

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.

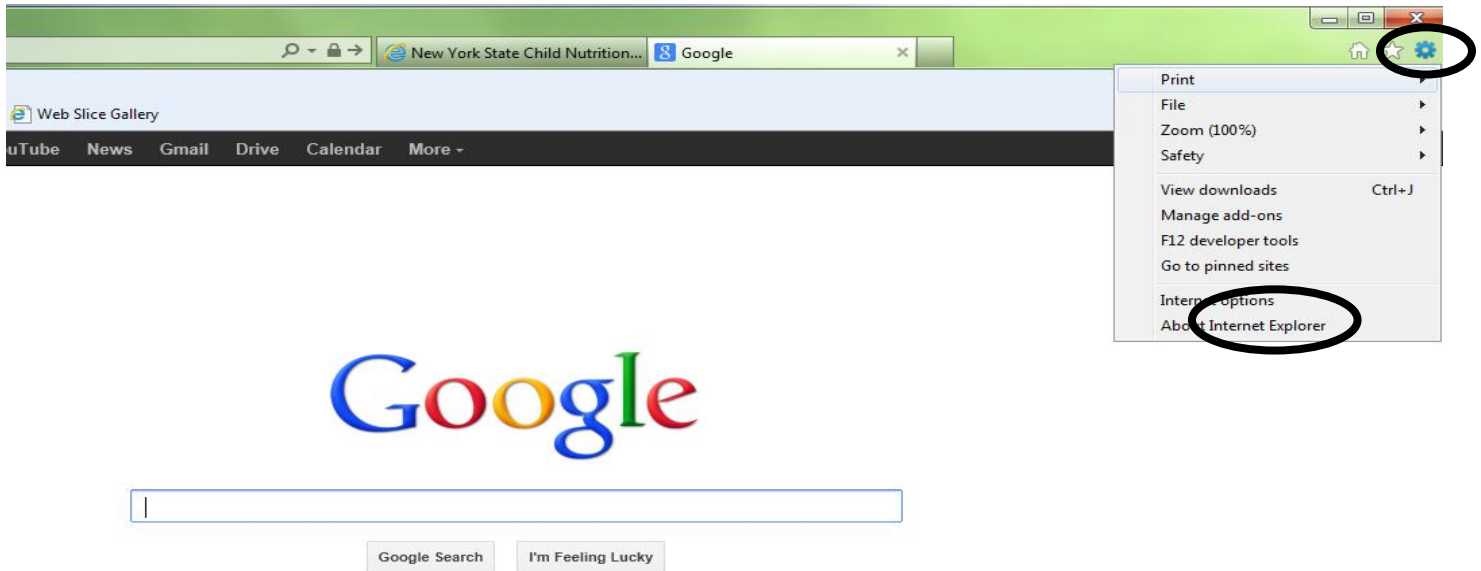
Schools assume more responsibility for the matching process. Districts/schools with electronic enrollment records or point of sale (POS) systems should contact all applicable information technology (IT) staff to determine how to utilize the DCD effectively. Some companies provide school food management 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

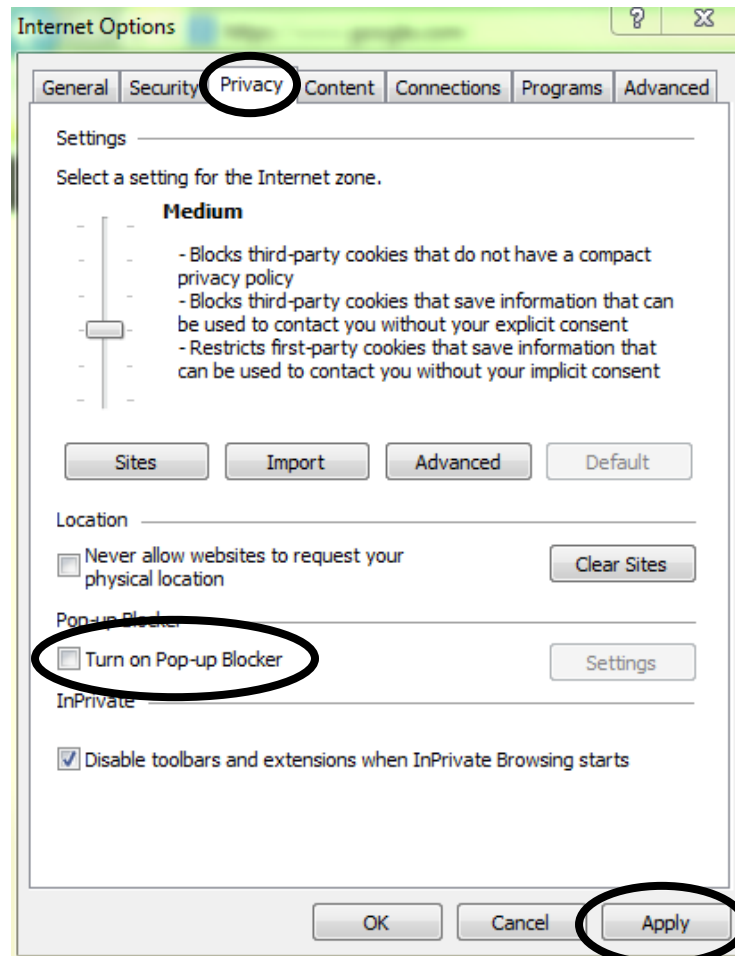
Updated Database: CNMS passwords will have to be changed if they do not meet the following criteria or if you are denied access to the Discoverer database. Passwords are case sensitive, must be at least 8-12 characters, begin with a letter, and contain at least 1 number.

