



PUBLIC SCHOOLS OF NORTH CAROLINA

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Download Matched Students from Child Nutrition Direct Certification and Verification System (DCV)

June 2009

NOTICE: This system is the property of the State of North Carolina and is for authorized use only. Unauthorized access is a violation of federal and state law. All software, data transactions, and electronic communications are subject to monitoring.

Non-discrimination Statement: This explains what to do if you believe you have been treated unfairly. In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, gender (male or female), age, or disability. To file a complaint of discrimination, write to:

USDA, Director, Office of Civil Rights,
1400 Independence Avenue, SW,
Washington DC 20250-9410
or call (800) 795-3272 or (202) 720-6382 (TTY).

USDA is an equal opportunity provider and employer.

NEW PROCESS ALERT – Monthly Matches **MUST be downloaded every month to ensure you have **ALL** matched students!**

STEP 1 - You must have

- ✓ an NCID and
- ✓ have subscribed to the DCV system.

STEP 2 - Go to <https://schools.nc.gov/dcv>
To access the Login screen.

This is a closed site. Access is restricted to authorized school and LEA personnel. If you have been assigned a username and password, enter them appropriately to proceed to the site.



All information entered into this system may be viewed by authorized personnel in your local school system and by the North Carolina Department of Public Instruction.

User Name

Password

Login

Click here to view the ['DCV Security Statement/Disclaimer'](#)

Disclaimer: I have read, understood, and agree with information contained in the Statement/Disclaimer titled 'DCV Security Statement/Disclaimer'.

STEP 3 - Be sure you are familiar with the DCV Security Statement/Disclaimer.

Warning: Any person who publishes, divulges, discloses, or makes known in any manner, or to any extent not authorized by Federal law (Section 9(b)(2)(C) of the National School Lunch Act; 42 USC 1758(B)(2)(C)) or a regulation, any information about a child's eligibility for free or reduced price meals shall be fined not more than a **\$1,000 or imprisonment of not more than 1 year or both.**

STEP 4 - Upon successful Login, you will see the Welcome Screen. Click on the Certification Tab.

Welcome Kathy CN
(Jackson County Schools)

DCV Security Statement/Disclaimer

The information contained within this system is proprietary to the NCDPI and is confidential. It may not be disclosed to any party outside its intended audience without the written permission of the NC DPI IT Business Project Management Office (BPMO). This system or any web pages therein may not be reproduced, either by photocopy or electronically without the written permission of the NC DPI IT PMO. Every user of this system acknowledges, by access and use, the confidential nature of the material contained herein, and agrees to prevent the distribution of this website, by intent or otherwise, beyond its intended audience.

Project Background & Purpose

The North Carolina Child Nutrition Direct Certification/Verification project was developed collaboratively between with the North Carolina Department of Public Instruction and the North Carolina Department of Health and Human Services. The project was funded by a grant from the Food and Nutrition Service of the United States Department of Agriculture (CNDCV-06-NC-01).

This project provides data regarding students who are Directly Certified for free meal benefits under the requirements of the National School Lunch and Breakfast Programs. The information is to be used by Child Nutrition Administrators in School Food Authorities for the sole purpose of identifying students that automatically qualify for meal benefits at no charge to the student.

Section 9(b)(2)(C)(iii) of the National School Lunch Act (42 USC 1759(b)(2)(C)(iii)) authorizes the limited disclosure of children's free and reduced price meal eligibility information to specific programs or individuals without prior parent/guardian consent. Additionally, the statute specifies that for any disclosures not authorized by the statute, the consent of children's parents/guardians must be obtained prior to the disclosure. Federal or State mandated education programs may have access to children's confidential meal eligibility status for reporting purposes only. Local education initiatives are ineligible to receive this confidential information without prior written consent of the parent/guardian; therefore this information may be used only for the purposes specified herein.

Developed By
Public Schools of North Carolina
State Board of Education
Department of Public Instruction

In partnership with
DHHS
North Carolina Department of Health and Human Services

STEP 5 - Click on the Current Match sublink to review the current matches that are ready to download.

