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# How to Log In/Out of the 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.**

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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.

## How to Log In/Out of DCV

**Step 1** – By this point, you must have

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

If you have been approved to use DCV, you will have an E-Mail stating:

“Dear Child Nutrition Data Certification and Verification System Subscriber,

Your subscription to the Child Nutrition Data Certification and Verification System has been approved.

Regards,  
DCV Team”

**Step 2** - Go to <https://schools.nc.gov/dcv>

In order 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

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** - Enter your NCID Name and Password

**Step 4** – Be sure to review 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 5** - Check the Disclaimer box.

**Step 6** - Click on the Login button.

**Step 7** - Upon successful Login, you will see the Welcome Screen.

**Direct Certification/Verification Program**  
CHILD NUTRITION SERVICES | NC DEPARTMENT OF PUBLIC INSTRUCTION

kathy\_cn Logout

Welcome Certification Verification Help

Welcome Kathy CN  
(Jackson County Schools)

DCV Security Statement/Disclaimer

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**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 1758(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

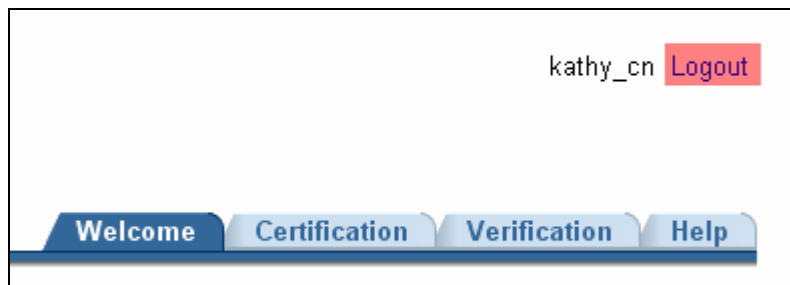
Public Schools of North Carolina  
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In partnership with

dhhs  
nc department  
of health and

**Step 8** - Because the CN information is confidential, always be sure to log out or lock your computer when you leave your workstation.

- To lock your computer press Ctrl +Alt + Delete simultaneously, and select the lock button.
- To log off the system, click the log out link located next to your user name in the top right corner.



**You are now ready to start using the DCV system.**

**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](mailto:help@dpi.state.nc.us)