

South Carolina Direct Certification User Guide

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Direct Certification Software Purpose and Use

The Office of Health and Nutrition (OHN), has developed a Direct Certification (DC) matching software. This software is used to directly certify students in SC for free lunch for the National School Lunch Program (NSLP). The software matches enrollment data from School Food Authorities (SFAs) to data from Department of Social Services (DSS) for students in SC that receive either Supplemental Nutritional Assistance Program (SNAP) or Temporary Assistance for Needy Families (TANF) benefits. The software also directly certifies foster children based on a DSS list of foster children in SC.

When is the software used?

All SFAs, except Residential Child Care Centers (RCCIs), are required by OHN to upload an enrollment file and download a match report from the DC software monthly by the 15th of every month. OHN will monitor the number of uploads and logins for each SFA. Failure to upload enrollment and download match reports will result in a delay of benefits for students qualified for free lunch.

How to gain access to the software?

Access to the software is granted by the Web Access Coordinator (WAC) at the local SFA level through Member Center. For school district this would be an technology (IT) person at the district office, and for members of either Charter School District this would be IT at the Charter School District level. All private schools will contact SCDE for assistance with setting up new accounts in Member Center. OHN cannot grant access to Member Center or the DC Software. The permission level needed is “sponsor” for all SFAs.

Log In

The DC software is accessed through www.ed.sc.gov.

Once at www.ed.sc.gov, click the Login button on the top right side of the page.

https://ed.sc.gov/

Home - South Carolina Dep... X

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ed.sc.gov

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Q SEARCH

Districts & Schools Tests Educators Instruction Data Policy Finance SBE How do I? **Login**

Superintendent Spearman Announces Third S.C. Teacher of the Year Finalist

State Superintendent of Education Molly Spearman surprised Travelers Rest High School teacher, Shelley Smith, at her school with news that she has been selected as one of five finalists for the South Carolina Teacher of the Year award.




HOT TOPICS

- District Memoranda
- SCDE Grant Opportunities
- Critical Need Areas
- Every Student Succeeds Act (ESSA)
- Programs of Alternative Certification for Educators (PACE)
- Student Services

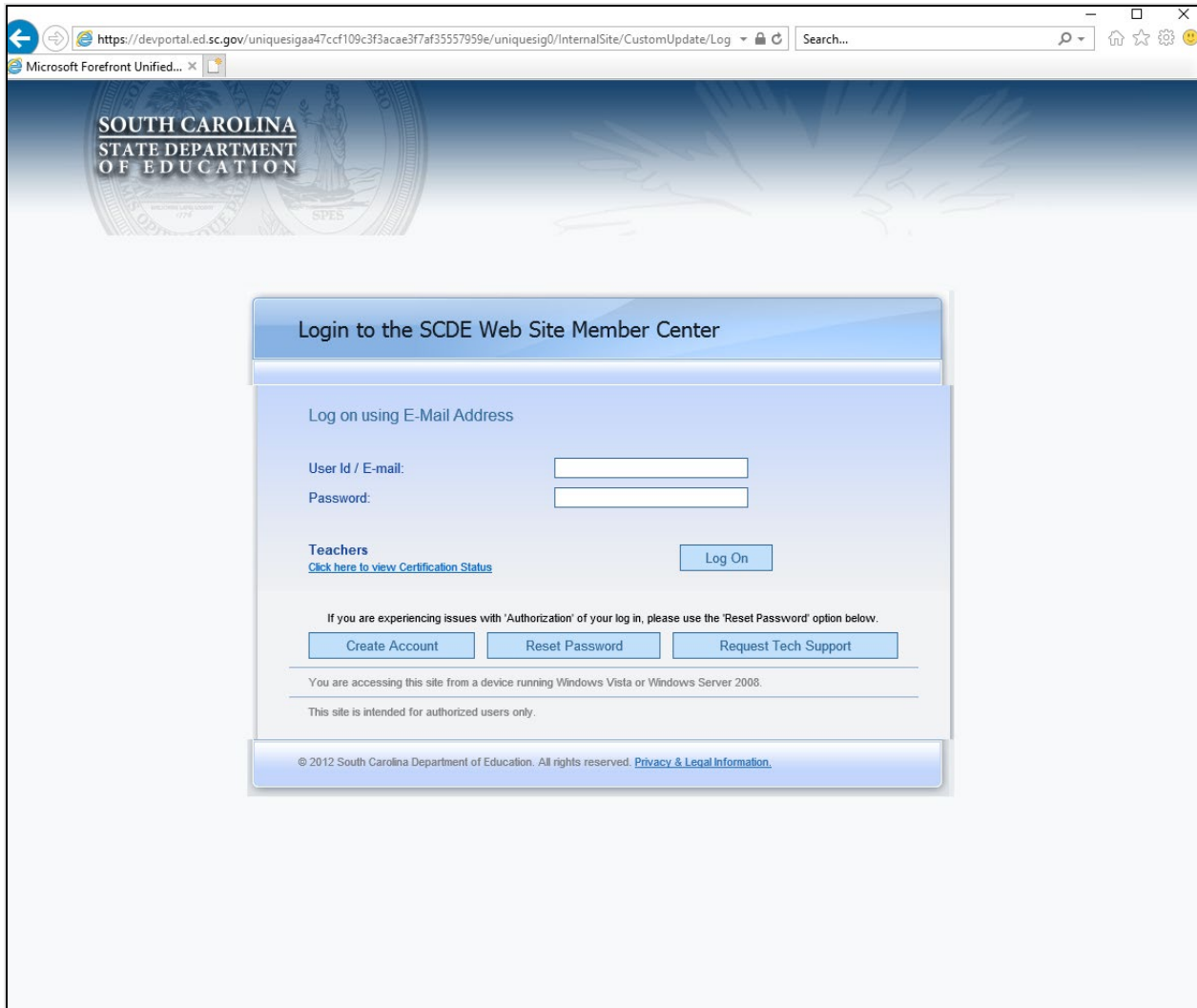
Welcome!

