

Direct Certification Upload Process for Private Schools



Connecticut State Department of Education
Bureau of Health/Nutrition, Family Services and Adult Education
450 Columbus Boulevard, Suite 504
Hartford, CT 06103-1841

Revised September 2019

Direct Certification Upload Process for Private Schools

Connecticut State Department of Education • Revised September 2019

<https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/DirectCert/DCManualPrivate.pdf>



For more information, see the Connecticut State Department of Education's (CSDE) [Direct Certification](#) webpage or contact the [school nutrition programs staff](#) in the CSDE's Bureau of Health/Nutrition, Family Services and Adult Education, 450 Columbus Boulevard, Suite 504, Hartford, CT 06103-1841.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [How to File a 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.

This institution is an equal opportunity provider.

The Connecticut State Department of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Connecticut Department of Education does not discriminate in any employment practice, education program, or educational activity on the basis of age, ancestry, color, criminal record (in state employment and licensing), gender identity or expression, genetic information, intellectual disability, learning disability, marital status, mental disability (past or present), national origin, physical disability (including blindness), race, religious creed, retaliation for previously opposed discrimination or coercion, sex (pregnancy or sexual harassment), sexual orientation, veteran status or workplace hazards to reproductive systems, unless there is a bona fide occupational qualification excluding persons in any of the aforementioned protected classes.

Inquiries regarding the Connecticut State Department of Education's nondiscrimination policies should be directed to: Levy Gillespie, Equal Employment Opportunity Director/Americans with Disabilities Coordinator (ADA), Connecticut State Department of Education, 450 Columbus Boulevard, Suite 607, Hartford, CT 06103, 860-807-2071, levy.gillespie@ct.gov.

