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1 – Introduction

The Direct Certification application on the Wave is a tool for districts to utilize in determining students who are Directly Certified to receive FREE lunch benefits at the district. The Wave will receive data from the Department of Human Services and will conduct nightly match processes against the data the Wave has also received from districts. If a match is found, the Wave will provide the district with their own information on the student making it easier for the district to locate the student in their Student Information and Lunch systems to indicate that student as FREE. The process of matching data will be conducted nightly so districts can see updated reports as the new students enter their district throughout the school year.

1.1 Purpose

The purpose of this manual is to provide a step-by-step resource to individuals at the school district utilizing Direct Certification data.

1.2 How this document is organized

Section 1: Introduction

Section 2: Accessing the Direct Certification Application

Section 3: Selecting a Report

Section 4: Remaining Records Report and Zip Code Certification
2 – Accessing the Direct Certification Application

The Direct Certification Application is located on the Wave Web site. Access to the Application is provided to a user by the District Superintendent or another individual at a district designated by the District Superintendent to be the District Wave Security Administrator (DWSA). These individuals must set up a user account providing the user with the “Direct Certification Download” role and access to the appropriate school sites to view.

2.1 Web site

The Wave Web site is located at the following web address:

https://thewave.sde.ok.gov

Users will be prompted to log in before any data can be viewed. Password resets for any user other than the district superintendent must be done through your district superintendent or DWSA.
2.2 Direct Certification Download Location

After logging in, hover your mouse arrow over the “Reporting” tab. One or more applications will appear. Click on “Direct Certification” and the Direct Certification Application will load.
3 – Selecting a Report

In an effort to provide the data in ways each individual user of varying district sizes and needs would prefer to see their data, multiple reports and formats were created. This section will help the user determine the right report(s) to use.

3.1 Report Types

After accessing the Direct Certification Application, you will see a screen similar to the one below containing a list of school sites in your district.

The Department of Human Services (DHS) provided the Wave with a complete file of individual students who would qualify for Direct Certification of Free lunch benefits. The Wave after receiving that file compared the data to each individual district’s data to find matched students. After finding a match, the Wave prepared reports containing district data making it easier to find the student in your own Student Information or Lunch systems.

There are five different report types to choose from. The first four (Full Report, Full Report Address & Case Number, Eligible First 30 Days, and Eligible First 30 Days Address & Case Number) contain the data provided to the Wave by the district where a match to DHS data has been made. In these reports, the user will find the student’s name, birth date, local id for the district, student testing number and more. Using the local id, student testing number or name, the district user will be able to quickly find the student in their own system to indicate them as Free Lunch and Directly Certified for either
the full year or just the first 30 days depending on the report. The fourth report (Remaining Records) contains the raw DHS data by zip code and is discussed in further detail in section 4 of this document.

1. **Full Report** – This report shows students who are Directly Certified for FREE lunch for this entire school year. It displays student Directly Certified in the match process conducted by the Wave and will display data based on filters provided on the filter page that follows selection of the report. Students appearing on this report who attend your school should be provided FREE lunch benefits for the entire school year and should be indicated as Directly Certified as the method for determining their lunch eligibility.

2. **Full Report Address & Case Number** – This report shows students who are Directly Certified for FREE lunch for this entire school year. This report contains the same students as the Full Report discussed in number 1 above, but also includes more of the information supplied by DHS such as the Case Number, the Social Security Number and the Address provided by DHS. This report is best viewed when exported to an Excel format as it contains a large amount of data. From Excel you can modify the report and use only the data you need. If the data is blank or empty, it is because that data was not supplied to the Wave by DHS. It will display students Directly Certified in the match process conducted by the Wave and will display data based on the filters provided on the filter page that follows the selection of the report. Students appearing on this report who attend your school should be provided FREE lunch benefits for the entire school year and should be indicated as Directly Certified as the method for determining their lunch eligibility.

3. **Eligible First 30 Days** – This report shows all students, based on the filters provided by the user on the filter page, who currently qualify for FREE lunch for the first 30 days of school. They qualify because they were Directly Certified last school year but did not receive SNAP or TANF benefits in this current school year. These students should receive FREE lunch benefits for the first 30 days of school. Important Note: A student can drop from this list and move to the Full Report if they qualify for the appropriate services from DHS again. The Wave receives a file of students who qualify on the first of every month from DHS. If the student is provided by DHS in the file, they will be moved from this report over to the Full Report.