I am honored to serve as South Carolina's 18th State Superintendent of Education. Our shared vision is to ensure that every student meets the Profile of the South Carolina graduate, so they're ready for the military, workforce, technical college, or a four-year college or university.



Member Center

This will connect to the login page for SCDE Member Center. Type in User Name and Password in the required boxes.



The screenshot shows a web browser window with the URL <https://devportal.ed.sc.gov/uniqueid47ccf109c3f3ace3f7af35557959e/uniqueid0/InternalSite/CustomUpdate/Log>. The page features the South Carolina State Department of Education logo and a login form titled "Login to the SCDE Web Site Member Center".

South Carolina State Department of Education

Login to the SCDE Web Site Member Center

Log on using E-Mail Address

User Id / E-mail:

Password:

Teachers

[Click here to view Certification Status](#)

If you are experiencing issues with 'Authorization' of your log in, please use the 'Reset Password' option below.

You are accessing this site from a device running Windows Vista or Windows Server 2008.
This site is intended for authorized users only.

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Member Center Link

Click the link to the South Carolina Direct Certification application in the upper right column under Web Applications.

Member Center

Logout

Member Center

Name: Lorenz Huff | E-mail: lhuff@ed.sc.gov | Username: lhuff

User Tools

- [Change your security question answers](#)

Agency Employee Resources

- [MySCEmployee](#)
- [SCDE IT Project FAQ](#)
- [SCEIS - Citrix](#)
- [SCEIS - Supplier-Relationship Mgmt \(SRM\)](#)
- [Webmail](#)

Agency Applications

- [Agency Editor](#)
- [Agency Routing System](#)
- [Agency Routing System Historical](#)
- [eServices Request](#)
- [Parking Share](#)
- [SAS Visual Analytics Hub](#)

User Management

- [Web Application Access](#)
- [Web Application Access Role Guide](#)

SCDE Applications and Other Forms

- [Supplemental Educational Services Provider Application](#)

Web Applications

- [South Carolina Direct Certification](#)

Surveys

Training Resources

Web Applications
* Applications below are for training purposes only.

