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July  
2017,  
Updated  
July 2018

# NYSSIS State Match System

USER DOC

NYSED

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## Privacy and Security

The State Match system contains confidential and personally identifiable information for New York families and students. The State Match system includes records with elements such as case number, case name/guardian, student's (first, middle initial, last) name, date of birth, age, address (street, city, state, zip), and assistance program. State Match users are required to certify that information remains confidential in compliance with the disclosure statement provided. Do not provide State Match data to anyone unauthorized to use the system. If a company is providing tools (software programs) to help facilitate the direct certification process, the company should not have access to the State Match data. 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.

## Getting Started

To help ensure all eligible children receive free or reduced priced meals, the Child Nutrition (CN) program at the New York State Department of Education (NYSED) has added a *State Match* feature to the New York State Student Identification System (NYSSIS). The feature, hereafter referred to as the State Match system, provides users with access to direct certification (DC) data (e.g., SNAP and Medicaid lists) and to DC data that has been matched to New York State student records.

The NYSSIS system is already in-use by school personnel responsible for assigning unique IDs to students. NYSSIS uses a sophisticated matching engine to identify duplicate student records and discourage the creation of multiple student IDs for the same child. The engine is also being used behind the scenes by the State Match system to match DC records to student records maintained in the NYSSIS system. State Matching is a USDA best practice as it relieves School Food Authorities (SFAs) from having to match at the local level. Rather than DC data alone, the State Match system will deliver to SFAs student identifiers (e.g., a local ID and a NYSSIS ID) appended to DC data for easy import into food service management or other local student information systems.

The NYSSIS system and State Match capabilities are available on the NYSED Web site, at the NYSED Application Business Portal (<https://portal.nysed.gov/abp>).

## Conventions

This document is intended for users of the State Match system. Sections below describe user functionality, include screenshots, and provide insight on the technology and processing that supports the State Match system. All data that appears on screenshots has been fabricated in accordance with NYSED security and privacy provisions. Some screenshots may be cropped and where results are displayed columns hidden for the sake of clarity.

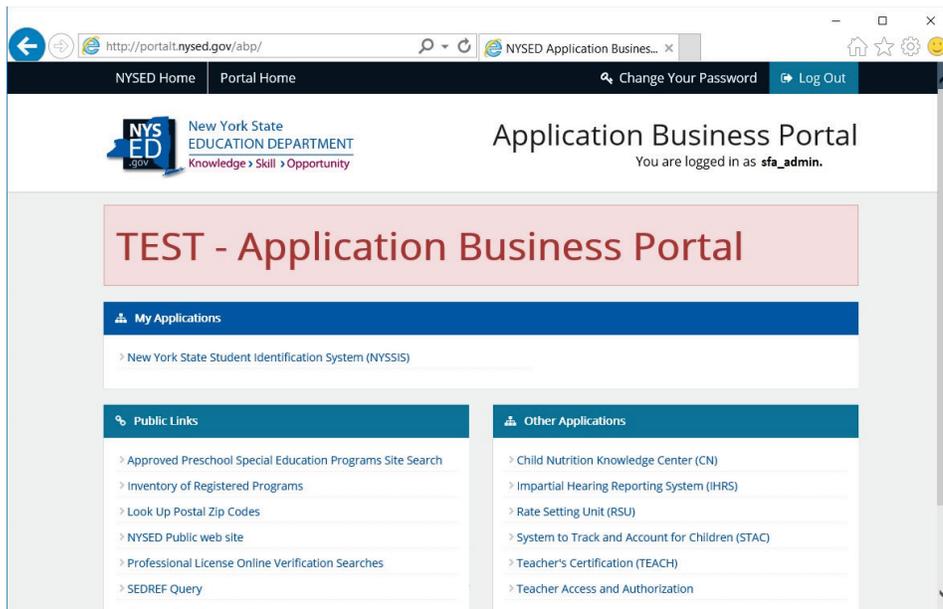
Several acronyms are used throughout the user guide and some terms are used interchangeably:

- ABP – The NYSED Application Business Portal. The portal is used by school personnel throughout the State.
- CN – The Child Nutrition program at NYSED.
- NYSED – New York State Education Department, this is used at times interchangeably with NYSSIS when referring to student data as NYSSIS is the student information system housed at NYSED.
- NYSSIS – The New York State Student Information System. As above, NYSSIS and NYSED may at times be used interchangeably when referring to student data.
- SEDDAS - State Education Department Delegated Account System. SEDDAS is a directory of school personnel. The directory is used to determine what users should have access to which applications and to what data.

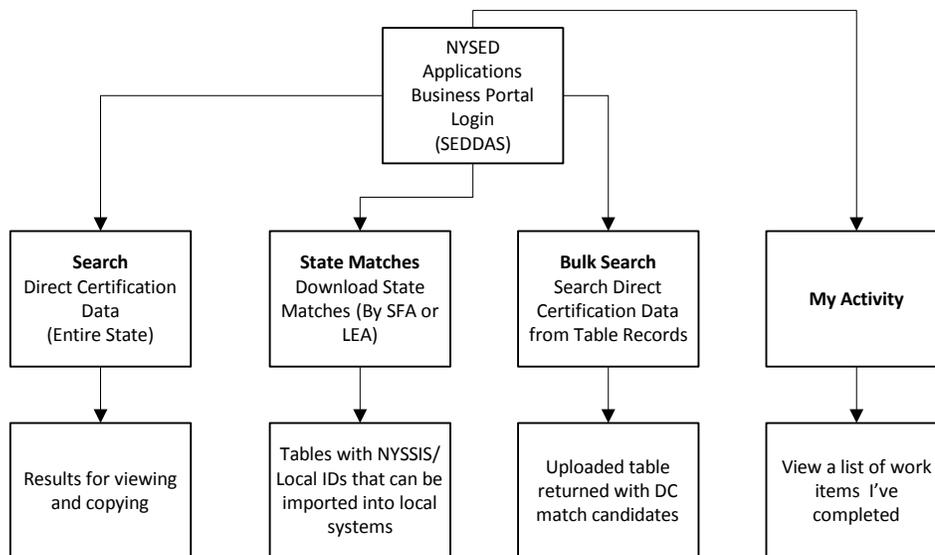
## Logging In

To begin, you will need to request a user ID from your district's SEDDAS Delegated Administrator (DA). In most cases your DA is your schools' CEO/Principal. SEDDAS is the standard authentication system built by SED and used by school staff across the State. SEDDAS uses a process of allowing designated school district personnel, DAs, to create user IDs. Although your DA should be familiar with the delegated administration processes, if asked, you can tell them you need access to the NYSSIS application with the role of, "Child Nutrition User".

