

Instructions for Accessing Direct Certification Data for the Matching Process

Thank you for participating in the Online Direct Certification Matching Process (DCMP). This process helps facilitate the receipt of school meals at no cost to children enrolled in the Supplemental Nutrition Assistance Program (SNAP) and/or Temporary Assistance for Needy Families (TANF). The New York State Education Department (NYSED) will continue to use the letter method (as a secondary method/categorical eligibility) to ensure all eligible children are reached. The NYSED Child Nutrition Program will provide updated Direct Certification Data (DCD) in July, October, January and April during the school year. **All matches (July, October, and January) with the DCMP should be completed as soon as possible after the data has been made available. The July match should be completed no later than August 31. The October match should be completed no later than November 30. The January match should be completed no later than February 28. It is recommended to access the additional data provided in April, which is beneficial for LEAs planning to participate in the Community Eligibility Provision (CEP).**

The DCD contains confidential SNAP information. The DCD includes: case number, case name/guardian, student's (first, middle initial, last) name, date of birth, age, address (street, city, state, zip), and Assistance Program. DCMP users are required to certify that information remains confidential in compliance with the disclosure statement provided. Do not provide the direct certification data to anyone unauthorized to perform the match. If a company is providing tools (software programs) to help facilitate the DCMP, the company should not have access to the direct certification data (DCD). Software companies and their IT staff should only provide the tools and assistance for utilizing the tools the company is providing to your district/school. Software must be able to identify which Assistance Program (i.e. SNAP or Medicaid) the child's household participates in which has made them eligible through the Direct Certification Matching Process.

The following instructions explain how to access the DCD. Each school will be responsible for accessing the DCD directly from the Child Nutrition Knowledge Center (CNKC) website, by logging into the Child Nutrition Management System (CNMS). Schools will retrieve the DCD list by selecting zip codes within their district/school. If students attend your school district from a neighboring school district, you may select the zip codes from the neighboring school district. Districts/schools should keep a list of zip codes that were used to obtain the data and a copy of the data obtained with their National School Lunch Program (NSLP) records. The district/school must record the date the data was obtained. Certifications are not retroactive. Therefore, it is important to conduct the DCMP as close to the beginning of the school year as possible so that eligible students will receive benefits in a timely manner. NYSED will maintain a record of the districts/schools that have accessed the data.

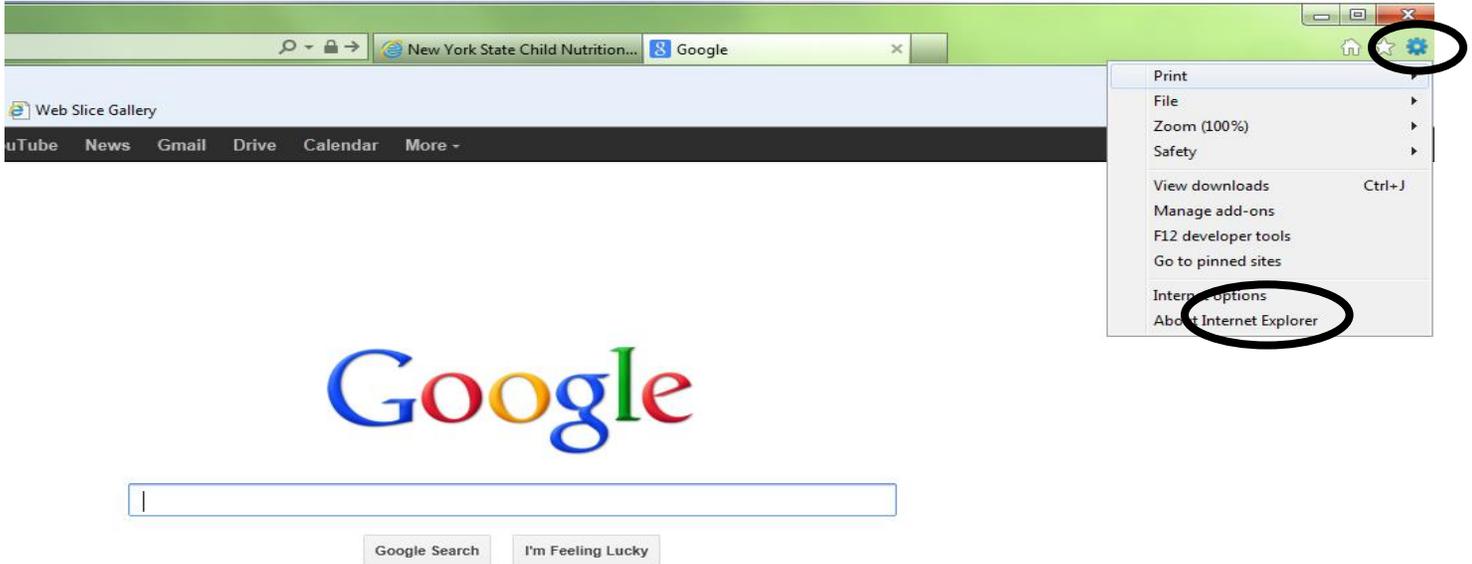
Schools assume more responsibility for the matching process. Districts/schools with electronic enrollment records or point of sale (POS) systems should contact all applicable information technology (IT) staff to determine how to utilize the DCD effectively. Some companies provide school food management tools (software) that facilitate the DCMP. Name, date of birth, and address will be used as unique identifiers to match the data, provided on the CNMS, to school enrollment records. Schools will need to carefully review the data to ensure they capture children whose names are spelled differently, have moved, or use different names such as Robert, Bob, Robbie, Rob, etc. or have siblings in the household with different last names. **Additional instructions have been provided for manually matching enrollment records to the direct certification data retrieved from the CNMS.**

