

Kentucky Department of Education
Division of School and Community Nutrition

Direct Certification Web Download Tool User Reference

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Version History

Author	Description	Date
Brad Blunt	Original	6/30/2011
Brad Blunt	Added information on Infinite Campus template	7/5/2011

Adobe Acrobat

This document is best read in Adobe Acrobat version 8 or higher.

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Overview

The SCN direct certification Web download tool provides access to NSLP sponsors for the purpose of downloading the direct certification file through a secure Web portal. NSLP sponsors will use the direct certification to determine which students are eligible for free meal eligibility. The direct certification file will be updated on a monthly basis. The tool is available to private, parochial and public schools. Access to the tool will be granted through SCN's schools branch.

User ID Registration

All users must complete the user self-registration form for access to the tool. Only the Food Service Director and their appointed designee may have access to the system. The additional designated user users must be reviewed, approved and submitted by the Food Service Director before access will be granted. The direct certification contains sensitive and confidential information and thus SCN will limit access.

The user registration form is attached or may be obtained by contacting SCN's Cindy McIntosh (lucinda.mcintosh@education.ky.gov).

Note: Users who leave their position within food service should notify SCN, who will remove their user ID from the system.

Data Access

Users have been assigned county level direct certification data based on their district/diocese county location. Some districts have attendance areas that stretch across county lines. Additional counties will be granted based on a review by SCN. Districts may request access to additional counties through an email to Cindy McIntosh. The request should include justification for the additional counties. SCN will review and grant approval based on a valid, demonstrated need.

Data Confidentiality

The direct certification data, as it contains sensitive and confidential information, should be stored in a secure location on your network. Keep all hard copies of any printouts in a locked storage area.

Security

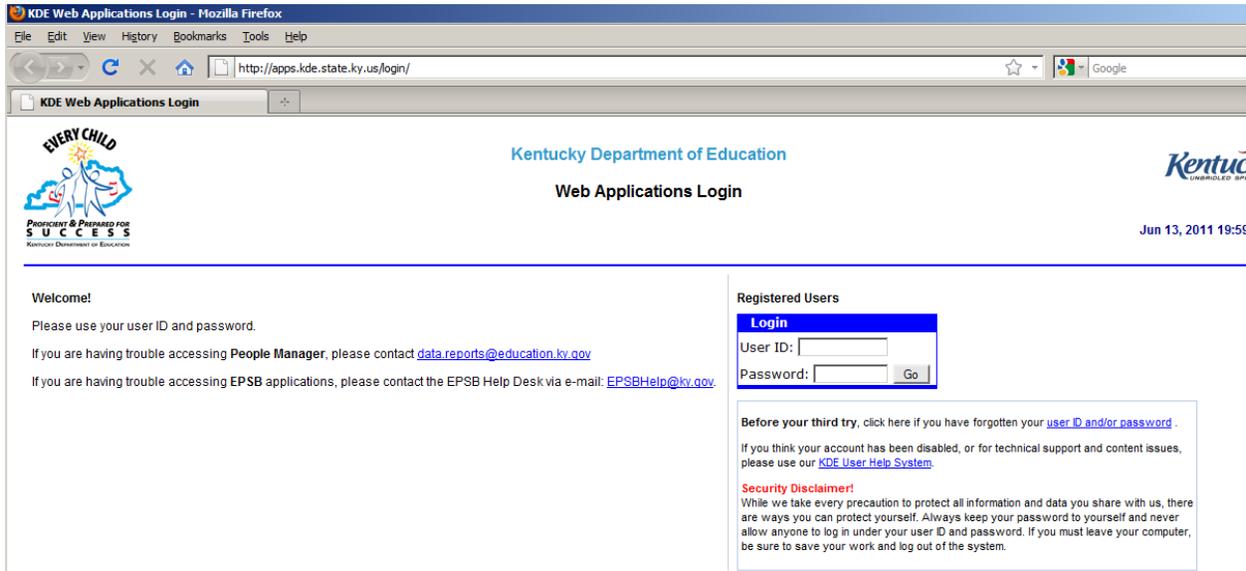
User IDs and passwords should not be shared with other users. The passwords have no expiration date attached to them. Forgotten or misplaced user IDs or passwords can be retrieved by following the help process on the user registration site (<http://apps.kde.state.ky.us/login/>) or by contacting the KETS Service Desk.

