

IMATCH TRAINING

Basic Features

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About iMATCH

- Direct Certification system – used by SFAs to identify students eligible for free meal benefits via assistance programs (SNAP, TANF)
- System compares enrollment information from Infinite Campus and DSS data nightly
- Identical entries between the two files are matched, and listed on the corresponding school district list

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About iMATCH –

Direct Certification system – used by SFAs to identify students eligible for free meal benefits via assistance programs (SNAP, TANF)

System compares enrollment information from Infinite Campus and DSS data nightly

Identical entries between the two files are matched, and listed on the corresponding school district list

Features to Cover

- Obtaining Direct Certification List
- Direct Certification Notification Letters
- New Match Notification Email to SFA
- Determine daily change of Direct Cert List
- Direct Certification by school site
- File Search feature
- How to use the Potential Matches tab

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We will be covering a few basic topics in the training, as displayed.

Obtaining the Direct Certification List

- Student Eligibility
- Administration
- DC Matching
- Matched - All Match Methods selected

The screenshot shows the 'DC Matching' interface. Callout 1 points to the 'Student Eligibility' tab. Callout 2 points to the 'Administration' menu. Callout 3 points to the 'DC Matching' sub-menu. Callout 4 points to the 'Matched' tab. Callout 5 points to the 'Site' dropdown menu. Callout 6 points to the 'Date' range selection fields. Callout 7 points to the 'Options' section with checkboxes for 'Exclude Previously Notified Students' and 'Exclude Previously Free Students'. Callout 8 points to the 'Apply' button.

We will first touch on how to obtain the direct certification list for your SFA, or school district.

After logging in, select Student Eligibility, Administration, and then DC Matching.

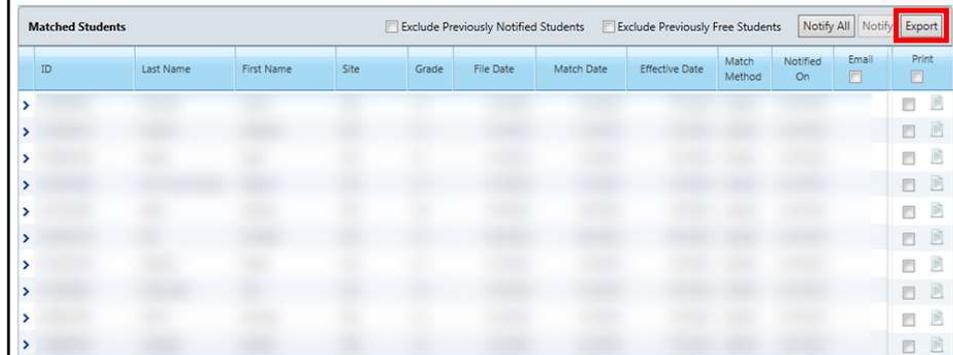
- Click the Matched tab.
- If preferred, you can use the Site Drop Down to only display a single site, or leave as All to have results for all sites display.
- Next, you can use the Date Range to zero in on student matches made within a particular timeframe, or leave blank to display all current matches.
- Be sure to un-check the two Exclude checkboxes in order to make sure that all students would display.
- Click Apply when ready.

After clicking apply, the system will display all students in your SFA that are identified as directly certified for free meal benefits that correspond with the options specified.

The following slide will discuss how to export the direct certification list into Excel format.

Obtaining the Direct Certification List

- Export allows to save full list in Excel format



The screenshot shows a web interface titled "Matched Students". At the top right, there are two checkboxes: "Exclude Previously Notified Students" and "Exclude Previously Free Students". To their right are three buttons: "Notify All", "Notify", and "Export". The "Export" button is highlighted with a red border. Below the buttons is a table with the following columns: ID, Last Name, First Name, Site, Grade, File Date, Match Date, Effective Date, Match Method, Notified On, Email, and Print. The table contains several rows of data, with the first row being partially visible. The "Print" column contains a printer icon for each row.

After getting your direct certification list, schools are able to export the information. Export allows to save full list in Excel format
- This may be helpful for electronic point of service system uploading. Discuss with your school's technology coordinator.