4. **Eligible First 30 Days Address & Case Number** – This report will show all students, based on the filters provided by the user on the filter page, who currently qualify for FREE lunch for the first 30 days of school (See Eligible First 30 Days description above). This report contains the same students as the Eligible First 30 Days, but contains more of the DHS data you may need such as the Case Number, Social Security Number, and the Addresses provided by DHS. This report is best viewed when exported to an Excel format as it contains a large amount of data. From Excel you can modify the report and use only the data you need. If the data is blank or empty, it is because that data was not supplied to the Wave by DHS.

5. **Remaining Records** – This report contains the raw data received from DHS the Wave was unable to match on. It will be provided to the districts based on the zip codes indicated on the Wave Web site and certified by the district superintendent. This process is explained in more detail in section 4.
Each of the first four reports contain columns that are either Self-Explanatory like “First Name” or that may need further explanation. The columns in need of further explanation are listed here:

1. **Match Date** – This is the date the Wave placed this student on the report you are viewing. This date can be utilized on the filter page to see only those records added to the report recently.

2. **Changes** – This report will contain one of two possible codes:
   a. Match – This will be most commonly seen and will indicate the student was matched to the DHS data and is Directly Certified to receive FREE lunch benefits for either the first 30 days or the full year depending on the report.
   b. Match Error Remove from Direct Certification – From time to time, a student is incorrectly assigned a student testing number resulting in a Direct Certification Match that needs to be corrected. Rows with this indication will show where a student was Directly Certified in error. Rather than remove the student from the report, we provide this category to indicate the student needs to be re-evaluated for their lunch eligibility through some other means.

3. **Eligible Month/Eligible Year** – These columns indicate the month and the year the student became eligible to receive Free lunch benefits. The Eligible Year is a Fiscal Year which runs from July 1 to June 30. The Eligible Month and Eligible Year are the earliest Month in the most recent Year that the student showed eligibility. Example: If the student qualified for SNAP or TANF benefits in August of 2011, but was also provided to the Wave in the July of 2012 data, the report will display July of 2012. If the data was again provided to the Wave in August of 2012, the report will continue to display July 2012 as that is the earliest month the student qualified in this fiscal year.

4. **School Year** – This column indicates the School Year (Fiscal Year) of the most recent enrollment we have in our system for this student. The Wave will check both this school year and if available or necessary, last school years data in an attempt to make a match. Early in the School Year, such as in the month of August, not all districts are providing the current school year’s data to the Wave. In order to provide a list of students, the Wave must look at the previous school years data to make the match. If an enrollment is provided indicating the current school year, this column will change to the current school year. If you do not see any students containing the current School Year, contact the individual at your district in charge of your local Student Information System and make certain they have changed the Fiscal Year they report to the Wave to the current school year.

5. **Exit Date** – If the student has left your school or district and an Exit Date has been provided to the Wave, the Exit Date column will indicate the day the student left. This date is used when determining students who are currently attending your district which is one of the filters for the report.
### 3.2 Select a Site

Users will have the option to look at data by site, by multiple sites or by district based on what is selected in this section. Users must select at least one site. To see the entire district, click “Select All” and all of the school sites will be selected. The reports generated after clicking “Next” will be based on the site or sites specified here by the end user. If only one site is selected, only that site will be included in the report. If all sites are selected, all sites will be included in the report. Note: This can result in the same student being listed twice (once for each school site they attended if more than one in your district) depending on the filter selection made on the following page.

Note: The exception to this is the Remaining Records report. As it is based on zip code alone, it will be populated based on zip code regardless of whether or not a site is selected.

#### Direct Certification

**District: 011030 - CAVE SPRINGS**

**Select Report Type**

- [ ] Updated Report
- [ ] Full Report
- [ ] Original Report
- [ ] Remaining Records

Please select one or more schools. To select all, click "Select All".

- [ ] 011030105 - CAVE SPRINGS ES
- [ ] 011030705 - CAVE SPRINGS HS

[Select All]
3.3 Report Filter Options
Users are provided filter options to determine the data that will populate the report selected on the first page.