Contents

CSDE Contact Information	ii
1 – Upload Steps	1
2 – Resources	9

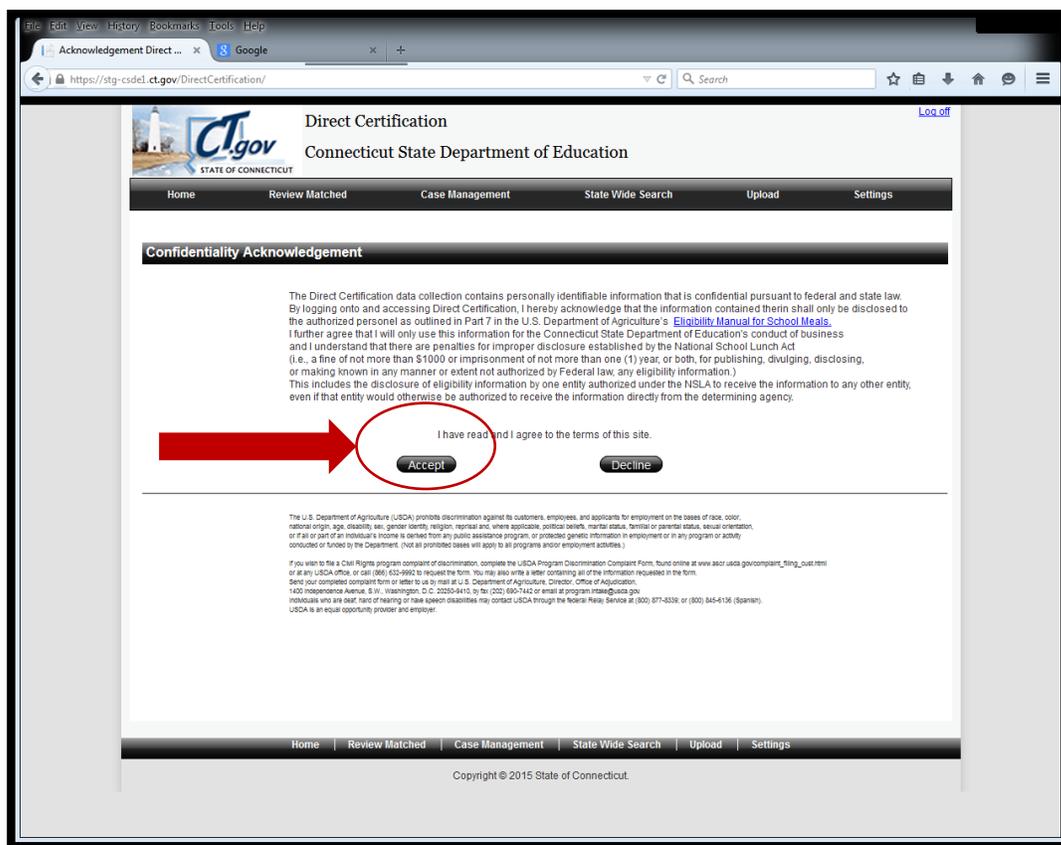
CSDE Contact Information

School Nutrition Programs Staff	
County	Consultant
Fairfield County (includes Region 9) Litchfield County (includes Regions 1, 6, 7, 12, and 14)	Fionnuala Brown fionnuala.brown@ct.gov • 860-807-2129
Hartford County (includes Region 10) Middlesex County (includes Regions 4, 13, and 17)	Teri Dandeneau teri.dandeneau@ct.gov • 860-807-2079
New Haven County (includes Regions 5, 15, and 16)	Jackie Schipke jackie.schipke@ct.gov • 860-807-2123
New London County Tolland County (includes Regions 8 and 19) Windham County (includes Region 11)	Susan Alston susan.alston@ct.gov • 860-807-2081
Other Nutrition Programs Staff	
Food Distribution Program (USDA Foods)	Allison Calhoun-White allison.calhoun-white@ct.gov • 860-807-2008 Monica Pacheco monica.pacheco@ct.gov • 860-807-2086
Seamless Summer Option (SSO) of the NSLP Summer Food Service Program (SFSP)	Caroline Cooke caroline.cooke@ct.gov • 860-807-2144
Child Nutrition Programs websites Healthy Food Certification (HFC) Nutrition education Special Diets	Susan Fiore susan.fiore@ct.gov • 860-807-2075
Community Eligibility Provision (CEP) School Wellness Policies	Donna Heins donna.heins@ct.gov • 860-807-2082
Special Milk Program (SMP) Summer Food Service Program (SFSP)	Terese Maineri terese.maineri@ct.gov • 860-807-2145
Fresh Fruit and Vegetable Program Food service management companies	Andy Paul andrew.paul@ct.gov • 860-807-2048
Claims processing Equipment grants	Marita Preston marita.preston@ct.gov • 860-807-2055
For a complete listing of Child Nutrition Programs staff, see <i>Child Nutrition Staff and Responsibilities</i> .	
<div style="display: flex; justify-content: space-between; align-items: center;">  <div style="text-align: center;"> <p>Connecticut State Department of Education Bureau of Health/Nutrition, Family Services and Adult Education Child Nutrition Programs 450 Columbus Boulevard, Suite 504 Hartford, CT 06103-1841</p> </div> </div>	