Schools are responsible for sending a DCMP notification letter to households of directly certified students, to notify families of their children's free eligibility status. A prototype letter is provided to ensure standardization and to simplify this requirement for schools to notify student's families of their new eligibility status. **Once a student has been identified (matched) to be eligible through this process, they retain their eligibility for the entire school year. For the second, third and fourth matches (October, January, April), schools/districts will not have to send DCMP notification letters to families that were previously matched in the July match.**

Instructions for Accessing Direct Certification Data for the Matching Process

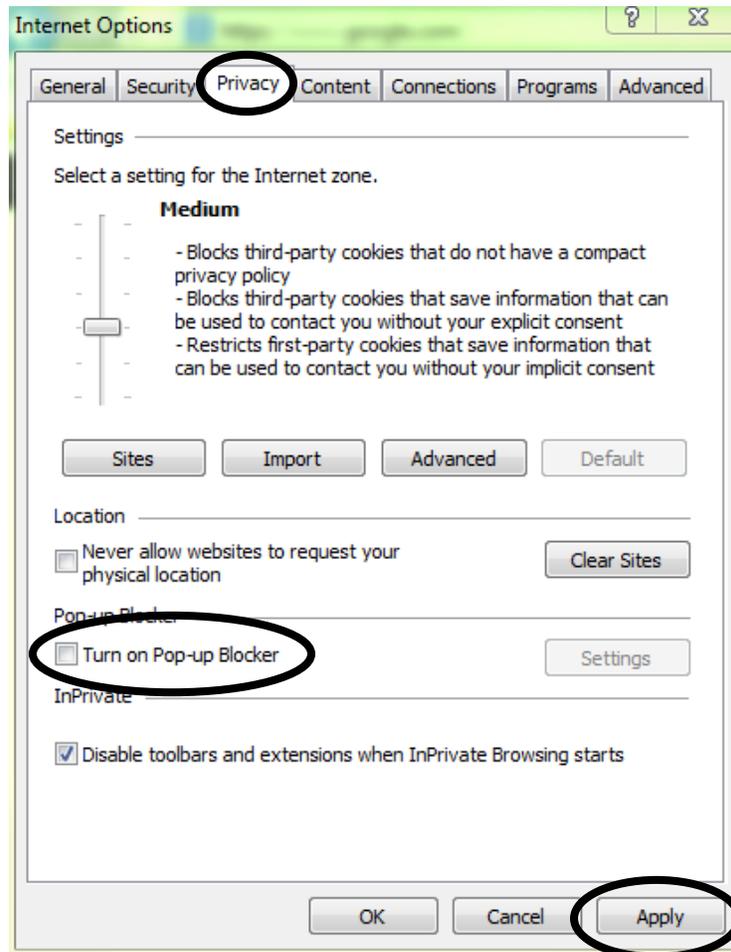
Updated Database: CNMS passwords will have to be changed if they do not meet the following criteria or if you are denied access to the Discoverer database. Passwords are case sensitive, must be at least 8-12 characters, begin with a letter, and contain at least 1 number.

1. Prior to starting the process open your web browser (i.e. Internet Explorer). Select *Tools Icon*, then select **“Internet Options.”**



Instructions for Accessing Direct Certification Data for the Matching Process

2. Select the tab “**Privacy**” and uncheck the box “**Turn on Pop-up Blocker**” and click “**Apply**”, EXIT out of the web browser by clicking the red X in the upper right hand corner of the screen. Now you can re-open your web browser and begin the process.



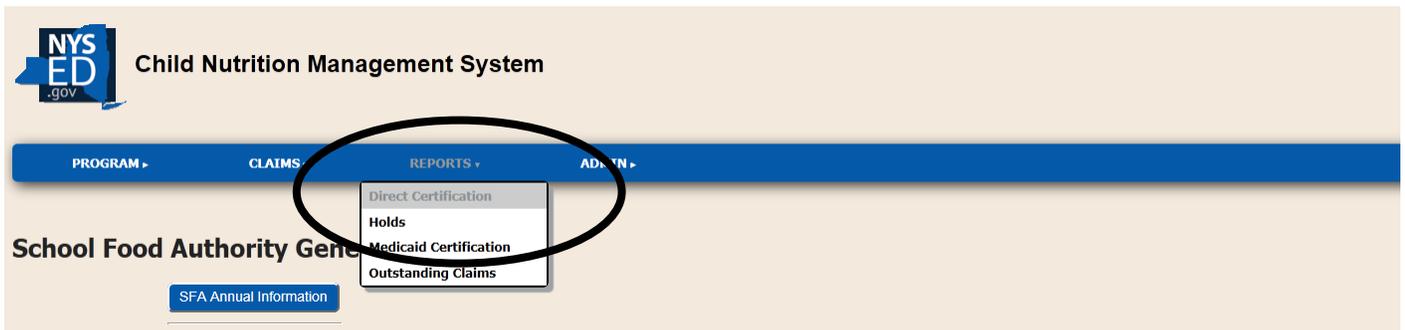
Instructions for Accessing Direct Certification Data for the Matching Process

- Go to the Child Nutrition Knowledge Center website: portal.nysed.gov then click on the Child Nutrition Knowledge Center (CN).
- Log into the Child Nutrition Management System by clicking the CNMS icon, and enter your User Name and Password.