We will continue on the following slide.

Obtaining the Direct Certification List

- Export allows to save full list in Excel format



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After clicking 'Export' an 'Export Options' window will appear.

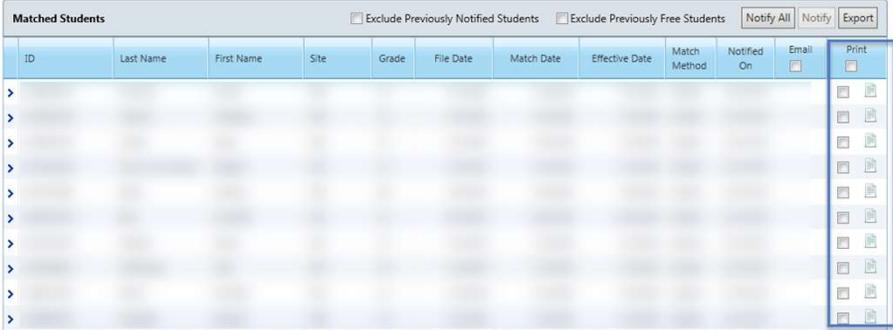
Select the radio button indicating 'Export latest eligibility matches only'. This will allow for your export to capture the most updated benefit information and will limit to a single entry display per student.

For explanation purposes, we observed that some schools would previously receive multiple student records displayed in the direct certification export – this can be due to students transferring in to the district or if a household is considered as eligible for TANF at one point of the year, and later qualifies for SNAP

Using the 'Most recent matches' button will ensure the most updated student eligibility is exported.

We will touch on notification letters on the following slide.

Notification Letters



The screenshot shows a software interface titled "Matched Students". At the top, there are two checkboxes: "Exclude Previously Notified Students" and "Exclude Previously Free Students". To the right of these are three buttons: "Notify All", "Notify", and "Export". Below this is a table with the following columns: ID, Last Name, First Name, Site, Grade, File Date, Match Date, Effective Date, Match Method, Notified On, Email, and Print. The "Print" column contains a paper icon for each row. The table contains approximately 12 rows of data, with the first row being a header and the rest being student records. The content of the table is blurred.

ID	Last Name	First Name	Site	Grade	File Date	Match Date	Effective Date	Match Method	Notified On	Email	Print
>											[Paper Icon]
>											[Paper Icon]
>											[Paper Icon]
>											[Paper Icon]
>											[Paper Icon]
>											[Paper Icon]
>											[Paper Icon]
>											[Paper Icon]
>											[Paper Icon]
>											[Paper Icon]
>											[Paper Icon]
>											[Paper Icon]

Going back to our Direct Certification list, the software has capability to generate notification letters. These notification letters can be printed in full, or individually. The letters can be printed by clicking on the Paper icon to the right of the student's name.

Please note – only use these notification letters if your agreement with CANS has identified that these letters will be used.

We will touch on how to set up your official fields for notification letters within the system on the next slide.

Notification Letters

- System -> Sites and Users-> SFAs
- Official tab

The screenshot displays the iMATCH system interface. At the top, there are two tabs: 'Student Eligibility' and 'System', with 'System' selected. On the left sidebar, there is a menu with several options: 'Sites and Users', 'Users', 'Roles', 'SFAs', 'Sites', 'Administration', 'Support Cases', 'Configuration', and 'Data Exchange'. The 'SFAs' option is highlighted. The main content area is titled 'SFA Details' and has four sub-tabs: 'Set Up', 'General Info', 'Officials', 'Sites', and 'Users'. The 'Officials' tab is selected. Below the tabs, there is a note: 'This information is used to populate letters. Blank fields may impact readability.' The main form is for a 'Child Nutrition Director' and includes fields for Title (Director of Food Service), Email, Userid, Salutation (dropdown), First Name, Last Name, Street / PO Box, City, State (dropdown, currently SD), Zip, Phone, and Fax. There is also a section for 'Determining Official'.

If you are going to use the automated letters to notify households of direct certification benefits from the iMATCH system, select System at the top, then click Sites and Users. Next, click SFAs. You will next click the 'Officials' tab.

