

ST. JOSEPH ACADEMY
(SJA)

Department:	Finance
Number:	200.3-5
Effective Date:	01/31/2020
Review Date:	03/17/2021
Revised Date:	02/14/2020
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I. Policy:

It is our policy to run the Direct Certification yearly on October 1st, or the nearest weekly day after that. The Direct Certification (DC) promotes participation in school meal programs by simplifying access to free and reduced price meals.

II. Procedures:

- A. The School Attendance Secretary creates a student input file with a list of all currently enrolled students from the Sycamore Data Base and gives to the Finance Director.
- B. The student file is created in Excel and will include the students last name, first name, middle initial, birthdate, and school code.
- C. The Finance Director uploads the student file into the Wisconsin Direct Certification portal.
- D. The Finance Director downloads the completed student match output file and prints for records.

Approved by:



President/CEO

Date