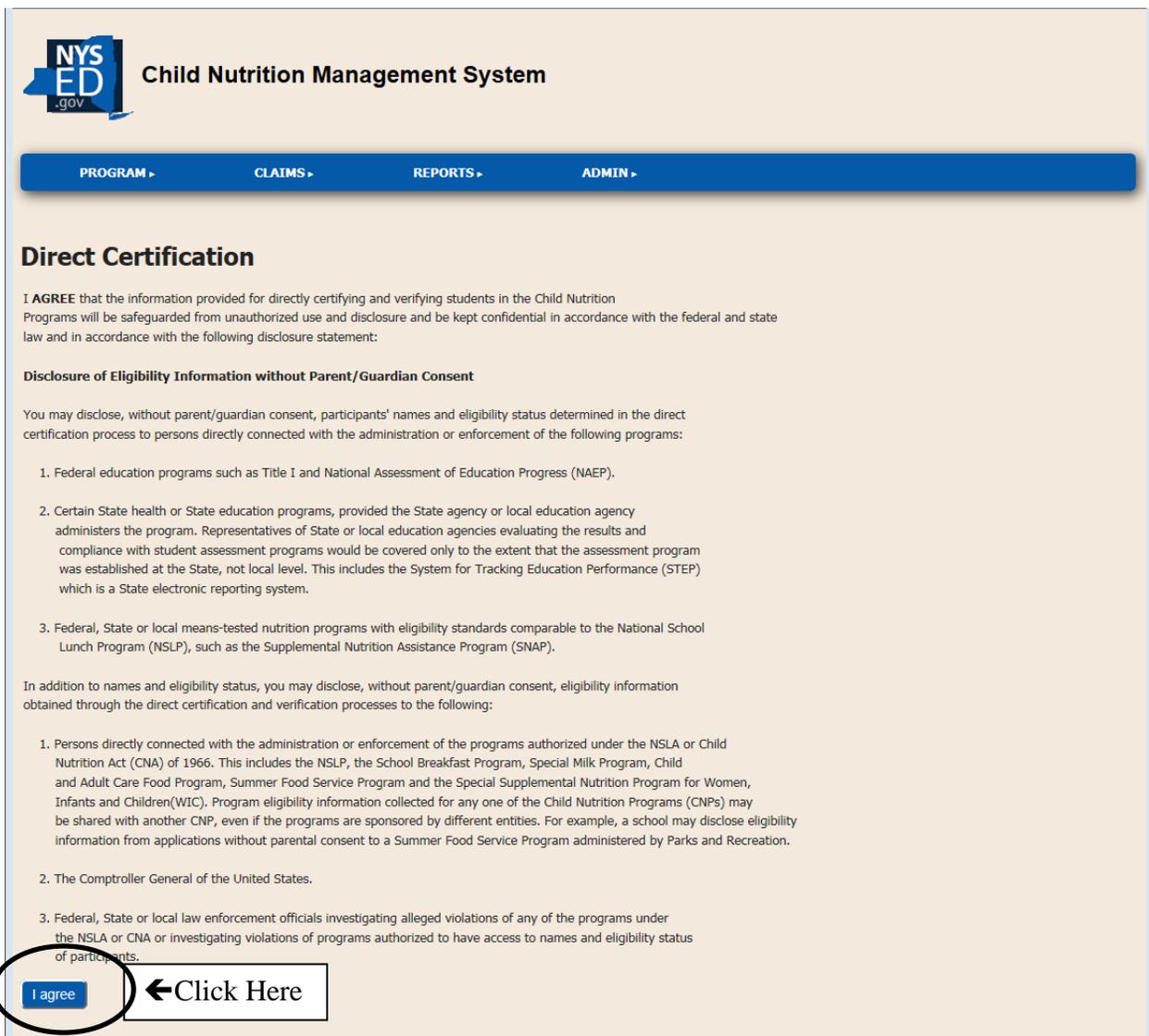
The screenshot shows the NYSED Child Nutrition Knowledge Center website. At the top, there is the NYSED logo and a navigation bar with links: Home, USA, Links, Glossary, Annual Checklist, Contact Us, FAQs, and About Us. A search bar is located below the navigation bar. The main content area is divided into several sections. On the left, there is a vertical navigation menu with categories such as Administrative Review, Eligibility, Food Based Menu Planning, Forms, General Info, HACCP/Sanitation, Holds, Local Wellness Policy, Management Companies, New School Food Authority, Nutrition & Health, Policy & Regulations, Programs, Reauthorization, Reimbursement, Reports, Resources, and Reviews. The central part of the page features a large banner for the Child Nutrition Management System (CNMS) with a 'Click to Enter' button circled in black. Below the banner, there are sections for 'Workshops Meetings Trainings' and 'Need to Know'. The 'Need to Know' section contains several news items and links, including 'NEW Direct Certification', 'July 2015 SNAP and Medicaid data is now available for the Direct Certification Matching Process.', 'NEW DCMP Mandatory Reporting Memo (8/15)', 'NEW Professional Standards Training Requirements (8/15)', 'NEW Professional Standards and Procurement Webinars (8/15)', '2014-2015 Analysis of Cash Resources Report New DUE DATE SEPTEMBER 30, 2015 for all Nonpublic Schools, Charter Schools, RCCs and Jails (8/15)', 'Food Service Equipment Grant FY 2014/CNMS/Equipment Grant Recipients (8/15)', 'FFVP Grant Awards 2015-2016 (7/15)', 'NEW 2015 - 2016 New SFA and RA Application Process (7/15)', '2015-2016 Adult Selling Prices (7/15)', 'Child Nutrition Webinar Wednesdays', '2015-2016 Reimbursement Rates (7/15)', 'Professional Hiring Standards for State and Local School Nutrition Programs Personnel (7/15)', '2015-2016 Policy Booklet Memo (7/15)', '2015-2016 Annual Renewal Instructions (6/15)', '2015-2016 Paid Lunch Equity (6/15)', and 'Farm to School - Agriculture Literacy Academy (6/15)'. At the bottom of the page, there is a 'Child Nutrition Calendar' section with a 'Calendar' link.

Instructions for Accessing Direct Certification Data for the Matching Process

5. Once you are logged into the CNMS, click: **Reports** → **Direct Certification**



6. Click the “**I agree**” button under the disclosure statement.



Instructions for Accessing Direct Certification Data for the Matching Process

7. The following screen should appear. You will enter the same User Name and Password as you used to enter the CNMS. You will also be prompted to enter **pwbr** in the required field “Database”.