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



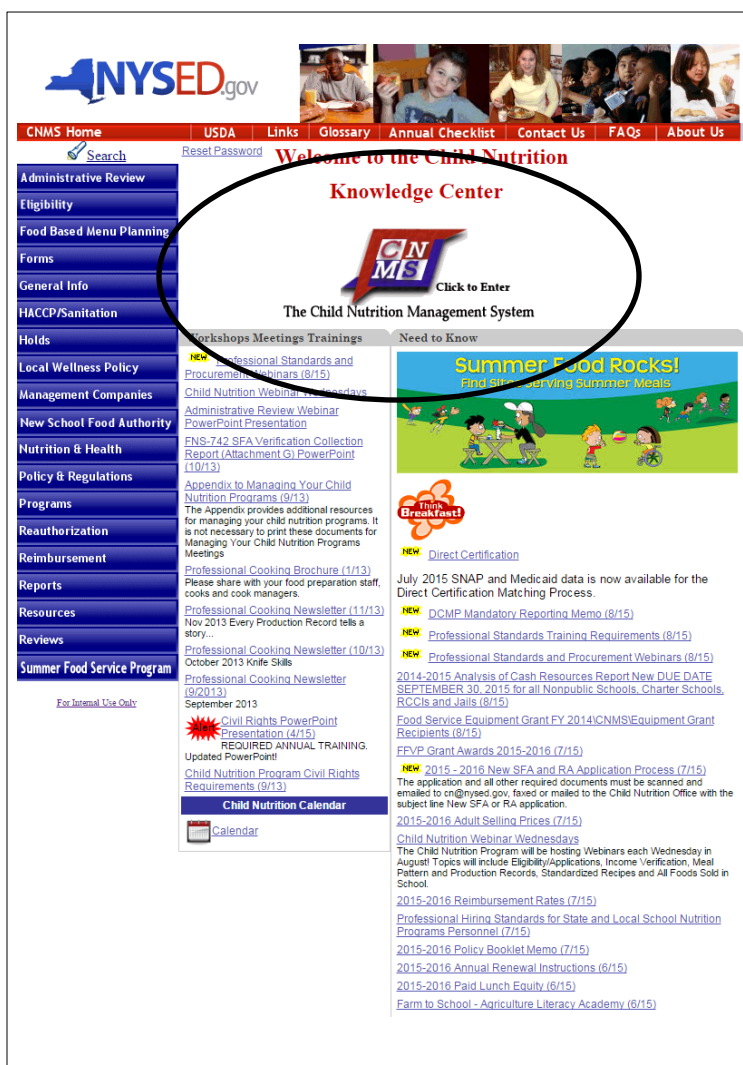
Instructions for Accessing Direct Certification Data for the Matching Process

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.



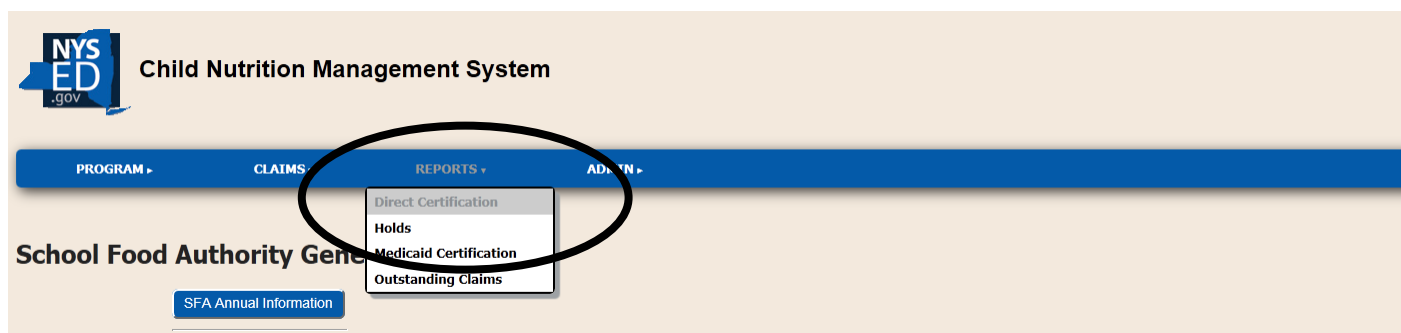
Instructions for Accessing Direct Certification Data for the Matching Process

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



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.

The screenshot shows the 'Direct Certification' page in the NYS ED Child Nutrition Management System. The page has a blue header with the NYS ED logo and the text 'Child Nutrition Management System'. Below the header is a blue navigation bar with the following tabs: PROGRAM, CLAIMS, REPORTS, and ADMIN. The 'REPORTS' tab is selected. The main content area is titled 'Direct Certification'. It contains a paragraph stating: 'I AGREE that the information provided for directly certifying and verifying students in the Child Nutrition Programs will be safeguarded from unauthorized use and disclosure and be kept confidential in accordance with the federal and state law and in accordance with the following disclosure statement:'. Below this is a section titled 'Disclosure of Eligibility Information without Parent/Guardian Consent'. It contains a paragraph stating: 'You may disclose, without parent/guardian consent, participants' names and eligibility status determined in the direct certification process to persons directly connected with the administration or enforcement of the following programs:'. This is followed by a list of three items: 1. Federal education programs such as Title I and National Assessment of Education Progress (NAEP). 2. Certain State health or State education programs, provided the State agency or local education agency administers the program. Representatives of State or local education agencies evaluating the results and compliance with student assessment programs would be covered only to the extent that the assessment program was established at the State, not local level. This includes the System for Tracking Education Performance (STEP) which is a State electronic reporting system. 3. Federal, State or local means-tested nutrition programs with eligibility standards comparable to the National School Lunch Program (NSLP), such as the Supplemental Nutrition Assistance Program (SNAP). Below this list is a paragraph stating: 'In addition to names and eligibility status, you may disclose, without parent/guardian consent, eligibility information obtained through the direct certification and verification processes to the following:'. This is followed by a list of three items: 1. Persons directly connected with the administration or enforcement of the programs authorized under the NSLA or Child Nutrition Act (CNA) of 1966. This includes the NSLP, the School Breakfast Program, Special Milk Program, Child and Adult Care Food Program, Summer Food Service Program and the Special Supplemental Nutrition Program for Women, Infants and Children (WIC). Program eligibility information collected for any one of the Child Nutrition Programs (CNPs) may be shared with another CNP, even if the programs are sponsored by different entities. For example, a school may disclose eligibility information from applications without parental consent to a Summer Food Service Program administered by Parks and Recreation. 2. The Comptroller General of the United States. 3. Federal, State or local law enforcement officials investigating alleged violations of any of the programs under the NSLA or CNA or investigating violations of programs authorized to have access to names and eligibility status of participants. At the bottom of the page, there is a blue button labeled 'I agree' and a callout box with the text 'Click Here' pointing to the button.

