

DIRECT VERIFICATION SYSTEM USER MANUAL

SY 2016

1. QUICK OVERVIEW – DIRECT VERIFICATION	4
DIRECT VERIFICATION PROCESS AND POLICY VERIFICATION	5
1.1 Direct Verification	5
1.2 Verification Time Period	6
1.3 Direct Verification Policy	6
2. LOGGING-ON TO THE DCDV MODULE	8
2.1 Getting Started with the DCDV Module	8
2.1.1 Equipment	8
2.1.2 Minimum Browser Requirements	8
2.1.3 Preferred Screen Resolution	9
2.1.4 TX-UNPS User ID	9
2.1.5 Accessing the TX-UNPS Web Site	9
2.2 Logging On to TX-UNPS	10
2.2.1 Log on:	10
2.2.2 TX-UNPS Programs Page:	10
2.2.3 School Nutrition Programs Home Page:	11
2.2.4 Access the School Nutrition Programs Home Page:	11
2.2.5 Access the Direct Verification Module	12
2.2.6 Log-on to DV Module	13
2.2.7 Logging Out	14
2.2.8 Protect Your Identify	14
3. MANUAL SEARCH CASE/ELIGIBILITY DETERMINATION GROUP (EDG) NUMBER	15
3.1 Manual Search without Case/EDG Number	17
3.1.1 Search Parameters	18
3.1.2 Print an Individual Direct Verification Record	19
3.2 Batch Upload Search of Direct Verification Records	20
3.3 Saving the File	25
3.4 To View or Print a Listing of All Direct Verification Matches	25

3.5 To Download a Listing of All Direct Verification Matches	26
4. ACRONYMS	28
5. WHAT IS THE DIFFERENCE BETWEEN DC AND DV?	29
6. TIPS FOR COMPLETING THE VERIFICATION REPORT	30

1. Quick Overview – Direct Verification

What is Direct Verification?

Direct verification is using records from public agencies to verify income or program participation.

Direct Verification must be completed before asking a household to provide documentation.

Why use Direct Verification?

- Reduce workload for school district staff
- Reduce burden and intrusion on families selected for verification
- Reduce number of non-respondents and rate of benefit termination for non-response

When is the DV module open?

The DV module opens for LEA use on October 1st and closes on December 1st.

How do I use it?

Check the names of children eligible for free or reduced price meal benefits listed on the approved application in the DV module.

Direct Verification Process and Policy Verification

Verification is the process for reviewing the eligibility determination for a free or reduced-priced household application submitted for the NSLP and SBP. Refer to the *Administrator's Reference Manual, Section 6: Verification* for more detailed information.

1.1 Direct Verification

Direct Verification is the use of public records to verify a student's eligibility for free or reduced price meals when verification of a student's eligibility is required.

You are required to verify applications. You are not required to do Direct Verification (DV), but there are benefits in doing this process. DV streamlines the verification of applications – saving you time and effort. By increasing DV, the number of application that you must verify by contacting the household is decreased. If any student in the household is identified using the DCDV module, all students in the household are directly verified, and there is no need to request additional information from the household.

The Texas Department of Agriculture (TDA), the Texas Education Agency (TEA), and the Texas Health and Human Services Commission (HHSC) have developed a database that allows you to match the nine-digit Eligibility Determination Group (EDG) number to student in the household.

For children who qualify for Medicaid or CHIP, the database will report whether student is eligible for free or reduced-price meals.

Direct Certification allows you to match SNAP or TANF households. Direct Verification will allow you to verify household participation in SNAP, TANF, Medicaid, or the Children's Health Insurance Program (CHIP), but there is no indicator for what program

1.2 Verification Time Period

The Verification Official can verify an application as soon as it is approved – before the official start date of October 1. On October 1, you must determine the number of verifications to be conducted for the school year, and begin the verification process. If you conduct Direct Verification, you must complete it before asking a household to provide documentation. Verification must be completed by November 15th on students who were enrolled the last operating day of October. Verification results are reported on the Verification Report in TX-UNPS by February 1st.

1.3 Direct Verification Policy

Only the free and reduced-priced applications are verified. You must not verify the applications of students if the eligibility was made in one of the following ways:

- Students that are directly certified
- Students living in residential child care institutions (RCCI)
- Students attending a school that administers the Community Eligibility Program (CEP) or Special Assistance Provision 2 (P2) with the exception of P2 schools establishing their base year

DIRECT VERIFICATION

- Students attending a school that participate in the Special Milk Program only
- Schools attending a school where there is no separate charge for food service and no special cash assistance claimed

If you determine through Direct Verification that a student is categorically eligible for SNAP or TANF, all students in the household are extended eligibility.

2. Logging-On to the DCDV Module

2.1 Getting Started with the DCDV Module

2.1.1 Equipment

In order to fully utilize the DCDV module, you will need the following:

- A computer with internet access
- Adobe PDF Reader
- Excel Viewer if you do not have MS Office
- TXUNPS User ID and Password

2.1.2 Minimum Browser Requirements

TDA supports only modern browsers which also provide improved security and performance.

TDA does support the latest version of Google Chrome (which automatically updates whenever it detects that a new version of the browser is available). TDA supports the current and previous major releases of Firefox, Internet Explorer, and Safari on a rolling basis. Each time a new version is released, TDA begins supporting that version and stops supporting the third most recent version.

2.1.3 Preferred Screen Resolution

The minimum screen resolution for desktop is 1024 x 768 px.

2.1.4 TX-UNPS User ID

TX-UNPS serves as the security gateway for DCDV. Before you can begin using TX-UNPS and the DCDV module, you must be assigned a user ID and password by the TX-UNPS Help Desk. To access and use the DCDV module, you must have the SNP CE Admin security group. Once this setup is complete, you may use the Internet and your assigned user ID and password to access and log onto the TX-UNPS web site.

You will receive an “unauthorized user” message if you have just changed your password.