Monthly Roster of Direct Certified Students

1 - 15

| SSN | NCWISE ID | Last Name | First Name | School | Grade | Gender | Case ID | Address 1 | Address 2 | City | State | Zip Code | Child's Birth Date |
|-----------|-----------|-----------|------------|--------|-------|--------|----------|--------------|------------|----------------|-------|----------|--------------------|
| 245658608 | 906786806 | Dog | Pluto | 050302 | 11 | M | 12826558 | 4902 Dogwood | - | WEST JEFFERSON | NC | 28964 | 03/19/1999 |
| 245658352 | 906786800 | Duck | Donald | 050302 | 10 | M | 12808232 | 132 Main | - | WEST JEFFERSON | NC | 28964 | 02/07/1999 |
| - | 906786902 | Hernandez | Zack | 050302 | 9 | M | 13119774 | 121 S Salem | - | WEST JEFFERSON | NC | 28964 | 12/18/2000 |
| 245663216 | 906786914 | Hernandez | Bobby | 050302 | 9 | M | 13156426 | 134 Main | PO BOX 123 | WEST JEFFERSON | NC | 28964 | 03/08/2001 |
| - | 906786899 | Hernandez | Abraham | 050302 | 9 | M | 13110611 | 134 Main | PO BOX 123 | WEST JEFFERSON | NC | 28964 | 11/28/2000 |

STEP 6 - Click on the wheel to access the download feature.



STEP 7 - Click on download.

Monthly Roster of Direct Certified Students

Search: Rows: 15 Go

1 - 15

| SSN | NCWISE ID | Last Name | First Name | School | Grade | Day | ID | Address 1 |
|-----------|-----------|-----------|------------|--------|-------|-----|----------|--------------|
| 245658608 | 906786806 | Dog | Pluto | 050302 | | | 6558 | 4902 Dogwood |
| 245658352 | 906786800 | Duck | Donald | 050302 | 10 | M | 12808232 | 132 Main |

Download menu options: Reset, Help, Download

STEP 8 - Click on download format .csv

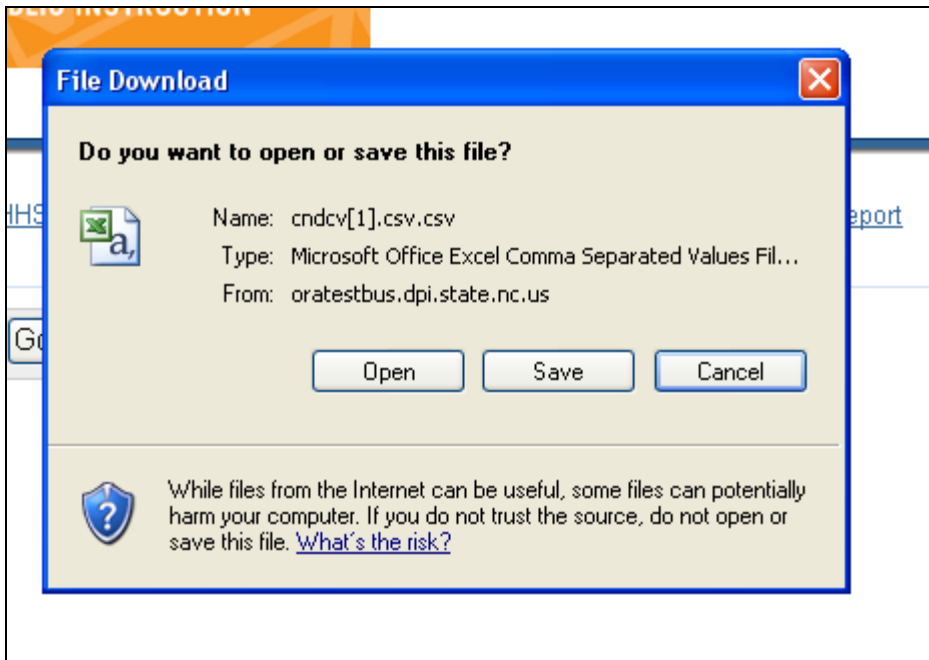
Download

Choose report download format:

CSV

Cancel

STEP 9 - Asks the question: “Do you want to open or save this file? Click the save button.