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

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.

Copyright (c)2000, 2010 Oracle Corporation. All rights reserved.
[About Oracle BI Discoverer Viewer Version 11.1.1.6.0](#)
[Oracle Technology Network](#)

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 2015-16**” by clicking the *plus sign* (inside of arrow) and then clicking on “**Sheet 1.**”

[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	Name	Description
▼ Discoverer Workbooks		
⊕	Direct Certification SNAP/MEDI 2015-16	Click Here
⊕	▶ 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	

⊕	▼	Direct Certification SNAP/MEDI 2015-16
		<u>Sheet 1</u>
⊕	▶	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

Click Here

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.

ORACLE Discoverer Viewer
Business Intelligence

[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](#)

Copyright (c)2000, 2010 Oracle Corporation. All rights reserved.
[About Oracle BI Discoverer Viewer Version 11.1.1.6.0](#)
[Oracle Technology Network](#)

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

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

Click “**Preferences**” here

Or below

Instructions for Accessing Direct Certification Data for the Matching Process

10. On the preferences screen, shown below:
- Uncheck the box “**Limit retrieved query data to**” as shown below.
 - The value entered in the “**Cancel list-of-values retrieval after**” box should be changed to **60** seconds.
 - Then select “**Apply**.” You will be returned to the previous screen.
 - 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.

The screenshot shows the Oracle Discoverer Viewer Preferences screen. The 'Query Governor' section contains several settings. The 'Limit retrieved query data to' checkbox is circled and has an arrow pointing to it from a box labeled 'Uncheck Here'. The 'Cancel list-of-values retrieval after' field has a value of 15, with an arrow pointing to it from a box labeled 'Change this number to 60'. The 'Apply' button is circled and has an arrow pointing to it from a box labeled 'Select “Apply”, after adjusting both the “Limit retrieved query data to” and “Cancel list-of-values retrieval after”'. The 'Warn me if predicted time exceeds' checkbox is checked, and the 'Prevent queries from running longer than' checkbox is also checked. The 'Retrieve data incrementally in groups of' field has a value of 250.

ORACLE Discoverer Viewer
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

☒ Warn me if predicted time exceeds 60
(Enter a value between 1 and 999999 in seconds)

☒ Prevent queries from running longer than 1800
(Enter a value between 1 and 999999 in seconds)

☐ Limit retrieved query data to
(Enter a row limit value between 1 and 999999)

Retrieve data incrementally in groups of 250
(Enter a row limit value between 1 and 10000)

Cancel list-of-values retrieval after 15
(Enter a value between 1 and 99999 in seconds)

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

ORACLE Discoverer Viewer
Business Intelligence

[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

[Preferences](#) | [Exit](#) | [Help](#)

Copyright (c)2000, 2010 Oracle Corporation. All rights reserved.
[About Oracle BI Discoverer Viewer Version 11.1.1.6.0](#)
[Oracle Technology Network](#)

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 2015, October 2015, January 2016 and April 2016.
 - 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.

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



Copyright (c)2000, 2010 Oracle Corporation
[About Oracle BI Discoverer Viewer Version](#)
[Oracle Technology Network](#)

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

Preferences Exit 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

Jul 2015

Selected

Move

Move All

Remove

Remove All

Previous 1-1 of 1 Next

Cancel Select

Copyright (c)2000, 2010 Oracle Corporation. All rights reserved.
[About Oracle BI Discoverer Viewer Version 11.1.1.6.0](#)
[Oracle Technology Network](#)

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 DCMF), select “**Jul 2015**” 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](#)

[Previous](#) 1-1 of 1 [Next](#)

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

[Help](#)
Copyright (c)2000, 2010 Oracle Corporation. All rights reserved.
[About Oracle BI Discoverer Viewer Version 11.1.1.6.0](#)
[Oracle Technology Network](#)

Jul 2015 (Currently available)
Oct 2015 (Will be available in October)
Jan 2016 (Will be available in January)
Apr 2016 (Will be available in April)

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

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 'Jul 2015'

Go

Copyright (c)2000, 2010 Oracle Corporation. All rights reserved.
[About Oracle BI Discoverer Viewer Version 11.1.1.6.0](#)
[Oracle Technology Network](#)

[Preferences](#) | [Exit](#) | [Help](#)

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

Connect > Workbooks >

Direct Certification SNAP/MEDI 2015-16 - Sheet 1

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

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

Parameters

Select values for the following parameters.
* Indicates required field

* Zip '12345','12346','12347'

* Enter value for Mon YYYY 'Jul 2015'