We will look closer on the next slide.

Notification Letters

Determining Official

Title: Business Manager Email: [Redacted]

User Name: [Redacted] Salutation: --Select--

First Name: Jim Last Name: Johnson

Street / PO Box: [Redacted]

Address2: [Redacted]

City: [Redacted] State: SD Zip: [Redacted]

Phone: (605) 555-5555 Fax: [Redacted]

Save

Now that you are on the Officials tab, scroll down the page, and add information as needed. Remember, you would only need to do this if your SFA is planning on using the automated notification letters, and have indicated as such in your annual agreement with CANS.

Only the Determining Official information would need to be completed, as the iMATCH system is not set up for any processes other than Direct Certification. Remember to include a phone number, in the event of a household needing to contact the school regarding the addition of a student to the household or refusal of benefits.

When you are completed providing information for your determining official, scroll to the bottom, and click Save.

The determining official's information provided in iMATCH will be automatically populated on the Direct Certification notification letters. Remember to include the same Determining official name in your annual iCAN application, for consistency.

If you are using the notification letters from iMATCH, it is suggested to look at the Print Preview prior to printing. Your school computer administrator may need to install a plug-in. If you run into system problems, contact PrimeroEdge may be of some assistance.

We will circle back to the Direct Certification List on the following slide.

From: IMATCH@state.sd.us <IMATCH@state.sd.us>
 Sent: Friday, January 20, 2017 2:03 PM
 To: [REDACTED]
 Subject: New Direct Approval Matches for 1/20/2017

Good Afternoon,

You have new Direct Approval matches that are ready to be notified. They can be found by following this path: *Student Eligibility* >> *Administration* >> *DC Matching*: Click the previously matched tab, and then check the Exclude Previously Notified Students checkbox.

Have a great day!

**Student Eligibility → Administration → DC Matching
 → Matched tab**

The iMATCH system has a notification email, which sends a basic notification to all users in your SFA when a new match has been determined. The notification is not specific, but is to be used as an alert to check the system. Use the date range feature from the Matched tab to observe the new matches.

Be sure to uncheck the Exclude checkboxes again, and use the date modifier to zero in on the new match. Due to one file being ‘scanned’ before midnight and the other file being ‘scanned’ after midnight, add an extra day on the front-end of your date range for best results.

If you have multiple school employees with an active iMATCH User ID, back-up users may consider reaching out to their technology coordinator to set up an email rule for automatic filing of these notifications. This said, it is still important for the primary user to keep an eye on these email notifications, and update the schools benefit issuance accordingly.

Eligibility Hierarchy

- iMATCH identifies the hierarchy of direct certification benefits
- SNAP > TANF
- Supersede to direct certification – highest form of direct certification is SNAP

Patrons → Students → search for a student → click on the Student ID

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One design aspect of the iMATCH system that we haven't really discussed before is iMATCH identifies the hierarchy of direct certification benefits for the assistance programs that it has access to.

- The system has access to SNAP and TANF – although these are commonly lumped together since they both yield free meal benefits, they are two distinct assistance programs for households.
- SNAP is considered the highest form of direct certification – we would always want to supersede to direct certification whenever available, but to take it a step further, supersede to SNAP.

Please keep this in mind, as a student may be matched with TANF early in the year – as the year goes on, if the student is matched with SNAP, you will receive an email alert.

You can see a student's historical data for eligibility, which can come in handy for situations like this.

Patrons → Students → search for a student → click on the Student ID → Click the Eligibility tab to see historical data

Direct Certification List – Daily Change using Date Range

The screenshot shows the 'DC Matching' interface with the 'Matched' tab selected. The interface includes several sections: 'Academic Year' (dropdown), 'Site Code' and 'Site' (dropdowns), 'Student Details' (Last Name, First Name, ID, Grade, Status), 'Date' (File, Effective, Match radio buttons; From and To date pickers), 'Match Method' (System, Sibling, Manual, Transfers checkboxes), and 'File Details' (Case Number). A red box highlights the 'Date' section, with a red circle '1' around the 'Match' radio button and a red circle '2' around the 'From' and 'To' date pickers. Another red box highlights the 'Apply' button, with a red circle '3' around it. Below the interface, the text 'Student Eligibility → Administration → Matching' is displayed, followed by a small red number '12'.