Navigation

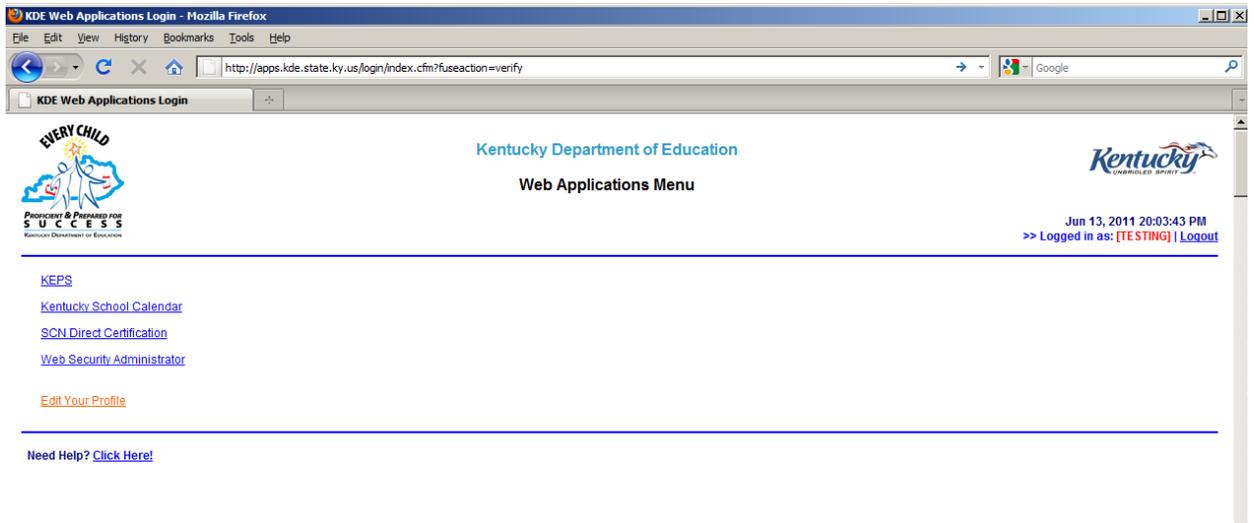
The user should have followed the self-registration process to obtain a user ID and password. An email from SCN will confirm that the user has been set up in the tool.

Direct Certification Steps

1. Navigate to the SCN Direct Certification Web Download tool: <http://apps.kde.state.ky.us/login/>



2. Enter in your user ID and password.
3. Click on the “SCN Direct Certification” link.



4. The download screen shall appear. A description of the key information follows:

County information contained in download file

Most current file update

User name

- Logged in as** – your current username
- Logout** – to log out of the system
- File are up to date as of** – date the files were last updated.
- Current Files** – the current month’s KTAP and SNAP recipients for your assigned counties
- History Files** – all KTAP and SNAP recipients from your assigned counties from July 1st to the current month.
- Cnty_Name** – the assigned counties for your user ID
- Current File** - the hyperlink to download the current direct certification file in .csv format.
- History File** – the hyperlink to download the historical direct certification file in .csv format.
- Contact Us/Help** – access for assistance from the KETS Service Desk

5. Users will click on the “Current File” link and then click “Open”:

File Download

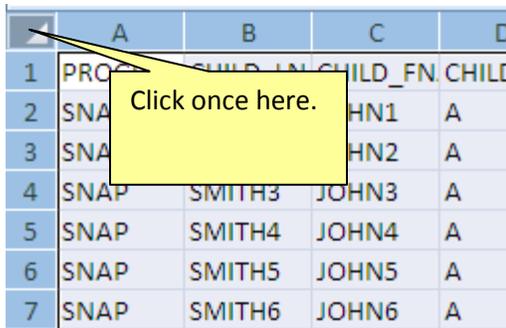
Do you want to open or save this file?

Name: SCNDC_CURRENT_2011_JUN_TESTING.csv
 Type: Microsoft Office Excel Comma Separated Values Fil...
 From: appt1.education.ky.gov

Open Save Cancel

6. The file will automatically open in Excel. Automatically size the columns by..

a. Clicking on the upper left hand portion of the worksheet area.



