## Direct Certification Match

Local Educational Agencies (LEAs) are required to conduct the online Direct Certification Matching Process (DCMP) with Supplemental Nutrition Assistance Program (SNAP) at least monthly.

After the file from the state website has been saved, open NourishFaR to begin the import. Select appropriate **District** from the drop down and then select the **Import Direct Cert file** button.
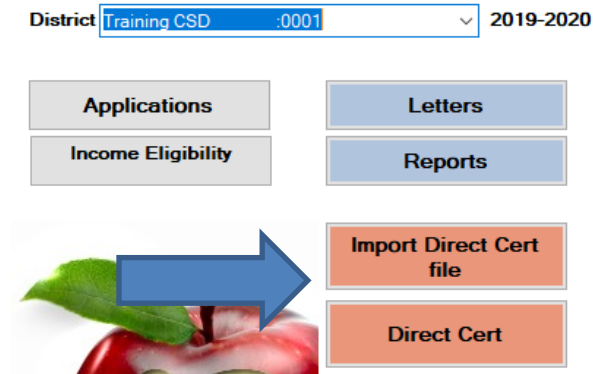

Select the **Select File** button and navigate to the recently downloaded file. The file will take a few minutes to import into NourishFaR.
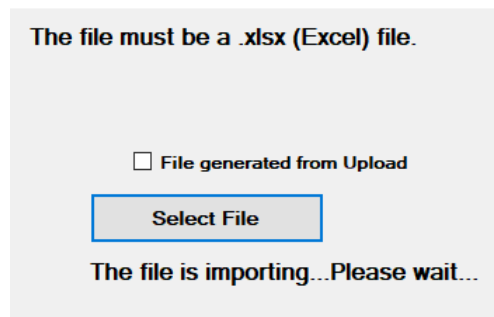
*ONLY check the **File generated from Upload** button when you've UPLOADED a file to the state website requesting the DC list.*
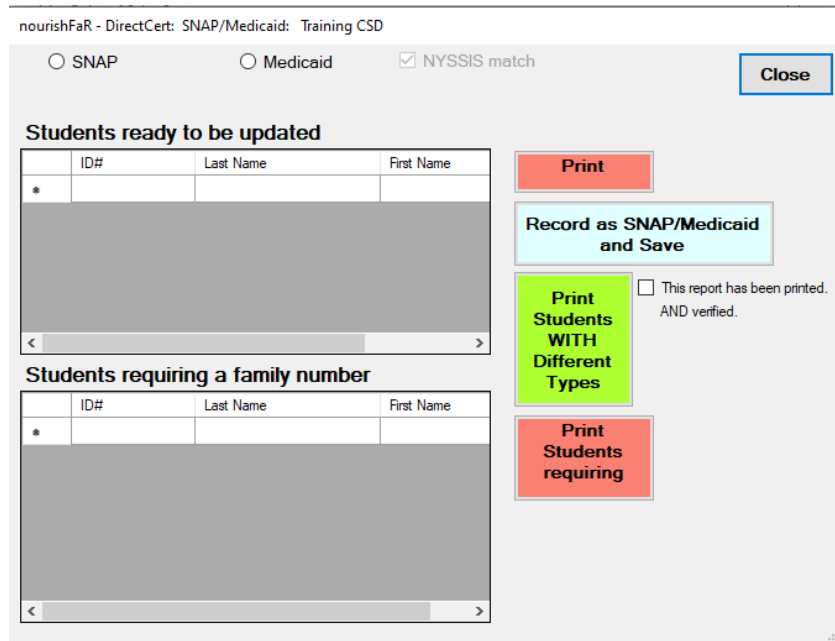
Wait for the confirmation message to appear to indicate the import has completed. Select **OK** and **Close** the import window to continue.
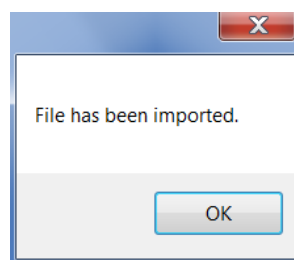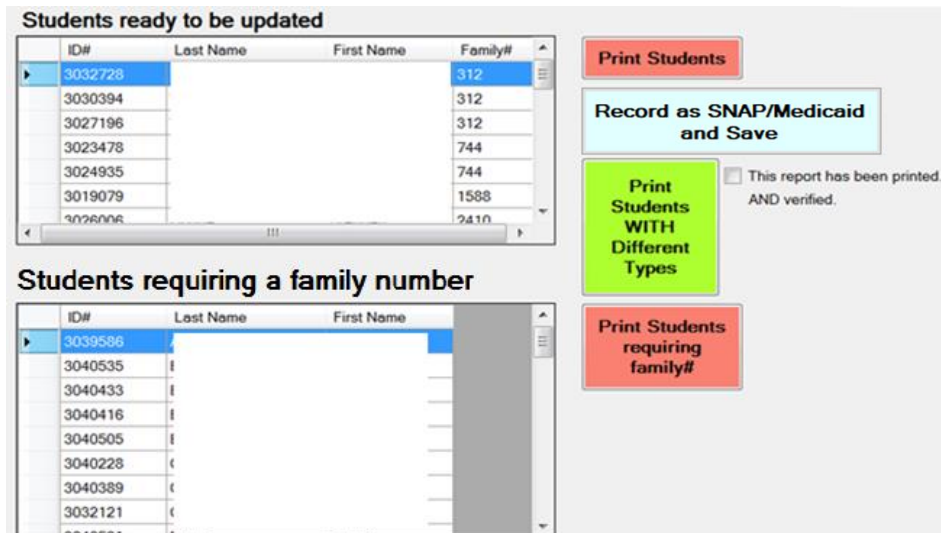
Select the **Direct Cert** button to continue

