

PLEASE NOTE

This presentation is being provided for informational purposes only.

The information in this presentation may have changed since it was created.

This presentation is not meant to provide detailed reporting instructions and is not a replacement for the EMIS Manual, Report Explanations, or other documentation provided by the Ohio Department of Education and Workforce.





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**Department of
Education &
Workforce**

EMIS FOCUSED TRAINING – CHILD NUTRITION DIRECT CERTIFICATION (CNDC)

February 2026

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Topics

- EMIS Reporting, 6
- The Module, 11
- Review and Matching, 24
- Exporting, 38
- Other, 46
- Resources, 51

THE USUAL REMINDERS

- Manual guidance prevails if there is a conflict between this presentation and the Manual
- Some questions may be deferred to the most appropriate resource
 - Policy questions will be deferred to the business offices
- Hierarchy of support
 - EMIS Manual
 - EMIS Coordinator
 - ITC
 - Helpdesk

IMPORTANT ACRONYMS

- **CNDC** – Child Nutrition Direct Certification, also referred to as DC
 - Module that exists within ODDEX
 - EMIS coordinators and other school personnel may have access to different modules within ODDEX, but only those with a need to evaluate eligibility information for school meal programs should have access to the CNDC
- **OEDS** – Ohio Education Directory System
 - Database that houses school information and manages the roles individuals play at the school level
- **ODDEX** – Ohio District Data Exchange
- **EMIS** – Education Management Information System
- **SCR** – Student Cross Reference

EMIS REPORTING

CNDC INFORMATION FROM EMIS REPORTING

- Student Cross Reference Collection
 - July 1, 2025 – July 10, 2026
- Student Contact(s) Collection
 - July 1, 2025 – July 10, 2026
- Regular Student Collections
 - Beginning of Year, Midyear, End of Year
 - SOES Beginning of Year, SOES End of Year
 - Aug. 7, 2025 – July 15, 2026
- EMIS Data Collection Calendars
 - <https://education.ohio.gov/Topics/Data/EMIS/Reporting-Responsibilities/EMIS-Data-Collection-Calendars>

Student Data thru SCR and Manual Load

Name	Wolfe, Nick
SSID	AK9187428
Local ID	396606346
Birth Date	09/13/2009
Gender	Male
Guardian	Coffey, Cameron
Address	1664 Kings Circle Thelma OH 85655
County of Residence	Darke (19)
Phone	0133415695
Attending Building	Is Alternative School (896856)
Grade	11
Enrollment Dates	09/30/2023 - EOY
Admission Date	09/30/2023
Withdrawal Reason	N/A
Homeless Status	I
Disadvantagement	N/A
Prior Year Disadvantagement	
Migrant Status	N

STUDENT CROSS REFERENCE COLLECTION

- EMIS coordinators are responsible for submitting early and often
- Student Standing (FS) Record elements for CNDC
 - State Student ID (SSID) (FS110)
 - Effective Start Date (FS060) and Effective End Date (FS090)
 - How Received (FS180)
 - Withdrawal Reason (FS100)
- Student Demographic (GI) Record elements for CNDC
 - EMIS Student ID Number (GI050), Local Use Identification Code (GI610)
 - First Name (GI330), Middle Name (GI340), Last Name (GI350)
 - Date of Birth (GI070)
 - Gender (GI080)

REGULAR STUDENT (S) COLLECTIONS

- Attending Building IRN (FS160)
- County of Residence (FS370)
- How Received (FS180)
- State Equivalent Grade Level (FD090)
- Disadvantagement (FD110)
 - CNDC information can be used for EMIS reporting
- Homeless Status (FD150)
- Migrant Status (FD180)

STUDENT CONTACT(S) COLLECTION

- Required for community schools and STEM districts for SOES
- Optional for all other EMIS entities
 - Data can be manually uploaded into the CNDC module if not submitted via EMIS
- Student Contact (FF) Record elements for CNDC
 - First Name (FF110), Last Name (FF130), Middle Name (FF120)
 - Telephone Number (FF150)
- Student Contact Address (FG) Record elements for CNDC
 - Address Line 1 (FG080), Address Line 2 (FG090)
 - City (FG100), County Code (FG110), State Province Code (FG120), Postal Code (FG130)

THE MODULE

WHY DIRECT CERTIFICATION



[7 CFR 245.6\(b\)\(1\)](#) - Mandatory Direct Certification of Children in SNAP Households



2023-2024 Ohio approved for Medicaid data in Direct Certification via [USDA Direct Cert with Medicaid Demonstration Project](#).



Access allowed only for SFA's actively participating in USDA School Meal Programs
Schools not participating in School Meal Programs are not granted access to CNDC module in ODDEX.

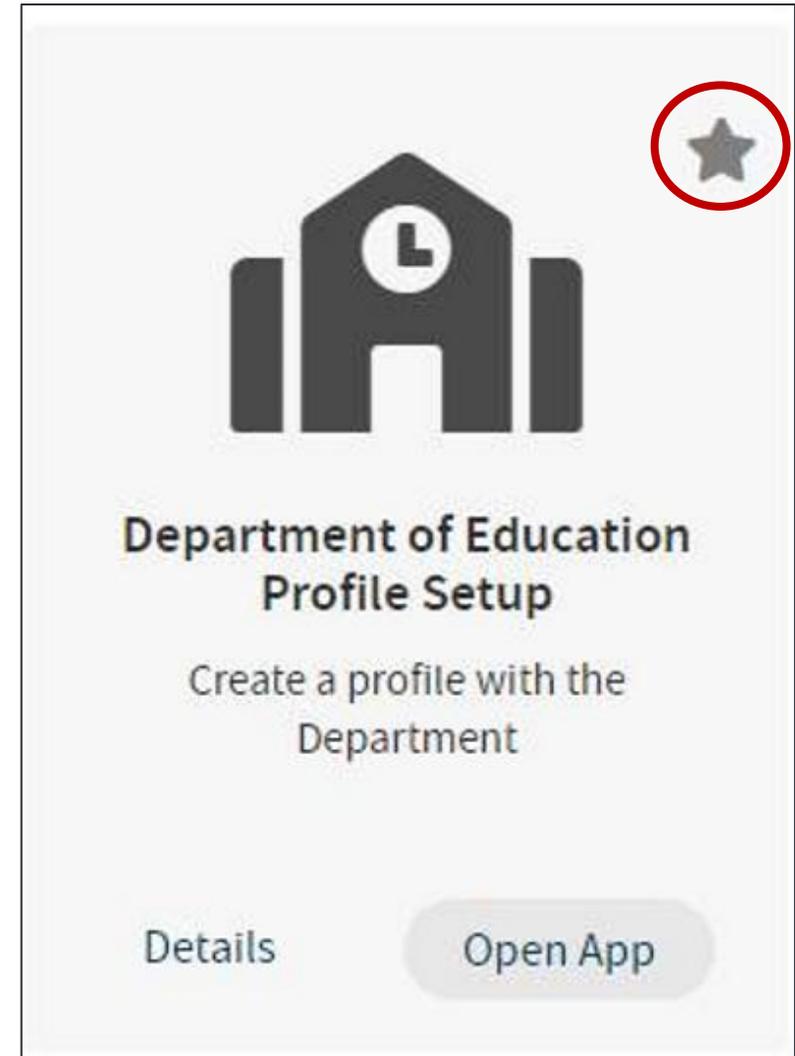


Required to conduct direct certification a minimum of 3 times a program year.

