Direct Certification



https://cnpdc.education.ne.gov/Home/Index

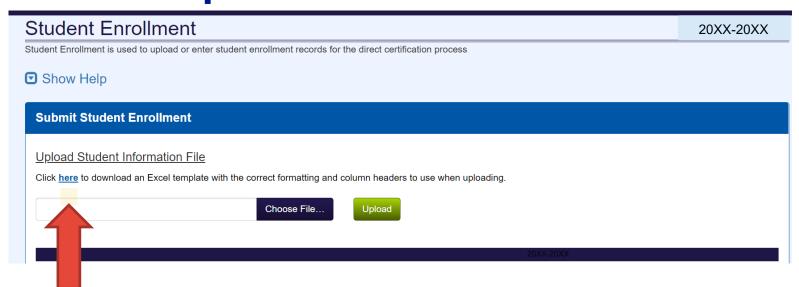
Enrollment

- Secondary method of providing NDE with student data for matching
- Public and nonpublic SFAs can utilize this option for updating student records
- SFA uploads required student data per provided template used for matching
- Begin uploading files into CNP on July 1

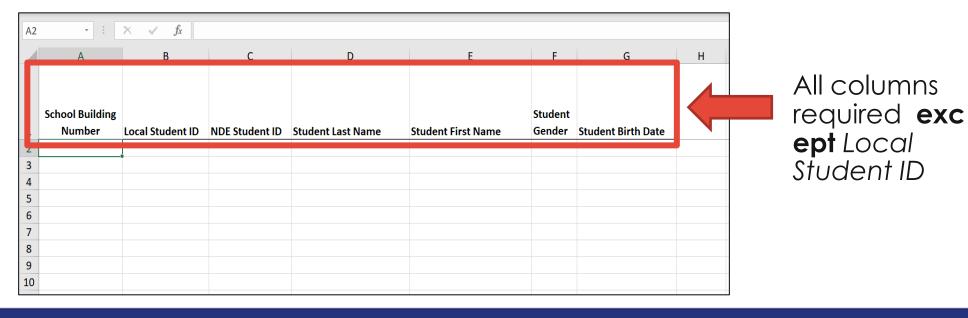
Enrollment

Upload or enter student enrollment records for the direct certification process

Use Template in Enrollment Tab

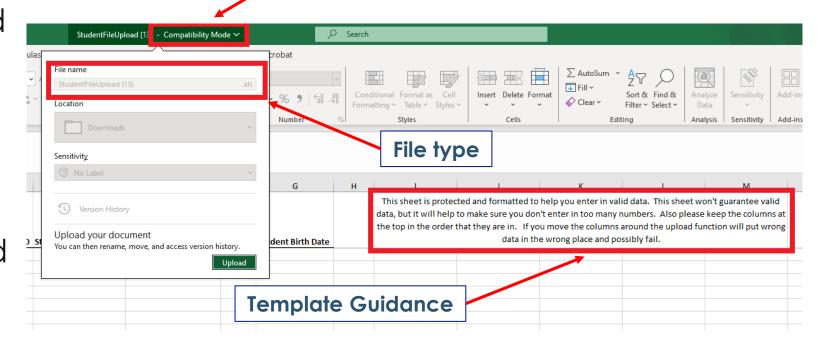


Please **do not** create your own spreadsheet. You must use to **excel template** provided in the enrollment tab.



Tips for a Successful Upload

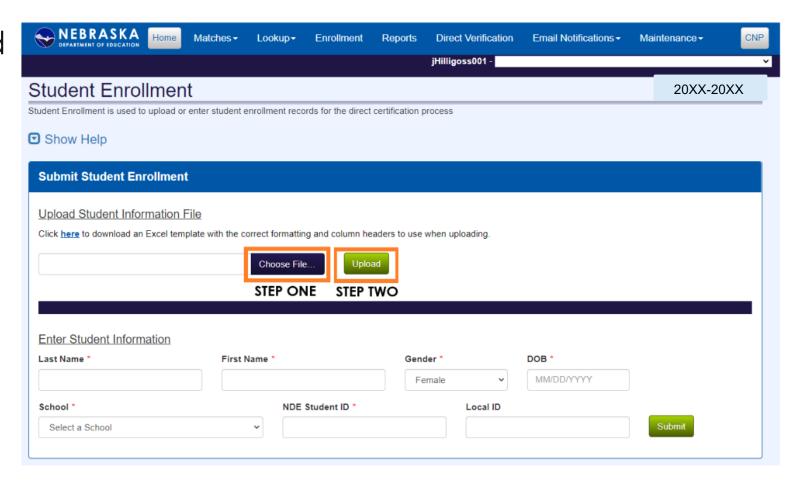
- File can be in protected or compatibility mode
- Save file for uploading as a CSV or Excel file type (.csv or .xls)
- Ensure your data is formatted correctly and follow guidance on top of template