ORACLE Discoverer Viewer
Business Intelligence

Logout Help

Connect Directly

Connect to Oracle BI Discoverer

To connect to Oracle BI Discoverer, click on a connection name or enter your connection details directly.

Choose Connection

Details	Connection	Description	
Show SAMS		SAMS Discoverer Production Reports	
Show SEDREF Admin Reports		SEDREF Admin Reports	
Show SEDREF General Reports		SEDREF General Reports	

Create Connection

Update Delete

Connect Directly

Enter your connection details below to connect directly to Oracle BI Discoverer.

* Indicates required field.

Connect To: Oracle BI Discoverer

* User Name:

* Password:

* Database:

End User Layer:

Locale: Locale retrieved from browser

Go

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Username and password are the same as CNMS log in:

Username

Password- Case Sensitive

Enter “pwbr” in the database field

Click “Go,” do not hit the enter key.

Troubleshooting:

1. All of the following need to be entered
 - a. Ensure username is entered in the appropriate box, and password is entered correctly as logging into the CNMS
 - b. Ensure “**pwbr**” is entered as the database
 - c. Click “**Go**,” do not hit the enter key.

Instructions for Accessing Direct Certification Data for the Matching Process

8. Once you have logged into Discoverer you will select the “**Direct Certification SNAP/MEDI 2016-17**” by clicking the *plus sign* (inside of arrow) and then clicking on “**Sheet 1.**”

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Business Intelligence [Preferences](#) [Exit](#) [Help](#)

[Connect](#) >

Worksheet List

Search

Type in a search string to find a specific workbook or result set. Use the drop-down menu to choose between Database and Scheduled Workbooks.

Search

Result List

[Expand All](#) | [Collapse All](#)



Focus

▼ Discoverer Workbooks

Name

Description

- ▶ Direct Certification SNAP/MEDI 2016-17
- ▶ Direct Certification SNAP/MEDI 2016-17 Case Number Search
- ▶ Direct Certification SNAP/MEDI 2016-17 DOB Search
- ▶ Direct Certification SNAP/MEDI 2016-17 Last Name Search

- ▶ Direct Certification SNAP/MEDI 2015-16
[Sheet 1](#)
- ▶ Direct Certification SNAP/MEDI 2015-16 Case Number Search
- ▶ Direct Certification SNAP/MEDI 2015-16 DOB Search
- ▶ Direct Certification SNAP/MEDI 2015-16 Last Name Search

Instructions for Accessing Direct Certification Data for the Matching Process

9. The following screen should appear. Select “**Preferences**,” which is located in the upper right corner or lower center of the screen. *Please note that screen shots from this page forward show school year 15 -16. Ensure that the current school year is the one selected for your direct match.*

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Preferences Exit Help

Connect > Workbooks >

Direct Certification SNAP/MEDI 2015-16 - Sheet 1

Last run Tuesday, August 25, 2015 3:05:43 PM EDT

Worksheets
Sheet 1

Parameters Needed

Select values for the following parameters.
* Indicates required field

* Zip

* Enter value for
Mon YYYY

Go

Preferences Exit Help

Click “**Preferences**” here
Or below

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Instructions for Accessing Direct Certification Data for the Matching Process

10. On the preferences screen, shown below:
 - a. Uncheck the box “**Limit retrieved query data to**” as shown below.
 - b. The value entered in the “**Cancel list-of-values retrieval after**” box should be changed to **60** seconds.
 - c. Then select “**Apply**.” You will be returned to the previous screen.
 - d. **Please note: Excel 2003 is limited to 65,536 rows. Therefore, if your district/school has more than 65536 rows of data, you will not be able to open or save that data set in Excel.** If you have multiple zip codes that will result in more than 65,536 rows of data you can create two separate files. Split your zip codes into two groups and then access them separately.

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Business Intelligence

Exit Help

Measure Unit Axis Label Summary Data Fan Trap Detection

Preferences

Specify values for the following Preferences. To change these options later, click the Preferences link. Cancel Apply

Query Governor

<input checked="" type="checkbox"/> Warn me if predicted time exceeds	<input type="text" value="60"/> <small>(Enter a value between 1 and 999999 in seconds)</small>
<input checked="" type="checkbox"/> Prevent queries from running longer than	<input type="text" value="1800"/> <small>(Enter a value between 1 and 999999 in seconds)</small>
<input type="checkbox"/> Limit retrieved query data to	<input type="text"/> <small>(Enter a row limit value between 1 and 999999)</small>
Retrieve data incrementally in groups of	<input type="text" value="250"/> <small>(Enter a row limit value between 1 and 10000)</small>
Cancel list-of-values retrieval after	<input type="text" value="15"/> <small>(Enter a value between 1 and 99999 in seconds)</small>

Uncheck Here

Change this number to 60.

Select “Apply”, after adjusting both the “Limit retrieved query data to” and “Cancel list-of-values retrieval after”.

Instructions for Accessing Direct Certification Data for the Matching Process

11. Enter the zip code(s) in the **Zip Code** field. Separate multiple zip codes with a comma.
 - a. Troubleshooting:
 - i. Check to see that your firewall will allow access to the site
 - ii. Go to tools on your internet browser > Internet options > Security tab > adjust the setting to medium security level or below
 - iii. Contact your IT staff for suggestions

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Business Intelligence

Preferences Exit Help

Connect > Workbooks >

Direct Certification SNAP/MEDI 2015-16 - Sheet 1

Last run Tuesday, August 25, 2015 3:05:43 PM EDT

Worksheets
Sheet 1

Parameters Needed

Select values for the following parameters.