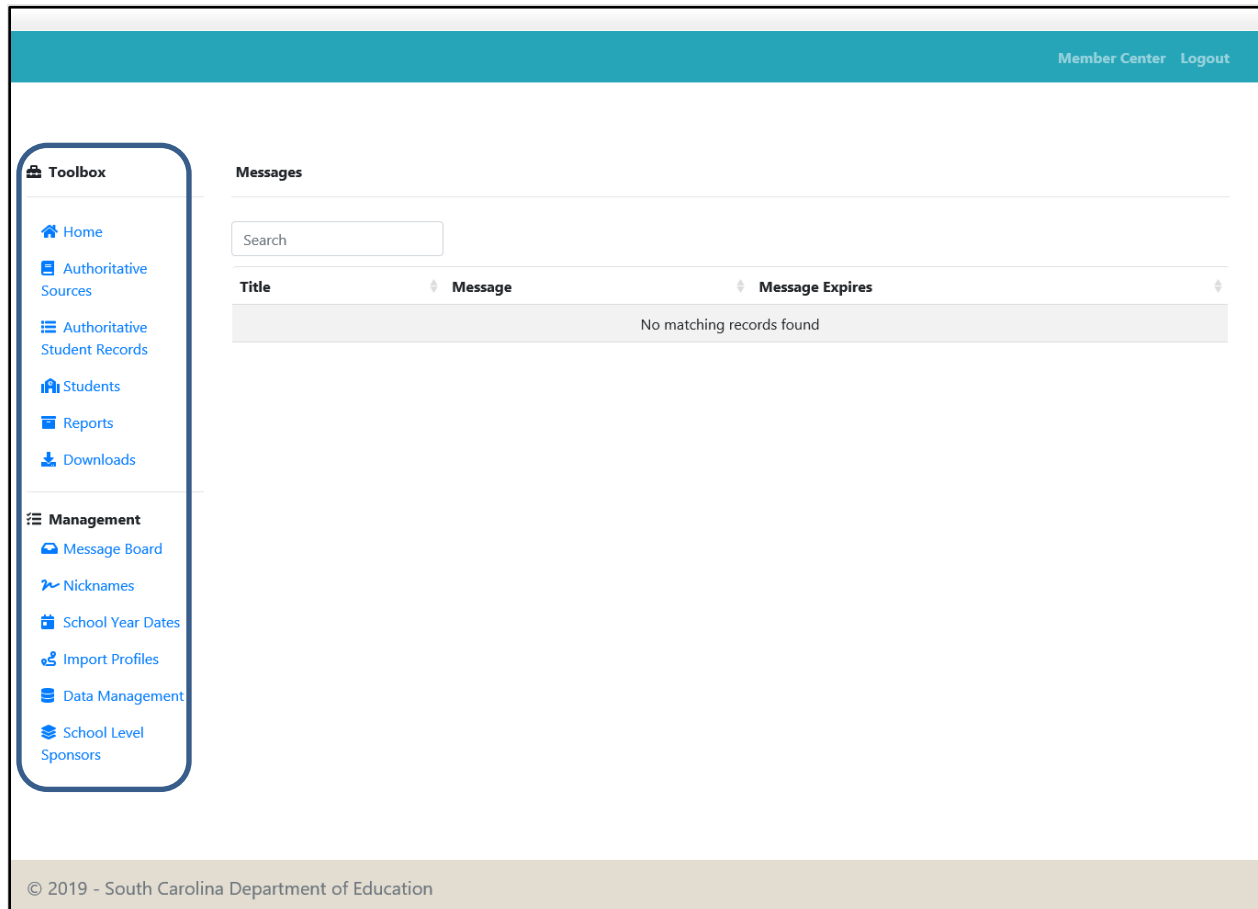
Tutorials

- [Grants Management Training](#)

DC Home

On the Home page, there will be current messages. The Search box on this page allows the user to search any messages.

The left hand column contains the Toolbox options.



The screenshot displays the DC Home interface. At the top right, there are links for "Member Center" and "Logout". On the left, a "Toolbox" sidebar is highlighted with a blue border, containing the following options: Home, Authoritative Sources, Authoritative Student Records, Students, Reports, Downloads, Management, Message Board, Nicknames, School Year Dates, Import Profiles, Data Management, and School Level Sponsors. The main content area is titled "Messages" and features a search box. Below the search box is a table with columns for "Title", "Message", and "Message Expires". The table currently displays "No matching records found". At the bottom of the page, there is a copyright notice: "© 2019 - South Carolina Department of Education".

Note: Information within the SCDC System is not to be shared with any person who does not have a defined role in administration of the National School Lunch Program in the State of South Carolina.

