Direct Certification and National School Lunch Program (NS Lunch)

Any school lunch program other than 'full pay' falls under the NS Lunch Program.

DPI and DHS perform a matching process to **Directly Certify** a student to receive free lunch. Once the student is linked to a school, the student will be marked as **Direct Cert** in STARS and PowerSchool. All students marked as Direct Cert also need to be identified as NS Lunch.

Students identified as homeless also need to be identified as NS Lunch.

Identify students in PowerSchool

Narrative	Screenshot
Select a student Under 'Administration', select Lunch Select a lunch status from the pull-down menu Submit **Note:** Every student entered in PowerSchool must have a lunch status **Note:** Lunch status does not roll over from previous years	
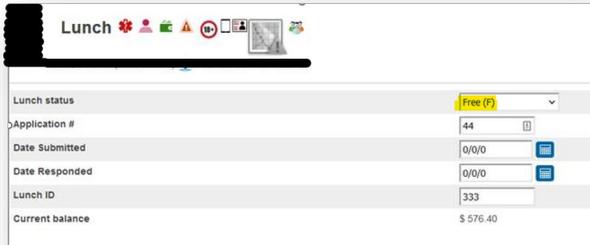
Identify Students in STARS

Narrative	Screenshot
Students who participate in anything other than 'full pay' will be marked as NS Lunch Program **Note**: This indicator should originate in PowerSchool and flow to STARS **Note**: It can be marked directly in STARS, but a 'blank' (meaning student is not identified as other than full pay) will overwrite the indicator on the nightly process	

Students who are Directly Certified and linked to a school will automatically have the Direct Cert indicator checked

They must also be identified as participating in the NS Lunch Program in PowerSchool and STARS

Note: A STARS user must have been given permissions to view Direct Cert information

Special Programs

- ☐ Alternative Education
- ☐ Section 504
- ☑ NS Lunch Program
- ☐ 21st Century
- ☐ Gifted and Talented
- ☑ DirectCert
- ☐ Coordinated Early Intervening Services (CEIS)
- ☐ Military
- ☐ SLIFE

Step 3 (BONUS) – Student Filte
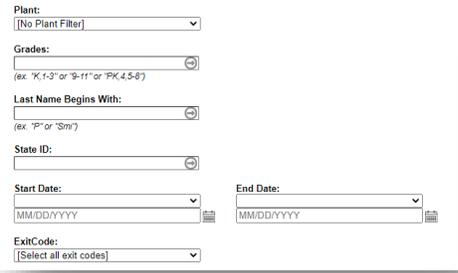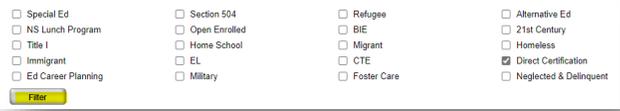
Narrative	Screenshot
To see a list of students participating in a specific program, Make sure the other filter fields are blank	Plant: [No Plant Filter] Grades: (ex. "K, 1-3" or "9-11" or "PK, 4,5-8") Last Name Begins With: (ex. "P" or "Smi") State ID: Start Date: End Date: MM/DD/YYYY MM/DD/YYYY ExitCode: [Select all exit codes]
Select the specific program Hit Filter **Note**: A STARS user must have been given permissions to view Direct Cert information	☐ Special Ed ☐ Section 504 ☐ Refugee ☐ Alternative Ed ☐ NS Lunch Program ☐ Open Enrolled ☐ BIE ☐ 21st Century ☐ Title I ☐ Home School ☐ Migrant ☐ Homeless ☐ Immigrant ☐ EL ☐ CTE ☑ Direct Certification ☐ Ed Career Planning ☐ Military ☐ Foster Care ☐ Neglected & Delinquent Filter
There is a row number next to each student in the search results The number on the bottom row indicates the number of students who met your search criteria	☐ # ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7