Your password for TX-UNPS must be updated every 90 days. When a TX-UNPS password is changed, it must be updated in the TDA database before you can access the DCDV module. The database is refreshed about 6 PM every evening. Normally you can access the DCDV module the next day after changing your password. If you change your password late in the evening, you may have to wait two days before accessing the DCDV module.

The TDA Helpdesk can assist you with your TX-UNPS log-on. Call -1-877-TEX-MEAL (877-839-6325).

2.1.5 Accessing the TX-UNPS Web Site

You can log-on to TX-UNPS from any computer connected to the Internet by opening your Internet browser and entering the following URL in the browser's address line:

<https://txunps1.texasagriculture.gov>

The TX-UNPS log-on page will open (Figure 1).

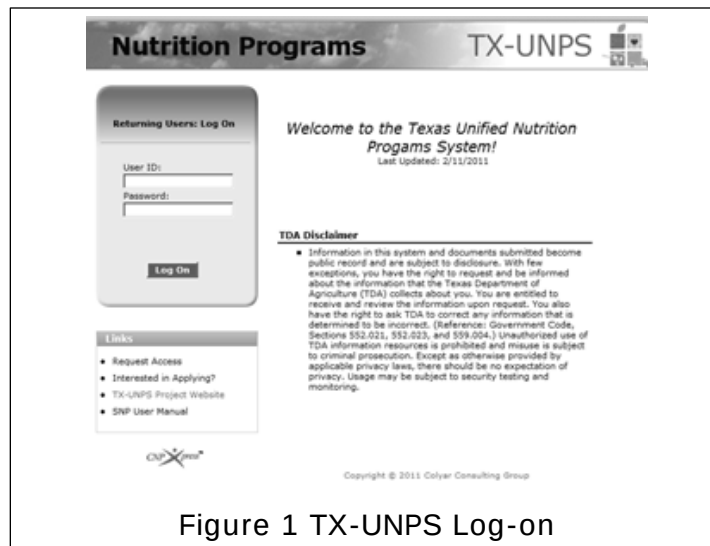


Figure 1 TX-UNPS Log-on

2.2 Logging On to TX-UNPS

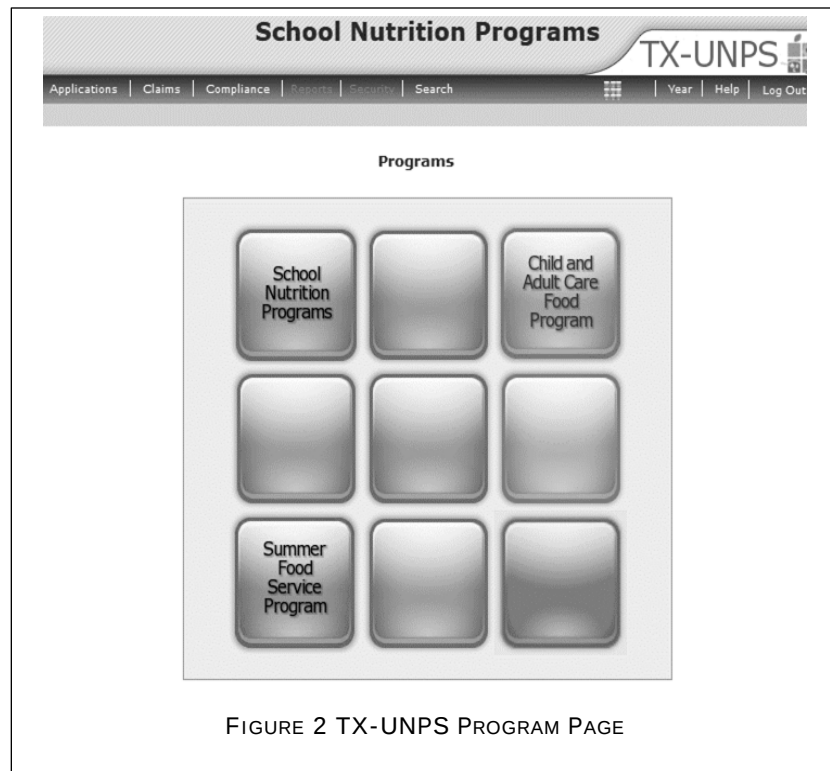
2.2.1 Log on:

If a user only has access to the School Nutrition Programs module, the Programs screen is not displayed.

- Enter your TX-UNPS User
- Enter your password.
- Select Log On.

2.2.2 TX-UNPS Programs Page:

Once you successfully log on, the TX-UNPS Programs page is displayed (Figure 2).



2.2.3 School Nutrition Programs Home Page:

The School Nutrition Programs home page contains the message board used by state administrators to post and maintain School Nutrition Programs-related messages. Messages contain important news regarding the submission due dates, upcoming training, legislative changes, or any other SNP-specific information. Announcements regarding Direct Certification and Verification will be posted here as well.

2.2.4 Access the School Nutrition Programs Home Page:

- On the Programs screen, select *School Nutrition Programs*, the blue tile on the top-row, left-side.

- The School Nutrition Programs home page displays (Figure 3).

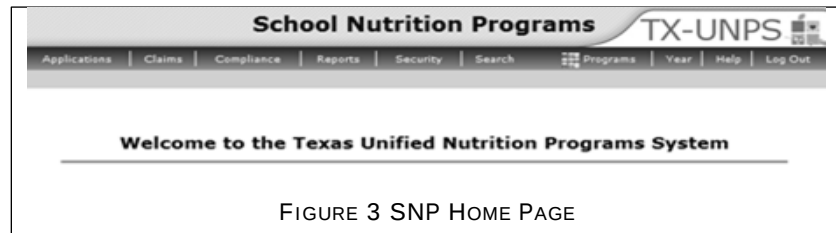


FIGURE 3 SNP HOME PAGE

2.2.5 Access the Direct Verification Module

- Select *Applications* from the blue menu bar at the top (Figure 4).