Special Provision Districts (CEP and P2) required to conduct Direct Certification at least once a program year.

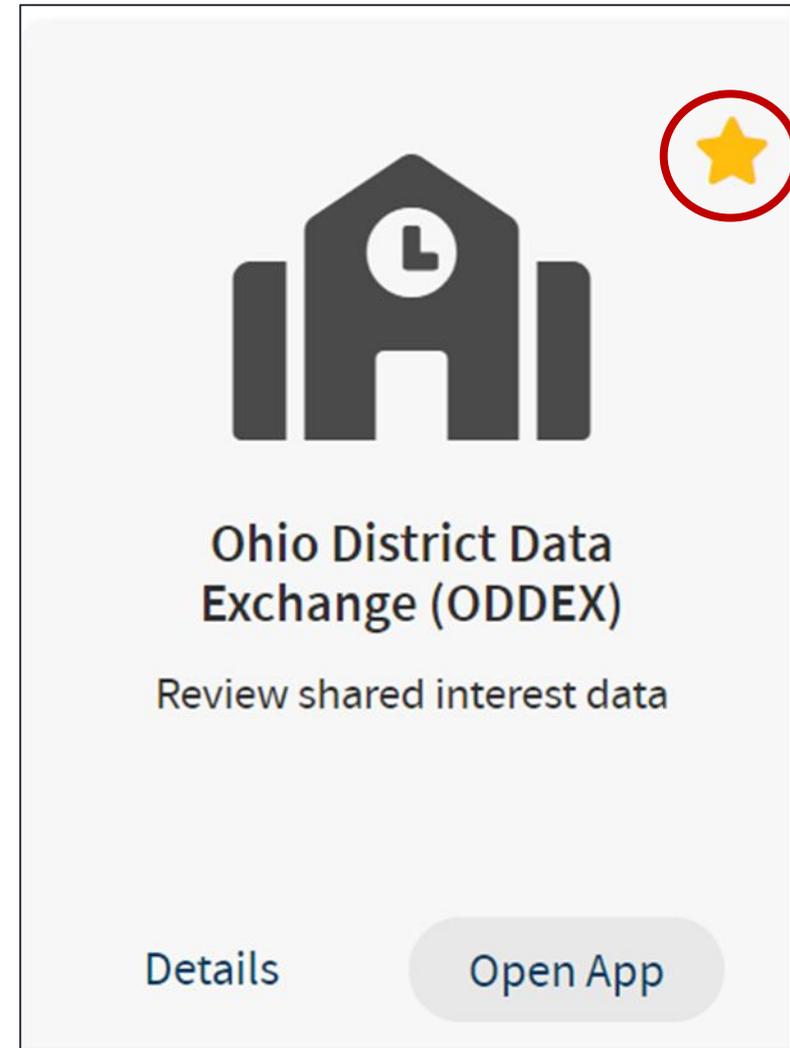
ACCESSING THE CNDC

- **Step One:** Create OH/ID
- **Step Two:** Complete Department User Profile
- **Step Three:** Have appropriate role assigned in OEDS by your schools OEDS Administrator, Treasurer or Superintendent
 - Data View – CNDC
 - Verifier – CNDC



ACCESSING THE CNDC

- **Logging in:** Go to [OH/ID Portal](#)
- **Navigate to ODDEX Tile:** Pictured to the right
- **Open App:** Make sure to star the upper right-hand corner so that your application tile will stay at the top of the page for future access



LANDING PAGE

Ohio | Department of Education Ohio District Data Exchange (ODDEX)

Home CNDC Setup ?

