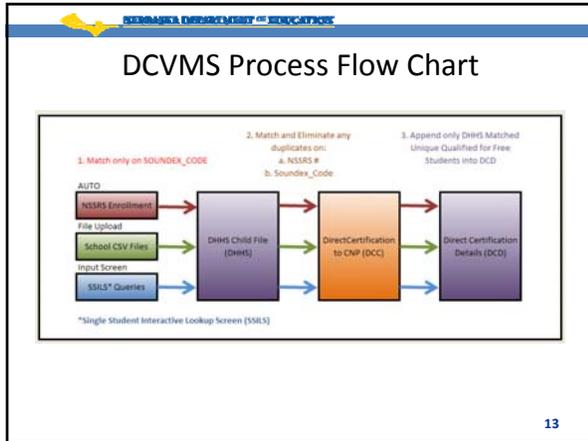
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Nebraska Student and Staff Record System (NSSRS)

- **Nightly Processing**
- NDE will use NSSRS enrollment data
- Data uploaded as students enter your school
- Match will be based on:
 - NSSRS Student ID (Previously Qualified Students)
 - Date of Birth
 - Gender or Sex
 - Last Name Soundex Code
 - First Name Soundex Code

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For More Information

The screenshot shows the website interface for the Nebraska Department of Education School Meal Program. The navigation menu includes: Applications, Inquiries, Claims, Verification, Health Inspection, Maintenance, Reviews, Reports, Certification. The main content area features a blog post titled 'Income Eligibility Guidelines Announced' dated 15 June 10, and another titled 'Direct Certification' dated 1 mar 2011. Under the 'Direct Certification' post, there is a list of steps: '1. View Direct Certification', '2. Upload Student File', and '3. Enter Individual Students'. A red arrow points to a link labeled 'For more information'.

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Download Template File

The screenshot shows the 'Nutrition Services Forms & Resource Center' website. It features a section for 'National School Lunch and Breakfast Programs' and 'Direct Certification'. A sub-section titled '2012 Direct Certification: National School Lunch Program' includes instructions for schools to upload student enrollment lists. A list of steps is provided:

- Download to your computer [Direct Certification Template File](#)
- After completion of your student list save the file under your 6-digit county district number followed by a letter representing the upload. "A" will be used for the first upload, "B" for the second upload etc. For example: 280001A, 280001B.
- [Instructions for preparing file for upload and timeline of direct certification lists](#)

 A red arrow points to the first step's link.

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Comma Separated Values File

- Fill in Excel spreadsheet columns A-G
- 6 Required fields for matching CSV files
 - (A) School Building Number
 - (B) Local Student ID Number - Optional Field**
 - (C) NSSRS NDE Student ID (Unique Identifier)
 - (D) Student's Last Name
 - (E) Student's First Name
 - (F) Student's Gender
 - (G) Student's Date of Birth (DOB)

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Column "A" – School_Building

	A	B	C
1	SCHOOL_BUILDING	LOCAL_STUDENT_ID	NDE_STUDENT_ID
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			

Column "A" is the REQUIRED School Building Number in your County-District-School Number: e.g. If your number was 28-0001-005 the School Building Number would be "005" Leading ZEROs can be dropped.

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Column "B" – Local_Student_ID

	A	B	C
1	SCHOOL_BUILDING	LOCAL_STUDENT_ID	NDE_STUDENT_ID
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			

Column "B" is OPTIONAL. It is your School's Local Student ID. This is just for your convenience to help you match the results with your own school's identification system.

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Column "E" – Student_First_Name

D	E	F	G
STUDENT_LAST_NAME	STUDENT_FIRST_NAME	STUDENT_GENDER	STUDENT_DATE_OF_BIRTH

REQUIRED: Enter the student's first name with no dashes, apostrophes, commas, periods, or generation indicators (e.g. Jr, Sr, or III, etc.). Multiple names may be separated with spaces only.

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Column "F" – Student_Gender (Sex)

D	E	F	G
STUDENT_LAST_NAME	STUDENT_FIRST_NAME	STUDENT_GENDER	STUDENT_DATE_OF_BIRTH

Enter the student's gender or sex as either "M" for Male or "F" for Female.