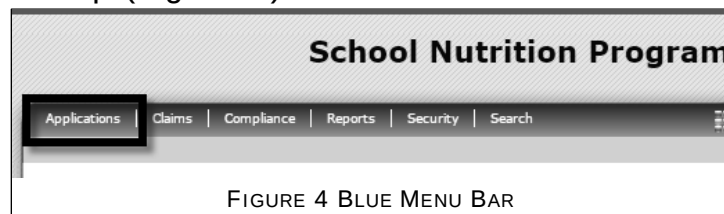


FIGURE 4 BLUE MENU BAR

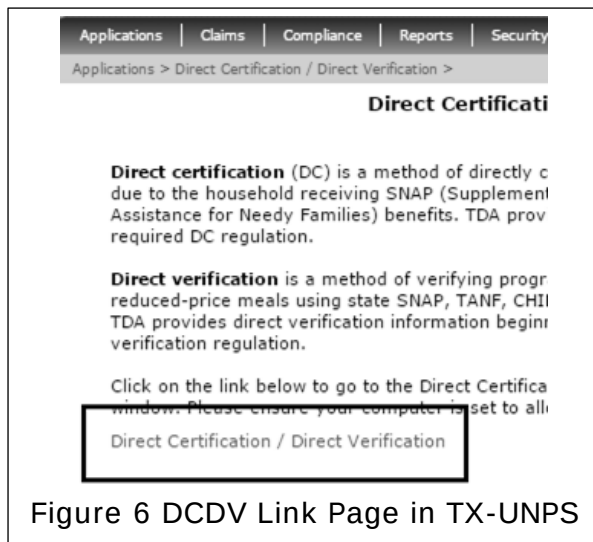
- From the Applications list, select *Direct Certification/Direct Verification* (near bottom of list) (Figure 5)



FIGURE 5 APPLICATIONS MENU

- From the DCDV program page, select the Direct Certification/Direct Verification link at bottom of page (Figure 8)

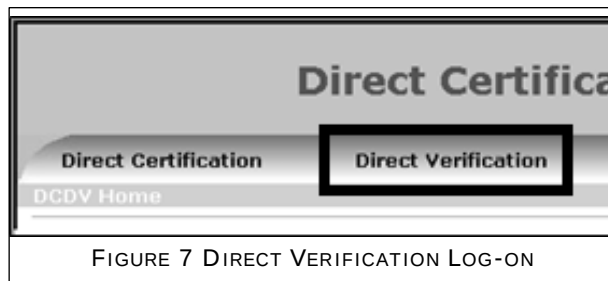
The screen will not open if you have a pop-up blocker running on your system. If this occurs, hold down the CTRL key and select Direct Certification / Direct Verification again.



By selecting the Direct Certification / Direct Verification link on this screen, a new browser window will open providing access to the Direct Certification/Direct Verification module.

2.2.6 Log-on to DV Module

Click the Direct Verification link (second title from the left) to proceed to the Direct Verification screens.



Note: Throughout the direct verification module, the search results and match results screens will display the Case/EDG number as a numeric field, excluding any

preceding zeroes. However, both manual and batch upload searches can be performed with any preceding zeroes.

2.2.7 Logging Out

When you complete a DCDV Module session, please logout. Your TX-UNPS browser session will remain active until the system times out (i.e., 20 minutes). If using the Direct Certification-Direct Verification module takes longer than 20 minutes, you will need to re-login to TX-UNPS. If you must leave the computer, please logout so that another person who might use your computer cannot have access to information within DCDV.

2.2.8 Protect Your Identify

You should keep your User ID and password in a secure location and you should not share it with anyone.

3. Manual Search Case / Eligibility Determination Group (EDG) Number

On the Direct Verification main page, select “Search Page”.

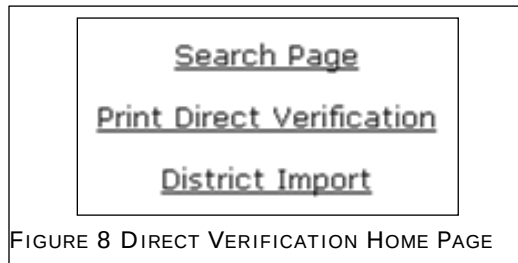


FIGURE 8 DIRECT VERIFICATION HOME PAGE

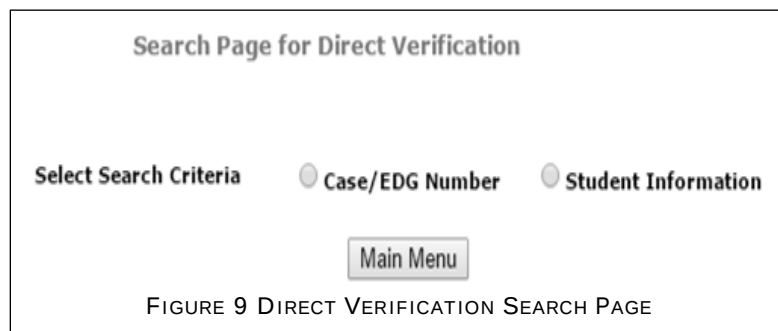


FIGURE 9 DIRECT VERIFICATION SEARCH PAGE

Select the “Case/EDG Number” radio button.

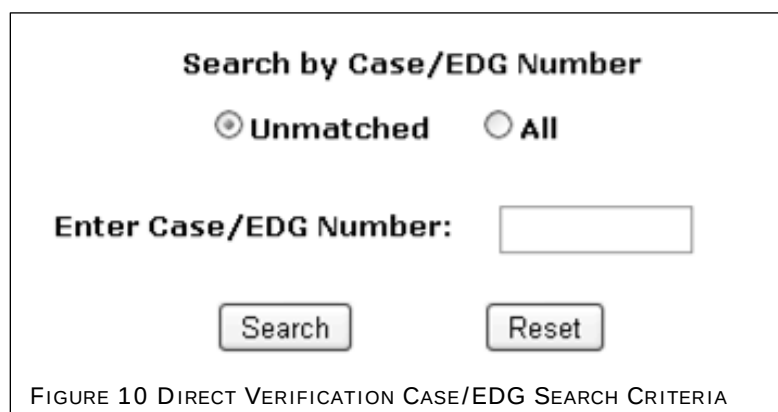


FIGURE 10 DIRECT VERIFICATION CASE/EDG SEARCH CRITERIA

To search only direct verification records that have not been matched by your organization, select the “Unmatched” radio button. To search all direct

DIRECT VERIFICATION

verification records, including those already matched by your organization, select the “All” radio button.