Import Profile Setup

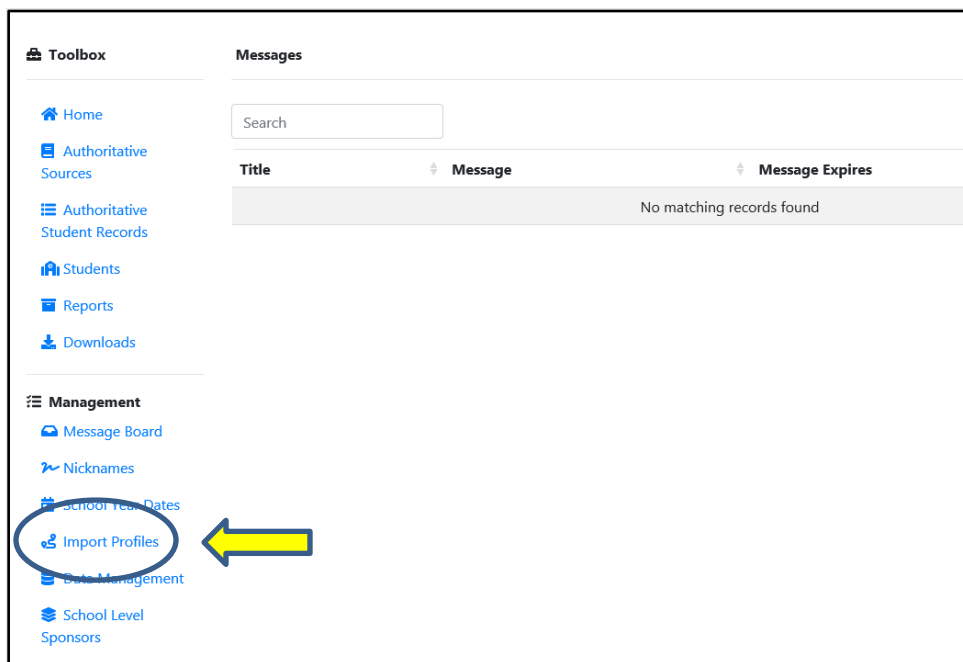
One of the most valuable functions in the South Carolina Direct Certification software is the ability of the SFA to submit their student enrollment information directly using the upload feature. Since the source of this enrollment and file format information will vary between SFAs, it is required to create a profile before files are uploaded.

Data Download for File Import

Enrollment information can be pulled from POS software, PowerSchool, or if no software system is used by the SFA, the SCDE template can be used. If unsure of how to download an enrollment file, please contact the software vendor directly or reach out to the PowerSchool coordinator at the local level. The file should include first name, last name, DOB, student ID number, street address, (city, state, and zip code), race, gender, and SSN (if available). It is important to include all these fields, leaving out any field will decrease the number of matches received from the software.

Starting your Import Profile

In the Toolbox on the left side of the Home page, click *Import Profile* near the bottom of the list to set up the profile.



Setting up the Import Profile is required to use the software. Without an Import Profile, the software will not be able to read the uploaded enrollment file.

Name the file for the SFA that developed the profile (Example: Sunshine School District Profile). This will help SCDE be able to determine if there is an error in the profile faster and know which profile belong to which SFA.

Setting up the Fields

When setting up the profile the fields must match the order of the columns on the Excel spreadsheet. For Excel files, Column A would be assigned to Column 0 (zero), Column B to Column 1, etc. If the order of the columns changes on the Excel document then the Import Profile must be changed. If the Excel spreadsheet is always in the same order, then the Import

Profile does not need to be changed once it is set up. **Do not set up a new profile for every upload, if changes need to be made, adjust the existing profile.**

The screenshot shows the 'Edit Import Profile' interface. At the top right, there are links for 'Member Center' and 'Logout'. Below the header, the page title is 'Edit Import Profile'. The main section is titled 'Fields' and contains a list of 10 fields to be mapped. Each field has three columns: 'Choose a column:', 'Enter a file value:', and 'Ignore Value:'. The 'Choose a column:' column has a dropdown menu with a number (0-9). The 'Enter a file value:' column has a dropdown menu with a text label. The 'Ignore Value:' column has an empty text input field and a 'Remove' button. At the bottom left, there is an 'Add Field' button.

Choose a column:*	Enter a file value:*	Ignore Value:
0	Local ID	<input type="text"/> Remove
1	First Name	<input type="text"/> Remove
2	Last Name	<input type="text"/> Remove
3	Birth Date	<input type="text"/> Remove
4	Mailing Address Primary	<input type="text"/> Remove
5	County	<input type="text"/> Remove
6	Mailing State Code	<input type="text"/> Remove
7	Mailing Zip Primary	<input type="text"/> Remove
8	Gender	<input type="text"/> Remove
9	Race	<input type="text"/> Remove

[Add Field](#)

Note: This illustration depicts one possible file format. Every Import Profile may be ordered differently. Please follow the steps above to make sure the profile is formatted correctly for best results.

Gender Mapping

For Gender Mapping, choose which value the file shows for Male and Female. (Other values can be created if applicable.)