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Column "G" – Student_Date_of_Birth

D	E	F	G
STUDENT_LAST_NAME	STUDENT_FIRST_NAME	STUDENT_GENDER	STUDENT_DATE_OF_BIRTH

Enter the student's date of birth in VALID date format: MM/DD/YYYY.

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SAVE as "CSV" – Comma Separated File

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Inside the CSV file

School	NDE ID	Local ID	Lastname	Firstname	Sex	DOB
3700	101 9565336183	507992	Lockett	Lay'leah	F	8/14/2006
3701	101 9580481717	447817	Bland	Jamal	M	8/28/2001
3702	101 9646851134	467053	Adkisson	Anthony	M	11/23/2002
3703	101 9671369405	476315	Nagel	Micah	M	11/9/2003
3704	101 9707328142	466357	Black	Rodney	M	5/8/2002
3705	101 9706236824	456721	Powell	Ke'Vaun	M	3/13/2002
3706	101 9720039213	509700	Eby	Elizabeth	F	6/6/2006
3707	101 9722751085	473763	Jones	Silas	M	6/27/2004
3708	101 9724985806	449635	Scott	Devante	M	8/13/2004
3709	101 9726651522	445208	Johnson	Kayla	F	3/19/2001
3710	101 9730520577	464067	Stennis	Jayelen	M	3/12/2003
3711	101 9750679411	482106	Jenkins	Tylan	M	7/9/2005
3712	101 9762354648	454539	Moreland	LeOndra	F	11/3/2001
3713	101 9783806955	436139	Brown	Ida	F	5/12/2000
3714	101 9789551746	461502	Rios	Josiah	M	1/12/2004
3715	101 9803195727	442920	Aviles	Marc	M	6/20/2000
3716	101 9861089411	444454	Toney	Jhauynsha	F	1/10/2001
3717	101 9880549619	449901	Ingram	Devin	M	1/7/2000
3718	101 9908295284	467656	McCain	Jason	M	5/11/2003
3719	101 9931182962	478381	Francis	Tre'Von	M	2/11/2003
3720	101 9940384688	511497	Tut	Mat	M	5/24/2005
3721	101 9943014814	449256	Bogard	Jakeyia	F	6/29/2001
3722	101 9963179154	456737	Brizendine	Raheem	M	8/6/2002
3723	101 9981932612	465193	Duarte-Levering	Maxine	F	12/12/2002

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Save as CoDist Number and Upload Letter

A = 1st Upload
B = 2nd Upload
C = 3rd Upload
D = 4th Upload
E = 5th Upload
ETC.

County-District:##

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CNP - NSLP – School Meal Programs

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Direct Certification Information

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Upload CSV Files

Nutrition Services
Nebraska Department of Education
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P.O. Box 84887
Lincoln, NE 68539-4887

[Print This Page](#)

Upload New Student Information
District: Omaha Public Schools
Program Year 2012

County: 203 District: 0001

Choose a file to Upload:

You can upload a separate file for each school within your district or upload multiple schools in the same file.

The following is an example - you will use your own County/District information

File Name Format: County District
200001A.csv 203 0001

Upload Letter Indicator: A = 1st Upload, B = 2nd Upload, C = 3rd Upload, etc.

The file format for Direct Certification or Verification is a Comma Separated Value (CSV) file. For information click on <http://www.education.ne.gov/ISD/forms/ISD/forms/DirectCert.htm>

Note: Uploading could take several seconds or even minutes depending on volume of data.