Once you receive your credentials you will go to the NYSED Application Business Portal (<https://portal.nysed.gov/abp>) and login. The State-level match application is new functionality added to the existing New York State Student Identification System (NYSSIS) Web application. Only after you login will you see the NYSSIS link under 'My Applications' which you will select to begin using the State Match system.



Once you have successfully logged in to NYSSIS, you will be presented with the Home Page and along the left border links to other user functionality. For most users, you will want to proceed to the State Matches Screen and download the latest matches for your SFA, however, the system also allows you to Search for DC records, provides access to Bulk Searches, as well as a history of user activity.



## Viewing and Downloading Matches

### Background

The State Match system in NYSSIS provides users with student records that have been found on direct certification (DC) lists. These lists are provided to SED by agencies such as the Department of Health (DOH) and the Office of Temporary Disability Assistance (OTDA). Once received, a matching engine searches these lists and then tries to find matching student records in NYSED's statewide student identification system, NYSSIS. The matching process essentially transforms records for children in households that receive public assistance, into records of students, by school, that are

eligible for free meals. To complete the process a school ID, local student ID, and a NYSSIS ID are appended to the record for easy import into food service management or related local student information systems.

The screenshot below shows matches with fabricated data. You access matches by first clicking on the State Matches link in the left border which will allow you to then pick matches for your SFA in total or for any individual school under your jurisdiction. The column headings include: Local ID, NYSSIS ID, Age, school, certification method, Case Numbers, DC Eligibility Date, School Record Found On, DC Record, NYSED Record, and Probability (see below for more detail). The DC and NYSED Record fields are stacked like an address label for easier viewing and comparison with the student's name, date of birth, guardian name, and address. The column headings also have a caret symbol (^) that you can use to sort the table by column. You can change the number of records or "entries" that are shown on the screen and you can also search for records from the complete set of returned records, not just those displayed on the screen.

Local ID	NYSSIS ID	Age	School	Certification Method	Case Number(s)	DC Eligibility Date	School Record Found On	DC Record	NYSED Record	Probability
111112222	888887777	15	MY CENTRAL SCHOOL (0559910305)	SNAP	F123456	July 2017	2017-07-09	THOMAS JONES 2001-07-12 JONES PETER M 330 SOUTH MAIN AVENUE ANYTOWN 17797	THOMAS JONES 2001-07-12 PETER JONES & PAM JONES 330 SOUTH MAIN AVENUE ANYTOWN 17797	99%
222223333	999991111	12	MY CENTRAL SCHOOL (0559910305)	Medicaid	9988776	July 2017	2017-07-09	CECILIA JONES 2004-11-15 JONES PETER M 330 SOUTH MAIN AVENUE ANYTOWN 17797	CECILIA JONES 2004-11-15 PAM JONES 330 SOUTH MAIN AVENUE ANYTOWN 17797-3456	99%
444445555	222223333	14	MY CENTRAL SCHOOL (0559910305)	SNAP	F327654	August 2017	2017-07-24	PHILIP MYERS 2002-05-19 MYERS JOSHUA P 100 BAY SHORE DRIVE MYTOWN 12705	PHILIP MYERS 2002-05-19 JOSHUA MYERS P 100 BAY SHORE DRIVE MYTOWN 12705	99%
999991111	111112222	15	MY CENTRAL SCHOOL (0559910305)	SNAP	F987654	August 2017	2017-07-09	EDGAR BENNET JR 2004-02-12 BENNET ELI 92 WESTPORT AVENUE JAMESTOWN 12394	EDGAR BENNET 2004-02-12 ELI BENNET & ROSE KIERN 3500 FRANKLIN STREET PHILLY 12397	98%
888887777	444445555	17	MY CENTRAL SCHOOL (0559910305)	SNAP	F564738	August 2017	2017-07-09	OSCAR PAGE 1999-07-30 FRAUNCES CARSON 79 GREAT LAKES SAGINAW 10020	OSCAR PAGE 1999-07-30 GISH LILIAN 2233 KEY STREET SAGINAW 95000	99%

## Matching, Simplified

### Overview

The matching engine can be thought of as a toolbox. Tools in the toolbox are used to help discover matches between direct certification records and student records in NYSSIS (records maintained by LEAs and housed at NYSED). For example, there is a tool called 'soundex' that can inspect the last name in a record and find a matching last name in a second record if the names sound the same. This tool is helpful in eliminating spelling errors as it considers the sound of a name and not the exact spelling. A tool called 'edit distance' can inspect the last name in a record and find a matching last name in a second record even if that second record has typos. And a tool called 'longest common substring' can be used to find matches between records even if, for example, first and last name are reversed. Tools in the toolbox can perform these comparisons between any two columns (e.g., first name, guardian name, etc.).

Soundex		Edit Distance		Longest Common Substring	
Stephan	Stefan	Philips	Lhilip	Smith Jim	Jim Smith
Brian	Briana	Franklein	Franklien	Dalia Page	Page Dalia
Ricard R Jones	Ricard Jones	James	Hames	Jose Diaz	Diaz Jose

## Probability

A powerful feature of the matching engine is that it does not treat matches in black and white. That is, it does not say that two records are absolutely a match, or two records are absolutely not a match, it simply calculates the probability of two records being a match. This probability score can be seen in a column on the State Match screen.