1 — Upload Steps

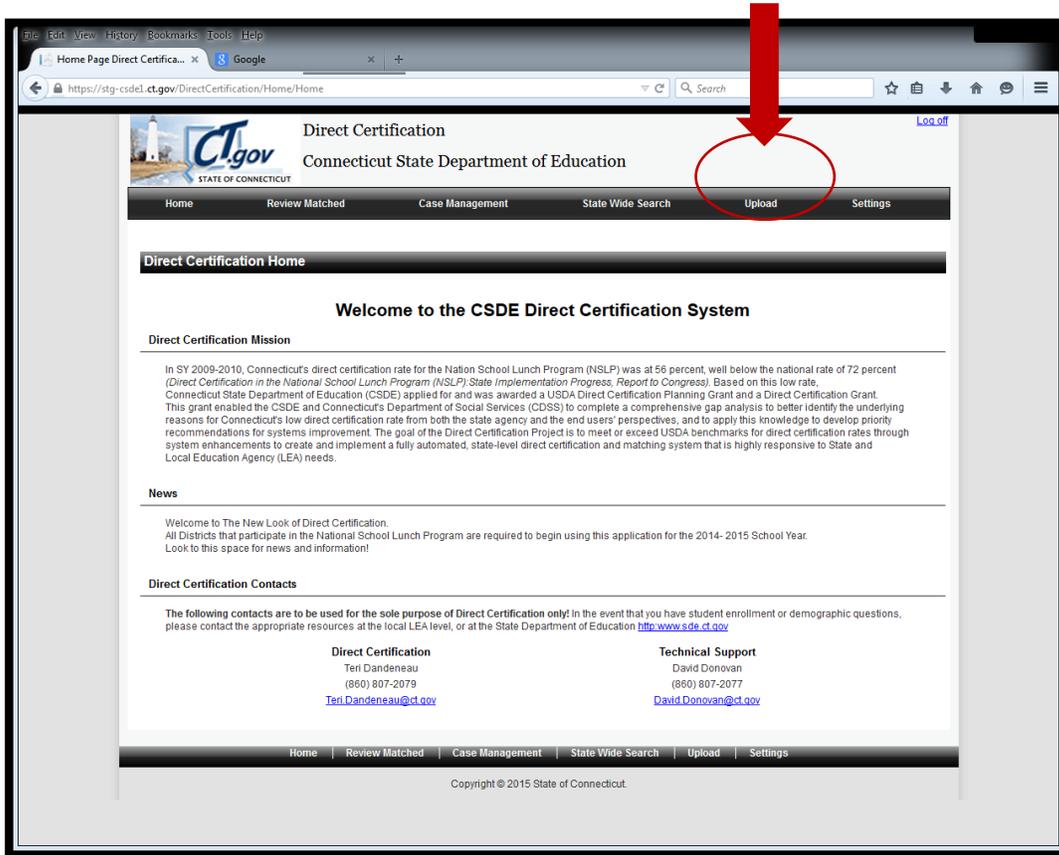
This guide outlines the steps for the direct certification upload process for private schools. For questions regarding this process, please contact the school's assigned school nutrition consultant. For more information, see "[CSDE Contact Information](#)."

1. The **direct certification contact** enters the [Direct Certification Web Application](#) site by logging in with the assigned **User ID** and **password**. The first page to display will be the *Confidentiality Acknowledgement* page as shown below.
2. The user enables the application after accepting the confidentiality terms pressing the **Accept** button.