Messages

ODE Announcements System Alerts

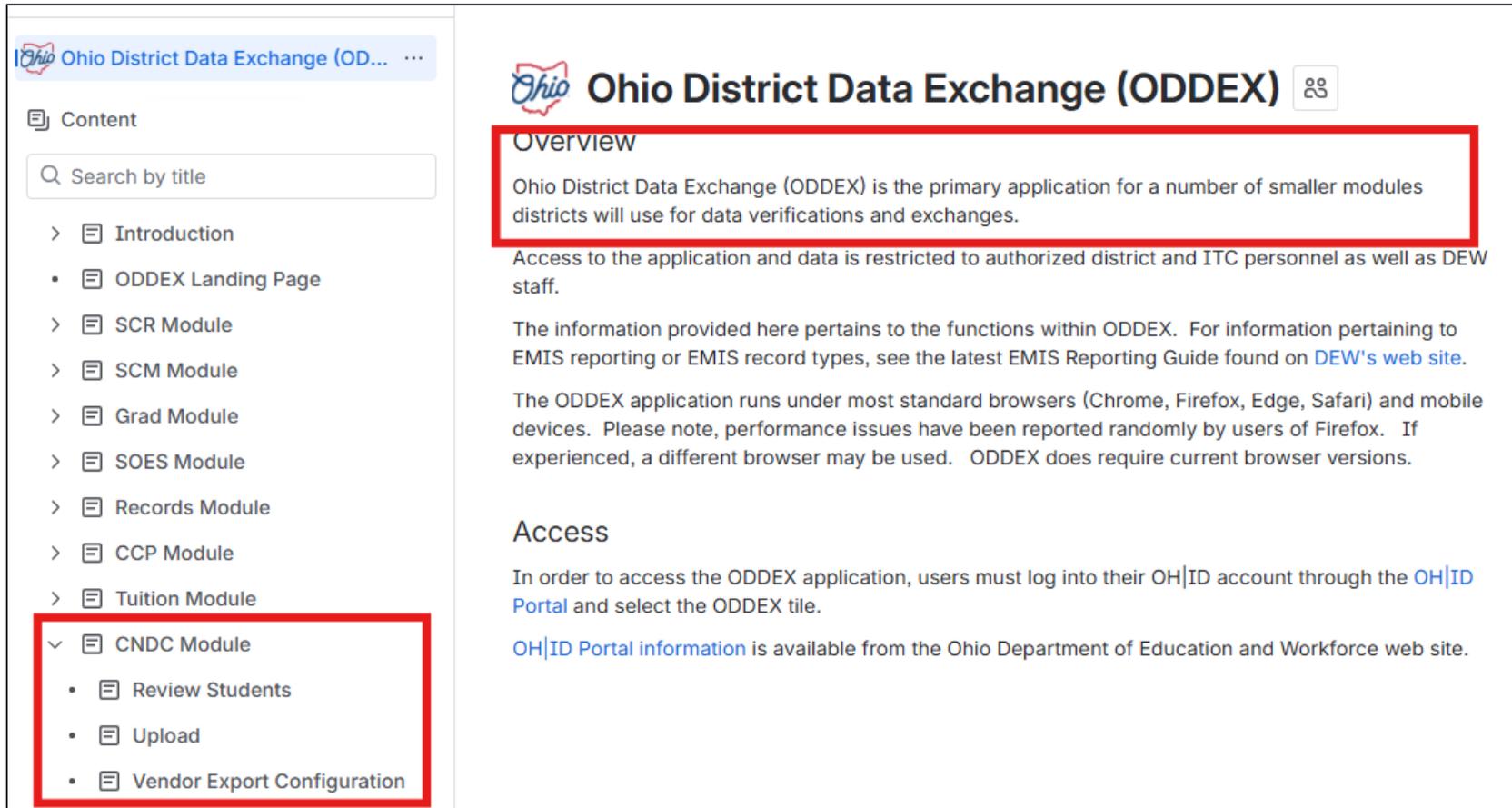
ODDEX default year changed

CURRENT USER: KATIE MCCURDY
LAST LOGIN: August 18, 2023 1:31:10PM EDT

Help

Use the help link to assist with system navigation, formatting requirements, and general system questions. Also referred to as the help pages or [wiki pages](#).

HELP PAGE



Ohio District Data Exchange (ODDEX)

Content

Search by title

- Introduction
- ODDEX Landing Page
- SCR Module
- SCM Module
- Grad Module
- SOES Module
- Records Module
- CCP Module
- Tuition Module
- CNDC Module**
 - Review Students
 - Upload
 - Vendor Export Configuration

Ohio District Data Exchange (ODDEX)

Overview

Ohio District Data Exchange (ODDEX) is the primary application for a number of smaller modules districts will use for data verifications and exchanges.

Access to the application and data is restricted to authorized district and ITC personnel as well as DEW staff.

The information provided here pertains to the functions within ODDEX. For information pertaining to EMIS reporting or EMIS record types, see the latest EMIS Reporting Guide found on [DEW's web site](#).

The ODDEX application runs under most standard browsers (Chrome, Firefox, Edge, Safari) and mobile devices. Please note, performance issues have been reported randomly by users of Firefox. If experienced, a different browser may be used. ODDEX does require current browser versions.

Access

In order to access the ODDEX application, users must log into their OH|ID account through the [OH|ID Portal](#) and select the ODDEX tile.

[OH|ID Portal information](#) is available from the Ohio Department of Education and Workforce web site.

- ODDEX is a system with multiple modules interacting together
- Navigate to CNDC specific pages on the left side of the page by expanding the “CNDC Module” section, as seen to the left

REVIEW STUDENTS

[Review Students](#): Help Pages > CNDC >

Review Students

- Overview of what you are seeing in this section
- Information to assist with comprehension of student data
- Prior District Matches

Qualified By - Prior District Match

If a match was made based on the student having had a be then be followed by a two character abbreviation to indicate

Source	Qualified By	Free / Reduced	Qualified Date
EMIS-SCR	PriorDist-FS	Free	12/19/2023

MD - Medicaid

SN - SNAP

TN - TANF

FS - Foster

HM - Homeless

MG - Migrant

HE - Household

MANUAL UPLOAD INFORMATION

[Upload](#): Help Pages > CNDC > Upload

- Used mainly by Non-EMIS reporting entities to upload student enrollment list > begin matching
- Updating student information that doesn't copy over from SCR
- Link above includes required formatting for upload file and error examples

Column Header	Adding Non-public Student Enrollments RA = Element is required for add A = Element is optional for add	Updating Non-public Student Enrollments RU = Element is required for updates U = Element is optional for Update	Description
year	RA	RU	Four digit year (2023)
irn	RA	RU	Information Retrieval Number assigned to district by DEW. Length of six characters with leading zero, if applicable (000111)
ssid			State assigned student ID. Does not apply to students attending a non-public.
localid	RA	RU	Typical student identifier assigned by the district. Up to 9 characters long. Must be unique for each student.
first_name	A	U	First name of student

VENDOR EXPORT CONFIGURATION

[Vendor Export Configuration](#): Help Pages > CNDC > Vendor Export Configuration

- Generally performed by food service staff for schools that have a POS Vendor
- Directions on how to edit and configure the formatting of the export file from the CNDC
- EMIS coordinators perform EMIS data submissions that provide data used to determine meal benefits for students and that will be included in exports

Vendor Export Configuration

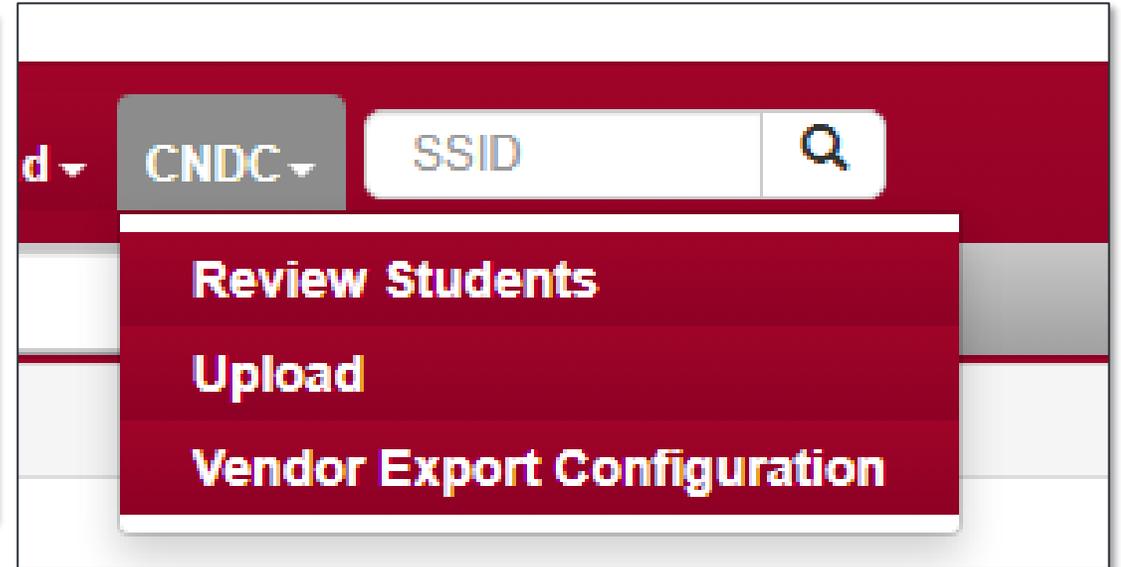
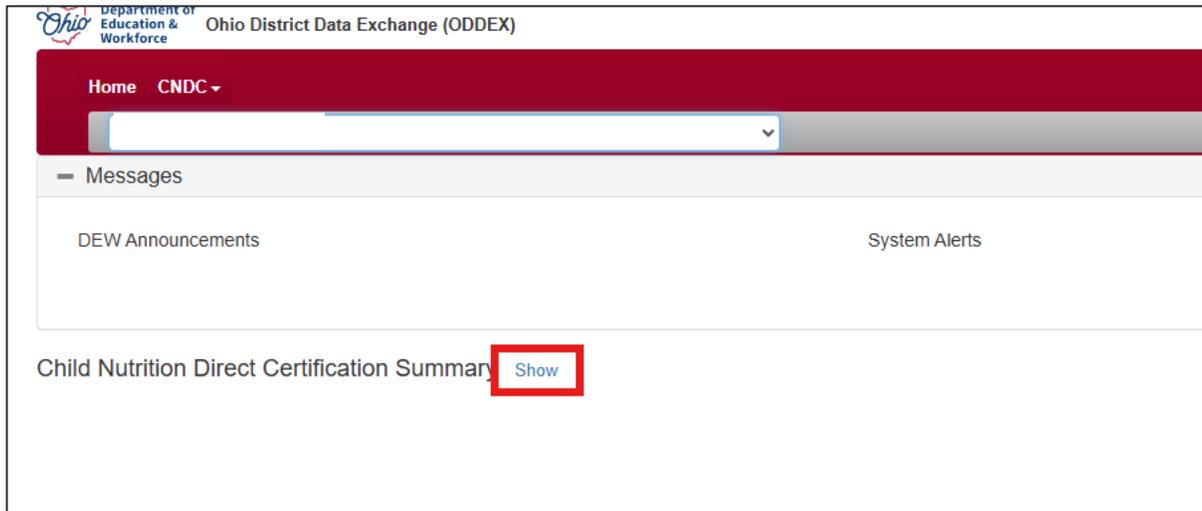
Districts may utilize this option to customize the export needed for outside Vendor or Point of Sale systems. [Help](#)