	A	B	C	D	
1	PRO	CHILD	LN	CHILD_FN	CHIL
2	SNAP			HN1	A
3	SNAP			HN2	A
4	SNAP	SMITH3	JOHN3		A
5	SNAP	SMITH4	JOHN4		A
6	SNAP	SMITH5	JOHN5		A
7	SNAP	SMITH6	JOHN6		A

b. Place your cursor until it appears as a double arrow then double-click.



7. The data has been placed in a logical order. The definitions of the fields follow in the appendix. Following below are comments on the file layout:

- The county name appears in the final column. You should verify this contains the counties you are interested in.
- The guardian SSN contains only the last 4 digits to protect privacy.
- The Zip + 4 and the guardian SSN will omit any leading zeroes from displaying, which is an Excel issue. However, the data does appear in the file itself.

8. Save the file format in the original .csv type. When Excel prompts you to save the file in a .csv format, select 'Yes'.



9. Return to the tool. Click on "Logout" to exit the system.



Importing the Direct Certification File

School districts can import the file using either their POS system or Infinite Campus. It is their choice on which system best suits their needs. **Note:** All of the necessary software to import the direct certification file into Infinite Campus is available to districts at no charge.

Regardless of which system is chosen, the POS system and Infinite Campus should be kept in synch with each other. The FRAM WebEx presentation provides detailed instructions on how to accomplish that.

Direct Certification Template

Infinite Campus plans to place a direct certification mapping template on all district sites the week of July 11, 2011. The template will be named "SCN Direct Certification Import" and will have all the settings established for steps 5 & 7 below.

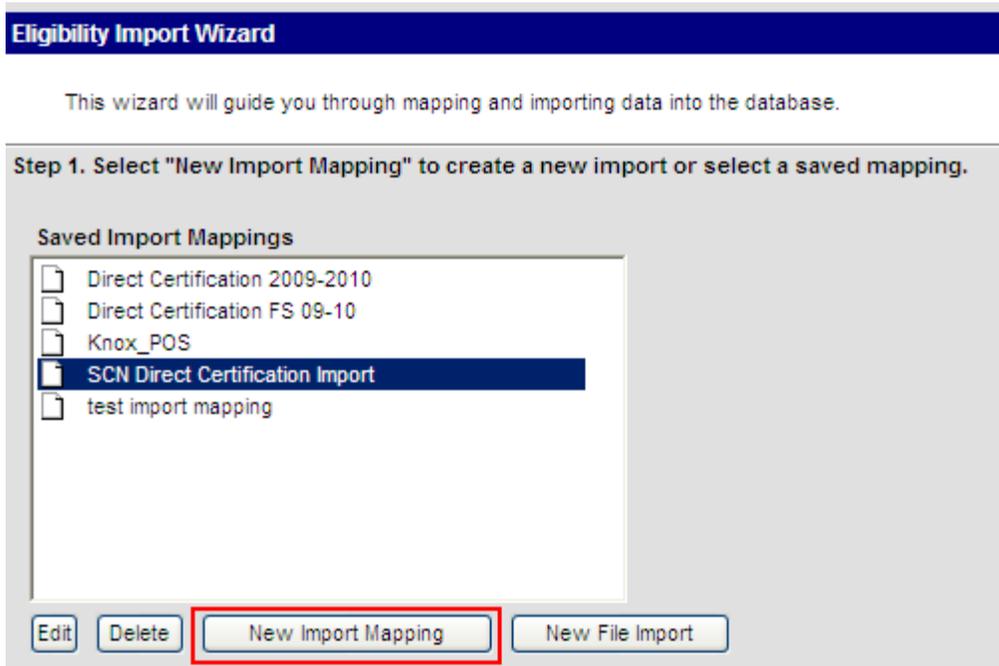
Data Import into Infinite Campus

1. Log in to Infinite Campus. If you do not have a user ID contact your district IT administrator.
2. Ensure the correct year and other information is shown on the top menu bar for the current year: in this example, the '11-12 school year' and 'All Schools ' and 'All Calendars' are selected.



The screenshot shows the top menu bar of the Infinite Campus interface. It contains three dropdown menus: 'Year' set to '11-12', 'School' set to 'All Schools', and 'Calendar' set to 'All Calendars'.

