



## PUBLIC SCHOOLS OF NORTH CAROLINA

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# How to Subscribe to the Child Nutrition Direct Certification and Verification System (DCV)

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**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.

## How to Subscribe to DCV

- **Step 1** - Verify if you have a North Carolina Identity Management Service (NCID) user id (*State Level Security*)
- **Step 2** - If you have an NCID user id, go to Step 5. Otherwise continue to Step 3.
- **Step 3** - Obtain an NCID to log in to DCV (State level security) by accessing the web site: <https://ncid.nc.gov>

Step-by-step instructions for obtaining an NCID are located on the web:

<http://www.ncpublicschools.org/ncid/>

- **Step 4** – Secure your NCID User ID and Password in a safe location. DCV requires it to obtain access.
- **Step 5** - Access DCV by entering the web address:  
<https://schools.nc.gov/dcv>
- **Step 6** - Type in your NC ID and password.

- **Step 7** – 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 8** - Check the Disclaimer box and select the Login button.

**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.



**NOTE** 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'.

**NOTE** - For first time users, the Welcome Screen displays the following message:

*“You have not subscribed.....Unauthorized access is a violation of federal and state law.....”*

Welcome

You have not subscribed to access the system.  
If you were asked to subscribe, then fill all required information in the form below  
and submit it to your application administrator for approval.

Unauthorized access is a violation of federal and state law. All software, data transactions, and electronic communications are

Subscribe to the Child Nutrition Data Certification and Verification System

NCID User Name: kathy\_sfa

User Role: LEA Child Nutrition Coordinator/Director

LEA: SELECT LEA

Your First Name:

Your Last Name:

Today's Date: 05/04/2009 06:39PM

Your E-Mail Address:

Verify E-Mail Address:

Your Phone Number:

Note to Application Administrator:

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Subscribe to the Child Nutrition Data Certification and Verification System

- **Step 9** – Complete the screen:
  - Select you LEA
  - Type in your First Name
  - Type in your Last Name
  - Type in your E-Mail Address
  - Verify your E-Mail Address by typing again
  - Type in your phone number, including the area code
  - Note to Application Administrator is optional and may be left blank.
  - Click on the Subscribe to Child Nutrition Direct Certification and Verification System button.

- **Step 10** - The system will send an E-Mail:  
“Dear XXXX,  
We have received your request to subscribe to the Child Nutrition Direct Certification and Verification System (DCV). A DPI Application Administrator will have to approve your account prior to you having access. You will be notified via this e-mail once your account has been approved.  
Regards  
DCV Team”
- **Step 11** - Once approved, the system will send a second E-Mail:  
“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 12** - You can start using the DCV System. Log in using your NCID and Password:

<https://schools.nc.gov/dcv>

**Note:** You may access this training doc and other DCV training docs, such as “How to Log In To 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)