Here, we are back on the Matched tab, found in Student Eligibility -> Administration -> DC Matching.

As previously described, the 'Matched' tab also features a date range. Use the date range feature from the Matched tab to observe the new matches.

You can adjust the date range to determine when newly matched students are eligible. When using the date range, it is suggested to add an extra day to the 'From' box and the 'To' box, to ensure that you are capturing the information that you are looking for.

After a date range is entered, click apply.

The list of students displayed would come from only the date range identified.

We will show another organizing feature on the following slide.

Direct Certification List

Matched Students												
ID	Last Name	First Name	Site	Grade	File #	File Date	Match Date	Effective Date	Match Method	Notified On	Email	Print
>			001	11	2474	5/11/2020	5/15/2020	5/11/2020	System			
>			001	10	2466	4/29/2020	5/15/2020	4/29/2020	System			
>			003	07	2365	7/1/2019	7/1/2019	7/1/2019	Transfer			
>			011	04	2235	8/20/2019	8/20/2019	8/20/2019	Transfer			
>			005	KG	2235	1/9/2020	1/9/2020	1/9/2020	Transfer			
>			011	03	2491	5/15/2020	5/15/2020	5/15/2020	System			

If you would prefer not to use the date range modifier, you can instead sort by columns from the Matched tab.

Here, you can click any of the columns in blue, to sort. Some SFAs may find it helpful to sort by match or effective date. The way that our software is set up, the Match Date and Effective Date will typically be the same date.

Hypothetically speaking, you could sort by the Match date, and scroll through the list, from the earliest matches up to the most recent matches. The File Date denotes the first time that the student appeared on the DC file. This can be beneficial when determining start date of eligibility. Be sure to review your annual agreement with CANS on whether you would use the File Date for the start of benefits, or the date that you observed the match within the system.

Using the Matched tab is the suggested method to observe a district-wide list of students that have been matched in the iMATCH system, as this also contains a drop-down menu if you prefer to select a specific site within the district.

That said, we will show another method that can be used to observe a list of students broken down by site that have been matched.

Direct Certification by Site

Student Eligibility → Administration → DC Matching → Matched tab

The screenshot shows the 'DC Matching' interface within a 'System' application. The interface is divided into several sections:

- Navigation:** A sidebar on the left contains 'Student Eligibility' (1), 'Administration' (2), 'Direct Approvals', 'DC Matching' (3), 'DC Compliance', 'Grace Period Letters', 'Patrons', and 'Eligibility Reports'.
- DC Matching Section:** Contains tabs for 'Potential Matches', 'Sibling Search', 'Matched' (4), and 'File Search'.
- Filters:** Includes 'Academic Year' (5), 'Site Code' (5), and 'Site' (5) dropdown menus.
- Student Details:** Fields for 'Last Name', 'First Name', 'ID', and 'Grade' (with 'Status' options for Active and Inactive).
- Date:** Radio buttons for 'File', 'Effective', and 'Match' (6), with 'From' and 'To' date pickers.
- Match Method:** Checkboxes for 'System', 'Sibling', 'Manual', and 'Transfers'.
- File Details:** A 'Case Number' field.
- Options:** Checkboxes for 'Exclude Previously Notified Students' (7) and 'Exclude Previously Free Students'.
- Buttons:** 'Reset' and 'Apply' (8) buttons.

Just to re-iterate how to do a particular task – this is probably the easiest way to identify a list of students receiving benefits per a specific site within your School Food Authority.

Go to the Matched tab, as we have previously discussed.

Before selecting 'Apply', use the Site drop-down arrow to select a specific site, marked by #5 in the displayed image. Now, when you click 'Apply', you will bring up a list of directly certified students that enrolled at the selected site.

We will look at another way to obtain this information on the following slide.