- Enter the Case/EDG (Eligibility Determination Group) Number into the provided text box.
- Click Search. (Clicking the “Reset” button will clear any information you have entered in the Case/EDG Number field.)

If no records exist that match the entered search criteria, you will see the message “No matches found”. Click the Back button to return to the direct verification search screen.

	Ref. ID#	Case/EDG Number	Social Security #	Student's Full Name	Birth Date	County Residence	Verified For	Matched
View	9224519	[REDACTED]	***-**-7231	[REDACTED]				
View	9260597	[REDACTED]	***-**-6105	[REDACTED]				
View	11524296	[REDACTED]	***-**-6676	[REDACTED]				

FIGURE 11 DIRECT VERIFICATION SEARCH RESULTS

If one or more records exist that match the entered search criteria, the results will display on the screen.

Direct Verification Student Details	
Student's Full Name:	[REDACTED]
Social Security #:	***-**-8507
Verified For:	Reduced
Reference ID:	2007028
Case/EDG #:	[REDACTED]

Student Details	
Birth Date:	1/8/2002
Address:	[REDACTED]
County:	HARRIS
Matched:	

FIGURE 12 DIRECT VERIFICATION RECORD DETAILS

To access a specific record, click the “View” link to the left of the desired record.

Once a record is matched, it will only appear in subsequent searches if you select “All” in the search criteria. (Selecting “Matched” on a search screen will exclude this record from the results.) In addition, the matched

To indicate that a record is being used to directly verify a student, click “Match”. Your CE ID will then display in the “Matched” field.

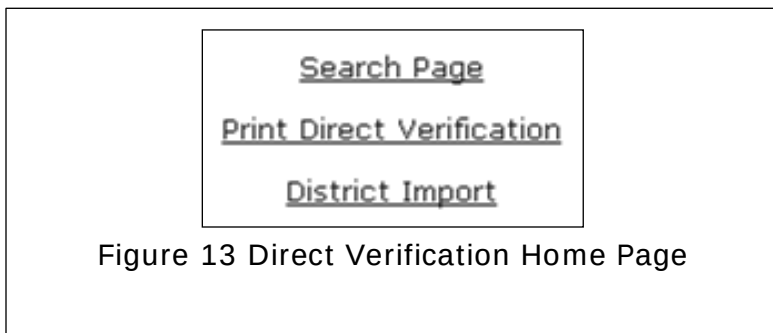
To print the record, click “Print”.

If you click “Match” on a record, and subsequently realize this record should not be matched, you can click “Unmatch”. Your CE ID will be removed from the “Matched” field.

To search for another record, click “Return” to return to the direct verification search results screen.

3.1 Manual Search without Case/EDG Number

On the Direct Verification main page, select “Search Page”.



Select the “Student Information” radio button to search for records without entering a Case or EDG (Eligibility Determination Group) number.

Select Search Criteria ☐ Case/EDG Number ☒ Student Information

[Main Menu](#)

Search by Student Information

☒ Unmatched ☐ All

Enter SSN:

Enter Birth Date:

[Search](#) [Reset](#)

OR

Enter Last Name:

Enter First Name:

Enter Birth Date:

Select Student County Residence (Optional):

☒ Search ☐ Sounds Like (First Name Only)

[Search](#) [Reset](#)

FIGURE 14 DIRECT VERIFICATION STUDENT INFORMATION SEARCH CRITERIA

3.1.1 Search Parameters

To search only direct verification records that have not been matched by your organization, select the “Unmatched” radio button. To search all direct verification records, including those already matched by your organization, select the “All” radio button.

Enter the desired search criteria into the provided text boxes. (For SSN, do not include dashes. For Birth Date, enter in the format mm/dd/yyyy.)

You can search by either social security number (SSN) and birth date, or by last name, first name and birth date (and county if desired). When using the second set of search criteria, you can also include a “Sounds Like” search on the first name. Selecting this option will result in matches where the last name and birth

date fields match, but the first name has a different spelling (ex. Marisa vs Marissa).

Click Search.

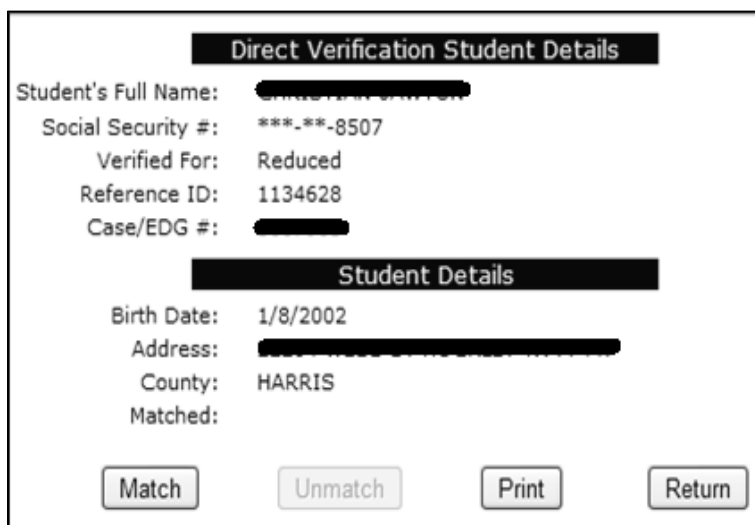
If no records exist that match the entered search criteria, you will see the message “No matches found”. Click the Back button to return to the direct verification search screen.

If one or more records exist that match the entered search criteria, the results will display on the screen.