STEP 10

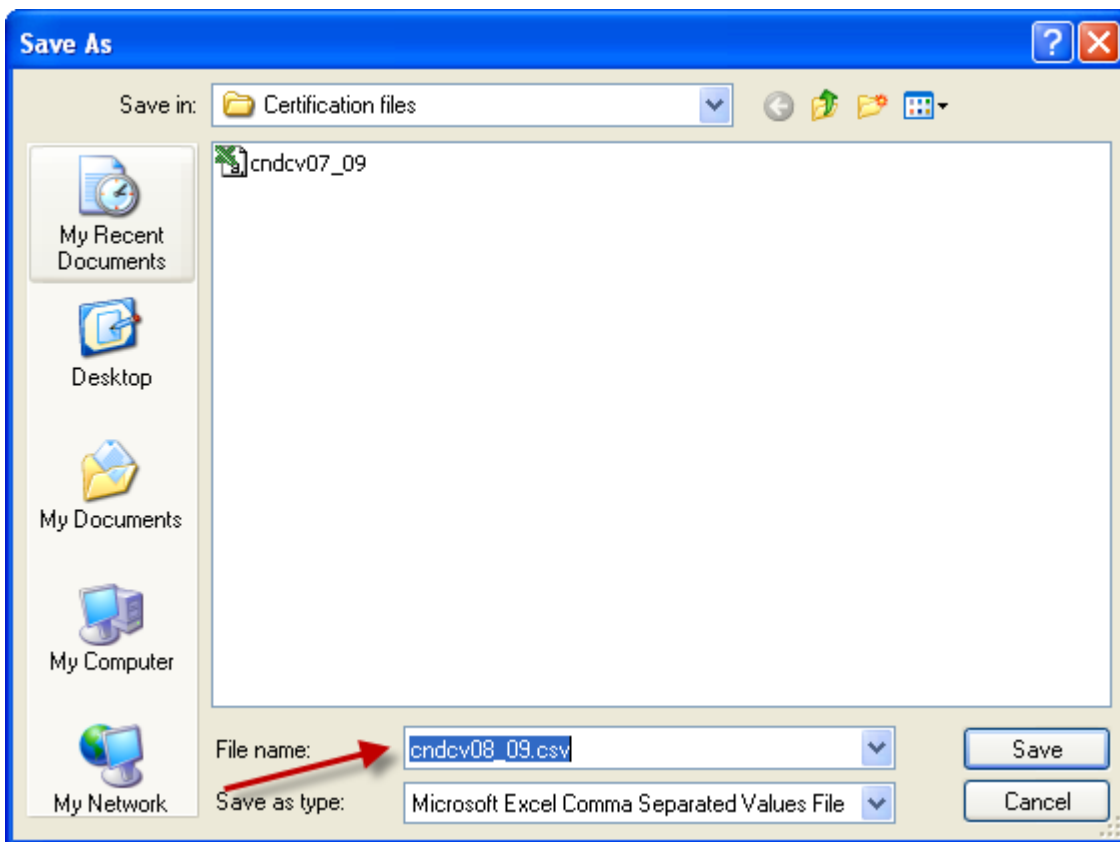
- a) Change the file name to cncertmmyy.csv where mm = month and yy = year.

For example: If you already have one file for July and you need to download and save a new file for August, the file should be named: **cncert0809.csv**

This way you will not overlay your previous month's file.

b) Select where you want the file placed on your PC.

In the following example a folder was created on the PC desktop and named “Certification Files”. The new file is named and saved in that folder. This suggested method of storing the files allows easy access to the files and a history of what files have been downloaded and when.