Direct Cert

A new window opens and a selection must be made to populate the fields. Select the **SNAP** radio button from the upper left hand corner and wait for the lists to populate.

nourishFaR - DirectCert: SNAP/Medicaid: Training CSD

○ SNAP   ○ Medicaid   ☑ NYSSIS match   **Close**

Students ready to be updated

ID#	Last Name	First Name
*		

Print

Record as SNAP/Medicaid and Save

☐ This report has been printed. AND verified.

Print Students WITH Different Types

Students requiring a family number

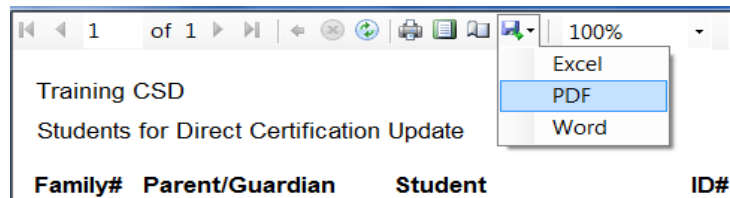| ID#	Last Name	First Name
*		

Print Students requiring

Once the student list has populated the screen is split into two sections. The **top section** includes matched students who have family numbers. The **bottom section** includes matched students who have not been setup with a family number. These students will need a family number.

Students ready to be updated

ID#	Last Name	First Name	Family#
3032728			312
3030394			312
3027196			312
3023478			744
3024935			744
3019079			1588
3026006			2410

Print Students

Record as SNAP/Medicaid and Save

☐ This report has been printed. AND verified.