3.1.2 Print an Individual Direct Verification Record

Follow the steps to perform a manual search and then select the desired record by clicking “Details”.

Click “Print”.



The screenshot displays a web form titled "Direct Verification Student Details". The form contains the following fields and values:

- Student's Full Name: [REDACTED]
- Social Security #: ***-**-8507
- Verified For: Reduced
- Reference ID: 1134628
- Case/EDG #: [REDACTED]

Below these fields is a section titled "Student Details" with the following information:

- Birth Date: 1/8/2002
- Address: [REDACTED]
- County: HARRIS
- Matched: [REDACTED]

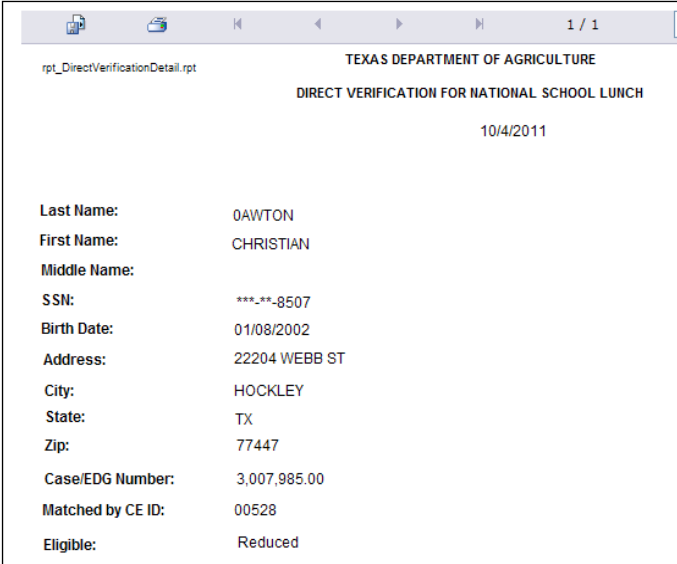
At the bottom of the form are four buttons: "Match", "Unmatch", "Print", and "Return".

FIGURE 15 DIRECT VERIFICATION RECORD DETAILS

DIRECT VERIFICATION



Click the Printer icon (under the Direct Certification link) to print the record.



Last Name:	OAWTON
First Name:	CHRISTIAN
Middle Name:	
SSN:	***-**-8507
Birth Date:	01/08/2002
Address:	22204 WEBB ST
City:	HOCKLEY
State:	TX
Zip:	77447
Case/EDG Number:	3,007,985.00
Matched by CE ID:	00528
Eligible:	Reduced

FIGURE 16 DV INDIVIDUAL RECORD PRINT SCREEN

A pop-up box appears asking for the page range. Select "All" and click "OK".

Another pop-up box appears asking if you want to open or save the file. Click "Open".

The list will display in PDF format. Click the Printer icon on the page.

Close the PDF window.

Click the Direct Verification link in the upper left corner to return to the Direct Verification Main Page.

3.2 Batch Upload Search of Direct Verification Records

Before starting the Batch Upload Search Process, the upload file must be formatted. The uploaded file must be in CSV format and must not be larger than 4 MB.

The following table lists the fields that must be included in the file and their order. All fields are required. The uploaded file should not contain a header row.

DIRECT VERIFICATION

Column	Field Name	Field Type	Required	Definition	Sample
1	Case/EDG Number	Varchar	Y	Variable length field; Do not include special characters; Preceding zeros can be included or excluded	11111
2	Social Security Number	Numeric	Y	9 digits; Do not include dashes	111223333
3	Last Name	Alphanumeric	Y	Variable length field; Not case sensitive	Doe
4	First Name	Alphanumeric	Y	Variable length field; Not case sensitive	John
5	Birth Date	Alphanumeric	Y	mm/dd/yyyy	10/04/1997
6	County Code	Numeric	Y	3-digit county of residence (1 st three digits of county-district code assigned by TEA)	057
7	Meal Code	Character	Y	F for Free or R for Reduced	F
8	CE ID	Numeric	Y	5-digit ID assigned by TX-UNPS	00528

DIRECT VERIFICATION

Once the file is formatted correct, logon to the DCDV module. On the Direct Verification main page, select “District Import”.

Click here for [Help](#) If you need further assistance, please call CNPIMS at (877) TEX-MEAL. Please do not send questions by email. The file you import must be a comma delimited file with the suffix of (.csv). The file must not be any larger than 4MB

FIGURE 17 DV UPLOAD SCREEN

Click “Browse” and locate the file you wish to upload. Click “Upload File”.

A pop-up box appears asking if you want to open or save the file. Click “Open”. (If you do not get the Open/Save dialog box, pop-ups may be disabled. Click the associated link to “Enable” pop-ups.)

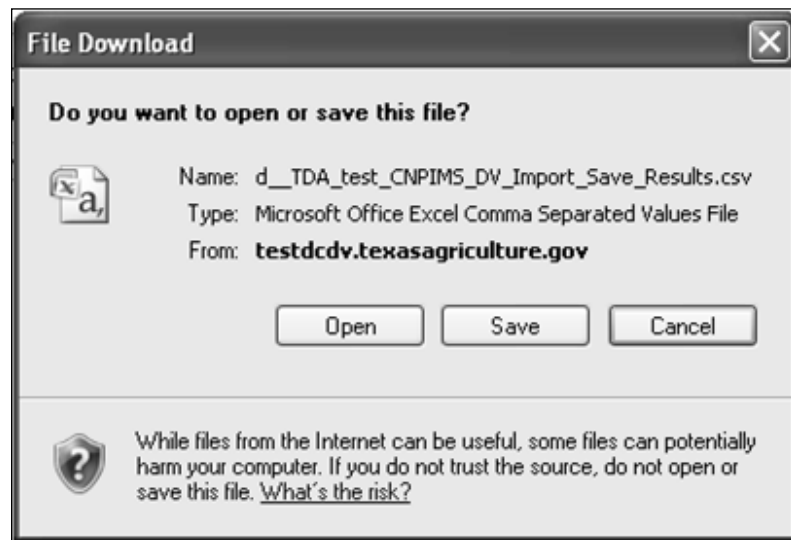


FIGURE 18 DIRECT VERIFICATION BATCH UPLOAD RESPONSE
POP-UP SCREEN

The list containing the results of the batch upload will display on the screen in Excel.