* Indicates required field

* Zip

* Enter value for
Mon YYYY

Go

Preferences | Exit | Help

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Instructions for Accessing Direct Certification Data for the Matching Process

12. Click on the *flashlight icon* next to the “**File Date**” field. This will bring up a search screen, allowing you to select the file date to search.
 - a. *** DO NOT TYPE ANYTHING IN THE TEXT FIELDS THAT STATES “CLICK FLASHLIGHT ICON TO SELECT ZIP CODES” OR “CLICK FLASHLIGHT ICON TO SELECT FILES”. THIS DETERMINES WHICH DATA SET YOU WOULD LIKE TO VIEW.
 - b. Click the flashlight icon to choose which data set you would like to view. Depending on the time of year, the following data sets could appear: July 2016, October 2016, January 2017 and April 2017.
 - c. The data will be updated four times during the school year. LEAs are required to access the data three times during the school year. You will be notified when the data is available to be accessed in July, October, January and April. You can access the data more than once as the data will remain the same. You will select the month that you are accessing.

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Business Intelligence

Preferences Exit Help

Connect > Workbooks >

Direct Certification SNAP/MEDI 2015-16 - Sheet 1

Last run Tuesday, August 25, 2015 3:05:43 PM EDT

Worksheets
Sheet 1

Parameters Needed

Select values for the following parameters.
* Indicates required field

* Zip 12345,12346,12347

* Enter value for Mon YYYY

Go

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Do not type anything in this text field. Click the flashlight icon to select the appropriate values.

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Business Intelligence

Help

Search and Select: File Date

This page enables you to select the parameter values Cancel Select

Search

To find the value, select a filter in the drop down list and enter a word in the text field, then click the go button. To see a list of all values, clear the search box and click the go button

Search by Contains

Search for Go

Case Sensitive

Results

Available		Selected
Jul 2015	Move Move All Remove Remove All	

Previous 1-1 of 1 Next

Cancel Select

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Instructions for Accessing Direct Certification Data for the Matching Process

13. If you would like to view only students certified for SNAP/TANF benefits from the July data set (first round of mandatory DCOMP), select “**Jul 2016**” and click on “**Move**” to move it from the “**Available**” box to the “**Selected**” box. If you would like to retrieve a cumulative list of students eligible for free lunch, choose “**Move All**.”
14. After you have moved the month(s) over to the “**Selected**” box, click “**Select**.”

ORACLE Discoverer Viewer
Business Intelligence [Help](#)

Search and Select: File Date

This page enables you to select the parameter values [Cancel](#) [Select](#)

Search

To find the value, select a filter in the drop down list and enter a word in the text field, then click the go button. To see a list of all values, clear the search box and click the go button

Search by Search for [Go](#)

Case Sensitive

Results

Available	Selected
	Jul 2015

[> Move](#)
[>> Move All](#)
[< Remove](#)
[<< Remove All](#)

[x](#)
[A](#)
[V](#)
[x](#)

[Cancel](#) [Select](#)

[Help](#)

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Instructions for Accessing Direct Certification Data for the Matching Process

15. After selecting all of the zip codes that pertain to your district and the month(s), click “go” to run the download. Wait for the download to complete. This may take a couple minutes depending on how large the file is.

ORACLE Discoverer Viewer Business Intelligence Preferences Exit Help

Connect > Workbooks >

Direct Certification SNAP/MEDI 2015-16 - Sheet 1

Last run Tuesday, August 25, 2015 3:05:43 PM EDT

Worksheets
Sheet 1

Parameters Needed

Select values for the following parameters.
* Indicates required field

* Zip

* Enter value for Mon YYYY

Go

Preferences Exit Help

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[Oracle Technology Network](#)

16. Now that you have selected the Direct Certification Data (DCD), you will be responsible for retaining the data and matching it to your school enrollment records. As shown below, the *actions* tab lists functions for maintaining the data. Click “**Export**” to transfer the data to a file format that best suits your district/school’s technological needs. Once the download has completed, click export to open/save the file. This way you can scroll through the names easily and have this download saved in a secure place.

ORACLE Discoverer Viewer Business Intelligence Preferences Exit Help

Connect > Workbooks >

Direct Certification SNAP/MEDI 2015-16 - Sheet 1

Last run Tuesday, August 25, 2015 3:29:47 PM EDT

Actions
[Rerun query](#)
[Save as](#)
[Revert to saved](#)
[Printable page](#)
Export
[Send to e-mail](#)
[Worksheet options](#)

Worksheets
Sheet 1

Parameters

Select values for the following parameters.
* Indicates required field

* Zip

* Enter value for Mon YYYY

Go

Table

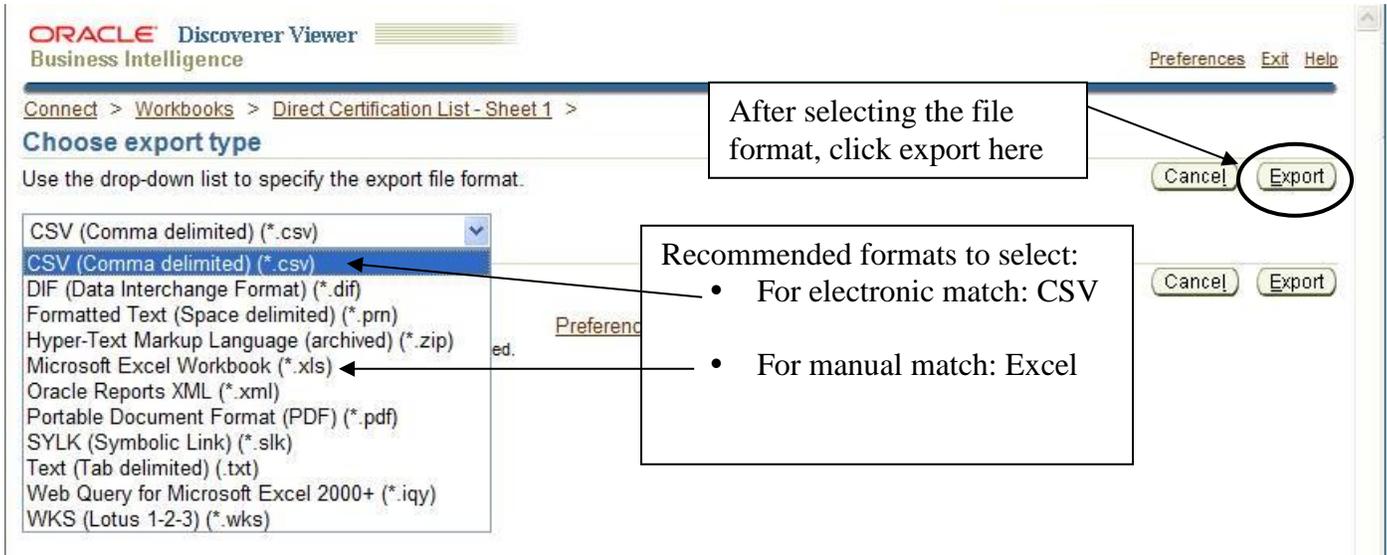
Tools [Layout](#) [Sort](#) [Rows and Columns](#)