Compatibility or Protected mode

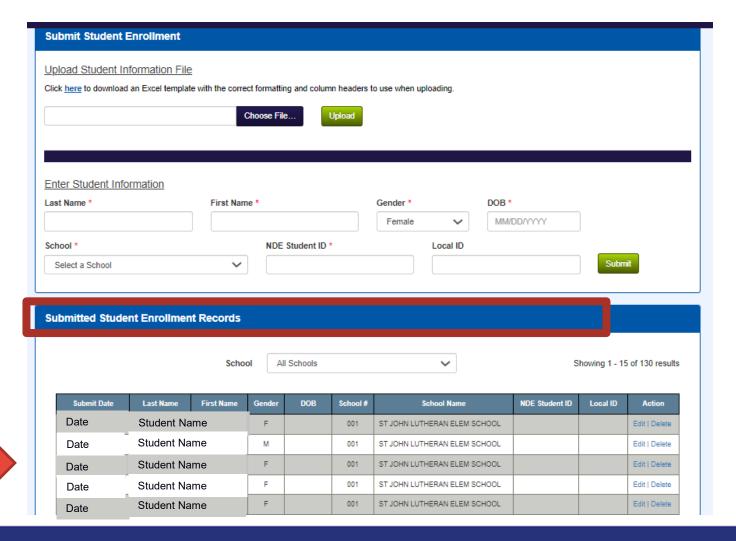
Upload File

- Click on "Choose File" and select file saved on your computer
- Click on Green "Upload" Button



Upload Successful When.....

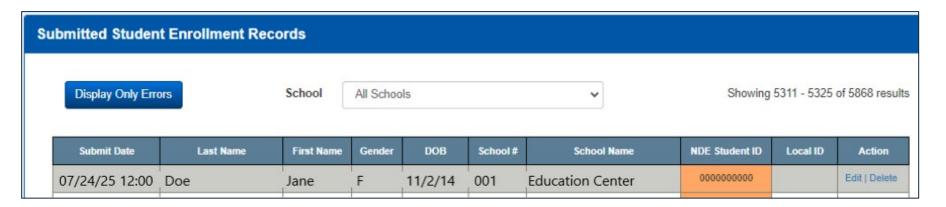
Student Names and data appear within 5 minutes after refreshing in the "Submitted Student Enrollment Records" table



Upload Review

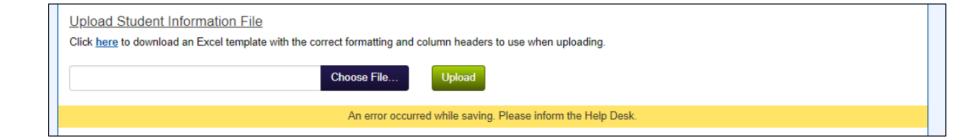
Enrollment Errors

- Highlighted orange
- Display Only Errors button



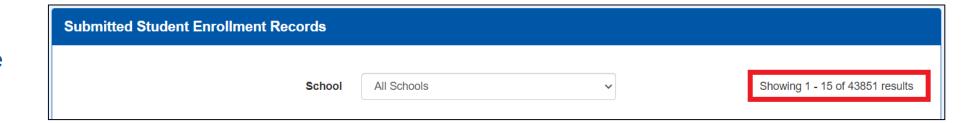
Upload Errors

- Yellow error bar
- Contact NDE for help



Result Errors

Review original file



Common Enrollment Record Errors

Most common upload errors include:

- Single digit school ID codes (i.e., entered "1" instead of required "001")
- Different last names
- Duplicate student entries
- Missing or incomplete NDE Student IDs
 - Student MUST have a NDE Student ID generated through PersonID for matching
- Entering full gender names instead of required "M" or "F"
- Incorrect file format
- Not using the Student Information File Excel Template

Enrollment Upload Help

Enrollment Roster File Upload Instructions

Includes:

- Link to template
- Required data and formatting requirements
- Guidance for navigating to the Enrollment module in CNP system

Need help? Email nde.nsweb@nebraska.gov



ENROLLMENT ROSTER FILE UPLOAD INSTRUCTIONS



Updated: 5.15.2024
Questions? Email nde.nsweb@nebraska.gov

School Food Authorities (SFAs) who are unable to update their ADVISER/PersonID roster are asked to submit a file containing all enrolled students annually in June to the Direct Certification (DC) System. Starting in early July, matches between the uploaded file and DHHS database will appear on the Match List in the DC system.

PREPARING FILE

- Please utilize the <u>Enrollment Roster template</u> that includes the required columns and formatting.
- . One or more excel files (.xls) can be uploaded into the Enrollment module.
- These files should contain all PK-12 students that are currently enrolled at your school district.

FORMATTING REQUIREMENTS Column Data Format Number School Building Numeric (XXX) Three digit school code Number Local Student ID Numeric (Optional) 3 NDE's unique state student ID, required NDE Student ID Numeric (10 digits) for data verification Student Last Name Alphanumeric Student First Name Alphanumeric Student Gender Any data entered other than "M" or "F" (i.e. "Male" and "Female") will result in an upload error. Required for student matching. Student Birth Date Alphanumeric (yyyymm-dd or m/d/yyyy)

UPLOAD LOCATION

Login to the CNP system (nutrition.education.ne.gov) and navigate to the DC System.