DIRECT VERIFICATION

	A	B	C	D	E	F	G	H	I	J
1	edgnum	ssn	lastname	firstname	birthdate	county	meal	ceid	siteid	matched

FIGURE 19 DIRECT VERIFICATION BATCH UPLOAD RESULTS

The following table lists the fields that will be included in the results file and their order. A header record will be included in the file.

Field	Field Name	Field Type	Definition	Sample
1	Case/EDG Number (titled edgnum)	Numeric	Variable length field; Any preceding zeros will be excluded	11111
2	Social Security Number (titled ssn)	Numeric	9 digits; Does not include dashes	111223333
3	Last Name (titled lastname)	Alphanumeric	Variable length field	Doe
4	First Name (titled firstname)	Alphanumeric	Variable length field	John
5	Birth Date (titled birthdate)	Alphanumeric	mm/dd/yyyy	10/04/1997
6	County Code (titled county)	Numeric	3-digit county	057
7	Meal Code (titled meal)	Character	F for Free or R for Reduced	F
8	CE ID (titled ceid)	Numeric	5-digit ID assigned by TX-UNPS	00528
9	Site ID (titled siteid)	N/A	Will not contain a value	
10	Matched indicator (titled matched)	Character	Will contain a Y if the record was matched; Will contain an N if the record was not matched	Y

3.3 Saving the File

See page 29 for instruction on saving a file in different versions of Excel.

3.4 To View or Print a Listing of All Direct Verification Matches

On the Direct Verification main page, select “Print Direct Verification”.

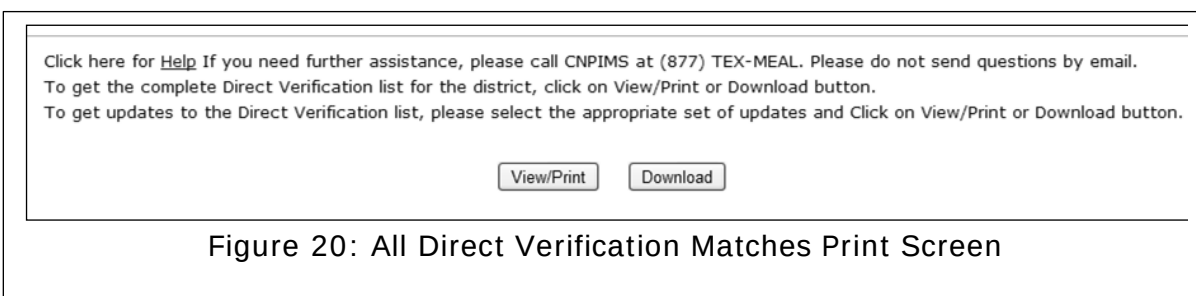


Figure 20: All Direct Verification Matches Print Screen

Select “View/Print”. The list containing all Matched direct verification records will display on the screen.

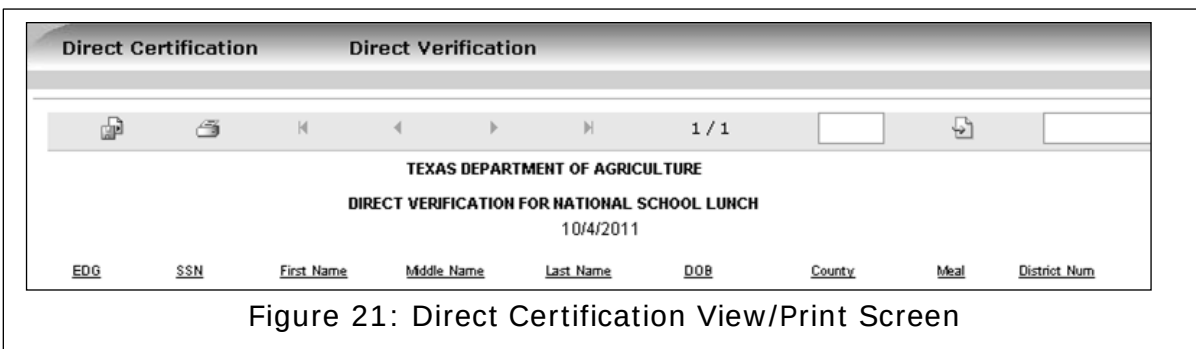


Figure 21: Direct Certification View/Print Screen

Click the Printer icon  (under the Direct Certification link) to print the list of students.

A pop-up box appears asking for the page range. Select “All” and click “OK”.

Another pop-up box appears asking if you want to open or save the file. Click “Open”.

The list will display in PDF format. Click the Printer icon on the page.

Close the PDF window.

Click the Direct Verification link in the upper left corner to return to the Direct Verification Main Page.

When your direct verification activities are complete, close the Direct Certification – Direct Verification window by clicking Exit in the upper right corner.

3.5 To Download a Listing of All Direct Verification Matches

On the Direct Verification main page, select “Print Direct Verification”.

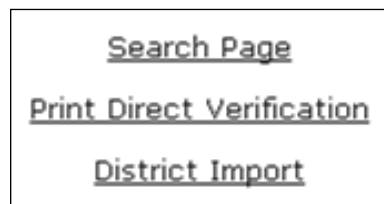


Figure 22 Direct Verification Home Page

To get updates to the Direct Verification list, please select the appropriate set of updates and Click on View/Print or Download button.

View/Print

Download

FIGURE 23 ALL DIRECT VERIFICATION MATCHES PRINT SCREEN

- Select “Download”. A pop-up box appears asking if you want to open or save the file.
- Click “Open”. (If you do not get the Open/Save dialog box, pop-ups may be disabled.
- Click the associated link to “Enable” pop-ups. Then click Download again.