[Add Field](#)

Gender Mappings

Enter a field type:*	<input type="text" value="F"/>	Select a target value:*	<input type="text" value="Female"/>	Remove
Enter a field type:*	<input type="text" value="M"/>	Select a target value:*	<input type="text" value="Male"/>	Remove

[Add Gender Mapping](#)

Note: This is an example please make sure the gender mapping matches the enrollment file.

Race Mapping

For Race Mapping, choose which values are in the file that correspond with the drop down selections provided. Race values may vary by SFA, make sure to enter these values as they show on the enrollment file.

Race Mappings

Enter a file value:*	<input type="text" value="I"/>	Select a target value:*	<input type="text" value="American Indian or Alaskan Native"/>	Remove
Enter a file value:*	<input type="text" value="A"/>	Select a target value:*	<input type="text" value="Asian"/>	Remove
Enter a file value:*	<input type="text" value="B"/>	Select a target value:*	<input type="text" value="Black / African American, non-Hispanic"/>	Remove
Enter a file value:*	<input type="text" value="H"/>	Select a target value:*	<input type="text" value="Hispanic"/>	Remove
Enter a file value:*	<input type="text" value="P"/>	Select a target value:*	<input type="text" value="Native Hawaiian or Pacific Islander"/>	Remove
Enter a file value:*	<input type="text" value="M"/>	Select a target value:*	<input type="text" value="Other"/>	Remove
Enter a file value:*	<input type="text" value="W"/>	Select a target value:*	<input type="text" value="White"/>	Remove

[Add Race Mapping](#)

Note: This is an example, please match the race mapping to the enrollment file.

Date Format

Date Formatting can be left blank unless the system shows an error for DOB Remember the year needs to be four digits on all enrollment files. If Date Mapping is required, it is beneficial to add all four options for the date possibilities. The “M” for month must be capital and the “d” and ‘y” for date and year must be lower case.

Date Formats Help

Enter your date regex: Remove

Enter your date regex: Remove

Enter your date regex: Remove

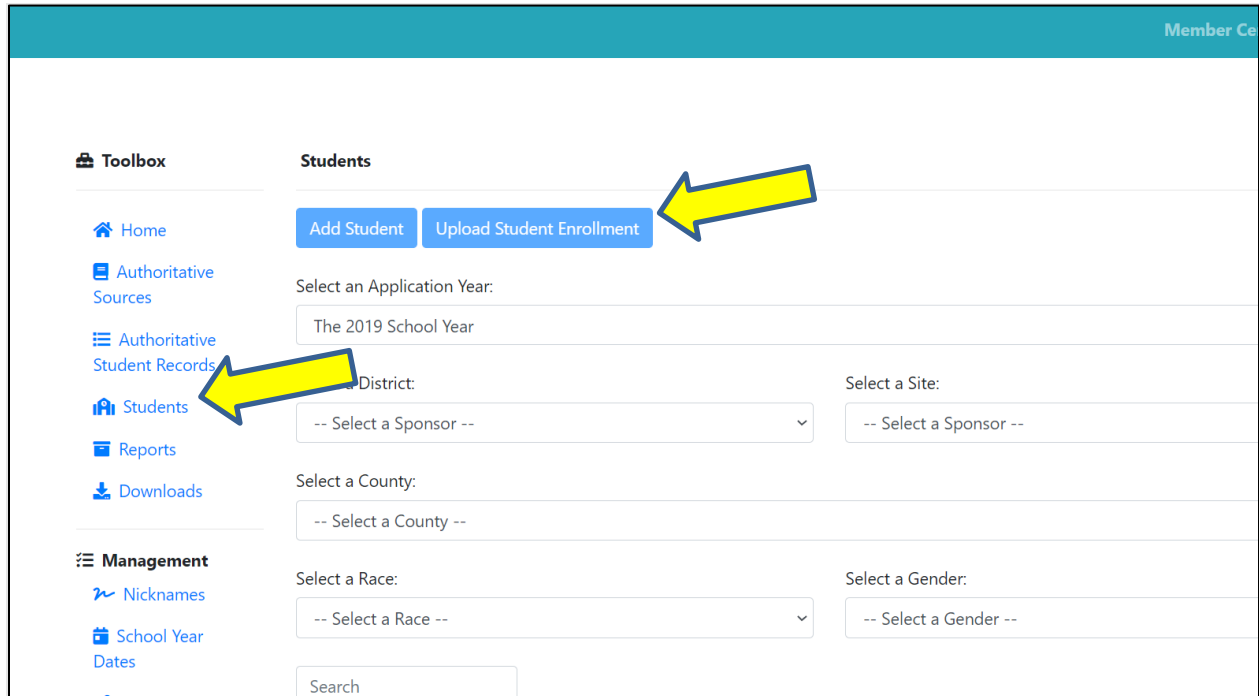
Enter your date regex: Remove

Add Date Mapping

Be sure to click Submit at the bottom of the page before exiting the screen to make sure the Import Profile is saved.

