

Direct Certification

The screenshot shows the homepage of the Nebraska Department of Education's Direct Certification System. The header is a dark blue bar with the Nebraska Department of Education logo on the left and a navigation menu on the right. The navigation menu includes links for Home, Matches, Lookup, Enrollment, Reports, Direct Verification, Email Notifications, and Maintenance, each with a dropdown arrow. A 'CNP' button is also present. Below the header is a large blue banner with the text 'Direct Certification System'. Underneath the banner are eight colored boxes arranged in a 2x4 grid, each representing a different function of the system. The first box, 'Match List', is green and includes a date 'Last List Date: 6/6/2024'. The other boxes are in shades of blue, orange, and yellow.

NEBRASKA
DEPARTMENT OF EDUCATION

Home Matches Lookup Enrollment Reports Direct Verification Email Notifications Maintenance CNP

Direct Certification System

Match List
Manage students directly certified for free or reduced price meal benefits
Last List Date: 6/6/2024

Student Lookup
Search for students that could be directly certified in Nebraska for the current school year

Enrollment
Upload or enter student enrollment records for the direct certification process

Direct Verification
Using Direct Verification may eliminate the need to request income verification from households

Possible Match List
Decide which students are eligible for free or reduced price meal benefits

Lookup Results
Review search results from Student Lookup to decide which students are directly certified for meal benefits

Reports
View available reports

Email Notifications
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<https://cnpsc.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

Student Enrollment

20XX-20XX

Student Enrollment is used to upload or enter student enrollment records for the direct certification process

☒ Show Help

Submit Student Enrollment

Upload Student Information File

Click [here](#) to download an Excel template with the correct formatting and column headers to use when uploading.

Choose File...

Upload

20XX-20XX



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

A2								
	A	B	C	D	E	F	G	H
	School Building Number	Local Student ID	NDE Student ID	Student Last Name	Student First Name	Student Gender	Student Birth Date	
2								
3								
4								
5								
6								
7								
8								
9								
10								



All columns required **except** Local Student ID

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

The screenshot shows the 'StudentFileUpload (13)' interface. A red box highlights the 'Compatibility Mode' dropdown in the top bar, with an arrow pointing to a callout box labeled 'Compatibility or Protected mode'. Another red box highlights the 'File name' field containing 'StudentFileUpload (13).xls', with an arrow pointing to a callout box labeled 'File type'. A third red box highlights a warning message in the spreadsheet area, with an arrow pointing to a callout box labeled 'Template Guidance'.

Compatibility or Protected mode

File type

Template Guidance

This sheet is protected and formatted to help you enter in valid data. This sheet won't guarantee valid data, but it will help to make sure you don't enter in too many numbers. Also please keep the columns at the top in the order that they are in. If you move the columns around the upload function will put wrong data in the wrong place and possibly fail.

Upload File

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

The screenshot shows the 'Student Enrollment' page of the Nebraska Department of Education. The header includes the department logo, navigation links (Home, Matches, Lookup, Enrollment, Reports, Direct Verification, Email Notifications, Maintenance), a user dropdown menu showing 'jHilligoss001', and a 'CNP' button. The main title is 'Student Enrollment' with a sub-header '20XX-20XX'. Below this is a 'Show Help' link. The primary section is 'Submit Student Enrollment', which contains a link to 'Upload Student Information File' and instructions to click a link for an Excel template. Two buttons, 'Choose File...' and 'Upload', are highlighted with orange boxes and labeled 'STEP ONE' and 'STEP TWO' respectively. Below this is a section titled 'Enter Student Information' with form fields for Last Name, First Name, Gender (a dropdown menu), and DOB (MM/DD/YYYY). At the bottom, there are fields for School (a dropdown menu), NDE Student ID, and Local ID, followed by a green 'Submit' button.

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jHilligoss001 -

Student Enrollment

20XX-20XX

Student Enrollment is used to upload or enter student enrollment records for the direct certification process

Show Help

Submit Student Enrollment

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STEP ONE STEP TWO

Enter Student Information

Last Name * First Name * Gender * DOB *

School * NDE Student ID * Local ID

Upload Successful When.....

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



Submit Student Enrollment

[Upload Student Information File](#)
Click [here](#) to download an Excel template with the correct formatting and column headers to use when uploading.

