# Direct Certification

## School Instructions for Updating SIS Data based on the DC Match File

When you receive a communication from CSI Staff that a direct certification match file is ready, please follow these instructions:

1. **Download the file of matches from G-Drive** following the path included in the email you received from CSI staff.

1. **Update each student’s FRL information in your SIS** with the applicable eligibility found in the match file.
	* The email will identify a date by which it is important to have all FRL updates made in your SIS. (Ex: updates should be made before several data collections, including before October Count Day, April 1st for S-EBT, etc.)
	* The email will identify the expiration date of the DC match (typically, the day *after* the upcoming Count Day).
	* In some cases, your school may have already found the eligibility status using the FEDS form. You may override the FEDS form result with the DC file results if it is a higher-need eligibility (i.e., paid à reduced, paid à free OR reduced à free).
	* If the student is reported as *free* lunch eligible, then be sure to fill out the new “Free Lunch Eligibility Identification” field in the SIS, too.

1. **Save copies of these documents** where you store other audit-related documentation (like FEDS forms) in case they are needed during an At-Risk audit.
	* CSI retains a copy of the DC results since our office conducts the DC match process.
	* CSI does *not* collect copies of FEDS forms or extended eligibility decisions, so that is solely the responsibility of each school to retain copies of those.

## How Do I Read the Match File in G-Drive?

When you open your match file from G-Drive you will see the following:

**Column AO** has the date that the DC matches were made, so that will be the start of the eligibility status.

* DC matches are valid for the entire school year, so consider using a status end date of 10/2/2024 (the day after Count Day) for the records in your SIS. (Should you receive an updated FRL determination following the DC match, you will update your SIS accordingly to reflect the updated FRL status.)
* Using the exact end date of your school year can cause the status to revert to paid/not eligible when reporting for the EOY collection later this school year (when you extract a new SD file after the end date is reached).

**Column U** has the DC eligibility type and the CDE table is pasted below so that you understand the eligibility types and actions.



* There are **two** Medicaid qualifiers—one is *free* and one is *reduced* (see the table above), so **please be very careful** when updating data in your SIS.
* **“Extend eligibility”** refers to extending the same eligibility to students enrolled at your school who are residing in the same household. Each school may extend eligibility to other enrolled students in the household when it is applicable. To do so, **you must also document your decision** for At-Risk audit purposes, which can be completed in a Word document that includes:
	+ Name of the household member who appears on the DC match file.
	+ Names of the household members who you are extending eligibility to.
	+ Date of the extended eligibility decision.
	+ A note that the extension is based on same household address within the Direct Certification process.
	+ Name(s) of the school staff who reached the decision to extend the eligibility.