Go

Table

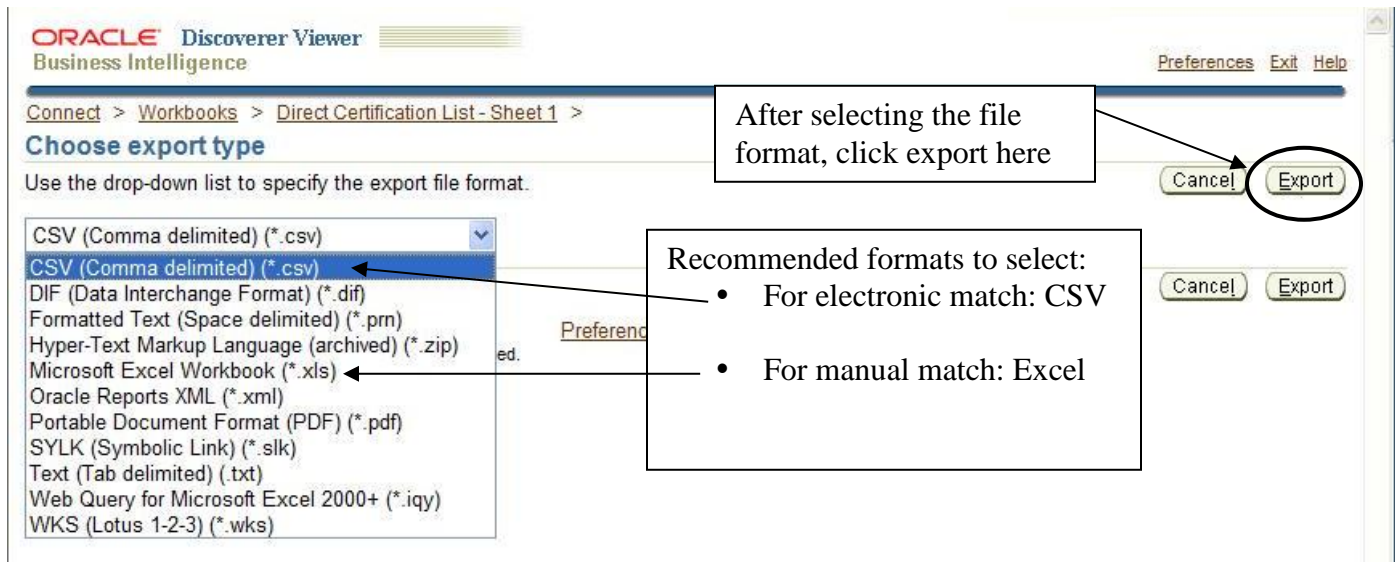
Tools [Layout](#) [Sort](#) [Rows and Columns](#)

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 .