Probability	DC Record	NYSED Record
40%	CECILIA JONES 2004-11-15 JONES PETER M 330 SOUTH MAIN AVENUE ANYTOWN 17797	CECE JONES 2004-11-15 PAM JONES 330 SOUTH MAIN AVENUE ANYTOWN 17797-3456
41%	EH MYERS 2002-05-19 MYERS JOSHUA P 100 BAY SHORE DRIVE MYTOWN 12705	EH TAW MYERS 2005-05-19 JOSHUA MYERS 100 BAY SHORE DRIVE MYTOWN 12705
98%	EDGAR BENNET JR 2004-02-12 BENNET ELI 92 WESTPORT AVENUE JAMESTOWN 12394	EDGAR BENNET 2004-02-12 ELI BENNET & ROSE KIERN 3500 FRANKLIN STREET PHILLY 12397
99%	OSCAR PAGE 1999-07-30 FRAUNCES CARSON 79 GREAT LAKES SAGINAW 10020	OSCAR PAGE 1999-07-30 GISH LILIAN 2233 KEY STREET SAGINAW 95000

In the excerpt above we are showing just the probability, DC and NYSED columns. In the first row, the match probability is 40%. The student's first names are different, and the guardian names are different, but all other fields are a match. The difference in student first name accounts for the relative low probability but this does not mean the records are not a match, it simply means that someone should validate the match before directly certifying. As the record housed at NYSED clearly has the student's first name in the form of a nickname these two records are very likely a match. In the 41% example there are several differences, however, the student's first name is unique which the matching engine considers; and, the student's date of birth has clearly been transposed. These too are likely matches. For the final two records, as will be the case with any probability score in the 90% range, the records will be identical or very close to identical in all cases.

One final note. There are no specific thresholds that suggest a user should validate matches manually. Scores in the 90% range are exact matches, but even scores in the below 50% range, as seen above, will often be matches. As you inspect matches over time you'll start to get a feel for probability scores and those scores that require validation.

## Many to Many Records

As SED receives DC lists from its partner agencies it is common for a child to be found on multiple DC lists. For example, if a child in a household receiving SNAP benefits appears on the August DC list they will typically appear on lists in subsequent months. In NYSSIS as well, there are almost always multiple records for the same student. There will only ever be one unique ID, however, the ID is tied to a student's history. As a student changes school years, moves, or has a change in household composition, this information is entered by school staff into NYSSIS. This means that as the matching engine processes direct certification data for a given month, it is not comparing one direct certification record to one NYSSIS record, rather it is comparing one Direct Certification record to a history of NYSSIS records housed at NYSED.

Direct Certification Records		NYSSIS Records			
Direct Certification File	Student	Student	School Year	Address	Guardian
SNAP June 2016	Tom Jones	Tom Jones	2012-2013	Main St	Pam Jones
SNAP Aug 2016	Tom Jones	Tom Jones	2012-2013	Main St	Phil Jones
Medicaid Dec 2016	Tom Jones	Tom Jones	2012-2013	Union Ave	Phil Jones
SNAP Dec 2016	Tom Jones	Tom Jones	2012-2013	Main St	Pam Jones
		Tom Jones	2014-2015	Main St	Pam Jones
		Tom Jones	2015-2016	Main St	Pam Jones
		Tom Jones	2015-2016	Union Ave	Pam Jones

For this reason, the State Match system has to decide what of these many records to display. Here is the logic the system uses:

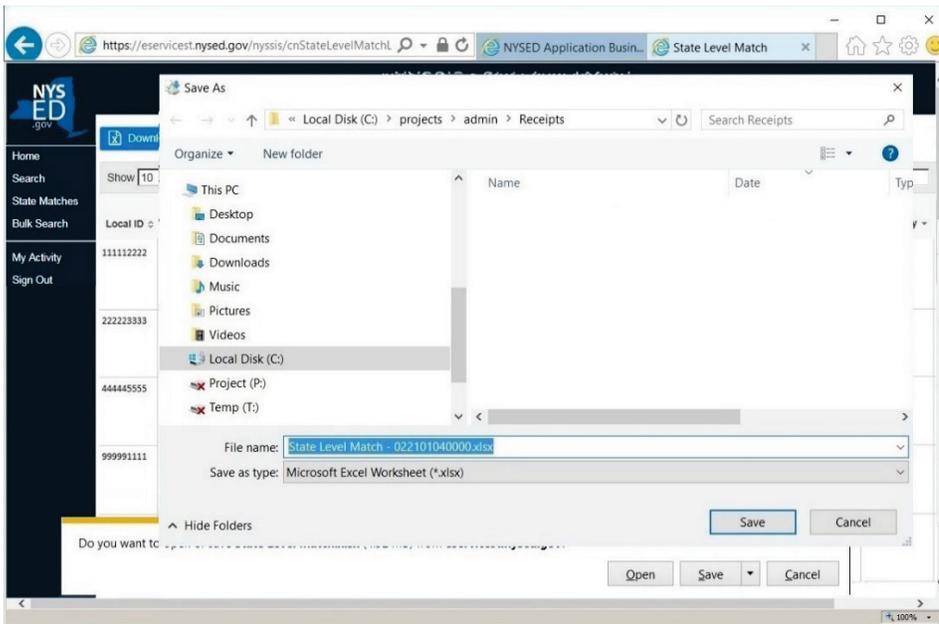
1. The system will always display the latest/most recent direct certification record (i.e., the latest list the child was found on);
2. The system will always display the latest/most recent record sent to NYSSIS;
3. If the student was found on one or more SNAP lists, the system will show that as the certification method; if not, and the child was found on one or more Medicaid lists the system will show that as the certification method.