DIRECT VERIFICATION

- The list containing all Matched direct verification records will display on the screen in Excel.

	A	B	C	D	E	F	G	H	I
1	EDG	SSN	First Name	Middle Name	Last Name	DOB	County	Meal	District Num

FIGURE 24 DIRECT VERIFICATION DOWNLOAD SCREEN

See page **Error! Bookmark not defined.** for instructions on how to save the file in different versions of Excel.

After saving the file, click the Direct Verification link in the upper left corner to return to the Direct Verification Main Page.

When your direct verification activities are complete, close the Direct Certification – Direct Verification window by clicking Exit in the upper

4. Acronyms

CD code:	County district identification code assigned by TEA
CE:	Contracting Entity
CEP:	Community Eligibility Provision
CSV:	Comma Separated Values
DC:	Direct Certification
DCDV:	Direct Certification Direct Verification
DOB:	Date of Birth
DV:	Direct Verification
EDG#:	Eligibility Determination Group Number
FERPA:	Family Educational Rights and Privacy Act
FND:	Food and Nutrition Division of the Texas Department of Agriculture
HHSC:	Health and Human Services Commission
IE:	Internet Explorer
LEA:	Local Education Agency
NSLP:	National School Lunch Program
PDF:	Portable Document Format
PEIMS	Public Education Information Management System
PII:	Personal Identifiable Information
POS:	Point-of-Sale
RCCI:	Residential Child Care Institution
SBP:	School Breakfast Program
SNAP:	Supplemental Nutritional Assistance Program (formerly called Food Stamps)
SNP:	School Nutrition Program
SSN:	Social Security Number
TANF:	Temporary Assistance for Needy Families
TDA:	Texas Department of Agriculture
TEA:	Texas Education Agency
TX-UNPS:	Texas Unified Nutrition Programs System
USDA:	United States Department of Agriculture

5. What is the difference between DC and DV?

Direct Certification	Direct Verification
Available all year	Available only during Verification (starting October 1)
Required to conduct monthly during the school year	May use DV before contacting household for documentation
All enrollment must be run through the system	Only students on the applications selected for Verification may be run in the system
Results a “Match” = student and all household members are FREE	Results a “Match” = student and all household members are verified. Eligibility does not change.
Data from HHSC is matched by TEA to PEIMS	Data comes directly from HHSC
Cannot search by EDG numbers provided on applications	Can search EDG numbers provided on application

6. Tips for Completing the Verification Report

Verification Report (FNS-742)

- Required report for all SFAs and RCCIs operating the National School Lunch Program and/or the School Breakfast Program
 - SFAs that are Special Milk Only are exempt from filing a verification report
- Verification process must be completed by November 15th on applications received by October 1st.
- Based on student enrollment data of Oct 31st.
- Report must be completed in TX-UNPS before Feb.1st

General Information

General Information			
Type of Organization: Public			
Verification Contact Information			
1. Name:	Salutation	First Name	Last Name
2. Email Address:			
3. Phone:		Ext:	Fax:
4. Title:			
Due Date: February 01,			
Instructions			
ANNUALLY, each SFA, including ALL RCCIs, with schools operating the National School Lunch Program (NSLP) and/or School Breakfast Program (SBP) must report verification information. All SFAs, including SFAs with all schools exempt from verification requirements, must complete applicable sections.			
NOTE: SFAs that are Special Milk Only are exempt from filing an SFA Verification Collection Report.			

This will be auto-filled with information. Please update with the contact information of the person actually completing the report in case we need to contact you .

Section 2

Section 2 is for any SFA operating alternate provisions, such as Provision 2 and CEP.

TX-UNPS Screen

Section 2 – SFAs with schools operating alternate provisions

Only SFAs with alternative provisions must report Sections 2. Report schools or institutions operating the NSLP and/or SPB as of the last operating day in October.

Watch that you put the right data in the right place.
Number of schools in Column A
Number of students in Column B

	A. Number of Schools AND Institutions	B. Number of Students
2-1 Operating Provision 2/3 in a BASE year for NSLP and SBP	2-1A	2-1B
2-2 Operating Provision 2/3 in a NON BASE year for NSLP and SBP:	2-2A	2-2B
2-2a Provision 2/3 students reported as FREE in a Non Base year.		2-2aB
2-2b Provision 2/3 students reported as REDUCED PRICED in a NON BASE year.		2-2bB
2-3 Operating the Community Eligibility Provision (CEP) :	2-3A	2-3B
2-4 Operating other alternatives for NSLP and SBP:	2-4A	2-4B
2-5 Operating an alternative provision(s) for only SBP or only NSLP:	2-5A	2-5B

There are 3 parts to #2-2 (non-base year). Don't skip if you answered 2-2

Section 3

Note – all SFAs must respond on Section 3

All sites must be either Provision 2 or CEP.
If RCCI, all students must be residential only.

TX-UNPS Screen

Section 3 – Students approved as **FREE** eligible **NOT** subject to verification

All SFAs must report Section 3 or check box 3-1, if applicable. Report students approved **FREE** eligible as of the last operating day in October.

- 3-1 Check the box only if all schools and/or RCCIs in the SFA were not required to perform direct certification **with SNAP** (i.e. NON BASE year Provision 2/3 for all schools)
- 3-2 **Students directly certified through Supplemental Nutrition Assistance Program (SNAP):** Do **not** include students certified with SNAP through the letter method.
- 3-3 **Students directly certified through other programs:** Include those directly certified through Temporary Assistance for Needy Families (TANF), Food Distribution Program on Indian Reservations (FDPIR), or Medicaid (if applicable); those documented as homeless, migrant, runaway, foster, Head Start, Pre-K, Even Start, or non-applicant, but approved by local officials. **DO NOT** include SNAP students already reported in 3-2.
- 3-4 **Student certified categorically FREE eligible through SNAP letter method.** Include students certified for free meals through the family providing a letter from the SNAP agency.