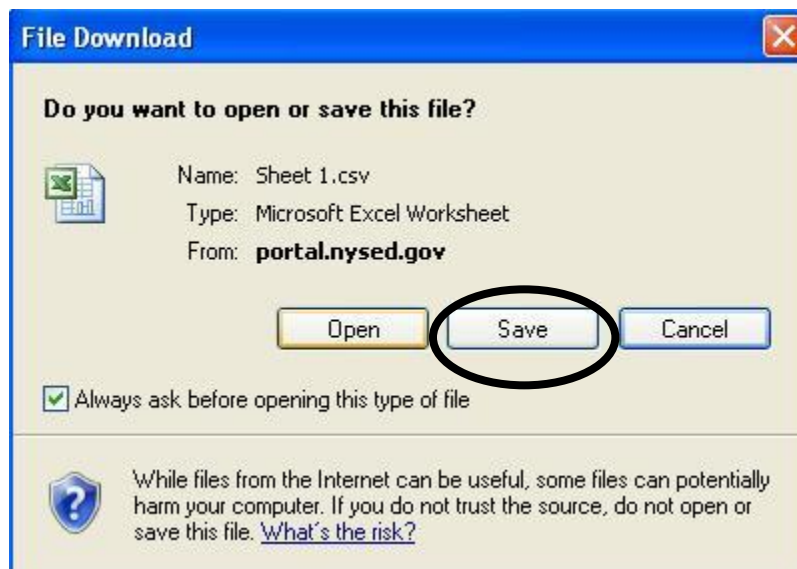


Instructions for Accessing Direct Certification Data for the Matching Process

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

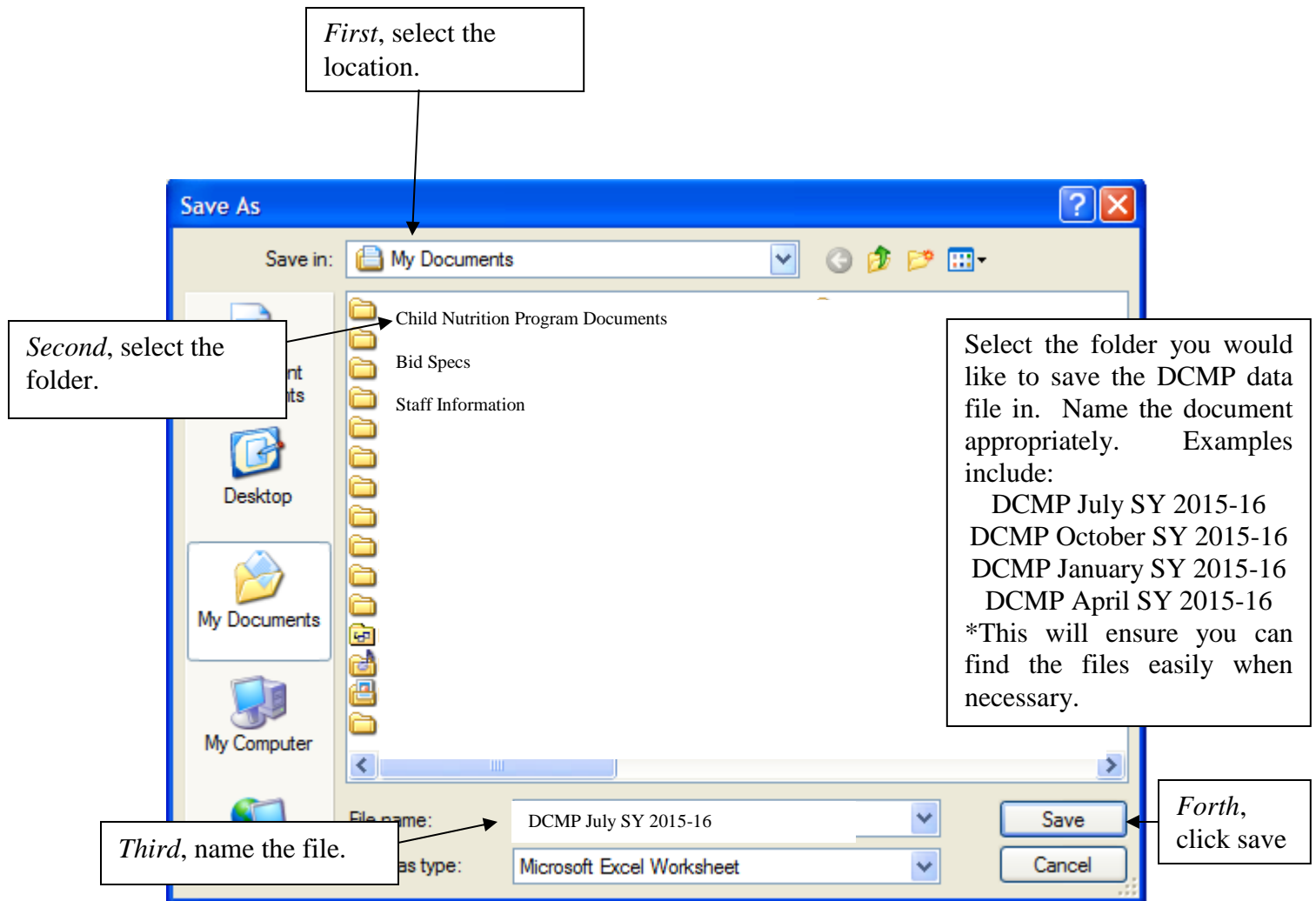


19. **Save the entire file first, by clicking save.** This will prompt you to select where the file will be saved.



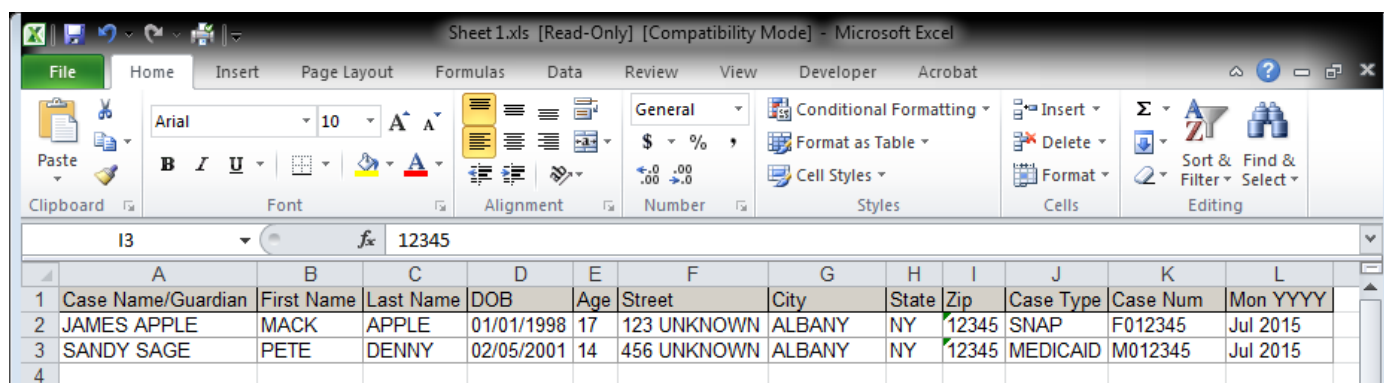
Instructions for Accessing Direct Certification Data for the Matching Process

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.



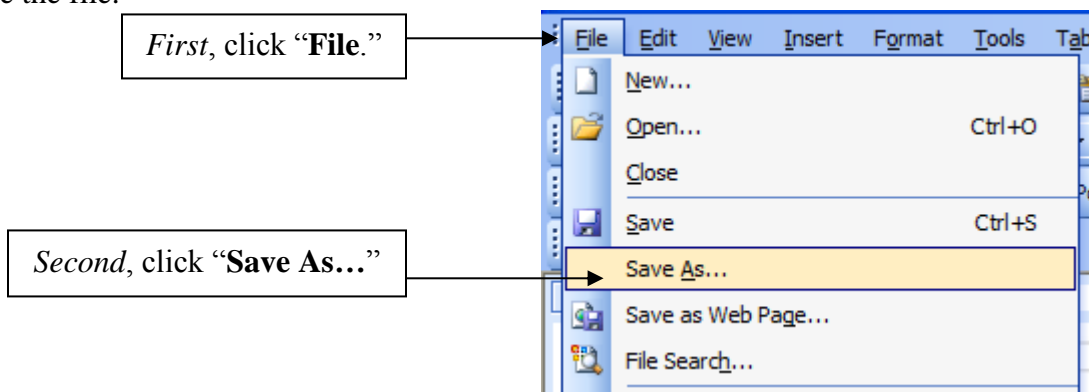
Instructions for Accessing Direct Certification Data for the Matching Process

