# SNP Memo #2019-2020-22


**COMMONWEALTH of VIRGINIA
Department of Education**

DATE: October 28, 2019

TO: Directors, Supervisors, and Contact Persons Addressed

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

## SUBJECT: SNPWeb Direct Certification Regional Training

The Virginia Department of Education (VDOE), Office of School Nutrition Programs (SNP), will provide regional training for the new direct certification software in eight locations in November. The training will include an orientation to the new direct certification software, a demonstration of the SNPWeb software procedures, and hands-on experience for participants. The regional meeting dates, locations, and links to online registration are provided in Attachment A to this memo.

### Participation in the Training

The school division’s SNP approving official, who will conduct direct certification using the new software, should attend. The SNP Director/Supervisor/Contact Person or designee may also attend. A maximum of two participants per school division may register for the training. One computer will be available for each registered school division; you may choose to bring your own laptop. Hands-on practice with the new direct certification software will include upload of the student enrollment file; direct certification matching; review and confirmation of possible matches; review and confirmation of extended matches; and, download of the direct certification export file.

### Registration

Please [register](https://www.surveymonkey.com/r/JZKLDQH) by **November 1, 2019**. The SNP approving official (as designated in the SNPWeb SFA Application) and the SNP Director/Supervisor/Contact Person (or designee) should complete one combined registration form online for the same training location. Due to computer lab size and equipment limitations, participants should try to attend the training in their Superintendent’s Region. You may register for another region, depending on space availability. Registration is required prior to the training date.

### Requirements to Complete Before Attending the Training

In addition to registering, participants must complete the following items prior to attending the training:

* Together with the Student Information System (SIS) contact for the school division, prepare a tested file of current LEA student enrollment data for use in the training.
	+ A pre-tested file will assure it will upload on the day of training and direct certification matching procedures will be conducted.
	+ If your division previously submitted a file that met the file format and field definition requirements, bring that electronic file or an updated version. No other action is needed.
	+ To create a file for testing, follow the file format and field definition instructions in [SNP Memo No. 2019-2020-03](http://www.doe.virginia.gov/support/nutrition/regulations/director_memos/2019-20/snp-memo-2019-2020-03.docx), and download the file format from SNPWeb. Send the file to Lynne Fellin via the SSWS dropbox for testing at least one week prior to the training you have registered to attend.
* Contact the local SSWS coordinator to update your permissions in SSWS for SNPWeb to add the new Direct Certification module.
	+ SNPWeb Direct Certification permission should only be granted in SSWS to the LEA SNP approving official and the SNP Director/Supervisor/Contact Person or designee.
	+ Due to the confidential data in the Direct Certification software, permission for Direct Certification should only be granted to these authorized users and should not be granted to all SNPWeb users in SSWS.

If you have questions, please contact Lynne Fellin, Technical Assistance Specialist, at lynne.fellin@doe.virginia.gov or (804) 225-2717, or your assigned SNP Regional Specialist.

SCC/LAF/cc

### Attachment

 A. Direct Certification Regional Training Schedule and Registration