1. Select Student Filter:
- All matched students for this report
- All matched students who have attended this school year for this report
- All matched students without an enrollment for this school year for this report
- Only currently attending matched students for this report

2. Match Date Filter:
- All records
- Only records matched on this date: [ ]
- Only records matched on or between the following dates:
  Start: [ ] End: [ ]

Step 1: Select Student Filter – In this section you will determine which students will be pulled in the report based on their enrollment.

1. All matched students for this report - This filter will provide every student found in our current database that matches to the DHS Direct Certification and meets the criteria of the report you selected. Note: This may contain data on students from the previous school year until September 30th.

2. All matched students who have attended this school year for this report - This filter will provide every student found in our current database that matches to the DHS Direct Certification data who have attended your district at some point during this current school year and meets the criteria of the report you selected.

3. All matched students without an enrollment for this school year for this report - This filter will provide every student found in our current database that matches to the DHS Direct Certification data that do NOT yet have an enrollment in the Wave at your district at some point during this school year and meets the criteria of the report you selected. This is only available until September 30th of each year for the purpose of making sure all data has time to process into the Wave from school districts. This will allow you to identify students prior to the start of school who qualify. Note: If you only see students from last year, it is important
you contact the individual in charge of your local student information system and make certain they change the Fiscal Year that is being reported to the Wave. This will ensure you are receiving an up to date list of students on the Direct Certification application.

4. **Only currently attending matched students for this report** - This filter will provide every student found in our current database that matches to the DHS Direct Certification data who is shown to be currently attending your school district/site based on the enrollment information we have received directly from your local Student Information System and who meets the criteria of the report you selected.

Step 2: Match Date Filter – In this section you will determine the students who will be pulled in the report based on the date they were added to the report (Match Date).

1. **All Records** - This filter will provide every matched record regardless of the date it was matched. Note: The Match Date will update only once during each school year. It will show the first time the student was matched for that particular year.

2. **Only records matched on this date** - This filter will provide every record that was matched new on the date supplied. Note: The Match Date will update only once during each school year. It will show the first time the student was matched for that particular year.

3. **Only records matched on or between the following dates** - This filter will provide every record that was matched new on or between the dates supplied. Note: The Match Date will update only once during each school year. It will show the first time the student was matched for that particular year.
4 – Remaining Records Report and Zip Code Certification

The Remaining Records report contains all of the raw data provided by the Department of Human Services (DHS) that could not be matched by the Wave to your district data. The report provided here will be similar to the report you have received in the past through E-mail, but will be downloaded now from the Wave Web site. District users will have to take these records and attempt a data match using their own processes from previous years.

4.1 Remaining Records
To access the Remaining Records report, select Remaining Records and click “Next”

Note: No site selection is required to access this report.

If the Zip Codes have already been entered, the report will be generated and is available for download or printing by selecting the “Print Remaining Records Report” located in the upper right hand corner of the application. If the Zip Codes have not been provided or certified, refer to section 4.2 for instructions on entering and certifying the zip codes.

4.2 Zip Code Entry and Certification
The Remaining Records report is based solely on the zip codes provided by your district and certified by your district superintendent to be accurate and true. All district users with access to the Direct Certification application have the ability to enter the zip codes and save them, but only the district superintendent will be able to log in and access the “Certify” button for the zip codes. The Remaining Records report will not be accessible until the district superintendent certifies the zip codes.

Entering a Zip Code

If your district provided a list of zip codes in the previous year AND that list was certified, you will have the option to import that list at the beginning of each school year. Zip codes can then be added, edited or removed from the list. This will save time in having to enter a new list every school year. To do this, the user must select the button “Import Previous School Year’s Zip Code List”
If this button is not available, it is because the zip code list was not provided or not certified for the previous school year. You will have to manually enter the list. If you elect to enter the zip codes rather than import them, once a zip code is entered, the option to import will be removed and cannot be provided again.

To enter a zip code type in the five-digit zip code and click the word “Enter”

**Removing a Zip Code**

To delete a zip code, select the zip code from the drop down box and click “Delete”
Certifying the Zip Code List

Once the list of zip codes has been populated and verified, the district superintendent will certify the list by clicking the “Certify” button located in the middle of the zip code entry screen. If it is determined the zip code list was incorrect, only the Child Nutrition office can decertify the zip code list. The district will need to call the Child Nutrition office to have it decertified. The district will then be able to modify the zip code list and recertify it.