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
	Case Name/Guardian	First Name	Last Name	DOB	Age	Street	City	State	Zip	Case Type	Case Num	Mon YYYY
1	JAMES APPLE	MACK	APPLE	01/01/1998	17	123 UNKNOWN	ALBANY	NY	12345	SNAP	F012345	Jul 2015
2	SANDY SAGE	PETE	DENNY	02/05/2001	14	456 UNKNOWN	ALBANY	NY	12345	MEDICAID	M012345	Jul 2015
3												
4												

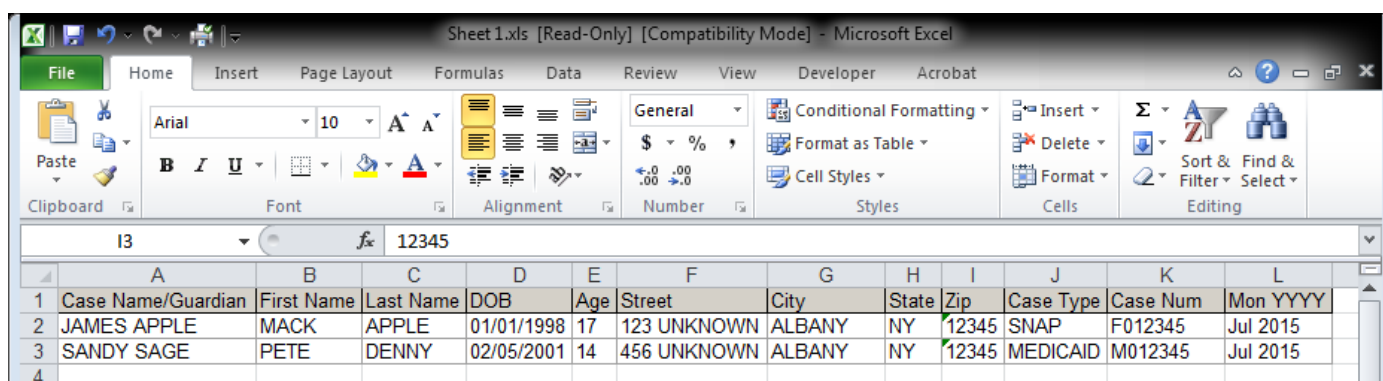
- b. Saving a copy of this file under a new name can be done as follows:
 - i. Click “file”, then click “Save As.” Then repeat number 20 of these instructions to rename and save the file.



Instructions for Accessing Direct Certification Data for the Matching Process

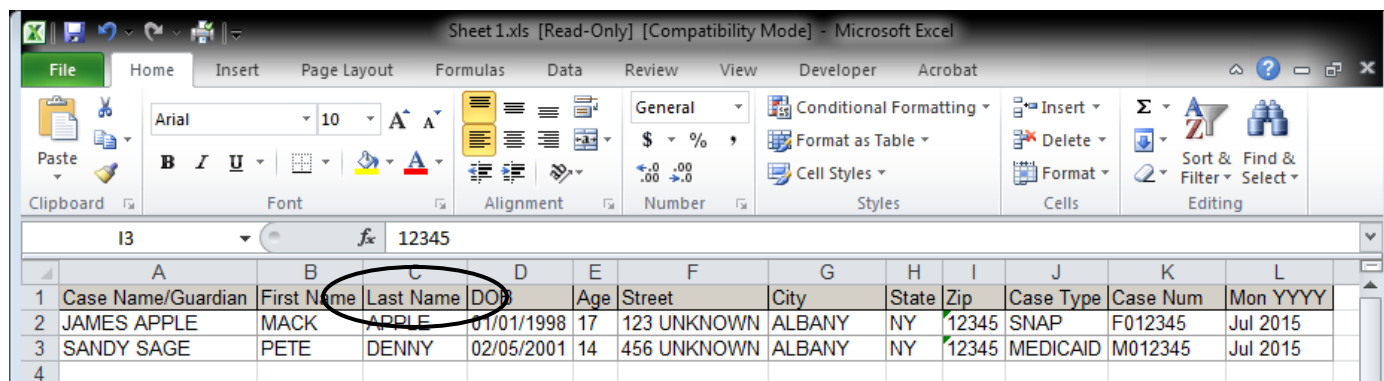
For Schools/Districts that will be manually matching enrollment records to the direct certification data (DCD), please review the instructions below.

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
	Case Name/Guardian	First Name	Last Name	DOB	Age	Street	City	State	Zip	Case Type	Case Num	Mon YYYY
1	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

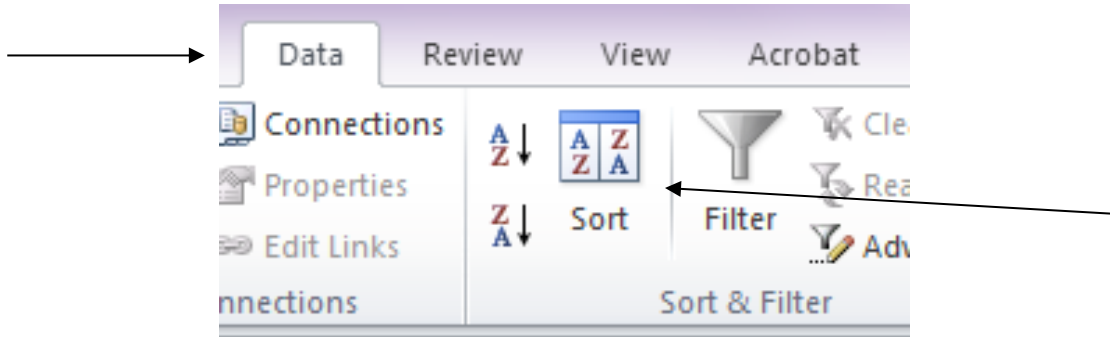
2. Arrange the data in the same way that your enrollment records are arranged. If your enrollment record is alphabetized by student's last name and zip code then sort the DCD that way. See below for sorting data in excel.
 - a. Click on the column that you would like to sort first. In this case, you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



