

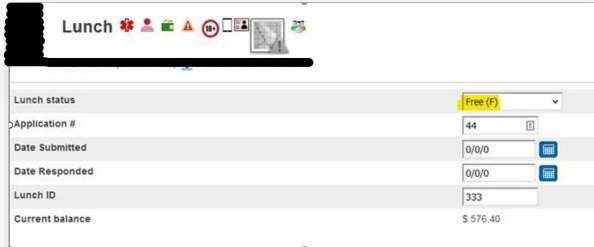
Direct Certification and National School Lunch Program (NS Lunch)

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

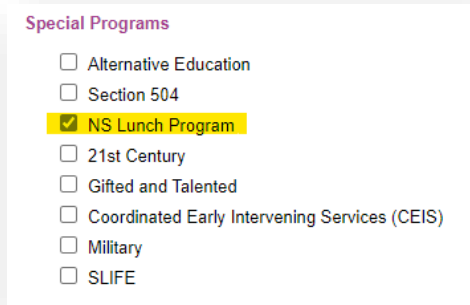
DPI and DHS perform a matching process to **Directly Certify** a student to receive free lunch. Once the student is linked to a school, the student will be marked as **Direct Cert** in STARS and PowerSchool. All students marked as Direct Cert also need to be identified as NS Lunch.

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

Identify students in PowerSchool

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

Identify Students in STARS

Narrative	Screenshot
<p>Students who participate in anything other than 'full pay' will be marked as NS Lunch Program</p> <p>Note: This indicator should originate in PowerSchool and flow to STARS</p> <p>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</p>	

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

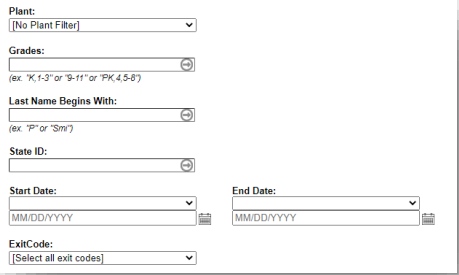
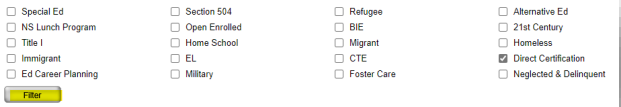
They must also be identified as participating in the NS Lunch Program in PowerSchool and STARS

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 Filter

Narrative	Screenshot
<p>To see a list of students participating in a specific program,</p> <p>Make sure the other filter fields are blank</p>	
<p>Select the specific program</p> <p>Hit Filter</p> <p>Note: A STARS user must have been given permissions to view Direct Cert information</p>	
<p>There is a row number next to each student in the search results</p> <p>The number on the bottom row indicates the number of students who met your search criteria</p>	