To change the order of the elements for the Vendor Export or to change the column headers, click on the edit icon . Once the icon is clicked on, a popup window will appear providing the Data Element to be updated. Districts should enter the export column **Heading** needed for their outside system usage and update the export **Column Order**. If the same **Column Order** is assigned to more than one Data Element, the extract will provide those elements alphabetical within the Column Order number. Districts can better control the output by assigning a unique Column Order to each Data Element. If the Data Element is not needed for your export, uncheck the **Include Column** box. Doing so will omit that column. When the export is ran from the Review option, the output provided will include a file with the headings in the order designated here.

Export Run Date is a required data element for the export. The heading and column order for this data element may be updated but it can not be set to inactive.

	Data Element	Heading	Column Order	Include Column
	Last name	lastname	1	Yes
	First name	firstname	2	Yes
	Birth date	dateofbirth	3	Yes
	Local student ID	localid	4	Yes

LANDING PAGE, 1



- Home will populate the above screenshot
- CNDC dropdown menu will show options to Review Students data, Upload, or Vendor Export Configuration
- In the box under these options, schools will see any school to which they have been assigned a role in OEDS
 - May have access to multiple schools' data and can toggle between entities

LANDING PAGE, 2

Department of Education & Workforce Ohio District Data Exchange (ODDEX)

Home CNDC Setup ? ↻

Cartoonville Public (625122) ▾

Messages

Child Nutrition Direct Certification Summary [Hide](#)

Agency	Data Matched Since Last Login / 45 Days / All	Potential Data Match Since Last Login / 45 Days / All	Enrollment Eligible Since Last Login / 45 Days / All
Cartoonville Public (625122)	7 / 12 / 14	0 / 6 / 6	5 / 7 / 8

- Show/Hide next to “Child Nutrition Direct Certification Summary” on landing page
- Will see data matched since, potential match since, and enrollment eligible listed in their corresponding categories

LANDING PAGE, 3

Data Matched Since Last Login / 45 Days / All	Potential Data Match Since Last Login / 45 Days / All	Enrollment Eligible Since Last Login / 45 Days / All
7 / 12 / 14	0 / 6 / 6	5 / 7 / 8

- Each number is clickable and will take you to review the students in this data pool
- Helpful to look at identified pools of student data, but will not provide a comprehensive list of student matches
- Alters filter information in review students; users should be careful to review if looking at different data within a session
 - As a best practice, after clicking on the numbers from home screen, clear data filters for review students

LANDING PAGE, 4



Navigate to functions from CNDC Drop Down Menu

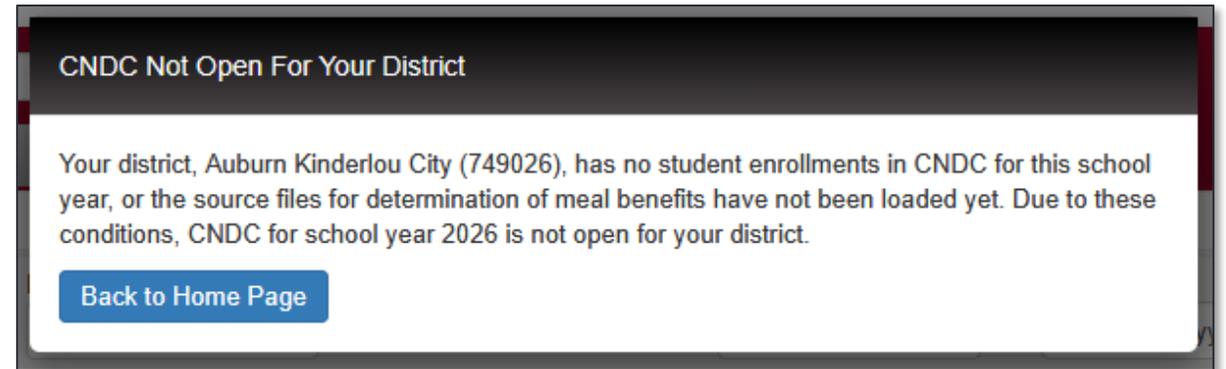
Review Students, Upload and Vendor Export Configuration Available.

Can return to main dashboard at any time by clicking “Home” next to “CNDC”

REVIEW AND MATCHING

BEGINNING THE SCHOOL YEAR

- Districts will not see matches until two things occur
 - Enrollment is either manually uploaded or loaded by EMIS to the SCR and
 - Source files from JFS and Medicaid are loaded with new year data
- If only one of the above has occurred, users will be routed back to the “Home” page



CNDC Not Open For Your District

Your district, Auburn Kinderlou City (749026), has no student enrollments in CNDC for this school year, or the source files for determination of meal benefits have not been loaded yet. Due to these conditions, CNDC for school year 2026 is not open for your district.

