**2017-2018 DIRECT CERTIFICATION AGREEMENT**

**Colorado Department of Education**

**Office of School Nutrition**

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| **District/Agency\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Sponsor ID \_\_\_\_/\_\_\_\_/\_\_\_\_/\_\_\_\_** |

Direct Certification users employed by the above named district/agency agree to comply with the following Direct Certification procedures (each user, please initial each statement):

\_\_\_ \_\_\_ I understand that I may not share my password with anyone, at any time, for any reason. I will not allow

anyone to access the system with my password; nor will I share the match report with un-authorized parties.

\_\_\_ \_\_\_ I have completed the Direct Certification training in the past, or am planning on attending training.

\_\_\_ \_\_\_ Files must be uploaded to the Direct Cert system at least four times per year:

* At the beginning of the school year
* In October
* Between mid-November and mid-December
* Between mid-February and mid-March

For each of the above, the OSN will email the exact dates for each upload, and the upload must occur during those specified timeframes.

\_\_\_ \_\_\_ The names of all newly enrolled children and all children not directly certified for free meals must be submitted for Direct Certification for each upload. Newly enrolled children must be provided with application materials in order to alleviate a delay in receipt of free meals or free milk if Direct Certification for these children cannot be completed promptly upon enrollment.

\_\_\_ \_\_\_ Upon obtaining the Direct Certification List, the SFA must update student records promptly so that they show an eligibility of Free-Direct Certification. If current software systems do not make this distinction, the SFA must use an alternate way of being able to easily identify those students directly certified, for purposes of reporting and reviews.

\_\_\_ \_\_\_ All names on the Possible Matches List must be reviewed. Students on the Additional Possible Matches List must be checked against school records to determine if the names on the Possible Matches List are indeed the same students enrolled in the district. Using best judgment, the SFA determines free eligibility for those students.

\_\_\_ \_\_\_ Direct Certification takes precedence over applications; therefore, if students are on Direct Certification and on free applications, the Direct Certification status must be used. Further, to the best of their ability, SFA staff must seek to approve children through Direct Certification before processing applications, to ease the burden on households and on SFA staff processing applications.

\_\_\_ \_\_\_ Eligibility must be extended by the SFA to students in the same household as students who appear on the Direct Certification Match List. The SFA may use applications, school district records, or assurances by the parent/guardian as references to identify students for this extended eligibility. Documentation must be kept certifying that extended eligible students are members of the same household as those students certified as receiving SNAP benefits, and the SFA official must also date and initial the extension of eligibility.

\_\_\_ \_\_\_ Documentation must be kept on file (state statute requires 5 years or until audited) for those children certified as eligible by Direct Certification. This includes a copy of the Direct Certification match list, the signature of the certifying official, and the date.

\_\_\_ \_\_\_ A written notice must be sent to each household certified as eligible through Direct Certification advising:

* The child is eligible for free benefits
* No further application is necessary
* An explanation of extended eligibility and how to notify the SFA of any additional children in the household
* How to notify the SFA if it does not want free benefits for directly certified children

Letters/notices and applications for free and reduced price meals must be distributed to all other households, using an approved method to prevent overt identification and ensure that no child is inadvertently excluded from participation.

\_\_\_ \_\_\_ There should be no lapse in services when directly certified students transfer to a new SFA, as the new SFA may accept the eligibility determination from the previous SFA.

\_\_\_ \_\_\_ Direct Certification users must maintain a high level of security and confidentiality concerning the documentation of children certified as eligible by Direct Certification and any specific identifying information about the child.

\_\_\_ \_\_\_ Direct Certification users will never send match lists, formatted files or any other student information via email, fax or scan. Documentation will always be sent via a secure file sharing server.

*By signing below I agree that the above requirements are being followed, and I confirm that I am in fact a Direct Certification user approved by CDE who will be completing the 2017-2018 Direct Certification process.*

User #1

Print Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

User #2 (If applicable)

Print Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Submit to the Colorado Department of Education, Office of School Nutrition, via fax (303-866-6133) or email ([burnham\_r@cde.state.co.us](mailto:burnham_r@cde.state.co.us)). Forms must be initialed and signed, or they cannot be accepted.

**Direct Cert Back-up**

(Applies only to SFAs without a second Direct Cert user; must be completed if there is no User 2 above)

Please indicate the name and contact information of another staff person in your district who would be able to fill in for you for Direct Cert in case of an emergency and/or whom we could contact if we are unable to reach the Direct Cert user.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By signing below, I acknowledge that I will be serving as a back-up to the Direct Cert user in our SFA. In case of emergency, if the Direct Cert user is unable to complete the required Direct Cert uploads, I will complete the online training (including the quiz at the end), initial and sign the annual agreement, gain access to the system, and complete the process for the Direct Cert user. I also understand that at this time, I am not an actual Direct Cert user, and so I may not use the Direct Cert user’s password, access the system, or view the match report.

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_