

DIRECT CERTIFICATION PROCESS

1. Place all needed information in an excel spreadsheet (ex. attached).
2. Save file to your computer as a .CSV (MS-DOS) document.
3. Go to Direct Certification Link on Business Maintenance Page.
4. Select the Browse button and find saved file.
5. Select saved file.
6. Select Process file. Facility will receive a message stating file was successfully uploaded.
7. Upon return of file, select download button next to file to open.
8. Match status will appear to the right of the student's information.
 - Direct Match indicates student is a SNAP recipient
 - Probable Match indicates LEA **must** contact local DHS SNAP office to verify whether or not student is a SNAP recipient. Note status and date of determination in Direct Certification record.

Direct Certification **must** be conducted at least four times per school year. Refer to NSLP calendar for dates.

StudentID DOB LastName FirstName MiddleName StreetAddress City State ZIP ParentFirstName ParentLastName ParentMiddleName DOB

These are the headers that will go in the individual cells of your excel spreadsheet. You must use the headers exactly as they are listed above. You cannot put them in a different order, add to them or remove anything. There is one header per cell. When entering the information, you must enter only the information for that cell. The information cannot be entered in a continuous stream, ex. Brown Stanley Edward cannot be entered as BrownStanleyEdward. If you need assistance, please contact Linda Pippins @ 501-320-8971, Jamie Newton @ 501-320-6413 or Shelia Bailey @ 501-320-8972.

Example of what it should look like after you have input all required information, uploaded and received results:

StudentID	DOB	LastName	FirstName	MiddleName	StreetAddress	City	State	ZIP	ParentFirstName	ParentLastName	ParentMiddleName	DOB	
0001	01/01/1999	Brown	Mary	Lou	133 Orange St	Red	AR	12345	Misty	Brown	Jo	01/01/1911	Exact Match
0002	02/03/2000	Smith	Tyler		562 Bowie Ln	Star	AR	96745	Tyler	Smith	Terell	12/04/1932	No Match

The exact match result indicates that Mary Lou Brown lives in a household that receives SNAP benefits, therefore is a directly certified student eligible for free lunch. Tyler Smith is not a match, therefore should have eligibility determined by the household income indicated on his free/reduced price application unless he is eligible by other means of determination. Please refer to the “Eligibility Manual August 2013” which is located in the resource library under NSLP Forms.