Page 1 of 1

Case Name/Guardian First Name Last Name DOB Age Street City State Zip Case Type Case Num

Instructions for Accessing Direct Certification Data for the Matching Process

17. Use the drop-down list to specify the export file format required. CSV will open in Excel and can be used to upload the data into point of sale systems such as Nutrikids and WinSnap. The recommended format if you are manually matching data is the Microsoft Excel Workbook. After selecting the file format, click the “**Export**” button to the right of the drop-down list .

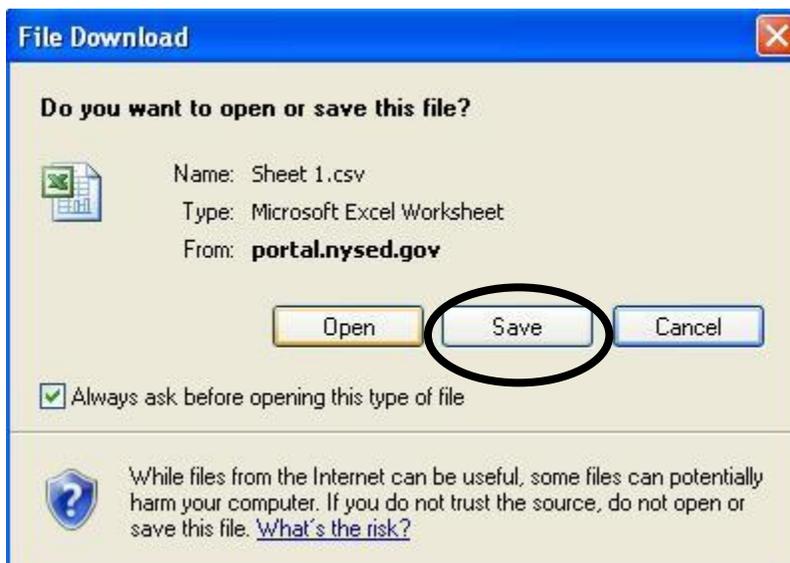


Instructions for Accessing Direct Certification Data for the Matching Process

18. Click on the “Click to view or save” button.



19. **Save the entire file first, by clicking save.** This will prompt you to select where the file will be saved.



Instructions for Accessing Direct Certification Data for the Matching Process

20. First select the location, then the folder you would like to save the documents in. Don't forget to name the document(s) appropriately. See below.

The image shows a Windows 'Save As' dialog box. The title bar is blue and says 'Save As'. The 'Save in:' field shows 'My Documents'. The main area displays a list of folders: 'Child Nutrition Program Documents', 'Bid Specs', and 'Staff Information'. The 'File name:' field contains 'DCMP July SY 2015-16' and the 'File type:' dropdown is set to 'Microsoft Excel Worksheet'. The 'Save' and 'Cancel' buttons are at the bottom right.

First, select the location.

Second, select the folder.

Third, name the file.

Forth, click save

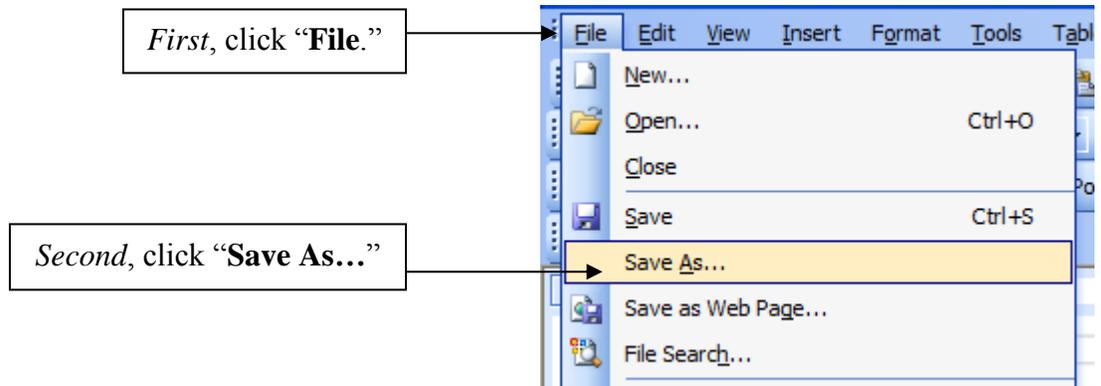
Select the folder you would like to save the DCMP data file in. Name the document appropriately. Examples include:
DCMP July SY 2016-17
DCMP October SY 2016-17
DCMP January SY 2016-17
DCMP April SY 2016-17
*This will ensure you can find the files easily when necessary.