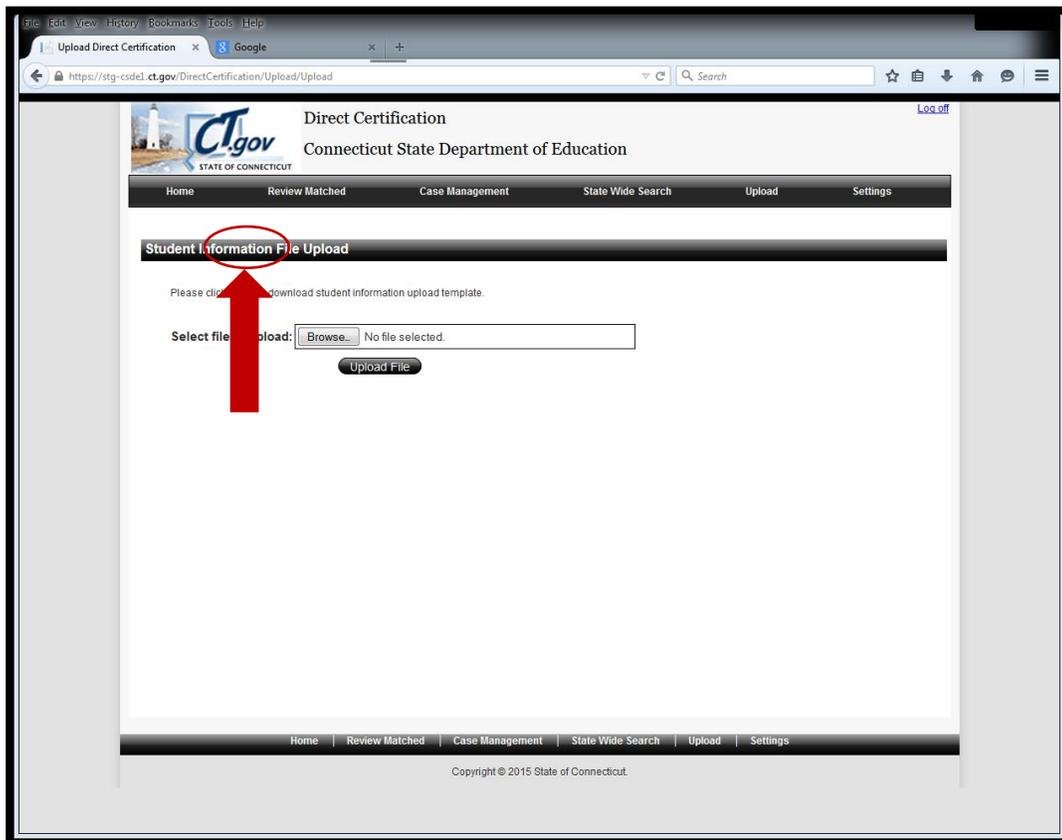


1 | Upload Steps

3. Select **Upload** on the tab bar on the top of the page to begin the process of uploading the school's student enrollment information.

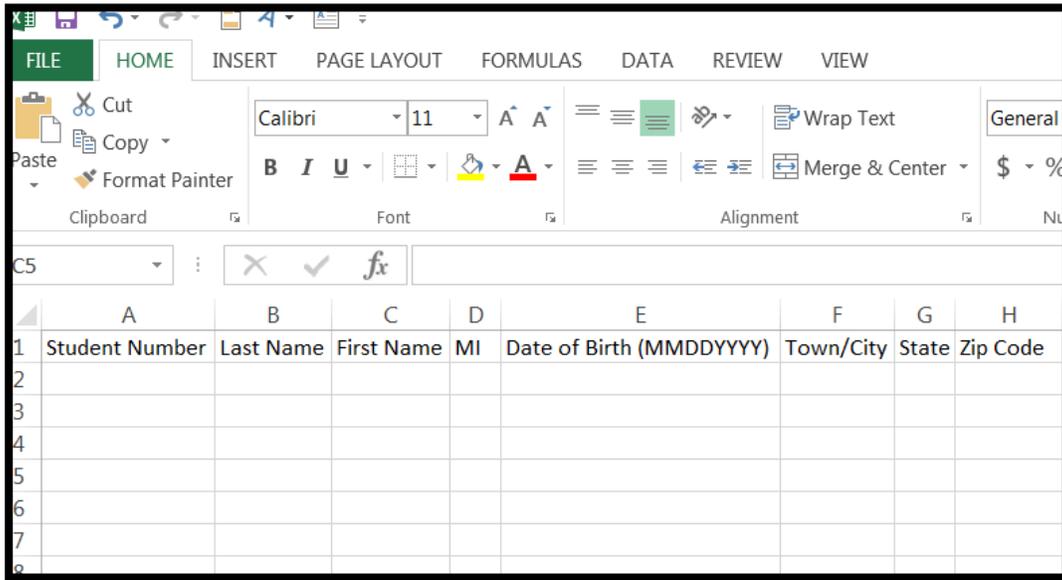


- The **Student Information File Upload** page displays. Click on **“here”** to download the *Private School Enrollment Template*. This template must be used to upload the school’s enrollment data to be matched against the Department of Social Services (DSS) client list to determine if the student is automatically eligible for free meal/milk benefits.
 - **Important:** Data must be saved in a CSV (Comma Separated Variable) format, with the extension **.csv**. This is the only file layout that works with the matching process.