[Back to Home Page](#)

FIND OPTIONS, 1

Department of Education & Workforce Ohio District Data Exchange (ODDEX) CNDC Review

Home CNDC

2026

Find/Filter

Last Name

Benefit Level
Free And Reduced Meals

Data Matched Since
mm/dd/yyyy

Data Matched Between
From: mm/dd/yyyy To: mm/dd/yyyy

First Name

Qualified By

Potential Data Match Since
mm/dd/yyyy

First Enrolled in District
From: mm/dd/yyyy To: mm/dd/yyyy

Grade
From: To:

Attending Building

Enrollment Eligible Since
mm/dd/yyyy

Educated in My Schools

Find Clear

File Output Format
CSV

Export

PoS / Vendor Export

Sch Yr End Export

Help

- Will automatically default to only show students who qualify for free/reduced meals
- Can remove free/reduced meals from benefit level to show all students, this would show students who did not match to a benefit along with those that have matched for a free/reduced benefit
- Can also filter by other categories such as attending building, qualified by etc.
- Select “Find” to apply filters
- When filtering for specific data, users can export lists within each filter
- Make sure to “Clear” filter to revert to default settings

Benefit Level

Free And Reduced Meals

Free And Reduced Meals

Free Meal

Reduced Meal

No Benefit

Educated in My Schools

FIND OPTIONS, 2

Home CNDC

2026

Find/Filter

Last Name

First Name

Grade

From: To:

Benefit Level

Free And Reduced Meals

Qualified By

Attending Building

Educated in My Schools

Data Matched Since

mm/dd/yyyy

Potential Data Match Since

mm/dd/yyyy

Enrollment Eligible Since

mm/dd/yyyy

Data Matched Between

From: mm/dd/yyyy To: mm/dd/yyyy

First Enrolled in District

From: mm/dd/yyyy To: mm/dd/yyyy

- Data Matched Between filter shows matches within a timeframe
 - Helpful for CEP reporting
- Data Matched Since filter can assist when looking to see what data was matched since your last pulled export
 - NOTE: If using data matched since filter to identify students who haven't previously been matched, use date one day after last export

EDUCATED BY MY SCHOOLS FIND OPTION

- Use to create a query of students educated in your district
- Filter criteria

Dropdown Options	How Received and % >0	Sent Reason and % >0
Y – Students determined to be educated in my schools	*, 2, 3, 7, 8, 9, A, B, C, D, E, G, H, J, K, L, M, S, U, W, Y	n/a
U – Students with an unsure status	P, Q, R, T, X	EX, PS, TC
Y/U – Students determined to be educated in my schools, and those with an unsure match	Both Y and U categories	n/a
N – Students determined to not be educated in my schools	Any not listed above	NP, PI, any not listed above

MATCHING PROCESS:

- CNDC algorithm assigns points independently for each element
- Display icons
 -  = match (100+ points)
 -  = potential match (75-99 points)
 -  = no match (<75 points)

Element	Points	CNDC Display
State Student ID (SSID) (FS110)	60	SSID
First Name (GI330)	30	Name
Last Name (GI350)	30	
Middle Name (GI340)	5	
Date of Birth (GI070)	40	Birth Date
Gender (GI080) (<i>could be tie breaker for student w/ same name</i>)	5	Gender
Partial first name (GI330) (only if sounds like or first name no match at all)	10	Name
Sounds like first name (GI330) (only if first name is not a match, would not get both)	20	
Contact First Name (FF110) (<i>or sounds like if feasible</i>)	10	Guardian
Contact Last Name (FF130)	10	
Contact Address 1 & 2 (FG080, FG090)	5	Address
City (FG100)	5	
State Province Code (FG120)	0	
Postal Code (FG130)	5	
Telephone Number (FF150)	5	Phone
District IRN (reporting entity's IRN)	10	Attending Building (<i>Only one of these IRNs are matched for single student</i>)
Legal District of Residence IRN (FS150)	10	

MATCHING FREQUENCY

- Nightly – only on new and/or updated records from most recent submission
- Weekend – all records to ensure districts have the maximum matches

STUDENT SUMMARY

Last Name	First Name	Free / Reduced	Local Id	Birth Date	Admission Date	Grade	Attending Building																													
✓ Data-2	Generated	Free	955765871	07/15/1999	05/31/2025	Graduate	981704	<table border="1"> <thead> <tr> <th>Source</th> <th>Qualified By</th> <th>Free / Reduced</th> <th>Data Matched Type</th> <th>User Updated On Date</th> <th>User Name</th> <th>User Action</th> </tr> </thead> <tbody> <tr> <td>EMIS-SCR</td> <td>Foster eligible</td> <td>Free</td> <td></td> <td></td> <td></td> <td>✓</td> </tr> <tr> <td>EMIS-SCR</td> <td>Homeless eligible</td> <td>Free</td> <td></td> <td></td> <td></td> <td>✓</td> </tr> <tr> <td>ODJFS</td> <td>TANF</td> <td>Free</td> <td>Potential match</td> <td></td> <td></td> <td>!</td> </tr> </tbody> </table>	Source	Qualified By	Free / Reduced	Data Matched Type	User Updated On Date	User Name	User Action	EMIS-SCR	Foster eligible	Free				✓	EMIS-SCR	Homeless eligible	Free				✓	ODJFS	TANF	Free	Potential match			!
Source	Qualified By	Free / Reduced	Data Matched Type	User Updated On Date	User Name	User Action																														
EMIS-SCR	Foster eligible	Free				✓																														
EMIS-SCR	Homeless eligible	Free				✓																														
ODJFS	TANF	Free	Potential match			!																														
✓ McCarty	Rebecca	Free	730799151	08/12/2011	01/01/2024	09	749026	Remove Student <table border="1"> <thead> <tr> <th>Source</th> <th>Qualified By</th> <th>Free / Reduced</th> <th>Data Matched Type</th> <th>User Updated On Date</th> <th>User Name</th> <th>User Action</th> </tr> </thead> <tbody> <tr> <td>Upload</td> <td>Homeless eligible</td> <td>Free</td> <td></td> <td></td> <td></td> <td>✓</td> </tr> <tr> <td>Medicaid</td> <td>Medicaid</td> <td>Free</td> <td>Potential match</td> <td></td> <td></td> <td>!</td> </tr> <tr> <td>ODJFS</td> <td>SNAP</td> <td>Free</td> <td>Potential match</td> <td>07/26/2024</td> <td>MIXED ACCESS USER</td> <td>Removed ✗</td> </tr> </tbody> </table>	Source	Qualified By	Free / Reduced	Data Matched Type	User Updated On Date	User Name	User Action	Upload	Homeless eligible	Free				✓	Medicaid	Medicaid	Free	Potential match			!	ODJFS	SNAP	Free	Potential match	07/26/2024	MIXED ACCESS USER	Removed ✗
Source	Qualified By	Free / Reduced	Data Matched Type	User Updated On Date	User Name	User Action																														
Upload	Homeless eligible	Free				✓																														
Medicaid	Medicaid	Free	Potential match			!																														
ODJFS	SNAP	Free	Potential match	07/26/2024	MIXED ACCESS USER	Removed ✗																														

Main page to review student data matches, potential matches and matching details.
 Can click into student detail from here.



