

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 Under 'Administration', select Lunch Select a lunch status from the pull-down menu 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>	 <p>A screenshot of the PowerSchool application interface. The top navigation bar shows 'Lunch' with various icons. Below the bar, there is a table with the following data:</p> <table border="1"> <thead> <tr> <th>Lunch status</th> <th>Free (0)</th> </tr> </thead> <tbody> <tr> <td>Application #</td> <td>44</td> </tr> <tr> <td>Date Submitted</td> <td>0/0/0</td> </tr> <tr> <td>Date Responded</td> <td>0/0/0</td> </tr> <tr> <td>Lunch ID</td> <td>333</td> </tr> <tr> <td>Current balance</td> <td>\$ 576.40</td> </tr> </tbody> </table>	Lunch status	Free (0)	Application #	44	Date Submitted	0/0/0	Date Responded	0/0/0	Lunch ID	333	Current balance	\$ 576.40
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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>	 <p>A screenshot of the STARS application showing the 'Special Programs' section. A list of checkboxes is displayed, with 'NS Lunch Program' being the only one checked. The other options are: Alternative Education, Section 504, 21st Century, Gifted and Talented, Coordinated Early Intervening Services (CEIS), Military, and SLIFE.</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, Make sure the other filter fields are blank</p>																	
<p>Select the specific program 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 The number on the bottom row indicates the number of students who met your search criteria</p>	<table border="1"> <thead> <tr> <th data-bbox="943 1474 992 1516"></th> <th data-bbox="992 1474 1122 1516">#</th> </tr> </thead> <tbody> <tr><td data-bbox="943 1516 992 1558"></td><td data-bbox="992 1516 1122 1558">1</td></tr> <tr><td data-bbox="943 1558 992 1600"></td><td data-bbox="992 1558 1122 1600">2</td></tr> <tr><td data-bbox="943 1600 992 1643"></td><td data-bbox="992 1600 1122 1643">3</td></tr> <tr><td data-bbox="943 1643 992 1685"></td><td data-bbox="992 1643 1122 1685">4</td></tr> <tr><td data-bbox="943 1685 992 1727"></td><td data-bbox="992 1685 1122 1727">5</td></tr> <tr><td data-bbox="943 1727 992 1769"></td><td data-bbox="992 1727 1122 1769">6</td></tr> <tr><td data-bbox="943 1769 992 1812"></td><td data-bbox="992 1769 1122 1812">7</td></tr> </tbody> </table>		#		1		2		3		4		5		6		7
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