# SNP Memo #2022-2023-09

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**COMMONWEALTH of VIRGINIA   
Department of Education**

DATE: July 21, 2022

TO: School Nutrition Program Directors, Supervisors, and Contact Persons (Addressed)

FROM: Sandra C. Curwood, PhD, RDN, ***Sandy***

## SUBJECT: Direct Certification Updates and Webinar for School Year 2022–2023

This memorandum provides information about direct certification (DC) for school year (SY) 2022–2023 including software updates, availability date for the July 2022 file, and required webinar training for school food authority (SFA) leaders and approving officials.

### Direct Certification Enhancements

The statewide DC module in SNPWeb has been active since January 2020. To prepare for the return to traditional program operations, the Virginia Department of Education, Office of School Nutrition Programs (VDOE-SNP) updated the software to make the matching process more efficient and to enhance user experience. Some of the new features are listed below.

* Matching queue and optional “walk-away” matching process
* Generate extended eligibility function after completing possible matches
* Updated gender/sex types to F, M, and N to align with VDOE student record collection
* Updated Department of Social Services DC file field lengths for first and last names to match SFA file
* Added eligibility type to possible match pop-up screen for review
* Added file type to upload authorization: .txt only for public school divisions and .xlsx only for public/private residential child care institutions and private schools

### Direct Certification Webinar

A review of the DC matching process along with a demonstration of the new features will be included in a webinar on **Thursday, July 28, 2022, from 2:00–3:30 p.m.** SFA DC approving officials and school nutrition leaders should [**register for the webinar in advance**](https://doe-virginia-gov.zoom.us/webinar/register/WN_KLwHHnZ0T46SBbc3m4_DGw)and attend. After registering, you will receive a confirmation email with information for joining the webinar.

The July 2022 DC file will be available in SNPWeb the day after the webinar. SFA contacts will receive an email with the presentation slides, webinar recording link, and handouts.

Questions about DC and the webinar should be directed to Lynne Fellin, Technical Advisor to the State Director, via email at [Lynne.Fellin@doe.virginia.gov](mailto:Lynne.Fellin@doe.virginia.gov), or to the SNP specialist assigned to your region.

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