Uploading an Enrollment File

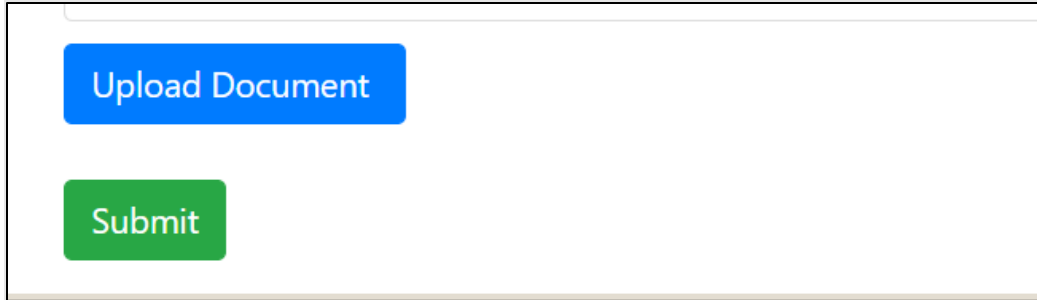
When uploading an enrollment file, click on “Students” in the Toolbox on the left hand side of the screen. Click the blue “Upload Student Enrollment” bar at the top of the page.



After clicking on Upload Student Enrollment, on the next screen, the SFA named Import Profile is selected and the system will need to know if the file has a header.



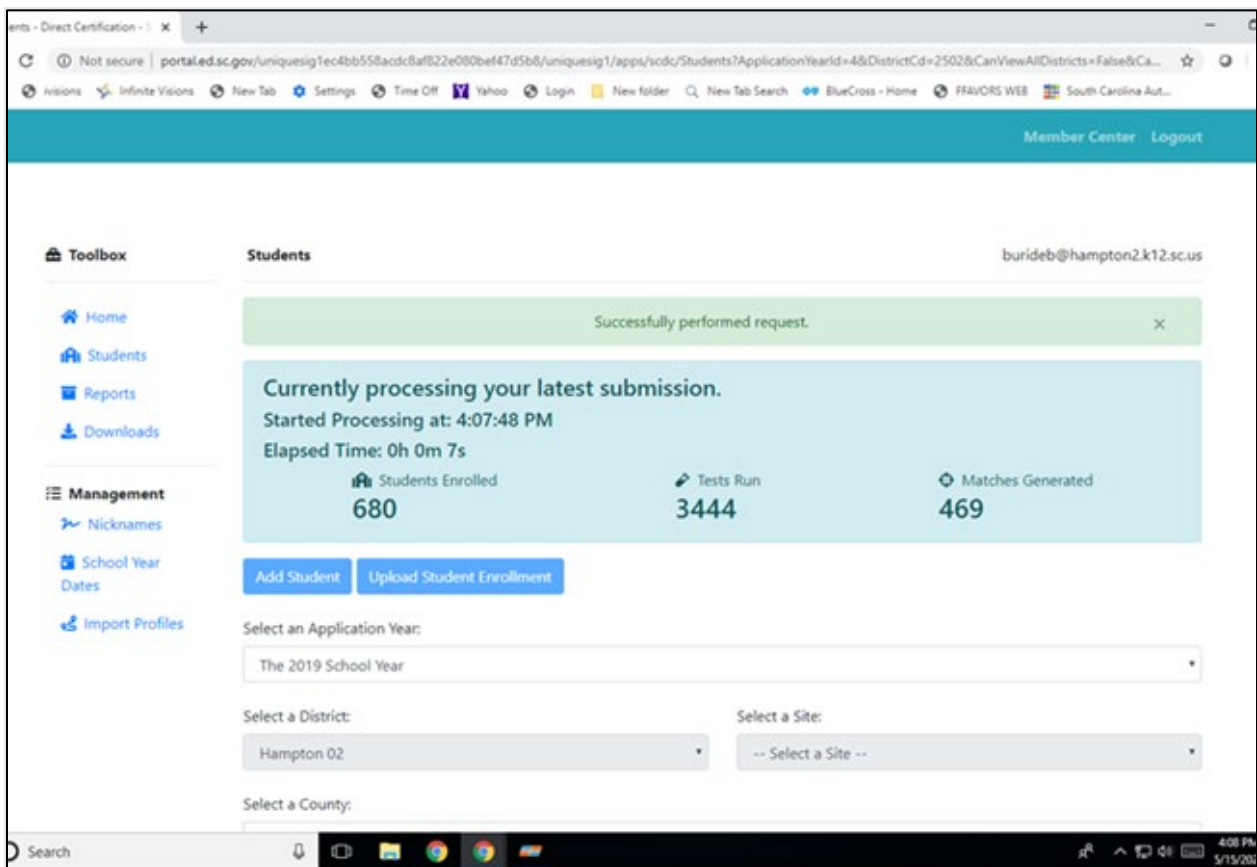
After choosing the Import Profile and if the enrollment file contains a header, double check that the Import Profile that shows matches the enrollment file to be uploaded. If they match, scroll to the bottom of the screen and Click Upload Document.