In the excerpt below you can see the student in the first record appeared on both a SNAP and Medicaid list and the system appropriately chose SNAP as the Certification Method. When looking at the DC and NYSED Records you are looking at the latest/most recent which may not seem of any importance, however, it might explain one common anomaly. Because the matching engine is comparing one DC record with many NYSSIS records but is only able to show one NYSSIS record on the screen, match probabilities at times may seem inconsistent. Referring to the above, the matching engine looks at all of a student’s NYSSIS records when calculating a match. This means that in some instances an older NYSSIS record will enable a match to be found. These older records are not shown on the screen, only the latest/most recent record housed at NYSED, which will explain why at times you may see minor inconsistencies between probability scores. Suffice it to say that the three steps above is the logic used even if ‘behind-the-scenes’ there is other data facilitating a match and improving match results.

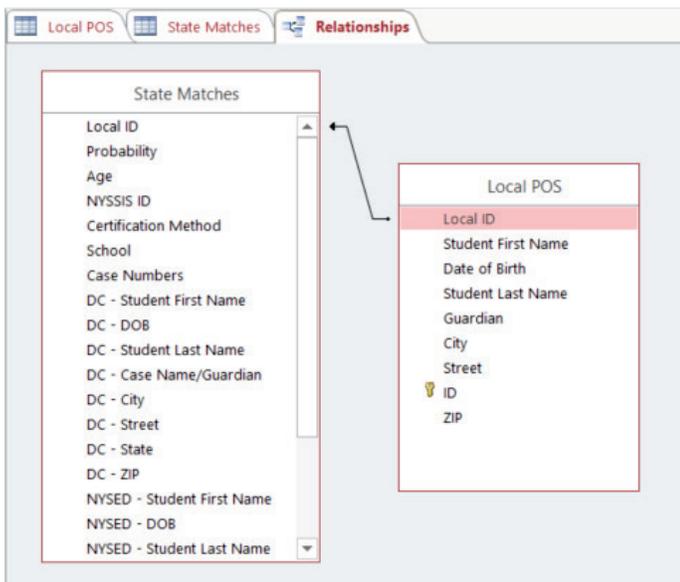
Certification Method	Case Number(s)	DC Record	NYSED Record
SNAP	F123456	THOMAS JONES 2001-07-12 JONES PETER M 330 SOUTH MAIN AVENUE ANYTOWN 17797	THOMAS JONES 2001-07-12 PETER JONES & PAM JONES 330 SOUTH MAIN AVENUE ANYTOWN 17797
Medicaid	7654321	CECILIA JONES 2004-11-15 JONES PETER M 330 SOUTH MAIN AVENUE ANYTOWN 17797	CECILIA JONES 2004-11-15 PAM JONES 330 SOUTH MAIN AVENUE ANYTOWN 17797-3456
SNAP	F564738	PHILIP MYERS 2002-05-19 MYERS JOSHUA P 100 BAY SHORE DRIVE MYTOWN 12705	PHILIP MYERS 2002-05-19 JOSHUA MYERS P 100 BAY SHORE DRIVE MYTOWN 12705

### Downloading

After viewing your matches you’ll likely want to download for import into your point of sale, food service management, or related student information system for use. The State Match screen allows one to download in Excel and then select a location to save the file.



After downloading, how you then import into your local system will vary. In almost all cases you will want to use either the Local ID or NYSSIS ID in the downloaded table to join with tables in your local system. This circumvents the need to match the students first and last name and date of birth to your local student roster, which is error prone. The State Match system has already matched DC data to student records, you now simply need to import these into your local system using the student's unique ID. Below is an import screen from a generic point of sale system where the user selects which columns to join (e.g., Local ID) and which fields to import.



## Searching Direct Certification Source Files

### Overview

Search is another operation available to users of the State Match system. Search provides access to direct certification data and will often be used to find students that are believed to be directly certified but for whatever reason are not found on the State Match screen. Let's call these, "hidden" records.

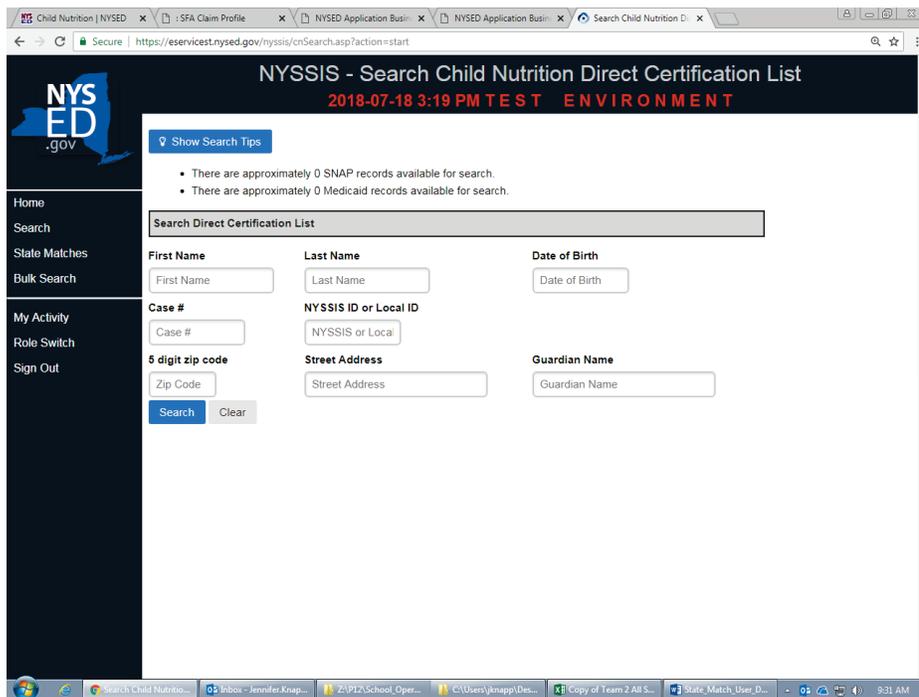
These hidden records exist for many reasons:

1. A student has recently transferred into your school and this new enrollment information has not been updated in NYSSIS. Until this information is transmitted to NYSED the student will be assigned to their former school and will only be displayed to food service staff from that school.
2. The student does not have a NYSSIS ID. For public schools, all students must have a NYSSIS ID. However, for nonpublic schools that choose not to participate in NYSSIS, a NYSSIS ID may never be created for a student and in-turn SED will not have a student record to use for matching.
3. The State Match system was not able to find a match between a DC and NYSSIS record. There are two common reasons why this might occur.
  - The first would be poor data quality, that is records in the direct certification file have severe errors that make it impossible to find a matching NYSSIS record.
  - The second is that the record, although it may exist on a DC list, has not been processed yet. Because the matching process takes place over days or sometimes weeks, SED can make DC records available for searching while in the background they are being matched to NYSSIS records (you will note at the top of the search screen in pink the latest match processing statistics).

Overall the ratio of unmatched to matched records should be very small for any school that participates in NYSSIS. However, unmatched records will exist and for this reason built into NYSSIS is this ability to search DC lists directly.

### Search Rules

As can be seen in the screenshot below, users can search DC lists for students using First Name, Last Name, Date of Birth, Case Number, ZIP code, and NYSSIS ID/Local ID, Zip Code and Street Address or Guardian Name. The Search Tips will provide you with guidance on the search field combinations that will provide you with a better match quality. You can not search on just zip code alone.



When results are returned they will have two components. To the right in grey are columns from the direct certification list. Color coded columns to the left are from the NYSSIS system. In the above the system found three records from DC lists that closely match the search criteria that was entered (e.g., THOMAS, JONES, and 7/12/2000). With these columns search also returns a NYSSIS match status or, 'Type':

Not Processed Yet - Direct Certification File Only

Processed - Direct Certification File Only

State Level Match -  
8888877772 [Show Side-by-Side](#)

- = Red means the record has yet to be run against NYSSIS so a match to a NYSSIS ID still could be found. Student was still found on the DC file so it could still be a match.
- = Yellow means the record was run against NYSSIS but no match was found. Student was still found on the DC file so it could still be a match.
- = Green means the record has already been matched to a student record in the NYSSIS system.

Above, the children found through Search were found on one or more DC lists. The exact list is captured in the Certification Method column. If one of these children attend your school then they are directly certified to receive free meals. The system also reports whether the record has been matched to a NYSSIS record, this to help you accurately identify eligible children. Referring again to the above, in one case the DC record had not been run against NYSSIS though it will be in time (Red), in another case the record could not be matched to a NYSSIS record at all (Yellow), and in the last case the record was found on a DC list and it had already been matched to a NYSSIS record.

### Compare Matched Records Returned in a Search

For DC records that have already been matched to a NYSSIS record you can click the, “Show Side-by-Side” button to see the detail behind the NYSSIS record.

Type	Certification Method	Case Number	First Name	Last Name	DOB	Guardian	Address
State Level Match - 8888877772 <a href="#">Show Side-by-Side</a>	SNAP-2017-01-31-Upstate.txt	02FS0007777	Thomas	Jones	7/12/2000	Peter Jones	330 S Main Ave Anytown NY 17797

Case #	Probability	School Year	Local ID	NYSSIS ID	School	Certification Method	DC Record	NYSED Record
02FS0007777	90%	2015-16	111112222	8888877772	MY CENTRAL SCHOOL (0559910305)	SNAP-2017-01-31-Upstate.txt	THOMAS JONES 2001-07-12 JONES PETER M 330 SOUTH MAIN AVENUE ANYTOWN 17797	THOMAS JONES 2001-07-12 PETER JONES & PAM JONES 330 SOUTH MAIN AVENUE ANYTOWN 17797

Once selected you can see the student’s Case #, IDs, and school. Also included is a match probability and the DC and NYSED Record fields stacked like an address label for easier comparison. Although there may be slight differences between the DC and NYSED records (please see Viewing and Downloading Matches for more detail) this additional information confirms that the child returned in your search is a child on record in NYSED’s NYSSIS system.

In summary, search results include DC records that closely match your search criteria. If you can identify a record as a student currently enrolled in you school then that child should be directly certified and regardless of the color code that is attached to the record. The color code or “Type” column is included so you can see the status of the returned record in the matching process and if already matched provide you with more information on the student.

## Using Bulk Search for Matching

### Overview

The Bulk Search feature behaves much like the Search feature. One key difference is that rather than search for matches one at a time, the feature allows one to upload a roster of students and have the system search for matching DC records. You can think of the feature as a batch version of Search. Although anyone can use Bulk Search it is particularly useful for nonpublic schools that have chosen to not participate in NYSSIS. Simply stated, if NYSED does not have a record of a student it has nothing to match a DC record to. Bulk Search works around this problem, and the alternative of searching for DC records one-by-one, by allowing users to upload their student records for search.

### Getting Started

When you select the 'Bulk Search' link in the left border it will bring you to a landing page that has: one, a choose file feature for selecting and uploading a local file to be matched ('Upload a File Submission'); and two, a list of files you've previously submitted for matching ('Completed File Submissions'). Within this feature, you are also able to "Take a Tour" by clicking on the button at the top of the page; this will help you to navigate through the Bulk Search.