POTENTIAL MATCHES

- Potential matches – noted with yellow exclamation points
- Schools must review these – manually match if appropriate
- Occurs when not enough data matched between ODJFS/Med benefit data and district supplied data to fully match student

Source	Qualified By	Free / Reduced	Data Matched Type	User Updated On Date	User Name	User Action
EMIS-SCR	Foster eligible	Free				
EMIS-SCR	Homeless eligible	Free				
ODJFS	TANF	Free	Potential match			

Source	Qualified By	Free / Reduced	Data Matched Type	User Updated On Date	User Name	User Action
Upload	Homeless eligible	Free				
Medicaid	Medicaid	Free	Potential match			

MANUAL MATCH OR REMOVE MATCH

[Return to Summary](#)

Student Data thru SCR and Manual Load

Name Clay, Juanita
SSID AU7445415
Local ID 996267101
Birth Date 03/05/2021
Gender Male
Guardian Maddox, William
Address 1667 Redman Court Franklin OH 58644
County of Residence Auglaize (06)
Phone 1636946889
Attending Building Cartoonville School Building (777122)
Grade PS
Enrollment Dates 09/30/2024 - Current
Admission Date 09/30/2024
Withdrawal Reason N/A
Homeless Status N/A
Disadvantage N/A
Prior Year Disadvantage
Migrant Status N

Benefit Data Matches

	MEDICAID
Match Level	Potential match ⓘ Match Remove
Matching Data	Last name, DOB, Guardian last name, Guardian first name
Name	Clay, Lindsay
Local ID	
SSID	
Birth Date	03/05/2021
Gender	Unspecified
Guardian	Maddox, William
Address	1780 Nottingham Trail Greenville 69083
Parent Phone	
User Matched On	
Matched By	

Student Data thru SCR and Manual Load

Name Dominguez, Travis
SSID KF8128599
Local ID 100168896
Birth Date 12/20/2011
Gender Male
Guardian Ferguson, Rocky
Address 804 Bailey Avenue Acworth OH 58043
County of Residence Tuscarawas (79)
Phone 9477356227
Attending Building It Junior High School (612931)
Grade 08
Enrollment Dates 07/01/2022 - 01/30/2023
Admission Date 07/01/2022
Withdrawal Reason 4.1
Homeless Status N/A
Disadvantage N/A
Prior Year Disadvantage
Migrant Status N

You are about to match this student's MEDICAID Reduced benefit.

Matching Data: Last name, Guardian last name, Street address, City, Zip, Gender, Phone

Comment

Match Benefit Cancel



HOUSEHOLD ELIGIBILITY

Enrollment Based Eligibility				
Eligibility Type	Eligibility Removed Date	Eligibility Removed By	Comment	
HOUSEHOLD 				<input type="button" value="Remove Eligibility"/> <input type="button" value="Match Eligibility"/>

- A household potential match in CNDC is determined when a student's address matches the address of another student who is eligible for meal benefits
 - The address match can be between the contact data for the two students, or between the address provided by ODJFS/Medicaid and the student contact data address
- The district should review and *match* a potential household *match* if the student is in a household where another student is eligible for meal benefits
- The *district* should remove a potential match if *the school* has information to show that the student does not share a household with a student found to be eligible for meal benefits
- Foster, Migrant, and Homeless designations DO NOT extend to a household

REVIEW STUDENTS – POTENTIAL MATCHES, 1

- Before matching students, verifier should ensure
 - Student record matches the SNAP/Medicaid data provided as the potential match
 - Click match button next to potential benefit
 - Provide comment on how verifier validate that potential match is true
- May be spelling/grammatical errors, partial names or data entry error
- Can use other data elements, address, guardian to validate potential matches



REVIEW STUDENTS – POTENTIAL MATCHES, 2

Once matched

- Student will have a green check mark and show up on free/reduced benefit list
- Only need to match one potential
- Can be searched by User Match
- Once matched, if unmatched, verifier cannot match the same benefit again



REVIEW STUDENTS – POTENTIAL MATCHES, 3

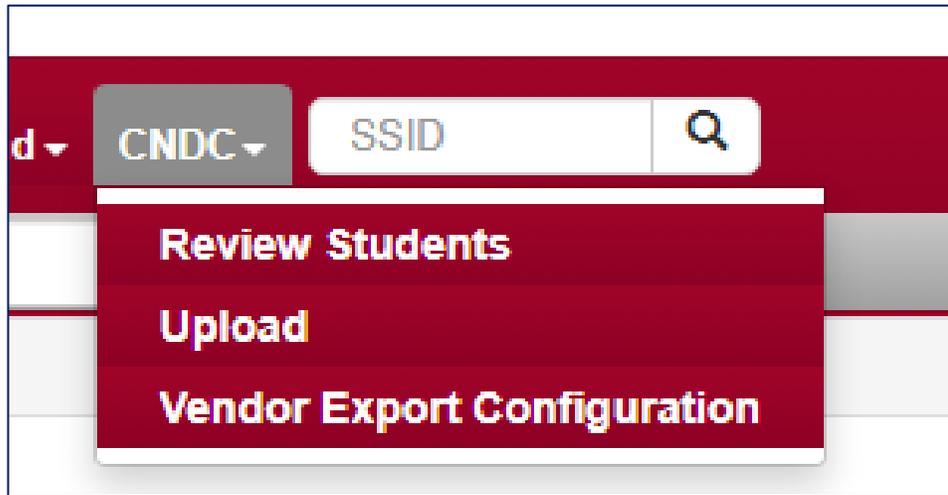
Benefit Data Matches				Remove All Potential Matches
	MEDICAID	MEDICAID	MEDICAID	
Match Level	Potential match ⓘ <input type="button" value="Match"/> <input type="button" value="Remove"/>	Potential match ⓘ <input type="button" value="Match"/> <input type="button" value="Remove"/>	Potential match ⓘ <input type="button" value="Match"/> <input type="button" value="Remove"/>	
Matching Data	Last name, Birthdate, Gender	Last name, First name sounds like, Birthdate, Gender	Last name, Birthdate, Gender	

Removing a Potential Match

- Beginning program year 2025-2026 users will be able to remove potential match records
- Bulk option available should multiple records need removed
- If one record matches, bulk removal will allow for potential match to remain matched while removing remaining potential matches
- Will allow users to clear out queue of potential matches