Choose File... Upload

[Enter Student Information](#)

Last Name *

First Name *

Gender *
Female ▼

DOB *
MM/DD/YYYY

School *
Select a School ▼

NDE Student ID *

Local ID

Submit

Submitted Student Enrollment Records

School All Schools ▼ Showing 1 - 15 of 130 results

Submit Date	Last Name	First Name	Gender	DOB	School #	School Name	NDE Student ID	Local ID	Action
Date	Student Name		F		001	ST JOHN LUTHERAN ELEM SCHOOL			Edit Delete
Date	Student Name		M		001	ST JOHN LUTHERAN ELEM SCHOOL			Edit Delete
Date	Student Name		F		001	ST JOHN LUTHERAN ELEM SCHOOL			Edit Delete
Date	Student Name		F		001	ST JOHN LUTHERAN ELEM SCHOOL			Edit Delete
Date	Student Name		F		001	ST JOHN LUTHERAN ELEM SCHOOL			Edit Delete

Upload Review

Enrollment Errors

- Highlighted orange
- Display Only Errors button

Submitted Student Enrollment Records

Display Only Errors

SchoolAll Schools

Showing 5311 - 5325 of 5868 results

Submit Date	Last Name	First Name	Gender	DOB	School #	School Name	NDE Student ID	Local ID	Action
07/24/25 12:00	Doe	Jane	F	11/2/14	001	Education Center	0000000000		Edit Delete

Upload Errors

- Yellow error bar
- Contact NDE for help

Upload Student Information File

Click [here](#) to download an Excel template with the correct formatting and column headers to use when uploading.

Choose File...

Upload

An error occurred while saving. Please inform the Help Desk.

Result Errors

- Review original file

Submitted Student Enrollment Records

SchoolAll Schools

Showing 1 - 15 of 43851 results

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 [Enrollment Roster template](#) 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 Number	Name	Data Format	Notes
1	School Building Number	Numeric (XXX)	Three digit school code
2	Local Student ID	Numeric (Optional)	
3	NDE Student ID	Numeric (10 digits)	NDE's unique state student ID, required for data verification.
4	Student Last Name	Alphanumeric	
5	Student First Name	Alphanumeric	
6	Student Gender	Alphanumeric (M or F)	Any data entered other than "M" or "F" (i.e. "Male" and "Female") will result in an upload error.
7	Student Birth Date	Alphanumeric (yyyy-mm-dd or m/d/yyyy)	Required for student matching.

UPLOAD LOCATION

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



1

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

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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

20XX-20XX

Match List

Use the Match List to manage students directly certified for free or reduced price meal benefits during the current school year

[Show Help](#)

Search From:

07/01/20XX

To:

7/02/20XX

[Search](#)

[Search All Dates](#)

[Reset](#)

[Go To Possible Match List](#)

Show entries

[Export List](#)

[Print List](#)

Tip: Sort columns by clicking on the heading title

Showing 1 - 10 of 38 results

List Date ↑↓	Qualify ↑↓	Last Name ↑↓	First Name ↑↓	Gender ↑↓	DOB ↑↓	School # ↑↓	School ↑↓	NDE Student ID ↑↓	Local ID ↑↓
07/02/20XX	SNAP	Student	Example	F	07/08/2008	001	HIGH SCHOOL	0000000000	12345
07/08/20XX	SNAP	Student	Example	M	08/21/2007	001	HIGH SCHOOL	0000000000	12345
07/08/20XX	SNAP	Student	Example	F	03/25/2005	001	HIGH SCHOOL	0000000000	12345
07/04/20XX	SNAP	Student	Example	F	11/13/2006	001	HIGH SCHOOL	0000000000	12345
07/04/20XX	SNAP	Student	Example	F	06/11/2004	001	HIGH SCHOOL	0000000000	12345
07/04/20XX	SNAP	Student	Example	M	08/21/2007	001	HIGH SCHOOL	0000000000	12345
07/04/20XX	SNAP	Student	Example	M	04/01/2005	001	HIGH SCHOOL	0000000000	12345
07/04/20XX	SNAP	Student	Example	F	04/03/2011	002	ELEMENTAR...	0000000000	12345
07/04/20XX	FOSTR	Student	Example	M	04/24/2012	002	ELEMENTAR...	0000000000	12345
07/04/20XX	MFREE	Student	Example	F	02/02/2010	002	ELEMENTAR...	0000000000	12345

[1](#) [2](#) [3](#) [4](#) [Next](#)

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

Action	
Accept Transfer	
Accept Transfer Remove	
Accept Transfer Remove	
Accept Transfer Remove	
Accept Transfer Remove	

Click 'Transfer' to confirm or 'Cancel' to make no changes.

First Name Jane
Last Name Doe
NDE Student ID 123456789
Comments Student has transferred to a different school building or district / system within Nebraska or they transferred out of state.

*This student will be removed from the Match List.

Transfer Cancel

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