Instructions for Accessing Direct Certification Data for the Matching Process

21. The file will be alphabetized by last name. Similar to searching through a phone book, look to certify each child on your enrollment list based on the current list of eligible students that was downloaded.
- a. ****Do NOT alter this file by adding or subtracting any data, unless you are adding individually searched students. Instructions are available for individually searching students. You must retain a copy of the original list of SNAP/Medicaid recipients (DCMP file) that you obtained from the discoverer database. If you are going to create a new list which only contains direct certified students in you school/site, you **MUST RESAVE THE FILE UNDER A NEW NAME.**

	A	B	C	D	E	F	G	H	I	J	K	L
1	Case Name/Guardian	First Name	Last Name	DOB	Age	Street	City	State	Zip	Case Type	Case Num	Mon YYYY
2	JAMES APPLE	MACK	APPLE	01/01/1998	17	123 UNKNOWN	ALBANY	NY	12345	SNAP	F012345	Jul 2015
3	SANDY SAGE	PETE	DENNY	02/05/2001	14	456 UNKNOWN	ALBANY	NY	12345	MEDICAID	M012345	Jul 2015
4												

- b. Saving a copy of this file under a new name can be done as follows:
 - i. Click “file”, then click “Save As.” Then repeat number 20 of these instructions to rename and save the file.



Instructions for Accessing Direct Certification Data for the Matching Process

For Schools/Districts that will be manually matching enrollment records to the direct certification data (DCD), please review the instructions below.

1. The Direct Certification Data (DCD) that you have retrieved from the Discoverer database will look as follows:

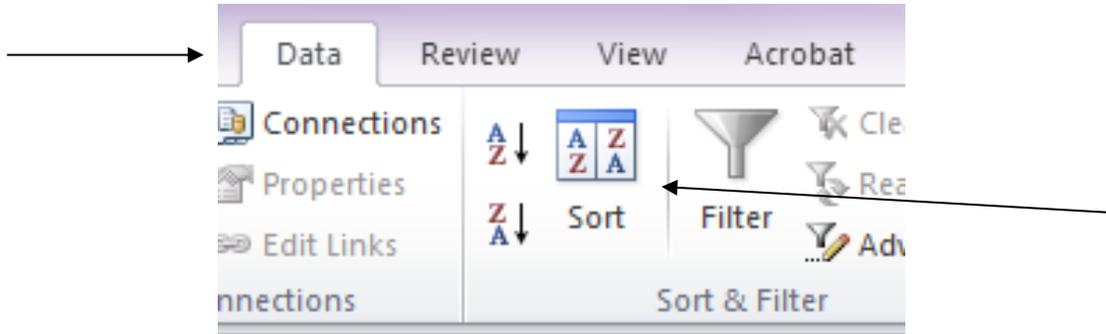
	A	B	C	D	E	F	G	H	I	J	K	L
1	Case Name/Guardian	First Name	Last Name	DOB	Age	Street	City	State	Zip	Case Type	Case Num	Mon YYYY
2	JAMES APPLE	MACK	APPLE	01/01/1998	17	123 UNKNOWN	ALBANY	NY	12345	SNAP	F012345	Jul 2015
3	SANDY SAGE	PETE	DENNY	02/05/2001	14	456 UNKNOWN	ALBANY	NY	12345	MEDICAID	M012345	Jul 2015
4												

2. Arrange the data in the same way that your enrollment records are arranged. If your enrollment record is alphabetized by student’s last name and zip code then sort the DCD that way. See below for sorting data in excel.
 - a. Click on the column that you would like to sort first. In this case, you would click on column E, because you are sorting by zip code and then alphabetically by the student’s last name. See below.

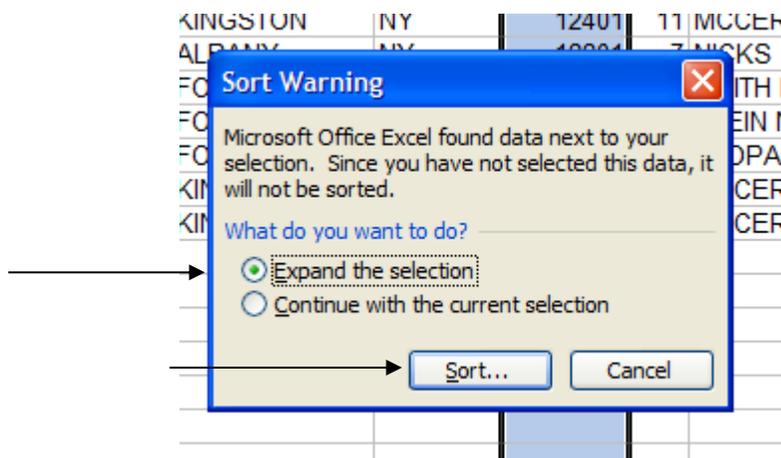
	A	B	C	D	E	F	G	H	I	J	K	L
1	Case Name/Guardian	First Name	Last Name	DOB	Age	Street	City	State	Zip	Case Type	Case Num	Mon YYYY
2	JAMES APPLE	MACK	APPLE	01/01/1998	17	123 UNKNOWN	ALBANY	NY	12345	SNAP	F012345	Jul 2015
3	SANDY SAGE	PETE	DENNY	02/05/2001	14	456 UNKNOWN	ALBANY	NY	12345	MEDICAID	M012345	Jul 2015
4												