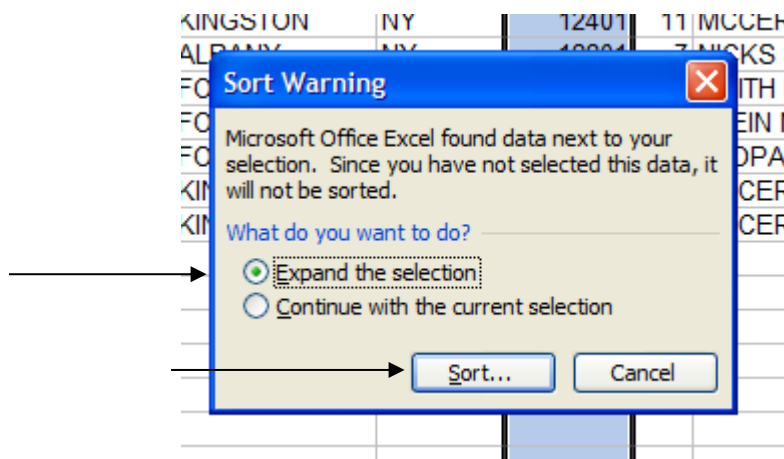
	A	B	C	D	E	F	G	H	I	J	K	L
	Case Name/Guardian	First Name	Last Name	DOB	Age	Street	City	State	Zip	Case Type	Case Num	Mon YYYY
2	JAMES APPLE	MACK	APPLE	01/01/1998	17	123 UNKNOWN	ALBANY	NY	12345	SNAP	F012345	Jul 2015
3	SANDY SAGE	PETE	DENNY	02/05/2001	14	456 UNKNOWN	ALBANY	NY	12345	MEDICAID	M012345	Jul 2015

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**”.

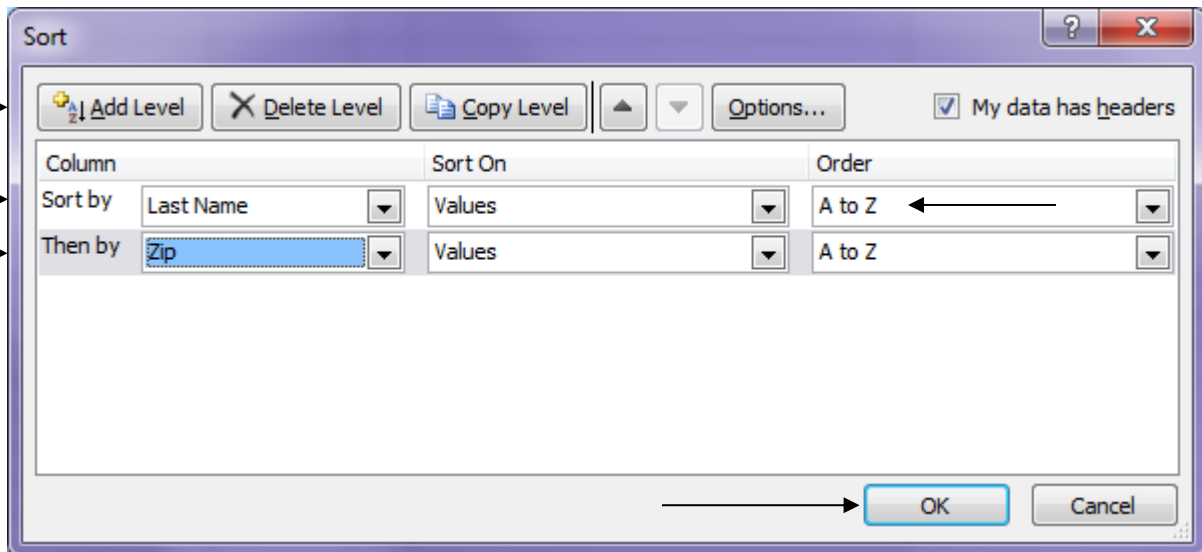


4. The following message will pop-up. You will leave it as shown below “**Expand the selection**” and then click on “**Sort...**”