Direct Certification by Site

The screenshot shows the 'Eligibility Roster' interface. The 'Report Type' section has 'Summary' selected and 'Detailed' unselected. The 'Eligibility' section has 'Free', 'Reduced', and 'Paid' options, with 'Reduced' and 'Paid' highlighted in yellow. The 'Options' section includes checkboxes for 'Display Eligibility Code', 'Display Contact Info', 'Sort by Grade', 'Only Verification Sites', 'Only CEP Sites', 'Exclude CEP Sites', 'Only P2 Sites', and 'Exclude P2 Sites'. The 'Reason' section has a grid of checkboxes for various reasons, with 'Uncheck All', 'Default', and 'Migrant' highlighted in yellow. A 'Generate Report' button is located in the bottom right corner.

Using the Eligibility Report, you are also able to obtain a list of directly certified students enrolled per site.

Additionally, this method also includes Foster, Homeless, and Migrant matches, although the CANS office typically is only able to receive these matches once per year.

As we can see, there is also a site modifier at the top of the screen, if you wanted to change the report to one specific site.

Report Type radio buttons were added. The 'Summary' selection would only display a student count, whereas the 'Detailed' selection would display the full listing of each individual student.

Next, in the Eligibility box, as stated on the previous slide, you will want to make sure to 'un-check' Reduced and Paid.

Also, in the Reason box, you will want to make sure to 'un-check' Default, as Default is defined as Paid in the system.

We have highlighted the boxes to un-check. Once you have un-checked the necessary boxes, click 'Generate Report' in the bottom right corner.

After you click 'generate report', an additional window will be displayed. You can page through to find the different site reports. More on the following slide.

Direct Certification by Site



- Arrows allow user to page through to additional students, or additional sites
- Floppy disk Save icon allows users to save file as Excel
 - Saving as Excel features each site to display as a different tab in Excel

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- Arrows on the generated report allow the user to page through to additional students, or additional sites
- The Floppy disk Save icon allows users to save file as Excel
 - Saving as Excel allows for each site to display as a different tab in Excel
 - If you intend on looking at site-based direct certification data, I

would suggest saving the document as an Excel document, as the list is more manageable and user-friendly.

Typically, SFAs with meal count software will use the full SFA-wide direct certification list found in the Matched tab, however, this site-based report may be helpful for schools using a manual meal count method, when eligibility is applied to student counts in the office afterward.

We will look at some additional features on the following slide.

Potential Matches

- Student Eligibility
- DC Matching
- Potential Matches

The screenshot displays the 'DC Matching' interface. The sidebar on the left includes 'Administration', 'DC Matching', and 'Patrons'. The main content area is titled 'DC Matching' and features tabs for 'Sibling Search', 'Potential Matches', 'Matched', and 'File Search'. The 'Potential Matches' tab is selected. It contains a 'Student Details' form with fields for Last Name, First Name, ID, and Birth Date. To the right of the form are two control boxes: 'Probability' with checkboxes for 'High' and 'Medium', and 'Compare Status' with checkboxes for 'Not Reviewed' and 'Reviewed'. Below these is a 'Potential Match Details' table with columns for 'PrimerEdge Student Details' and 'Certification File Details'. The table currently shows 'No records to display.'

The iMATCH system matches enrollment information from Infinite Campus with students identified from Department of Social Services that receive benefits. Various criteria between the two files is automatically compared. Criteria have certain 'points' assigned, for scoring an automatic match. When the comparison of the two files reaches 44 points, an automatic match occurs.

