

## **APPENDIX C**


### **WEB SURVEY SCREEN SHOTS**




# Appendix C: National Survey of Direct Certification Practices of the National School Lunch Program Direct Certification Improvement Study Screen Shots

Note: These screenshots are mock-ups and are for illustrative purposes. The entire survey will be programmed similarly.

OMB No.: 0584-0529  
Expiration Date: xx-xx-xxxx

 United States Department of Agriculture  
Food and Nutrition Service

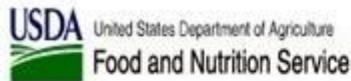


***National Survey of Direct Certification Practices  
of the  
National School Lunch Program  
Direct Certification Improvement Study***

Next

Public reporting burden for this collection of information is estimated to average 60 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. **An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.** The OMB control number for this project is 0584-0529. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: U.S. Department of Agriculture, Food and Nutrition Services, Office of Research and Analysis, Room 1014, Alexandria, VA 22302, ATTN: PRA (0584-0529). Do not return the completed form to this address.

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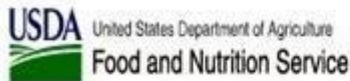
### Login Screen

Welcome to the survey for the *National School Lunch Program Direct Certification Improvement Study!* To access the survey, please enter your Login Identification Number and your Password. These were provided to you in your email invitation.

If you have trouble accessing the survey, or if you have any questions, please contact the help desk at [EMAIL ADDRESS] or [TELEPHONE NUMBER].

User Name	Password	
<input type="text"/>	<input type="password"/>	<input type="button" value="Log In"/>

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## A. INTRODUCTION

Direct certification is the process whereby school officials determine a child's eligibility for free school meals in the National School Lunch Program (NSLP) based on data provided by the State or local welfare office about participation in the Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF), or Food Distribution Program on Indian Reservations (FDPIR). Direct certification is generally implemented at the State or district level, or by mailing letters to all SNAP households in the State.

**A1a** With State-level matching, a State agency (usually Child Nutrition) is responsible for a system that matches a list of children in NSLP schools with a list of children in SNAP households using a common identifier or identifiers. This system can be set up in a variety of ways. Some examples include:

- A State agency matches State enrollment information with a State list of children in SNAP households. A list of students directly certified on the basis of this match is forwarded to districts.
- An initial match is conducted by a State agency. A list of matched students is sent to districts, who then verify the matches, get further information on students who are "potential" matches, or conduct other types of secondary matching.
- Districts upload enrollment information into a State-maintained computer or web-based system that conducts a match to a list of children in SNAP households. Students are directly certified on the basis of this match.

Does your State conduct matching at the State level for direct certification?

- Yes  
 No

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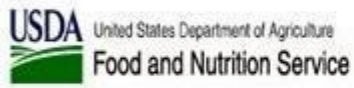
**A1b** With district-level matching, districts have primary responsibility for matching a list of children enrolled in their schools with a list of children in SNAP households using a common identifier or identifiers. Districts may use manual methods or their own computer system. Do any districts in your State conduct matching at the district level for direct certification?

- Yes
- No

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A1c Which entity performs matching for direct certification first?

- State
- District

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