3. Navigate to FRAM>Eligibility Import Wizard



The screenshot shows the 'Eligibility Import Wizard' interface. At the top, there is a blue header with the text 'Eligibility Import Wizard'. Below the header, a message states: 'This wizard will guide you through mapping and importing data into the database.' The main content area is titled 'Step 1. Select "New Import Mapping" to create a new import or select a saved mapping.' Underneath, there is a section titled 'Saved Import Mappings' which contains a list of five items: 'Direct Certification 2009-2010', 'Direct Certification FS 09-10', 'Knox_POS', 'SCN Direct Certification Import' (which is highlighted with a blue background), and 'test import mapping'. At the bottom of the interface, there are four buttons: 'Edit', 'Delete', 'New Import Mapping' (which is highlighted with a red border), and 'New File Import'.

4. Click "New Import Mapping".

- Complete the fields below as follows:

Eligibility Import Wizard

Step 2. Name the file, enter a selection for each option and upload a file to continue.

*Name

*School Year
 Ensure the '11-12' school year is selected here

*What is the file type?

*Which field(s) in the data file will map to student identifiers?

*Will the imported values be the same or unique for each student?

*Is this a Direct Certification file?

*Does file include headers?

*Browse and select import file.

Select the file from your network

- Once you have completed the fields, you will then click 'Upload & Continue'.
- In this next screen you will define the student ID field. Input a '7' into the field as below:

Eligibility Import Wizard

Name	File Location	Format	Column Count	Row Count
SCN Direct Certification Import	D:\temp\System-Administrator-2011-06-30-13-43-39\SCNDC_CURRENT_2011_JUN_SCRAMBLED.csv	Comma Separated Values	19	151

Raw Data File						Mapped Data Field(s)
1	2	3	4	5	CH	StateID
PROGRAM	CHILD_LNAME	CHILD_FNAME	CHILD_MI	CHILD_SSN	CH	1111111111
SNAP	SMITH1	JOHN1	A	470892675	1!	
SNAP	SMITH2	JOHN2	A	437828563	2!	1111111111

Step 3. Select mapping. Indicate the position of the data field(s) from the imported Raw Data File then select "Map Field(s)". This mapping will be used to match the data in the import file to student identifiers existing in the database. Select "Next" to continue.

Name	Seq in Data File	Map to Data Field	Strip Leading Zeros
StateID	<input type="text" value="7"/>	student.stateID	<input type="checkbox"/>

- Click 'Map Field'.

9. Scroll down and click 'Next'.
10. Key in the appropriate Start and End dates:

Step 4. Enter the values to be imported into the database and select "Next". Values entered for fields shown will be the same for all students when imported.

Eligibility	Certification Type	Start Date	End Date
Free	Direct		06/30/2012

- a. The 'Start Date' will be when the data is imported into Infinite Campus.
- b. The 'End Date' will be the last day of June within the school year; in this example for school year 2011-2012 the date will be 6/30/2012.

11. Scroll down and click 'Next'.
12. Confirm the following information:

Step 5. Confirmation Review. Verify the criteria for accuracy. To make changes, select "Previous" to return to the appropriate screen.

This mapping will be used to match the data in the import file to student identifiers existing in the database.

Name	Seq	Map to Data Field	Strip Leading Zeros
StateID	7	student.stateID	No

Values entered for fields shown will be the same for all students when imported.

Eligibility	Certified Type	Start Date	End Date
Free	Direct	07/05/2012	06/30/2012

Mark the "Exclude Applications" checkbox to prevent the application from inclusion in the Verification process. This can be used for applications that were approved prior to receiving the Direct Certification file.

Exclude Applications

Mark the "Extend Direct Certification Status to Additional Students in Household" checkbox to add a Free eligibility and Direct certified type to students in the same household who are not included in Direct Certification file. Test the import file to view the list of additional students not included in this file.

Extend Direct Certification Status to Additional Students in Household

You may Test or Import your file. Infinite Campus recommends testing the file before importing into the database.

Include Updated Records Detail on report

Previous Test Import

- a. Review the information to ensure it is correct, especially the start/end dates. Records will have to be manually corrected for each student in the event of any errors.
- b. *Optional* If you seek to extend direct certification status to additional students within the household, then check the checkbox.
- c. It is recommended to include updated records detail on the report.

13. Click 'Test'.
14. Review the test report.
15. Finally, if everything appears correct, then click 'Import'.
16. Review the report.