Print Students WITH Different Types

Students requiring a family number

| ID#	Last Name	First Name	
3039586			
3040535			
3040433			
3040416			
3040505			
3040228			
3040389			
3032121			
3040531			

Print Students requiring family#

Begin with the **Print Students** button. This will print a list of all students included in the top section who have family numbers. Use this list to verify the names.
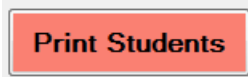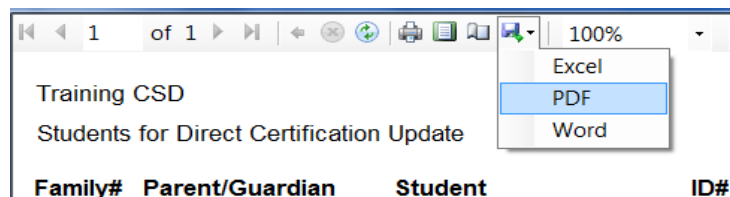
Print Students

The printout can be printed directly to a printer or exported to Excel, PDF or Word.

◄ ◄ 1 of 1 ► ►| ← ⊗ ↻ 🖨 📄 📖 💾▾ 100% ▾
Excel
Training CSD	PDF
Students for Direct Certification Update	Word

Family# Parent/Guardian   Student   ID#

The **Print Students requiring family#** button will print a list of all students who need a family number created. Family numbers must be created before the process can continue.
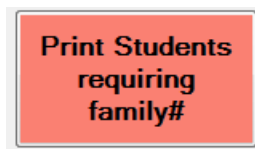
**Print Students
requiring
family#**

The printout can be printed directly to a printer or exported to Excel, PDF or Word.

◄ ◄ 1 of 1 ► ►| ← ⊗ ↻ 🖨 📄 📖 💾▾ 100% ▾
Excel
Training CSD	PDF
Students for Direct Certification Update	Word

**Family# Parent/Guardian   Student   ID#**

Create family numbers for students through the **Applications** button. *Confirm student numbers for duplicate names to avoid selecting the wrong student for the family.*

Applications   ➡   **Family Number**

Once all students have family numbers select the **Direct Cert** button, choose the **SNAP** radio button and wait for the list to populate.
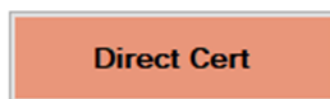
Direct Cert

Now it is time to update all students for Direct Certification. Select the **Record as SNAP/Medicaid and Save** Button to mark students as SNAP and flag the records in NourishFaR.
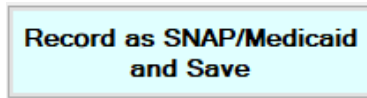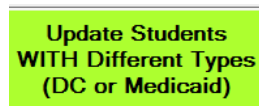

Wait for the confirmation message indicating students have been updated, select **OK**.
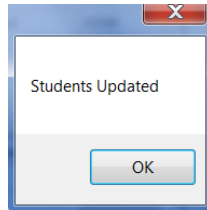

Select the **Print Students WITH Different Types** button to check families who have different statuses within the same family.
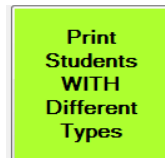
Confirm the list and verify the families are indeed correct. Once the list has been confirmed check the **This Report has been printed AND verified** button to update all students on the list.   A new window button appears; select **Update Students WITH Different Types (SNAP or Medicaid)** button to update the student status.

Wait for the confirmation message indicating students have been updated, select **OK**.
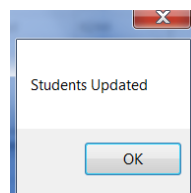

Repeat these steps for the **Medicaid** radio button. Allow time for the list to populate once Medicaid has been selected.

Now that the students have been updated for either SNAP or Medicaid, the final step is to find families who have students with a free status and make sure all family members are categorized with the same status reason.

From the NourishFAR main page, select the **Free – Different Reasons** button to open a new report.