EXPORTING

VENDOR EXPORT CONFIGURATION



For schools that use a POS Vendor

Can set specific data elements for export

Sponsors should consult POS vendor for list of required elements to include

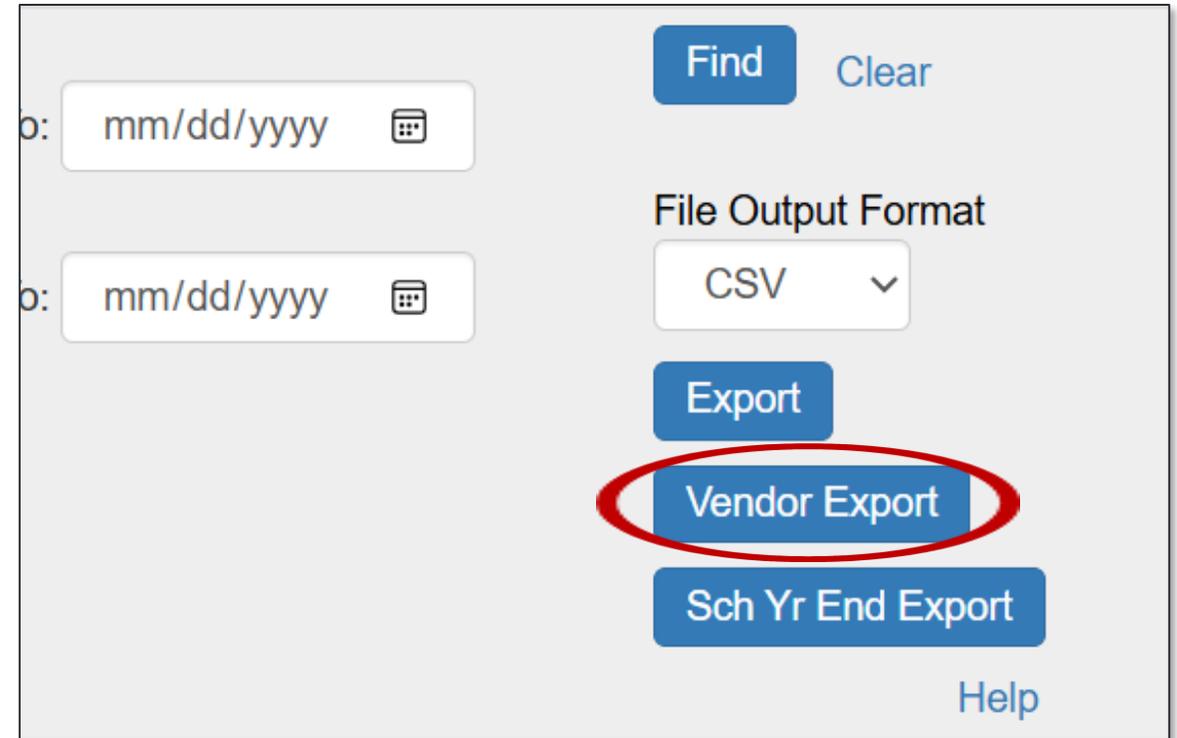
VENDOR EXPORT CONFIGURATION

- Included elements will be listed in order that they occur on export
- Elements not included will be at bottom and greyed out
- Click pencil to edit required elements, column order or assign custom titles to columns
- Check include column and save to update report

	Zip code
	Export Run Date
	Middle name
	Guardian middle name
	Phone number

VENDOR EXPORT CONFIGURATION

- Users should select “Vendor Export” from find/filter when running reports for POS vendors
- Will not contain all data elements
- **Best Practice**: Run a vendor export for POS purposes and regular Export of all data for recordkeeping



The screenshot shows a configuration interface for vendor exports. It features two date input fields, each with a calendar icon and the placeholder text 'mm/dd/yyyy'. To the right of these fields are 'Find' and 'Clear' buttons. Below the date fields is a 'File Output Format' dropdown menu currently set to 'CSV'. A vertical stack of buttons is located on the right side: 'Export', 'Vendor Export' (which is circled in red), and 'Sch Yr End Export'. A 'Help' link is positioned at the bottom right of the interface.

RUNNING REPORT – DIRECT CERTIFICATION

- Export all reports and keep for 3 years plus the current year
- Do not filter by free/reduced and then export. This will duplicate information for students who may qualify for two benefits
- Ensure that “Run Date” matches the date student eligibility begins on BIL
- During AR – Specialists check eligibility dates against “Run Date”



RUNNING REPORT – DIRECT CERTIFICATION

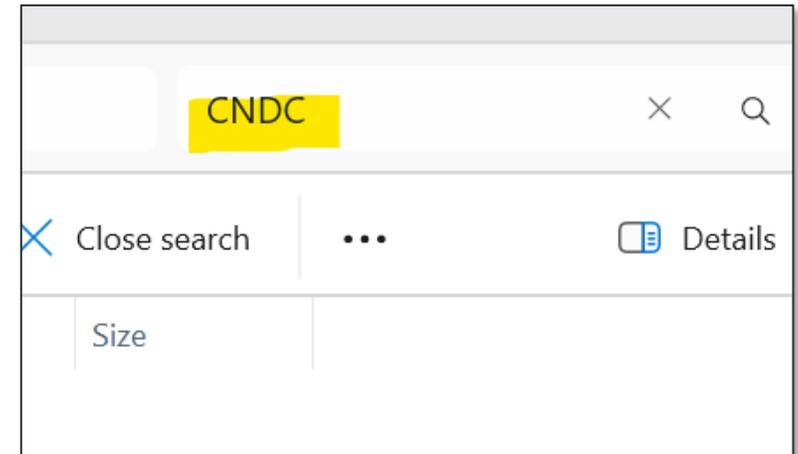
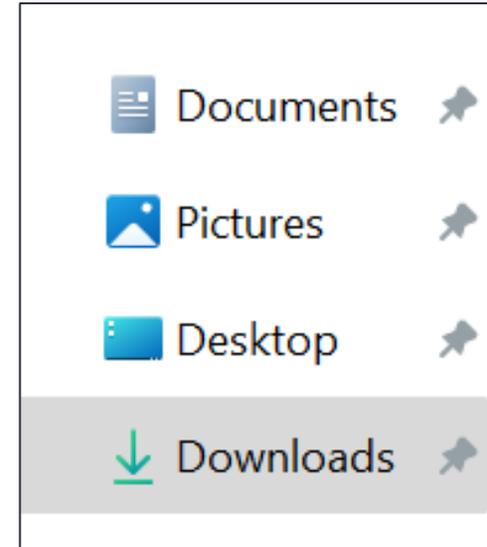
- Create filing system that will be easy to remember
 - Digital or Paper
 - Name Files consistently ex: DC November 2025, DC December 2025
- Do not modify exports unless original, unmodified copy is retained for records
- If it isn't documented, it didn't happen: KEEP ALL EXPORTS!
- No archived record in CNDC, SFA's are responsible for record retention in alignment with program policy



RUNNING REPORT – DIRECT CERTIFICATION

If user can't locate previously downloaded files, may be able to recover using the following process

- Navigate to File Explorer > Downloads
- Type “CNDC” in search bar in upper left-hand corner
- Any previously downloaded exports should populate unless previously deleted by user



SCHOOL YEAR END EXPORT

- For Non-EMIS reporting entities
- Allows users to export all students in system
 - Remove those who withdraw or graduate
 - Add those newly enrolled
 - Update year and any other elements
- Assists in generating new upload file for beginning of next program year

The screenshot shows a web-based interface for generating an export. It features two date selection fields, each with a calendar icon and the placeholder text 'mm/dd/yyyy'. To the right of these fields are 'Find' and 'Clear' buttons. Below the date fields is a 'File Output Format' dropdown menu currently set to 'CSV'. A vertical stack of blue buttons includes 'Export', 'Vendor Export', and 'Sch Yr End Export', with the latter being circled in red. A 'Help' link is located at the bottom right of the interface.