Notes on Infinite Campus Direct Certification Import Process

- **Continuation of Direct Certification Status:** Students who appear on a previous direct certification file will not be removed or end dated if they do not appear on subsequent direct certification files.
 - Example: Mary Jones, a student in your school, appears on the July direct certification file but does not appear on the August direct certification file. Mary's direct certification and free meal status will remain once the August direct certification file is imported.
- **Missing SSIDs:** Students who do not have an SSID on the direct certification file will not be imported. Districts may want to scan through students with missing SSIDs to see if any of the children noted are in their district. It may be helpful to either sort the Excel file by SSID or apply a filter to the SSID field, selecting only blank records.

Resources

Several resources are available to districts for assistance.

In the event the PowerPoint and user registration files do not appear in Adobe when opening this file you may email Brad Blunt to obtain them. Here is a list of suggested resources.

Infinite Campus

- Campus Community
 - <https://id.infinitecampus.com>
 - Resource guides, forums
- WebEx Sessions
 - <http://icu.infinitecampus.com>
 - FR 1113: Free & Reduced Data Management
 - FR 1126: FRAM Eligibility Import Wizard (Avail. Sept./Oct.)
 - FR 1116: Free/Reduced Data Management

SCN

- Recorded FRAM WebEx session
 - <http://tinyurl.com/FRAMWebEx>
- Newsletter Archive
 - <http://scn.ky.gov/NewsLetterArchive.htm>

For policy questions please contact Jennifer Langfels (jennifer.langfels@education.ky.gov).

Any questions on the SCN Direct Certification Web Download tool or general questions on Campus please contact Brad Blunt (brad.blunt@education.ky.gov).

Appendix

Direct Certification Fields

Field	Description
PROGRAM	SNAP or KTAP public assistance programs
CHILD_LNAME	Child's last name
CHILD_FNAME	Child's first name
CHILD_MI	Child's middle initial
CHILD_SSN	Child's SSN
CHILD_DOB	Child's date of birth
CHILD_SSID	Child's State Student Identifier
GUARD_FNAME	Guardian's first name
GUARD_MI	Guardian's middle initial
GUARD_LNAME	Guardian's last name
GUARD_SSN_LAST4	Guardian's last 4 digits of SSN
ADR_LINE1	Address line 1
ADR_LINE2	Address line 2
ADR_CITY	City
ADR_STATE	State
ADR_ZIP_5	Zip code
ADR_ZIP_4	4 digit zip code (if available)
PHONE	Household phone number
MOST_RECENT_MTH*	Most recent month child appears on direct certification file
COUNTY	County of direct certification record

*History file only

Glossary

Title	Definition
Campus Community	Location of support documents, videos and other tools to assist in learning Infinite Campus
Categorically Eligible	Automatic eligibility for free meal status based on participation in mean tested program (SNAP, KTAP, Head Start) or the student's status (migrant, runaway, or homeless)
CHFS	Cabinet for Health and Family Services: administers KTAP and SNAP programs; provides data extract files of KTAP and SNAP recipients (including both parent and their children) to COT in a text delimited format
COT	Parses the CHFS data extract files to county-based data files and produces the data CDs for SCN; the data CD contains both KTAP and SNAP data files for each county
Direct Certification	Process to determine a student's eligibility for free meal status; any KTAP or SNAP recipients are automatically designated with a free meal status
FRAM	Free and Reduced Application Module: data module in Infinite Campus, Kentucky's Student Information System, which has tools to manage student meal status eligibility, including a direct certification data import tool
FSD	Food Service Director
Infinite Campus	Vendor that provides Kentucky's Student Information Services; web-based interface to track attendance, grades, student enrollment and other key information
KSIS	Kentucky Student Information System: web-based system to track grades, attendance, student enrollment and other key information; main data repository for all student tracking information
KSIS & More	Monthly KSIS newsletter produced by Leigh Ann Welch
KTAP	Kentucky Transitional Assistance Program: provides cash assistance to needy families (formerly known as public aid)
Mapping	Used for data import process; defines the location of each field in a data file by column number.
NSLP	National School Lunch Program: federally funded program designed to provide nutritious meals in a school or institutional setting
POS System	Point of Sale/Point of Service: school cafeteria's system for processing students' meal cards; several different systems are used by Kentucky schools
SCN	School and Community Nutrition: administers NSLP program using federal funds; responsible for program monitoring and compliance by NSLP sponsors
SNAP	Supplemental Nutrition Assistance Program: assists families with obtaining food (formerly known as food stamps)
SSID	State Student Identifier: a unique 10 digit number assigned to public school students