# SNP Memo #2020-2021-06


**COMMONWEALTH of VIRGINIA
Department of Education**

DATE: July 17, 2020

TO: School Nutrition Directors, Supervisors, and Contact Persons (Addressed)

FROM: Sandra C. Curwood, PhD, RDN, Sandy

## SUBJECT: Direct Certification: End of Year and New Year Procedures

The purpose of this memorandum is to provide information on direct certification (DC) procedures for the end of one school year and the beginning of a new school year and to distribute the 2020-2021 schedule for the DC source file in SNPWeb. The DC module has been updated to include procedures that will help school food authorities (SFAs) by preventing a file upload and match in the incorrect school year and maintaining documentation of DC results in the prior school year. These new procedures are active and the DC module is again open to users.

### DC Procedures for the End of a School Year

The ending date for the school year in SNPWeb is June 30, annually. Prior to June 30, the Virginia Department of Education, Office of School Nutrition Programs (VDOE-SNP) will activate the new school year to allow SFAs to enter data in the new application packet. When it is active, the new school year becomes the default year in SNPWeb even though the calendar date is prior to June 30.

To complete a May or June DC match after the new year has been activated, the user must change the default year back to the current school year. After changing the year, the SFA can upload the enrollment file and complete DC matching. A new safeguard prevents users from accidentally performing a DC match in the new school year prior to July 1. Before July 1, and before the July DC source file is available, users will see a pink ribbon with a warning and the *File Upload* buttons will be inactive. A screenshot of this feature is in Attachment A.

Annually, June 30, is the last day for DC matching in the current school year. On July 1, SNPWeb disables the matching function in the completed school year. The DC export file remains available for download after July 1, by changing back to the prior school year. DC files will be available in SNPWeb for three years beyond the year in which they were created.

### DC Procedures for a New School Year

The beginning date for a new school year in SNPWeb is July 1, annually. However, the first DC source file from the Department of Social Services (DSS) is not available until about the third week of the month. DC matching in the new school year is not available until a new DSS source file is uploaded. Users will see a pink ribbon with a warning and the *File Upload* buttons will be inactive until a file is available. A screenshot of this feature is in Attachment A.

The DC matching function becomes active when the first DSS source file is available in the new school year. The DC module will display the file date next to *Last DSS Source File* below the pink ribbon in the upper right. The display date will be the date DSS created the file, not the date it was available in SNPWeb. A user will know a new file is available if the month displayed is the same as the current calendar month. For example, a user logs into the DC module on May 14. The *Last DSS Source File* date is April 8; no new file is available. The user logs in again on May 15. The *Last DSS Source File* date is May 6; a new file is available for matching.

### DC DSS Source File and LEA DC Completion Dates

A new DSS source file will be available every month of the school year. A schedule of source file availability and matching deadlines is below. Each SFA is required to conduct a DC match each month by uploading a current LEA student enrollment file created from the student information system (SIS). SFAs may match more frequently, if desired. SFAs implementing CEP divisionwide must conduct a match at least three times per year, in September, January, and March, and are advised to consider monthly matching to increase the identified student percentage prior to April 1, annually.

| **DSS Source File Date** | **DSS Source File in SNPWeb** | **Target Date for LEA Enrollment Upload and Complete DC Match****(including Possible/Extended Matches)** |
| --- | --- | --- |
| July 2020 | 7/22/2020 | 8/14/2020 |
| August 2020 | 8/14/2020 | 8/31/2020 |
| September 2020 | 9/14/2020 | 9/30/2020 (Prior to Oct 1 Verification Data) |
| October 2020 | 10/14/2020 | 10/30/2020 |
| November 2020 | 11/16/2020 | 11/30/2020 |
| December 2020 | 12/14/2020 | 12/31/2020 |
| January 2021 | 1/14/2020 | 2/1/2021 |
| February 2021 | 2/16/2020 | 3/1/2021 |
| March 2021 | 3/15/2020 | 3/31/2021 (Prior to April 1 ISP Data) |
| April 2021 | 4/15/2020 | 4/30/2021 |
| May 2021 | 5/14/2020 | 5/28/2021 |
| June 2021 | 6/14/2020 | 6/30/2021 |

If you have questions or need more information, please contact Lynne A. Fellin, Technical Assistance Specialist, by email at lynne.fellin@doe.virginia.gov, or the SNP regional specialist assigned to your school division or private school.

SCC/LAF/cc

### Attachment:

1. Screenshots of New Direct Certification Functionality