The screenshot shows the 'NYSSIS - Child Nutrition - Bulk Search' web application. The page title is '2018-07-18 3:19 PM TEST ENVIRONMENT'. The interface includes a navigation menu on the left with options like Home, Search, State Matches, Bulk Search, My Activity, Role Switch, and Sign Out. The main content area is divided into two sections: 'Upload a File Submission' and 'Completed File Submissions'. The 'Upload a File Submission' section has a 'File Chooser' with a 'Choose File' button, a 'Delimiter' dropdown set to 'Pipe Delimited |', a 'Date of Birth Format' dropdown set to 'yyyy-MM-dd', and a 'Double Quoted fields' dropdown set to 'No'. There is an 'Upload' button below these options. The 'Completed File Submissions' section has a table with columns: 'Records in File', 'Side By Side Match Candidates', 'Status', 'Date Submitted', 'LEA', and 'File ID'. Below the upload section, there are 'Instructions' and 'File Layout' sections. The 'File Layout' section provides examples for Pipe Delimited, CSV Delimited, and CSV Delimited with quoted text file formats.

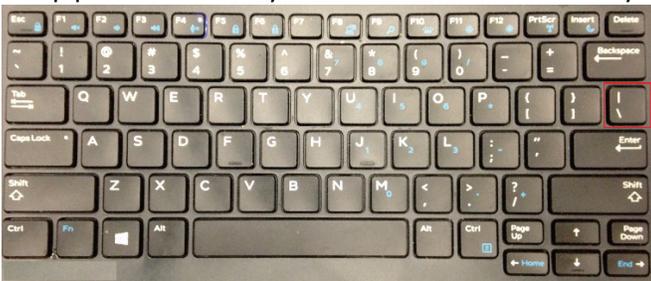
### File Format

Before you select a file for upload the file should already exist and be on your local system. For the system to be able to perform the matching it needs a few things:

1. The file must be a Pipe Delimited file, a CSV Delimited file or a CSV Delimited file with quoted text.

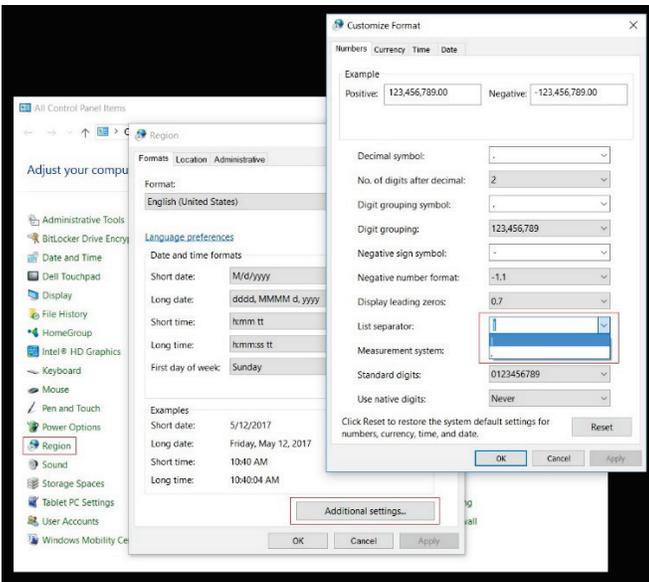
2. The file must contain column headings and specific elements, some that are optional and some that are mandatory.

The pipe character may be in a different location on your keyboard, however, it looks like this:



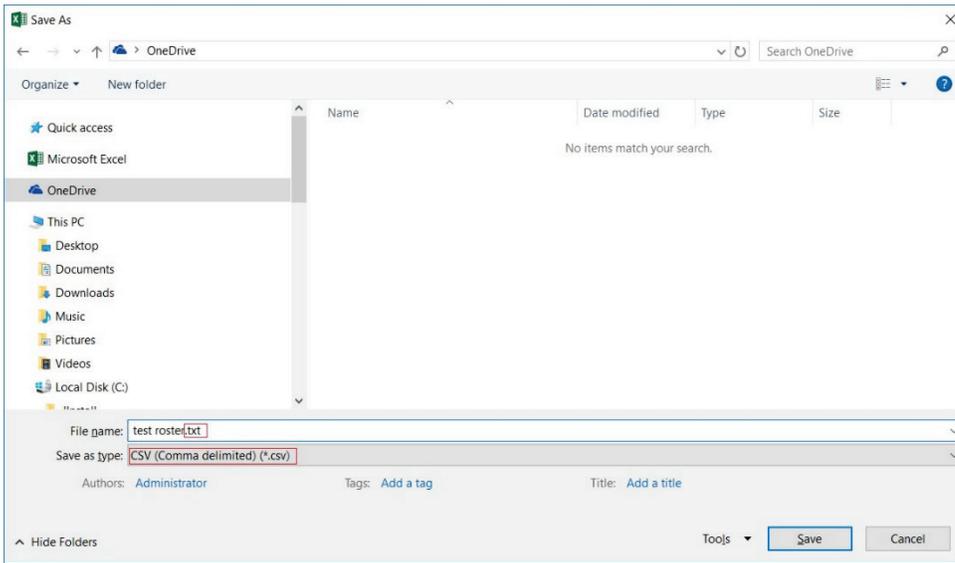
There are many ways to format your file and this will vary depending on the software you are using to store your student roster. If your data is in Excel, there are several settings you can use to make sure when Excel saves as a character separated file it uses pipes, '|' to separate values. To start you will need to change a setting in Windows Control Panel:

1. Make sure Excel is closed
2. Navigate to control panel
3. Select 'Region'
4. Click the 'Additional Settings' button
5. Find the List separator and change it from a comma to a pipe, '|' (this is the key above the "Enter" key on the keyboard)
6. Click OK
7. Click OK
8. Exit Control panel

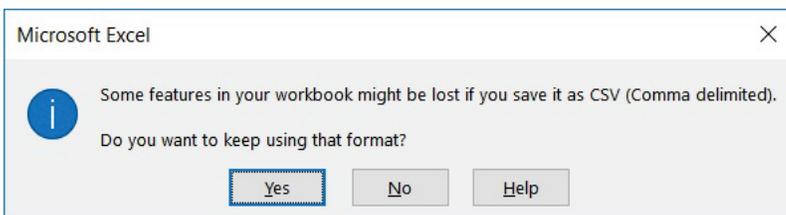


Next, you can use Excel to format your file:

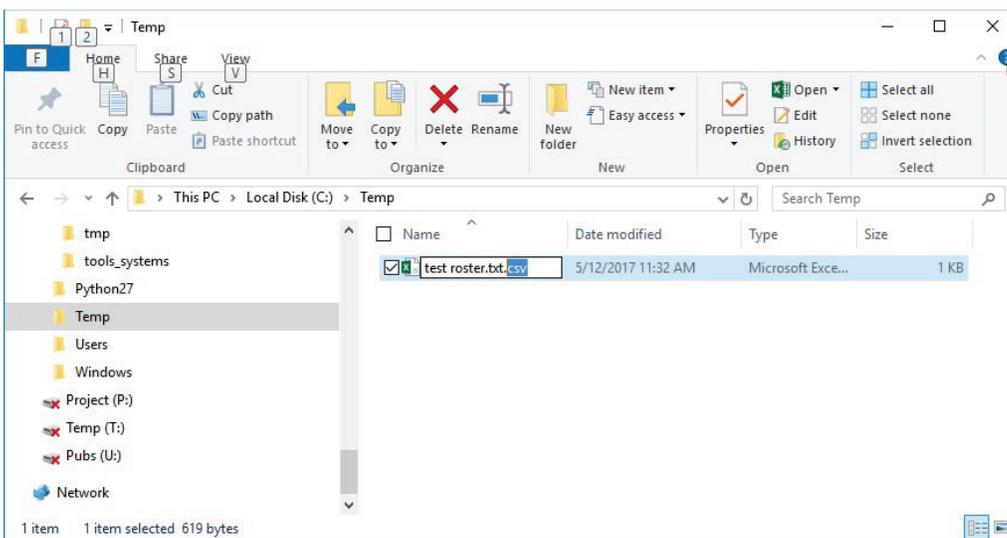
1. Open the Excel file you want to export to a pipe delimited file
2. Select File, Save As
3. Change the 'Save as type' to 'CSV (Comma delimited)(\*.csv)'
4. Change the name and file extension to .txt (by default it stays as .csv even though you chose a different delimiter) and save the file



Two additional notes, if you receive this message just click 'Yes' as you do not need Excel to preserve any features:



And when you go to look for your file, if Excel added the .CSV extension anyway, just remove it as the file needs to have only a .txt extension:



## File Content

The contents of your file are also key. The system can use the following fields when matching, those in red with an asterisk are required meaning if they do not exist the system will not perform the match.

Field	Description & Constraints	Example
<b>BEDS Code *</b>	The 12 digit BEDS code assigned by NYSED for the instituion submitting the child. Any BEDS code not associated with the user submitting the record will be suspect.	342800228920
Local ID	Local ID assigned to the child by the local student information system. Must be 30 characters or less.	000000123
<b>Last Name *</b>	Child's Last Name. Must be 50 characters or less.	Hart-Sullivan
<b>First Name *</b>	Child's First Name. Must be 50 characters or less.	Steven
<b>Date of Birth *</b>	Child's Date of Birth in yyyy-MM-dd format	2008-05-30
Gender	The Child's Gender. 'Male' or 'Female'.	Male
Home Address Line 1	Line 1 of child's Home Address. Must be 100 characters or less	11 Emerson Drive
Home Address Line 2	Line 2 of child's Home Address. Must be 100 characters or less.	APT 402
Home address city	City of child's Home Address. Must be 50 characters or less. If Address Line 2 is populated, Address Line 1 must also be populated.	Poughkeepsie
Home address state	State of child's Home Address. Must be 2 characters or less. Almost always 'NY'	NY
Home address zip code	5 digit or 5 plus 4 zip code of child's Home Address. Must be 10 characters or less.	14075-3904
Phone number	Primary phone number of child's primary guardian	518-538-9912
Guardian Name 1	First and Last Name of current or last known Guardian	'Candace Smith' or 'Smith, Candace'
Guardian Name 2	First and Last Name of the second guardian (e.g spouse of guardian 1)	'James Smith' or 'Smith, James'

When creating your file if you are missing any of the optional elements you should simply leave an empty value for those elements. For example, this file has the required elements but none of the optional elements:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	BEDS CODE	Local ID	Last Name	First Name	Date of Birth	Gender	Home Ad	Home Addr	Home Add	State	Home Add	Home Add	Phone Nur	Guardian ↑	Guardian Name 2	
2	1111222233334.00		Jones	Joe	2000-01-30									Jones, Peter & Mary		
3	1111222233334.00		Bennet	Jimmy	2004-03-12									Jane Bennet		
4	1111222233334.00		Franklin	Jane	1999-04-26									Franklin, Sean		
5	1111222233334.00		Pierce	Peter	2010-03-01									Joe & Mary Pierce		
6	1111222233334.00		Johnson	Paul	2005-10-10									Paul Johnson		
7	1111222233334.00		Williams	mary	2007-01-19									Melissa Williams		
8																

When you save as a CSV file as we did above, it will include all the elements and for those that do not have values there will simply be pipes with no values in between:

```

test roster.txt - Notepad
File Edit Format View Help
BEDS CODE|Local ID|Last Name|First Name|Date of Birth|Gender|Home Address Line 1|Home Address Line 2|Home Address City|State|Home Address State|
1111222233334.00|Jones|Joe|2000-01-30|Jones, Peter & Mary|
1111222233334.00|Bennet|Jimmy|2004-03-12|Jane Bennet|
1111222233334.00|Franklin|Jane|1999-04-26|Franklin, Sean|
1111222233334.00|Pierce|Peter|2010-03-01|Joe & Mary Pierce|
1111222233334.00|Johnson|Paul|2005-10-10|Paul Johnson|
1111222233334.00|Williams|mary|2007-01-19|Melissa Williams|

```

## Getting Your Matches

Once your file is formatted and ready for matching, return to the Bulk Search screen and click on the Choose File button to locate the file and initiate the matching process. If the upload was successful, you will receive a confirmation message including details on what to do next.