OTHER

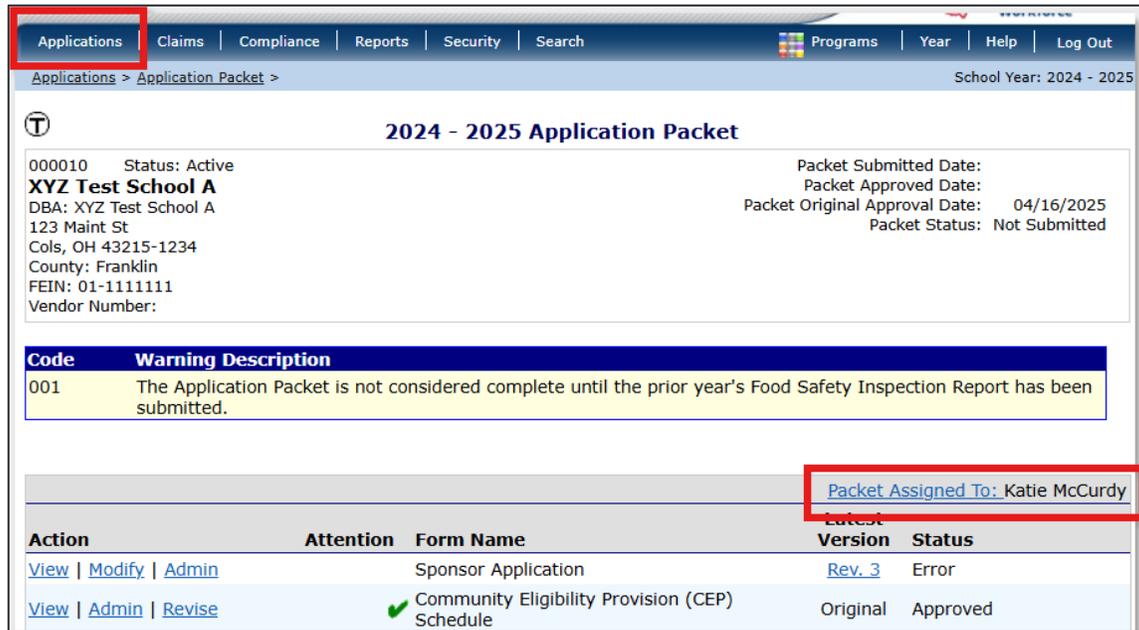
CARRYOVER ELIGIBILITY REMINDER

- For purposes of the Child Nutrition Programs (CNP), carryover refers to a child's eligibility from the previous school year being carried over into the current or new school year
- According to 7 CFR 245.6(c)(2), an individual student's eligibility from the previous school year (before July 1) carries over for up to 30 operating days into the new school year, or until a new eligibility determination is made, whichever comes first
- The absence of a match via direct certification is not a new eligibility determination
- Disadvantage (FD110) reporting can remain the same from the previous year for up to 30 days or until a new eligibility determination is made, whichever comes first

NEED HELP?

- For CNDC module questions or to schedule one-on-one office hours, contact
 - Katie McCurdy, NSLP Program Consultant
 - Katie.McCurdy@education.ohio.gov
 - 614-907-3476
- For EMIS reporting questions, follow the hierarchy of support
 - EMIS Manual
 - EMIS Coordinator
 - ITC
 - Helpdesk

MY DISTRICT'S EDUCATION PROGRAM SPECIALIST



Applications | Claims | Compliance | Reports | Security | Search | Programs | Year | Help | Log Out

Applications > Application Packet > School Year: 2024 - 2025

2024 - 2025 Application Packet

000010 Status: Active Packet Submitted Date:
XYZ Test School A Packet Approved Date:
DBA: XYZ Test School A Packet Original Approval Date: 04/16/2025
123 Maint St Packet Status: Not Submitted
Cols, OH 43215-1234
County: Franklin
FEIN: 01-111111
Vendor Number:

Code	Warning Description
001	The Application Packet is not considered complete until the prior year's Food Safety Inspection Report has been submitted.

[Packet Assigned To: Katie McCurdy](#)

Action	Attention	Form Name	Version	Status
View Modify Admin		Sponsor Application	Rev. 3	Error
View Admin Revise	✓	Community Eligibility Provision (CEP) Schedule	Original	Approved

Go to the Claims Reimbursement and Reporting System (CRRS) and select:

- Applications > Application Packet
- The name of your specialist will be listed approximately halfway down the page.
- Email by using the following convention: `firstname.lastname@education.ohio.gov`

QUESTIONS?

EDUCATION.OHIO.GOV



**Department of
Education &
Workforce**



RESOURCES

Training Evaluation

Available through Feb. 27

Your evaluations of our trainings are now being collected via an online form. This will give us access to better, more immediate feedback and statistics about these trainings, which will allow us to be even more responsive to your input. This will also be easier for you as you will no longer have to email anything to us.

After completing the evaluation and clicking submit, you will see a message thanking you for your feedback and acknowledging your attendance at a training. If this is information you need, be sure to capture or print the page and retain it for your records. Once the evaluation period for the session ends (2 weeks after the final session), you will no longer be able to submit a response or receive an attendance acknowledgement. *Note that this is the only way to receive this acknowledgement. We will no longer be emailing this information to participants.*

<https://forms.office.com/Pages/ResponsePage.aspx?id=xPz4UNiUB0-E6zbtV8floq21PJobZDZHsfF9IK1Hs1pUOUdaM0VJRFRZWDNFTUk1REFOVUJBVDJWMCQIQCN0PWcu>

EMIS FOCUSED TRAINING WEBPAGE

- A recorded version of this presentation will be posted
- The Q and A will be posted
- Future training opportunities will be announced

<https://education.ohio.gov/Topics/Data/EMIS/Resources-for-EMIS-Professionals/EMIS-Focused-Training>

EMIS MANUAL

- 2.2 Student Demographic (GI) Record
- 2.4 Student Standing (FS) Record
- 2.5 Student Attributes – Effective Date (FD) Record
- 2.19 Student Contact (FF) Record
- 2.20 Student Contact Address (FG) Record



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