1 | Upload Steps

5. The template appears. For ease of use, the template will look like an Excel spreadsheet:

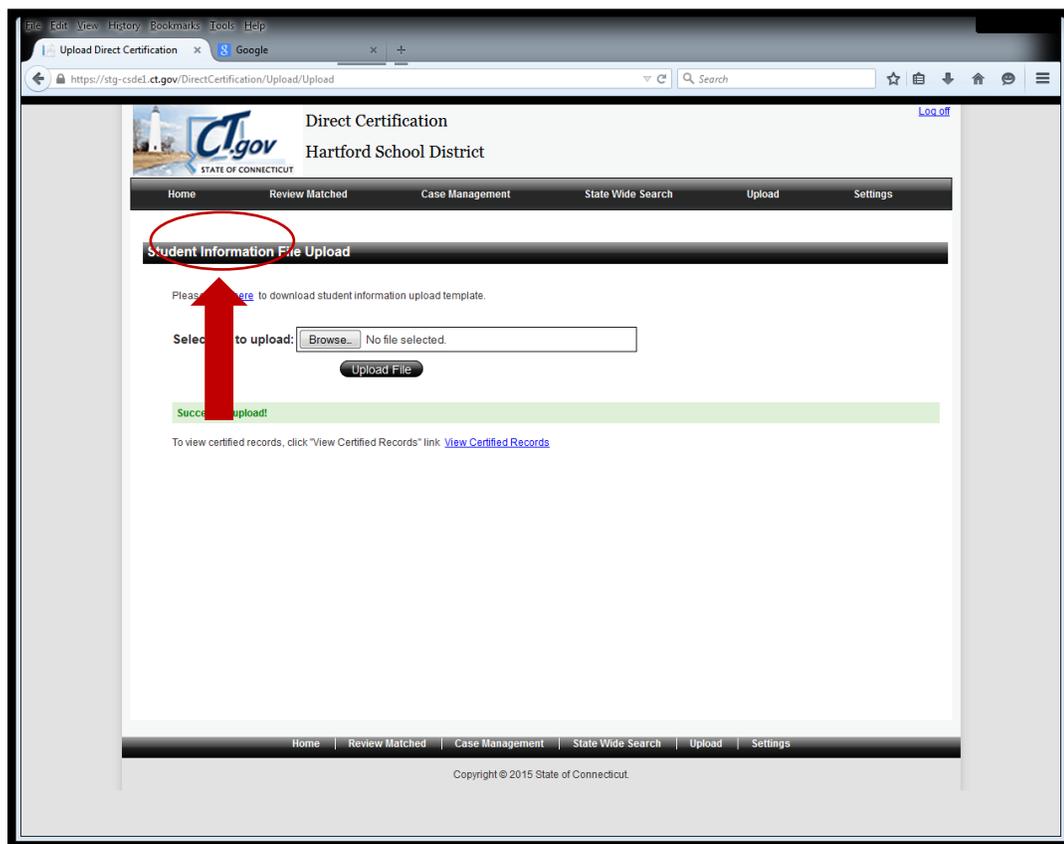


- ▶ Certain fields are required, while others are optional. For example, a student identifying number must be assigned to each student and must be unique to each student enrolled in the school. If the students do not have a number, a sequential number can be assigned for each student (e.g., 12345, or 02468). The required fields outlined below:

Field	Required
Student Number	Yes
Last Name	Yes
First Name	Yes
Middle Initial	No (Optional)
Date of Birth	Yes
Town/City	No (Optional)
State	No (Optional)
Zip Code	No (Optional)

- ▶ **Additional Requirements**
 - **Student number** allows for up to a maximum of 10 characters.
 - Full **student names** must be entered into the spreadsheet. Do not use nicknames or shorter versions of names.