We have received the uploaded file on behalf of **MY SCHOOL SCHOOL DISTRICT**. An email will be sent when the response file is ready to download within 24 hours.

The time it takes to complete the matching will depend on the size of the file you uploaded. Generally speaking, larger files take longer to process.

Once your matches are complete they will appear in your list of, 'Completed File Submissions'. Click on any of the file links to view and download matches for any of the rosters you previously uploaded.

**NYSSIS - Child Nutrition - Bulk Search**  
2018-07-18 3:19 PM TEST ENVIRONMENT

Before you begin [Take a Tour](#)

1. Did you know that NYSED has already compared more than **212 students** from your location(s) to the several million SNAP and Medicaid records we have on file?
2. Please download and review [your state matches](#) before using the bulk search feature.
3. Bulk Search results are refreshed **each day starting at 4:00 AM**
4. Please wait 24 hours before viewing the results of a bulk search file submission. New records arrive each month from SNAP and Medicaid. New candidates will be discovered without resubmitting your bulk search file.
5. A bulk search upload file must match a specific file layout. An example file and specification provided. [Click here to review the instructions](#)

Upload a File Submission **Completed File Submissions**

File Chooser  No file chosen

Delimiter

Date of Birth Format

Double Quoted fields

**Instructions**

Please follow the guidelines below for producing an acceptable file for submission.

**File Layout**

A pipe '|' or comma ',' delimited file with .txt or .csv file extension containing the following elements. [Download example File](#)

**Pipe Delimited Example**

```
99999999999|123456ABCP|McCabe|Lucy|2005-03-12|Female|2 Pecan Avenue|Apartment 2C|Stony Point|NY|10980|845-555-1212|James McCabe|Lucy McCabe  
99999999999|123457ABCP|McCabe|James|2008-11-02|Female|2 Pecan Avenue|Apartment 2C|Stony Point|NY|10980|845-555-1212|James McCabe|Lucy McCabe  
79999999999|000004267|Gentry|Rebekah|2003-07-15|Male|885 Sheldon||Hopewell|NY|12533|845-555-1212|HENRY JAMES JR. |  
79999999999|75|HARKENRIDER|Rebekah|2003-07-15|||Oswego||13126||MS NANCY WHEATCRAFT|
```

**CSV Delimited Example**

```
99999999999,123456ABCP,Hart, Lucy, 2005-03-30, Female, 2 Pecan Avenue, Apartment 2C, Stony Point, NY, 10980, 845-555-1212, James McCabe, Lucy McCabe
```

If you select the Records on File view, you will see two sets of records. The highlighted records (view below which are gray in the actual application) are those that came from the roster/file that you uploaded. If the system was able to find matches for any of those records it will display them as 'Candidates' beneath. If the system could not find any matches, you will simply see the uploaded record with no candidates beneath. From here you can search and browse records as well as copy or download.

The Side-by-Side Matches view displays only the potential matches from the file you uploaded and will look identical to the State Level Match feature.

NYSSIS - Child Nutrition - Roster Match Results  
TEST ENVIRONMENT

Record Type	Certification Method	Case Number	First Name	Last Name	Date of Birth	Guardian	Address 1	City	State	Zip Code
Roster		11223348	THOMAS	JONES	2001-07-12	JONES PETER M	330 SOUTH MAIN AVENUE	ANYTOWN	NY	17797
Candidate	MEDICAID		THOMAS	JONES	2001-07-12	JONES PETER M	330 SOUTH MAIN AVENUE	ANYTOWN	NY	17797
Candidate	SNAP		THOMAS	JONES	2001-07-12	JONES PETER M	330 SOUTH MAIN AVENUE	ANYTOWN	NY	17797
Roster		726539	CECILIA	JONES	2004-11-15	JONES PETER M	330 SOUTH MAIN AVENUE	ANYTOWN	NY	17797
Candidate	SNAP		CECILIA	JONES	2004-11-15	JONES PETER M	330 SOUTH MAIN AVENUE	ANYTOWN	NY	17797
Roster		82972H	PHILIP	MYERS	2002-05-19	MYERS JOSHUA P	100 BAY SHORE DRIVE	MYTOWN	NY	12705
Roster		191210	EDGAR	BENNET JR	2004-02-12	BENNET ELI	92 WESTPORT AVENUE	JAMESTOWN	NY	12394

Showing 1 to 7 of 1,108 entries

## Reviewing My Activity

As you continue to use the State Match system it will keep track of your use. By clicking on the 'My Activity' link in the left border you will see a listing of actions you have performed in the past. This might be useful to pick back-up where you last left off or to help in future searches.

NYSSIS - Home  
TEST ENVIRONMENT

SFA\_ADMIN - Recent Activity

When	Activity
January 25, 2017 04:10 PM	State Level Matches accessed.
January 25, 2017 04:09 PM	Searching using First Name 'tom' Last Name 'jones' Date of Birth '01/01/2000'
January 24, 2017 03:04 PM	Searching using First Name 'Francis' Last Name 'McDermot' Date of Birth '12/01/2000'
January 24, 2017 02:12 PM	Submitted Ad Hoc CN File: SFA_ADMIN 2017-01-06745744058096369447-cn.txt
January 24, 2017 12:11 PM	Searching using First Name 'tom' Last Name 'jones' Date of Birth '01/24/2000'

Showing 1 to 9 of 9 entries

## Logging Out

Once you are done using the State Match system, you should always log out. Simply click the 'Sign Out' link in the left border and you will be logged off the system and returned to the NYSED Application Business Portal. The system will also log users off if they are inactive for an extended period of time.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

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To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

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