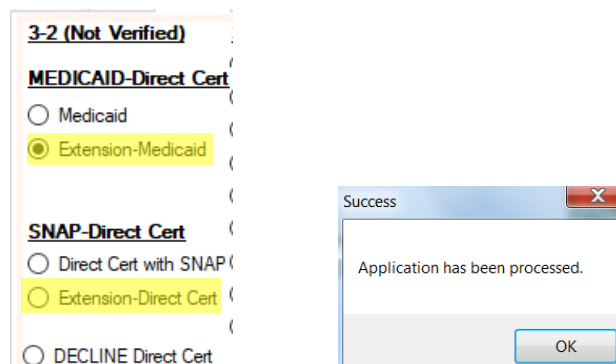> **Free – Different Reasons**
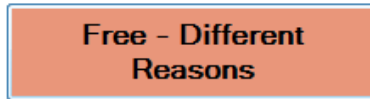
The report sorts families by family number and lists each student for the family. The status reason is listed for each student. Family members with a different reason should be updated.

Family numbers with students who have different FREE reasons.

| Family#	Student	ID#	Reason
#100	Smith, Amanda	123456	Direct Cert with SNAP
	Smith, Brandon	234567	Direct Cert with SNAP
	Smith, Julian	345678	Direct Cert with SNAP
	Smith, Kevin	456789	Medicaid
	Smith, Miguel	567890	Direct Cert with SNAP
#200	Jones, Makaylee	654321	Direct Cert with SNAP
	Jones, Travonne	765432	Direct Cert with SNAP
	Jones, Tyrell	987654	Medicaid

Students with different reasons can be updated through the **Applications** button. Locate the **family number**, highlight the **student** with the different reason, select the **Other** tab and chose the appropriate reason, **Extension-Direct Cert or Extension-Medicaid.**

Select **Record Option and Save**. A confirmation window will appear when complete, select **OK** to continue.

3-2 (Not Verified)

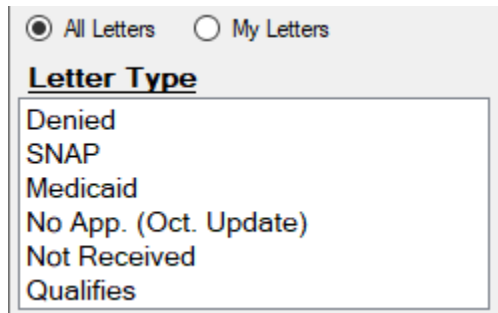**MEDICAID-Direct Cert**
○ Medicaid
◉ Extension-Medicaid

SNAP-Direct Cert
○ Direct Cert with SNAP
○ Extension-Direct Cert

○ DECLINE Direct Cert

Success

Application has been processed.

OK

Repeat this process for all students on the report.

Nourish Point-Of-Sales System

Once all students have been processed, it is time to print letters. Select the Letters button from the NourishFaR main page.
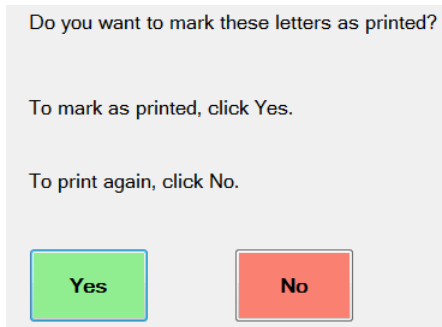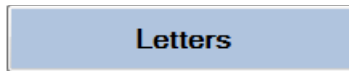
Letters

Selecting the **All Letters** radio button will print all letters that have not been processed regardless of who processed them.

○ All Letters   ○ My Letters

Letter Type

Denied
SNAP
Medicaid
No App. (Oct. Update)
Not Received
Qualifies

Select a **Letter Type** to open a new window with the preformatted letters. These letters can be printed or saved as a PDF file.

DCletter
◄ 1 of 627 ► ►

Once the letters have been printed and the window closed a message will appear asking to mark the letters as printed. Selecting **Yes** will mark the letter as printed for the student. Selecting **No** will not mark the letter as printed.

Do you want to mark these letters as printed?

To mark as printed, click Yes.

To print again, click No.

Yes   No

Repeat this process for each **Letter Type** needed. Close NourishFaR when finished printing.