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S-SILS Uses Additional Identifiers

Required Fields

Enter Required Student Information

School Building Number: NDE Student ID (NDE ID):

Date of Birth:

First Name: Last Name: Gender:

Additional Optional Identifiers

Student DHS Case #: Local Student ID:

Student Other Name(s):

Student Address: Mail Address: City: State: Zip Code:

Primary Caregiver (PC): First Name: Last Name:

PC Other Name(s):

Secondary Caregiver (SC): First Name: Last Name:

SC Other Name(s):

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Single Student Look-Up System

Single Student Interactive Lookup Screen (SMS)

STUDENT - PRIMARY (REQUIRED)		
SCHOOL BUILDING NUMBER	STUDENT_NDE_ID (NDE Student ID)	
STUDENT_LAST_NAME	STUDENT_FIRST_NAME	
STUDENT_GENDER (LX)	STUDENT_DATE_OF_BIRTH	
STUDENT - SECONDARY (OPTIONAL)		
STUDENT_LOCAL_ID	STUDENT_DHS_CASE#	
STUDENT_OTHER_NAME_1	STUDENT_OTHER_NAME_2	
STUDENT_OTHER_NAME_3		
STUDENT LOCATION (OPTIONAL)		
STUDENT_ADDRESS_1	STUDENT_CITY_1	STUDENT_ZIP_1
STUDENT_ADDRESS_2	STUDENT_CITY_2	STUDENT_ZIP_2
STUDENT_ADDRESS_3	STUDENT_CITY_3	STUDENT_ZIP_3
CAREGIVERS (OPTIONAL)		
CAREGIVER_PRIMARY (1)	CAREGIVER_SECONDARY (2)	
CAREGIVER_1_LASTNAME	CAREGIVER_2_LASTNAME	
CAREGIVER_1_FIRSTNAME	CAREGIVER_2_FIRSTNAME	
CAREGIVER_1_OTHERNAME_1	CAREGIVER_2_OTHERNAME_1	
CAREGIVER_1_OTHERNAME_2	CAREGIVER_2_OTHERNAME_2	
CAREGIVER_1_OTHERNAME_3	CAREGIVER_2_OTHERNAME_3	

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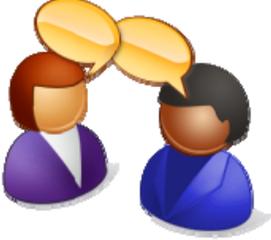


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Communication

Communicating Between Data Stewards and School Lunch Directors/Managers



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Who Needs to Be In the Know?

- Claim Contact
- Food Service Director/Manager
- “Keeper” of the F/R meal benefit records/documentation
- Family of the directly certified student(s) need to know

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Confidentiality

Disclosure of Student Data



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Current Resources: Use the USDA materials

Eligibility Manual for School Meals
January 2008 edition at:
[www.fns.usda.gov/cnd/governance/notices/iegs/
EligibilityManual.pdf](http://www.fns.usda.gov/cnd/governance/notices/iegs/EligibilityManual.pdf)

Check for additional USDA Guidance Memos at:
www.fns.usda.gov/cnd/governance/policy.htm

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Eligibility Status is Confidential

The eligibility status of children (free/reduced price/paid) has long been closely guarded confidential information.

The NSLA establishes a fine of not more than \$1,000 or imprisonment of not more than one year, or both, for publishing, divulging, disclosing, or making known in any manner or extent not authorized by federal law, any eligibility information.

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Example: Shared Custody or Non-Custodial Parent

Q Can a shared custody or non-custodial parent obtain information provided by the custodial parent on his/her application for CNP benefits?

A No. The applicant's consent is required before school officials can disclose that an application is on file or release the household's eligibility information to anyone outside the household for non-program purposes.

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Example: Disclosure for a Civic Case

***Q** May a school secretary who has access to the reduced price and free eligibility information provide eligibility information or request confidentiality waivers from parents for a community wide "Adopt a Child" holiday gift exchange?*

A No. The school secretary has access to the reduced price and free data only because of the "need to know" for use in meal accountability. The waiver should be requested at the time of the initial application for benefits.

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Request for Waiver

Parents/guardians must consent to waive their confidentiality **prior** to disclosure and they should be given a reasonable amount of time to respond to the request.

The request for waiver of confidentiality **must** inform the parents/guardians that:

- They are not required to consent to the disclosure.
- The information will be used **ONLY** for the purpose for which it is requested.
- Their decision will not affect their children's eligibility for reduced price or free CNP benefits.

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Direct Certification – 2012 SY
Student Data and the School Lunch Program

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