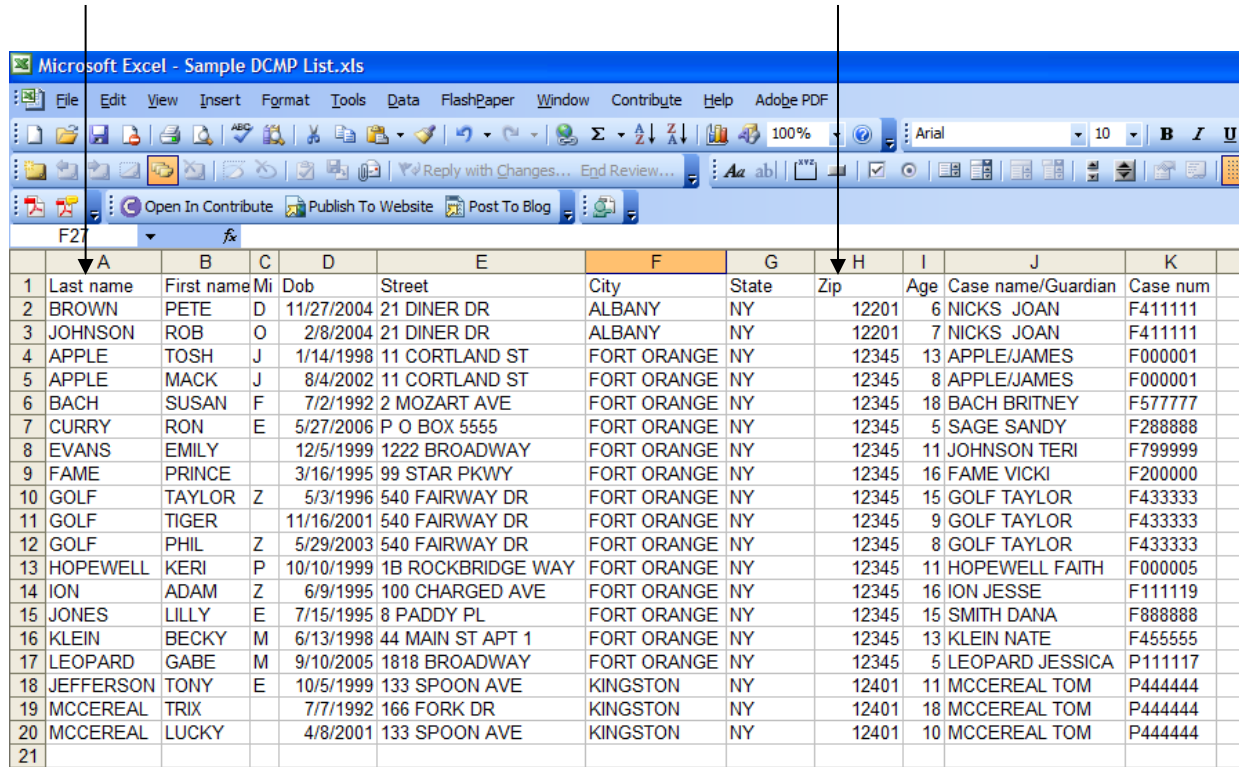
Instructions for Accessing Direct Certification Data for the Matching Process

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.



The screenshot shows a Microsoft Excel spreadsheet titled "Sample DCMF List.xls". The spreadsheet contains a list of children's data, sorted by zip code. The columns are labeled as follows: A (Last name), B (First name), C (Mi), D (Dob), E (Street), F (City), G (State), H (Zip), I (Age), J (Case name/Guardian), and K (Case num). The data is organized into rows, with the first row being a header and the subsequent rows containing individual child records. The records are sorted by zip code, with the lowest zip code (12201) at the top and the highest (12401) at the bottom.

	A	B	C	D	E	F	G	H	I	J	K
	Last name	First name	Mi	Dob	Street	City	State	Zip	Age	Case name/Guardian	Case num
1	BROWN	PETE	D	11/27/2004	21 DINER DR	ALBANY	NY	12201	6	NICKS JOAN	F411111
2	JOHNSON	ROB	O	2/8/2004	21 DINER DR	ALBANY	NY	12201	7	NICKS JOAN	F411111
3	APPLE	TOSH	J	1/14/1998	11 CORTLAND ST	FORT ORANGE	NY	12345	13	APPLE/JAMES	F000001
4	APPLE	MACK	J	8/4/2002	11 CORTLAND ST	FORT ORANGE	NY	12345	8	APPLE/JAMES	F000001
5	BACH	SUSAN	F	7/2/1992	2 MOZART AVE	FORT ORANGE	NY	12345	18	BACH BRITNEY	F577777
6	CURRY	RON	E	5/27/2006	P O BOX 5555	FORT ORANGE	NY	12345	5	SAGE SANDY	F288888
7	EVANS	EMILY		12/5/1999	1222 BROADWAY	FORT ORANGE	NY	12345	11	JOHNSON TERI	F799999
8	FAME	PRINCE		3/16/1995	99 STAR PKWY	FORT ORANGE	NY	12345	16	FAME VICKI	F200000
9	GOLF	TAYLOR	Z	5/3/1996	540 FAIRWAY DR	FORT ORANGE	NY	12345	15	GOLF TAYLOR	F433333
10	GOLF	TIGER		11/16/2001	540 FAIRWAY DR	FORT ORANGE	NY	12345	9	GOLF TAYLOR	F433333
11	GOLF	PHIL	Z	5/29/2003	540 FAIRWAY DR	FORT ORANGE	NY	12345	8	GOLF TAYLOR	F433333
12	HOPEWELL	KERI	P	10/10/1999	1B ROCKBRIDGE WAY	FORT ORANGE	NY	12345	11	HOPEWELL FAITH	F000005
13	ION	ADAM	Z	6/9/1995	100 CHARGED AVE	FORT ORANGE	NY	12345	16	ION JESSE	F111119
14	JONES	LILLY	E	7/15/1995	8 PADDY PL	FORT ORANGE	NY	12345	15	SMITH DANA	F888888
15	KLEIN	BECKY	M	6/13/1998	44 MAIN ST APT 1	FORT ORANGE	NY	12345	13	KLEIN NATE	F455555
16	LEOPARD	GABE	M	9/10/2005	1818 BROADWAY	FORT ORANGE	NY	12345	5	LEOPARD JESSICA	P111117
17	JEFFERSON	TONY	E	10/5/1999	133 SPOON AVE	KINGSTON	NY	12401	11	MCCEREAL TOM	P444444
18	MCCEREAL	TRIX		7/7/1992	166 FORK DR	KINGSTON	NY	12401	18	MCCEREAL TOM	P444444
19	MCCEREAL	LUCKY		4/8/2001	133 SPOON AVE	KINGSTON	NY	12401	10	MCCEREAL TOM	P444444
20											
21											

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.