STEP 11 - The application generates a comma separated value (.csv) text file.

| | A | B | C | D | E | F | G | H | I | J | K | L | M | N |
|----|-----------|-----------|-----------|------------|--------|-------|--------|----------|-------------|-----------|-------------------|----------|-------------------|---|
| 1 | SSN | NCWISE ID | Last Name | First Name | School | Grade | Gender | Case ID | Address 1 | Address 2 | City State | Zip Code | Childs Birth Date | |
| 2 | 245658608 | 906786806 | Dog | Pluto | 50302 | 11 | M | 12826558 | 4902 Dogw- | | WEST JEFFERSON NC | 28964 | 3/19/1999 | |
| 3 | 245658352 | 906786800 | Duck | Donald | 50302 | 10 | M | 12808232 | 132 Main - | | WEST JEFFERSON NC | 28964 | 2/7/1999 | |
| 4 | - | 906786902 | Hernandez | Zack | 50302 | 9 | M | 13119774 | 121 S Sale- | | WEST JEFFERSON NC | 28964 | 12/18/2000 | |
| 5 | 245663216 | 906786914 | Hernandez | Bobby | 50302 | 9 | M | 13156426 | 134 Main | PO BOX 1 | WEST JEFFERSON NC | 28964 | 3/8/2001 | |
| 6 | - | 906786899 | Hernandez | Abraham | 50302 | 9 | M | 13110611 | 134 Main | PO BOX 1 | WEST JEFFERSON NC | 28964 | 11/28/2000 | |
| 7 | - | 906786896 | Hernandez | Abe | 50302 | 9 | M | 13101448 | 4902 Dogw- | | WEST JEFFERSON NC | 28964 | 11/8/2000 | |
| 8 | 245662832 | 906786905 | Hernandez | Quath | 50302 | 8 | M | 13128937 | 132 Main - | | WEST JEFFERSON NC | 28964 | 1/7/2001 | |
| 9 | 245662960 | 906786908 | Hernandez | Rob | 50302 | 9 | M | 13138100 | 5490 Oak - | | WEST JEFFERSON NC | 28964 | 1/27/2001 | |
| 10 | 245663472 | 906786920 | Hernandez | Anthony | 50302 | 9 | M | 13174752 | 132 Main - | | WEST JEFFERSON NC | 28964 | 4/17/2001 | |
| 11 | 245663344 | 906786917 | Hernandez | Tony | 50302 | 9 | M | 13165589 | 121 S Sale- | | WEST JEFFERSON NC | 28964 | 3/28/2001 | |
| 12 | 123460660 | 906791309 | Jenkins | Jan | 50310 | 3 | F | 13303034 | 132 Main - | | WEST JEFFERSON NC | 28964 | 1/6/2003 | |

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The File layout for the download file is:

FILE CHARACTERISTICS:

- File Name: cncert.csv
- Frequency: Monthly (Customer will download)
- File Type: .csv

FIELD

| <u>#</u> | <u>FIELD NAME</u> | <u>SIZE</u> | <u>REMARKS</u> |
|----------|-------------------|-------------|------------------------------|
| 1 | SSN | 9 | Text - No hyphens or slashes |
| 2 | NC WISE ID | 9 | Text |
| 3 | Last Name | 35 | Text |
| 4 | First Name | 35 | Text |
| 5 | LEA | 3 | Text |
| 6 | Grade | 2 | Text |
| 7 | Gender | 1 | (M)ale or (F)emale |
| 8 | Case ID | 38 | Numeric |
| 9 | Address 1 | 40 | Text |
| 10 | Address 2 | 40 | Text |

| | | | |
|----|--------------------|-----------|-----------------|
| 11 | City_State | 25_2 (28) | Text |
| 12 | Zip Code | 5 | Text |
| 13 | Child's Birth Date | 8 | Date (YYYYMMDD) |

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Note: You may access this training doc and other DCV training docs, such as “Overview/Navigate DCV” from the training web page:

<http://www.ncpublicschools.org/childnutrition/dcv-system/>

For help with troubleshooting,

Contact the DPI *customer support* center:

Phone: 919.807.4357

or

E-Mail: help@dpi.state.nc.us



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