Instructions for Accessing Direct Certification Data for the Matching Process

3. After you have selected the column you want sorted first, click on “**Data**”, then click on “**Sort**”.

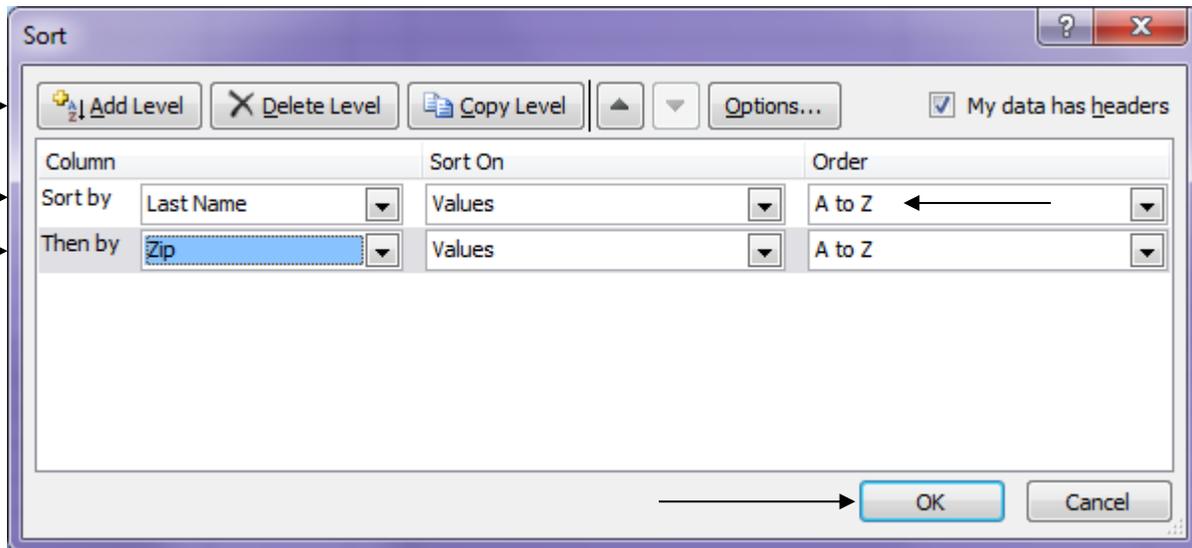


4. The following message will pop-up. You will leave it as shown below “**Expand the selection**” and then click on “**Sort...**”



Instructions for Accessing Direct Certification Data for the Matching Process

5. The following message will pop-up. Sort by “**Last name**” then, “**Add level**” and select “**Zip**” next to “**Then by**”. Order is A to Z. Then click “**OK**”.



Instructions for Accessing Direct Certification Data for the Matching Process

6. After you have completed steps 1-5 for manually matching your data. The file should appear as follows:
- a. *Notice that the children’s last names have been arranged in alphabetical order by zip code. This will ease the matching process between your enrollment record and the DCD record.

	A	B	C	D	E	F	G	H	I	J	K
1	Last name	First name	Mi	Dob	Street	City	State	Zip	Age	Case name/Guardian	Case num
2	BROWN	PETE	D	11/27/2004	21 DINER DR	ALBANY	NY	12201	6	NICKS JOAN	F411111
3	JOHNSON	ROB	O	2/8/2004	21 DINER DR	ALBANY	NY	12201	7	NICKS JOAN	F411111
4	APPLE	TOSH	J	1/14/1998	11 CORTLAND ST	FORT ORANGE	NY	12345	13	APPLE/JAMES	F000001
5	APPLE	MACK	J	8/4/2002	11 CORTLAND ST	FORT ORANGE	NY	12345	8	APPLE/JAMES	F000001
6	BACH	SUSAN	F	7/2/1992	2 MOZART AVE	FORT ORANGE	NY	12345	18	BACH BRITNEY	F577777
7	CURRY	RON	E	5/27/2006	P O BOX 5555	FORT ORANGE	NY	12345	5	SAGE SANDY	F288888
8	EVANS	EMILY		12/5/1999	1222 BROADWAY	FORT ORANGE	NY	12345	11	JOHNSON TERI	F799999
9	FAME	PRINCE		3/16/1995	99 STAR PKWY	FORT ORANGE	NY	12345	16	FAME VICKI	F200000
10	GOLF	TAYLOR	Z	5/3/1996	540 FAIRWAY DR	FORT ORANGE	NY	12345	15	GOLF TAYLOR	F433333
11	GOLF	TIGER		11/16/2001	540 FAIRWAY DR	FORT ORANGE	NY	12345	9	GOLF TAYLOR	F433333
12	GOLF	PHIL	Z	5/29/2003	540 FAIRWAY DR	FORT ORANGE	NY	12345	8	GOLF TAYLOR	F433333
13	HOPEWELL	KERI	P	10/10/1999	1B ROCKBRIDGE WAY	FORT ORANGE	NY	12345	11	HOPEWELL FAITH	F000005
14	ION	ADAM	Z	6/9/1995	100 CHARGED AVE	FORT ORANGE	NY	12345	16	ION JESSE	F111119
15	JONES	LILLY	E	7/15/1995	8 PADDY PL	FORT ORANGE	NY	12345	15	SMITH DANA	F888888
16	KLEIN	BECKY	M	6/13/1998	44 MAIN ST APT 1	FORT ORANGE	NY	12345	13	KLEIN NATE	F455555
17	LEOPARD	GABE	M	9/10/2005	1818 BROADWAY	FORT ORANGE	NY	12345	5	LEOPARD JESSICA	P111117
18	JEFFERSON	TONY	E	10/5/1999	133 SPOON AVE	KINGSTON	NY	12401	11	MCCEREAL TOM	P444444
19	MCCEREAL	TRIX		7/7/1992	166 FORK DR	KINGSTON	NY	12401	18	MCCEREAL TOM	P444444
20	MCCEREAL	LUCKY		4/8/2001	133 SPOON AVE	KINGSTON	NY	12401	10	MCCEREAL TOM	P444444
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7. On your enrollment record, highlight the names that appear on BOTH records. If you have multiple buildings that students attend, make sure the student’s building is indicated on the enrollment record also. From this a new list can be created of students that have been successfully matched. Create a list of children that have been matched by this process and keep it with your applications.

Please see “Direct Certification Case Number Search,” “Direct Certification Last Name Search” and “Direct Certification Date of Birth Search” for matching additional students.