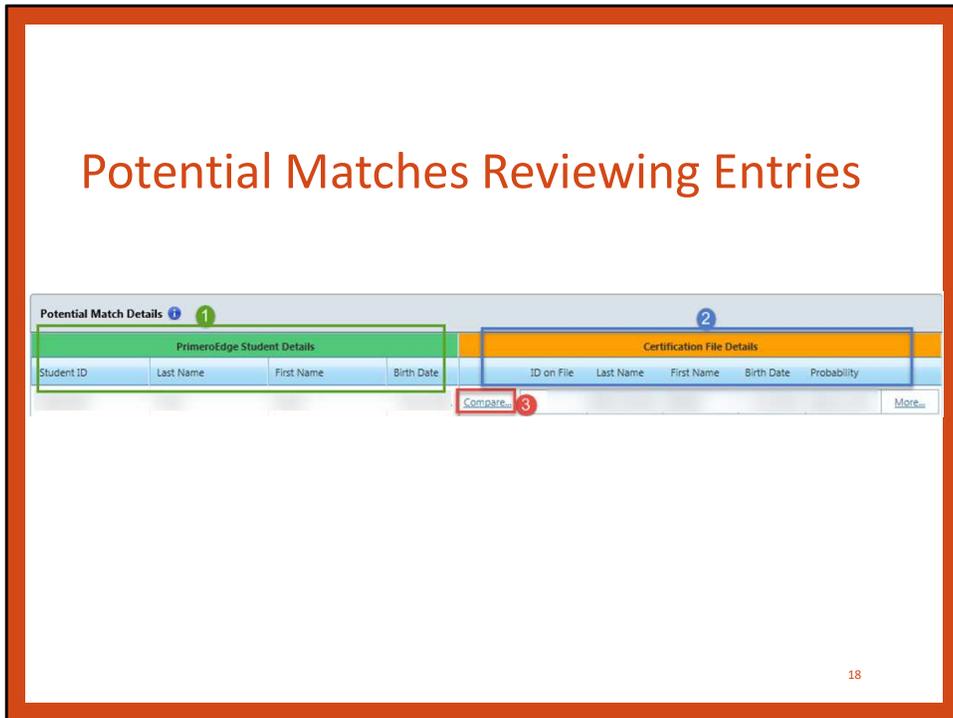
If the comparison of enrollment file and direct certification file result in a high point score, but not high enough to make an automatic match, the comparison of files can be found in the Potential Matches tab.

The first name, last name, and date of birth must match perfectly to get a 100% match. Students do not match 100% if there is a slight difference in the student's Infinite Campus record and the SNAP or TANF benefit information.

The Potential Matches tab features a probability ranking, which provides the likelihood that a student listed from DSS match a particular student entry from the enrollment information listed in Infinite Campus list for your school.

Prior to observing your list, you can select High and/or Medium probability to observe. Additionally, if a user has already reviewed particular entries in the Potential Matches tab, the 'Compare Status' checkboxes allow the user to only display entries which have not yet been reviewed.

Potential Matches Reviewing Entries



As previously indicated, the Potential Matches list provides a list of students that have a high probability of matching, but did not meet the required amount of points for an automatic match to occur.

It is best practice to observe the High-probability student files first. Make sure that the 'High' probability checkbox is checked, then click apply.

The system will now only display student files that have a high probability of matching.

The column on the left, labelled 'PrimeroEdge Student Details' (identified on the slide by the green border and number 1) is the enrollment file from the school's Infinite Campus.

The column on the right, labelled 'Certification File Details' (identified by on the slide by the blue border and number 2) is the Direct Certification file from Department of Social Services.

The iMATCH system has made a comparison between the two files, and determined that the enrollment file on the left, and the direct certification file on the right, have very similar student data, but not similar enough for an automatic match to occur. This is where you come in.

You will see a link toward the middle of the two lists, labelled 'Compare'. This link is identified on the slide by the red border, and number 3.

When we click the 'Compare' link, the user will be able to look at specifics between the Enrollment file from the left side, and the Direct Certification file from the right side.

We will look at more detail on the following slide.

Matching Criteria	Student Details	File Details	Points
SSN			0
Student ID			0
Full Name			22
First and Last Name			0
Last and Middle Name			0
First and Middle Name			0
Last Name			0
First Name			0
DOB			0
Phonetic First Name			0
Phonetic Last Name			0
SOUNDEX First Name			0
SOUNDEX Last Name			0
Modified First Name			0
Modified Last Name			0
Name Twist Full Name			0
Name Twist First and Last Name			0
Variable DOB (±10 day(s))			0
DOB Month Year Twist			0
Street Address			0
Guardian			6
Phone 1			0
Phone 2			0
County Code(s)	Brown	Brown	12
Total - 40 (High)			

Potential Matches

- Matching Criteria
- Reviewing possible match
- Making the Match

Match
Mark as Reviewed
Close

Here, we can see the 'score card' displaying the matching criteria, and comparing the student enrollment information with the direct certification information.