After clicking Upload Document, find and select the enrollment file saved on the computer. Click Open. Once the file click Submit.

Successfully Uploaded

After uploading the file, if the boxes appear as displayed below, then the file was accepted by the system and is being matched to the DSS file.



If the large blue box does not display, then the system did not accept the file and there were too many errors for the system to sort all of them.

If there are minimal errors, then the system will display the errors in pink boxed. The system will give row numbers for all the errors. Make sure to write these down so the enrollment file can be fix or the Import Profile changed.

Adding an Individual Student

When a new student is enrolled, the Add Student tool allows the new student to be added to the enrollment file for Direct Certification. Please note that the fields marked with a red asterisk (*) are required. Please provide as much of the other information as possible in order to improve the system's ability to match student data.

The screenshot shows a web interface for enrolling a student. At the top right, there are links for 'Member Center' and 'Logout'. The main heading is 'Enroll Student' with a user profile icon for 'ldhuff'. The form contains the following fields and controls:

- Enter the student's Local ID:***: Text input field containing '0123456789'.
- Select a Sponsor:***: Dropdown menu with the option '-- Select a Sponsor --'.
- First Name:***: Text input field.
- Last Name:***: Text input field.
- Social Security Number:**: Text input field containing '123456789'.
- Date of Birth:**: Text input field with a placeholder 'MM/DD/YYYY'.
- Select a Race:**: Dropdown menu with the option '-- Select a Race --'.
- Select a Gender:**: Dropdown menu with the option '-- Select a Gender --'.
- County:**: Dropdown menu with the option '-- Select a County --'.
- Has Residential Address:**: Dropdown menu with the option 'No'.
- Has Mailing Address:**: Dropdown menu with the option 'No'.
- Select Addresses**: A blue button.
- Back**: A white button.
- Submit**: A green button.