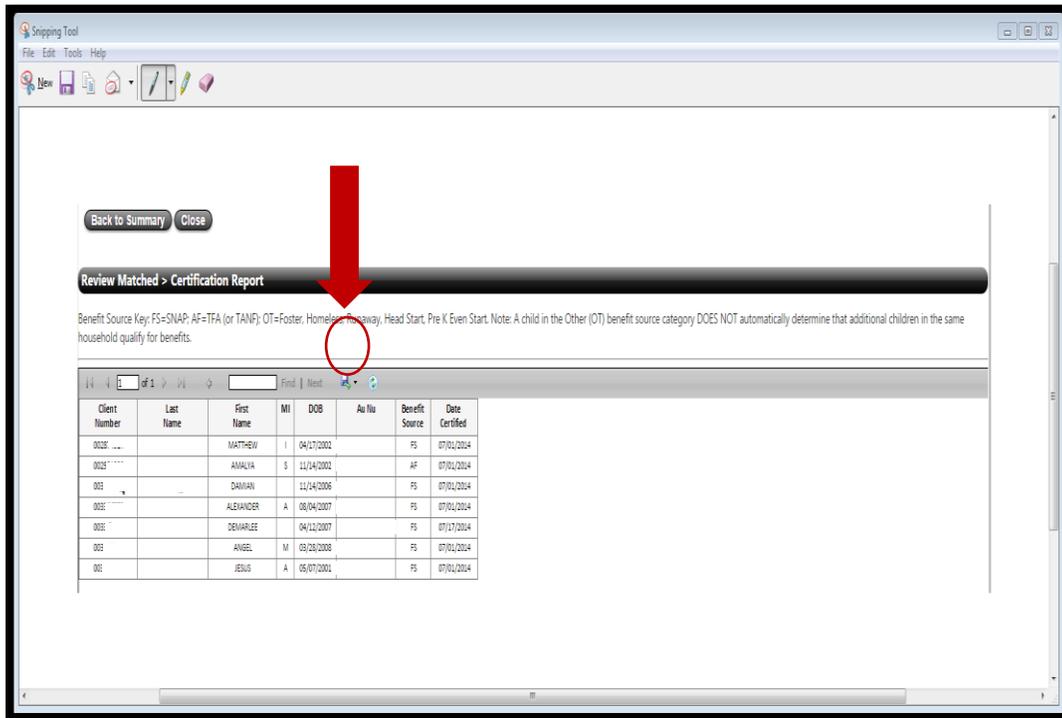
- **Date of birth** must be in the **MMDDYYYY** format (e.g., 02042008). Note that the leading zero will not appear when entering the date. For example, 02152004 will appear as 2152004. Do not use dashes, hyphens, or slashes between the numbers.
 - When the data is completely entered into the file, the file **MUST be saved as a CSV file**, with the extension of **.csv**. The template will default to this extension. In addition, the Upload template appears as an Excel Program Spreadsheet for Schools to enter enrollment data. However, when saved as a CSV file, an information message may appear indicating that some Excel functions may be lost. Press the “Save” button since the Excel function is not used in the CSV file.
6. After completing and saving the file, the user can upload the file. The user has the option of **entering the name** of the saved file or pressing the **Browse** button to search the directories for the location of the saved file. After the file is selected, press the **Upload File** button. The match process will begin.
- ▶ If there are **errors** in the file, a message will display with the line number and error description. The Upload File process will begin again once the errors are corrected.
 - ▶ Once completed, the user will receive a **“Successful upload”** message on the screen as shown below.



1 | Upload Steps

7. After the match process is successful, the **matched report** will display on the screen. To download the report, select the **small blue data disk button** on the report header. Multiple options will be available to save the report, e.g., Excel, CSV, XML, and Word.

- **Important:** The CSDE does **not** store private school data. Private schools are responsible for saving this data for future reporting requirements and audit purposes.



Important Points to Remember

- The user must use the **.csv template** when uploading files.
- The user can repeat the upload process multiple times.
- The user must **save** the file in the format of their choice in order to keep the results. The CSDE does not save the matched data for private schools.
- To validate an individual student, the CSDE recommends using the **State Wide Search** function. If a match is found, save a copy of the screen as evidence for future reporting/auditing.
- If the user has a student that **did not match** on the report and the school believes the student should have matched, the direct certification contact person should use the **State Wide Search**. This allows for partial name searches. It is possible that the DSS client list and the school enrollment name and/or date of birth can be recorded differently for a student.
- Refer to the USDA *Eligibility Manual for School Meals* for questions regarding direct certification and eligibility.

2 — Resources

Direct Certification for School Nutrition Programs (CSDE webpage):

<https://portal.ct.gov/SDE/Nutrition/Direct-Certification>

Eligibility Manual for School Meals (USDA):

<https://portal.ct.gov/->

[/media/SDE/Nutrition/NSLP/Forms/FreeRed/USDA_eligibility_manual.pdf](https://portal.ct.gov/-/media/SDE/Nutrition/NSLP/Forms/FreeRed/USDA_eligibility_manual.pdf)



CONNECTICUT STATE
DEPARTMENT OF EDUCATION