Since we are handling sensitive data, we do need to redact specific information for the purposes of this training.

We can see that the Student Details (also known as the enrollment information from Infinite Campus) and the File Details (also known as the Direct Certification File from Department of Social Services) have some consistent fields. The fields highlighted in green are consistent between the two files.

Only the school can know for sure if these two entries are the same student. If this is the same student, the data files can be manually matched. We will discuss more on the following slide.

If the school has determined that the student identified in the enrollment file from the Student Details column is the same student as the student identified in the direct certification file from the File Details column, the school can make a manual match.

In order to make a manual match, the user would click the 'Match' button displayed toward the bottom of the scorecard – identified on this slide by the red border, and red arrow.

The user also has the capability of marking the student as 'reviewed'. Marking a student as reviewed could be used if the user has identified that the student files displayed are not the same student.

File Search

- Student Eligibility
- Administration
- DC Matching
- File Search

DC Matching

Potential Matches | Sibling Search | Matched | File Search

Search By: SSN and Birth Date Name and Birth Date Case Number

Details: Case Number

Reset Apply

File Details

PrimerEdge Student Details	Certification File Details						
Match Card	ID on File	Last Name	First Name	Birth Date	Case Number	DC Type	File Date
View Details...							

Schools can use the 'File Search' tab to locate students to determine if they have benefits.

The File Search tab can be found in the same section as the Matched tab – click Student Eligibility, Administration, DC Matching, and then click File Search.

Select the radio button which you wish to search by.

Schools commonly use this feature to validate Case Numbers written on applications, however, we have recently been informed that all search categories conduct state-wide searches.

As a reminder, the school is to provide categorical benefits at face value when a sensible case number is provided on an application. If the school chooses to validate the case number in the iMATCH system, the student's eligibility can be considered as 'directly certified', which can extend to other enrolled children in the household. If the case number cannot be found in the system, the school should follow up with the household.

An additional note – the full case number must be entered in the File Search. Case numbers in South Dakota are 9 digits long, and always have at least 1 lead-zero. So, for example, If a household provided a six-digit case number on a household

application without any lead-zeroes, you may need to enter three lead-zeroes, and then the case number provided.

We will discuss how to make manual matches from the File Search tab on the following slide.

Manual Match from File Search

The screenshot displays the 'DC Matching' application interface. At the top, there are tabs for 'Potential Matches', 'Sibling Search', 'Matched', and 'File Search'. The 'File Search' tab is active. Below the tabs, there is a 'Search By' section with radio buttons for 'SSN and Birth Date', 'Name and Birth Date', and 'Case Number'. The 'Case Number' option is selected. A text input field labeled 'Case Number' contains a blurred value. To the right of this field are 'Reset' and 'Apply' buttons. Below the search section is the 'File Details' section, which is divided into two columns: 'PrimerEdge Student Details' and 'Certification File Details'. The 'PrimerEdge Student Details' column has a table with columns 'Match Card', 'ID on File', 'Last Name', 'First Name', 'Birth Date', 'Case Number', 'DC Type', and 'File Date'. A red box highlights an ellipsis icon in the 'Match Card' column, with a green arrow pointing to the 'View Details...' link. Below this is the 'PrimerEdge - Lookup' section. It has dropdown menus for 'Site Code' and 'Grade', and a 'Site' dropdown. There are radio buttons for 'Student ID/SSN', 'PIN', and 'State ID'. The 'Student ID/SSN' option is selected. Below this are input fields for 'Last Name' and 'First Name', and a 'Search' button. At the bottom right, there is a table with columns 'Name', 'Student ID/SSN', 'Site Name', 'Grade', 'Homeroom', and 'Birth Date'. A red box highlights the 'Name' column, and a red arrow points to the 'Search' button.

