

Direct Certification Matching Process (DCMP) Checklist

- 1. Review the instructions for accessing the direct certification data prior to beginning the process.
- 2. Ensure that your district/school maintains the **confidential** integrity of the DCMP. Prior to accessing the direct certification data, you must read and agree with the terms of the disclosure statement. Do not provide the direct certification data to anyone unauthorized to perform the match. If a software company is providing a program to help facilitate the DCMP, the company's information technology (IT) staff may not have access to the NYSED CNMS direct certification database.
- 3. Obtain your district/school enrollment records. *For manual matching: arrange your enrollment records by zip code and student last name alphabetically. If your district has multiple buildings, make sure there is an indication of what building the students attend. (i.e. Elementary, Middle, High)
- 4. Obtain the direct certification data from the Child Nutrition Management System (CNMS). *For manual matching: arrange the direct certification data to correspond with your enrollment records. For more details on manually matching data, see the instructions for accessing the data.
- 5. Select all zip codes that represent the district/school enrollment to retrieve the direct certification data (list of eligible children's names).
- 6. Keep a copy of the list of zip codes selected, enrollment records, and the direct certification data that was retrieved with your National School Lunch Program (NSLP) records.
- 7. Use name, date of birth, and address to match the direct certification data with the district/school's enrollment records.
- 8. Notify parents/guardians of directly certified students of their free eligibility for free school meals/milk by sending out the prototype letter provided.
- 9. Record the date the DCMP was completed. Remember DCMP must be conducted a minimum of three times per year. The second match should occur three months after the initial match and the third match, six months after the initial match. A fourth data set is available in April for schools considering implementing CEP for the next school year.

If you have any questions regarding the DCMP, please contact your Child Nutrition Program Representative at 518-473-8781 cn@nysed.gov.