Uploading Enrollment
Non Public SFAs

On or after June 1

- Update ADVISER Person ID student roster
- ADVISER Person ID Upload Guide

On or after July 1

- First SY25-26 roster upload into DC Enrollment tab
- Enrollment File Upload Instructions

July 2025 – June 2026

- Continue to update roster in ADVISER Person ID or DC Enrollment tab
- Nightly matching begins: review Match List and Possible Match List

Direct Certification



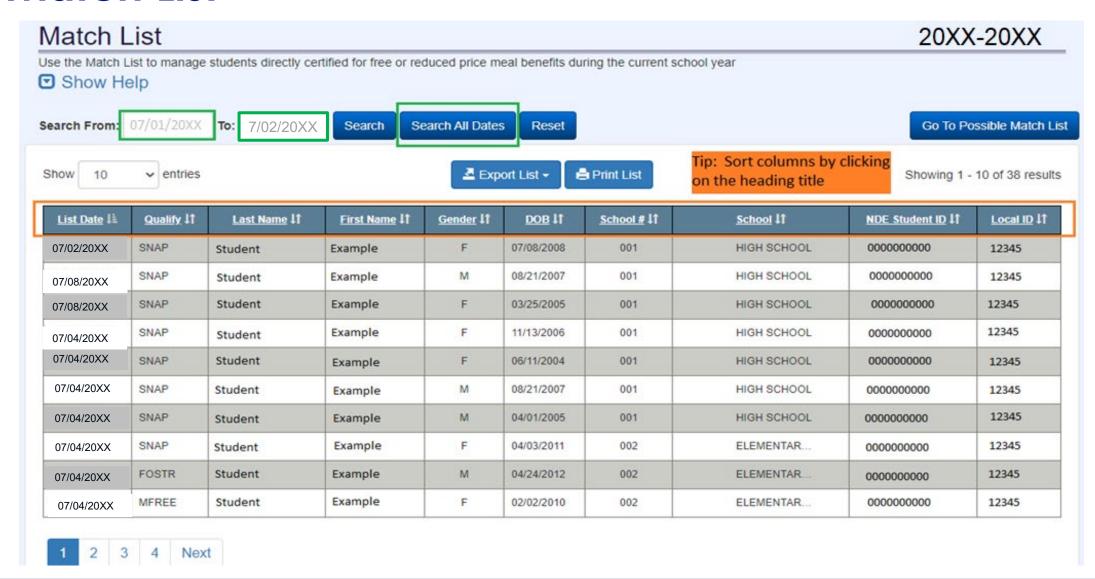
https://cnpdc.education.ne.gov/Home/Index

Match List

- List of directly certified students who qualify for free or reduced priced meals
- Nightly matching process
 - Most recent match date is listed on the green tile
- Matched students do not need to submit a free and reduced-priced meal application

Match List Manage students directly certified for free or reduced price meal benefits Last List Date: 06/06/20XX

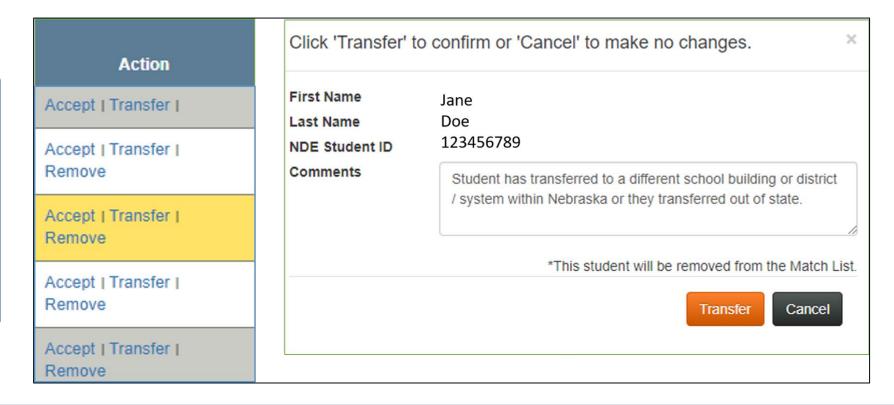
Match List



Accept or Transfer Button

- SFA can accept, transfer or remove matched student
- OPTIONAL after documentation of benefits in SIS and household is notified

Run the Match List
Report to review match
list actions from current
and previous program
years



Students can be Directly Certified Based on these Qualifying Programs

Qualifying Program	Direct Certification System Acronym	Benefit Level	Household Extension	Priority
Supplemental Nutrition Assistance Program	SNAP	Free Meals	Yes	1
Temporary Assistance to Needy Families	TANF	Free Meals	Yes	2
Food Distribution on Indian Reservations	FDPIR	Free Meals	Yes	3
Foster Children	FSTR	Free Meals	No	4
Migrant Students	MGRNT	Free Meals	No	5
Homeless Students	HMLS	Free Meals	No	6
Medicaid Free	MFREE	Free Meals	Yes	7
Medicaid Reduced	MRED	Reduced Meals	Yes	8