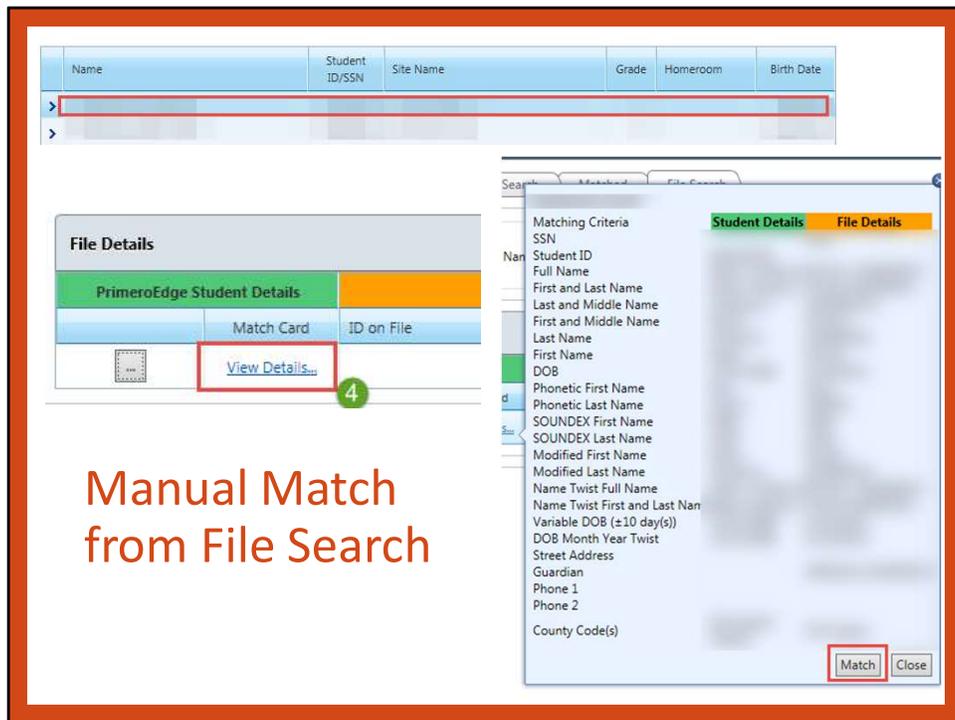
If you would like to make manual matches from the File Search tab,

- First, enter the search data (such as a case number) and click 'Apply'; You may see an ellipses (3 dots) in the Student Enrollment details (as seen by number 3)
- Click the ellipses to bring up the Student Lookup page. This is where you are identifying which enrolled student to compare to the direct certification list
- Consult your student enrollment, and make sure to enter the student name which corresponds with the name identified in the Certification File Details.

-After typing in the student name, select the name from the results list below, turning the students name blue, then click OK.

- These steps tell the system which enrolled student you wish to compare with the direct certification file details.

We will continue on the following slide



Manual Match from File Search

After we have selected the enrolled student which we feel is potentially the student identified in the Direct Certification File details (from the orange header), we will click 'View Details' back from the File Search page.

'View Details' brings up the scorecard, which you may remember from the Potential Matches tab.

Here, we are able to compare the Student Enrollment File with the Direct Certification File, to make a logical decision on whether we should match the student files.

If you are sure that the enrolled student in the Student Details list is the same student as the student identified in the Direct Certification list, you may click the Match button.

Remember to make sure that you are updating your point of service system to reflect proper student eligibility.

Thank you!

- CANS Office: 605-773-3413
- CANS Email: DOE.SchoolLunch@state.sd.us

- PrimerEdge Customer Support: 1-866-442-6030
- PrimerEdge Email: support@primeroedge.com



We have covered a lot of material today. Please feel free to contact the CANS office or PrimerEdge with any questions.

**iMATCH
2020**

This training credits for 20 minutes of training in

Key Area 3 - Administration

3120 Direct Certification

Your Name:

Date of Training:



Don't forget to record your training hours. This is the certificate you can print off if you took this class on your own. In class, since we had discussion time, your training credit will reflect the actual time spent learning about this topic.

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Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;

(2) Fax: (202) 690-7442; or

(3) Email: program.intake@usda.gov.

This institution is an equal opportunity provider.