☐	3-1
B. Number of Free Students.	
	3-2
	3-3
	3-4

This is the number of students identified through Direct Certification. Add the number of students certified on the State Match List and the number of students matched and certified on the CEP Upload. This is not an auto-fill from the Direct Certification in TX-UNPS.

Section 4

Most common mistake – switching number of applications and students. The number in A should be less than or equal the number in B, unless students that submitted applications were directly certified in October. Please keep documentation to support this if it happens.

TX-UNPS Screen

Section 4 – Students approved as FREE or REDUCED PRICE eligible through a household application

All SFA collecting applications must report Section 4. Report number of applications (A) approved as of October 1st. Report number of students (B) as of the last operating day in October.

	A. Number of Applications	B. Number of Students
4-1 Approved as categorically FREE Eligible. Based on those providing documentation (e.g. a case number for SNAP, TANF, FDPIR on application)	4-1A	4-1B
4-2 Approved as FREE eligible. Based on household size and income information.	4-2A	4-2B
4-3 Approved as REDUCED PRICE eligible. Based on household size and income information	4-3A	4-3B
T-1 Total FREE Eligible Students Reported		
T-2 Total Reduced PRICE Eligible Students Reported		

These numbers are automatically calculated from Sections 2, 3 and 4.

Use your calculator to sum the number of applications. You may need that info in Section 5

Section 5

TX-UNPS Screen

Section 5

All SFAs must report Section 5 or check box 5-1 if applicable.

- 5-1 Check the box if ALL schools and/or RCCIS are exempt from verification, or ALL schools are Provision schools in a base year. If 5-1 is check, no further reporting in Section 5 is required.
- 5-2 Was verification performed and completed?
- Yes, completed by November 15th
 - Yes, completed after November 15th
 - No, verification was NOT performed or the process was not completed
- 5-3 Type of Verification process used:
- Standard (Lesser of 3% or 3,000 error-prone)
 - Alternate one (Lesser of 3% or 3,000 selected randomly)
 - Alternate two (Lesser of 1% or 1,000 error prone applications PLUS lesser of one-half of one percent or 500 applications with SNAP/TNAF/FDPIR case numbers)
- 5-4 Total ERROR PRONE applications: Report all applications as of October 1st considered error prone.
- 5-5 Number of applications selected for verification sample:

Not sure if you should check this? Call your ESC.

5-1

Error-prone applications are household applications approved as of October 1st indicating monthly income within \$100 of the monthly limit of annual income within \$1,200 of the annual limit of the applicable income eligibility guidelines.

5-4

5-5

See next page for instructions on how to calculate sample size

Calculating 5-5

1. Add the number of applications from 4-1A, 4-2A, and 4-3A.

	A. Number of Applications
4-1	69
4-2	175
4-3	71

=315

2. Multiply by the percentage in 5-3. (In this case = 3%)

$$315 \times .03 = 9.45$$

Round up to 10. (Always round up)

Any number besides 10 would be an error!

Section 5

ALL SFAs must report 5-7 or check box 5-6 if applicable.

5-6 Check the box if direct verification was not conducted in the SFA, (i.e. not one of the schools and/or RCCIs in the SFA performed direct verification). If 5-6 is checked, skip 5-7.



A. Number of Applications **B. Number of Students**

5-7A.

5-7B

5-7 Confirmed through direct verification: Report if FREE and/or REDUCED PRICE eligibility is confirmed through direct verification with SNAP/TANF/FDPIR/MEDICAID as of November 15th.

5-8 Results of Verification by Original Benefit Type

For each original benefit type (A, B, & C), report the number of applications and students as of November 15th for each result category (1, 2, 3, & 4). Do NOT include students and applications already reported in 5-7A or 5-7B (direct verification applications and students).

Result Category	A. FREE-Categorically Eligible Certified as FREE based on SNAP/TANF/FDPIR documentation (e.g. case number) on application		B. FREE-Income Certified as FREE based on income/household size application		C. REDUCED PRICE-Income Certified as REDUCED PRICE based on income/household size application	
	a. Applications	b. Students	a. Applications	b. Students	a. Applications	b. Students
1. Responded, NO CHANGE:	5-8A.1a.	5-8A.1b	5-8B.1a	5-8B.1b.	5-8C.1a.	5-8C.1b
2. Responded, Changed to REDUCED PRICE / FREE:	REDUCED PRICE		REDUCED PRICE		FREE	
	5-8A.2a.	5-8A.2b	5-8B.2a	5-8B.2b.	5-8C.2a.	5-8C.2b
3. Responded, Changed to PAID:	5-8A.3a.	5-8A.3b	5-8B.3a	5-8B.3b.	5-8C.3a.	5-8C.3b
4. NOT Responded, Changed to PAID:	5-8A.4a.	5-8A.4b	5-8B.4a	5-8B.4b.	5-8C.4a.	5-8C.4b

VC-1 Total questionable applications verified for cause (Enter "N/A" if not applicable): Report the number of applications as of November 15th verified for cause in addition to the verification requirement.

VC-1

- The number of applications are reported in the fields ending in "a".
- The number of students are reported in the fields ending in "b".

The number of applications in 5-7 and 5-8 should equal the number of applications in 5-5.

IMPORTANT: If you verified any applications for cause, the POS software may have included those applications in count for 5-8. Please check with your vendor to see if you need to "back" those numbers out of 5-8 so that you don't have an error when you submit the report.

Index

- Active Session, 14
- Browser Requirements, 8
- Equipment, 8
- Logging-on to DCDV, 10
- Password change, 9
- Pop-up Blocker, 13
- Problem
 - Unauthorized User, 9
- Screen Resolution, 9
- TX-UNPS User ID
 - Password, 9
- TX-UNPS website, 9
- Verification
 - Batch Upload of Records, 20
 - Download matches, 26
 - EDG number, 15
 - Manual Search, 15
 - Policy, 6
 - Print matches, 25
 - Time Period, 6
- Verification Report, 30