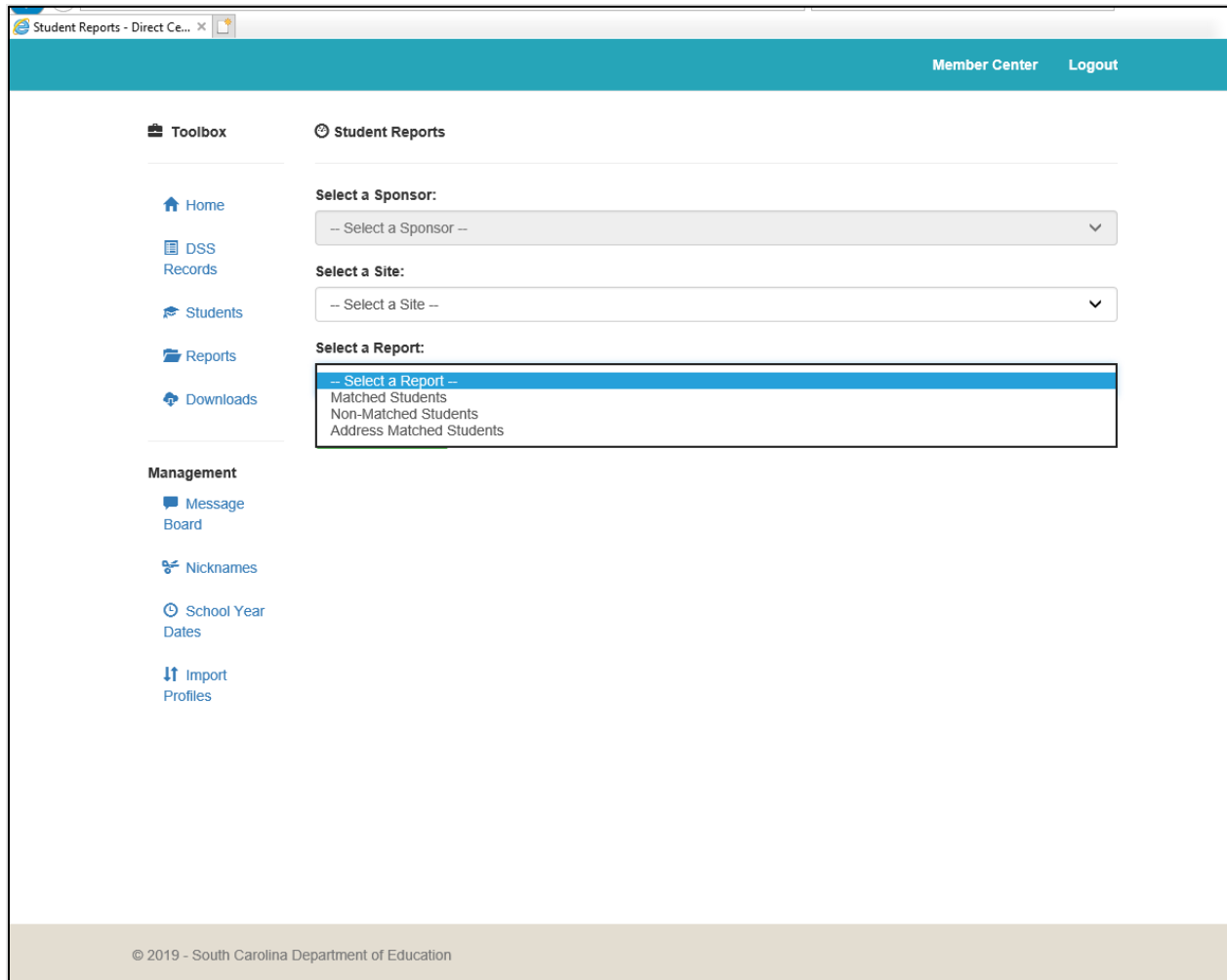
Once successfully completed, the SFA can now access reports.

Reports

After enrollment upload and matching process is finished, the SFA will be able to see reports for Matched Students, Unmatched Students, and Address Matched Students.

View Report

Select View Report to see the following:



Choose the desired report to review and it will be created and displayed in Microsoft Excel. The report can be printed or saved to a local drive.

Note: The ability to select Sponsor and Site will depend on the access level you have been granted.

Downloads

Get Started Guides

This section will hold the most current version of this document as a reference to use these tools in the future.

Member Center Logout

Downloads

Get Started Guides

Select a role:

- Select a Role --
- Administrator
- Lead
- Member
- Manager
- Sponsor
- Sponsor Rep.
- Sponsor Administrator
- Auditor

Select the language you would like the parent letter to be in:

-- Select a Language --

Select a family you would like to generate this email for:

-- select a family name --

Download

This guide will provide the information needed for the Roles of Sponsor, Sponsor Rep, and Sponsor Administrator.

Parent Letters

The Parent Letter tool allows Office of Health and Nutrition administrators the ability to change the USDA Parent Letter Template. Once a template has been uploaded, it will become immediately available to everyone who accesses this system. USDA Parent Letter Templates can be uploaded in English and Spanish.

The screenshot shows a web application interface with a teal header containing 'Member Center' and 'Logout'. A left sidebar lists navigation options: Home, DSS Records, Students, Reports, Downloads, Management (Message Board, Nicknames, School Year Dates, Import Profiles). The main content area is titled 'Downloads' and features two sections:

- Get Started Guides:** Includes a 'Select a role:' dropdown menu (currently showing '-- Select a Role --') and a green 'Download' button.
- Parent Letters:** Includes a 'Select the language you would like the parent letter to be in:' dropdown menu (currently showing 'English'), a 'Select a family you would like to generate this email for:' dropdown menu (currently showing 'Smith'), and a green 'Download' button.

Below the 'Parent Letters' section, a light blue box states: 'These are the students that will be included in the generated parent letter.' This is followed by a table with the following data:

Student Name	Grade	School Name	Assistance Source
John Smith	temp	temp	temp

A pagination control at the bottom right shows '« 1 »'.

