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Ohio.org



**Department of
Education &
Workforce**

EMIS COORDINATOR AND CHILD NUTRITION DIRECT CERTIFICATION (CNDC)

March 2026



WHAT IS CNDC?

- Module within Ohio District Data Exchange (ODDEX)
- Uses data reported to EMIS
- Used by food service staff to complete the direct certification process
 - For eligible students receiving free or reduced meal benefits through National School Lunch Program

EMIS REPORTING

CNDC INFORMATION FROM EMIS REPORTING

- Student Cross Reference Collection
- Student Contact(s) Collection
- Regular Student Collections
 - Beginning of Year, Midyear, End of Year
 - SOES Beginning of Year, SOES End of Year
- 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

- 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 COLLECTIONS

- Student Standing (FS) Record elements for CNDC
 - Attending Building IRN (FS160)
 - County of Residence (FS370)
 - How Received (FS180)
- Student Attributes – Effective Date (FD) Record elements for CNDC
 - State Equivalent Grade Level (FD090)
 - Disadvantage (FD110)
 - CNDC information can be used for EMIS reporting
 - Homeless Status (FD150)
 - Migrant Status (FD180)

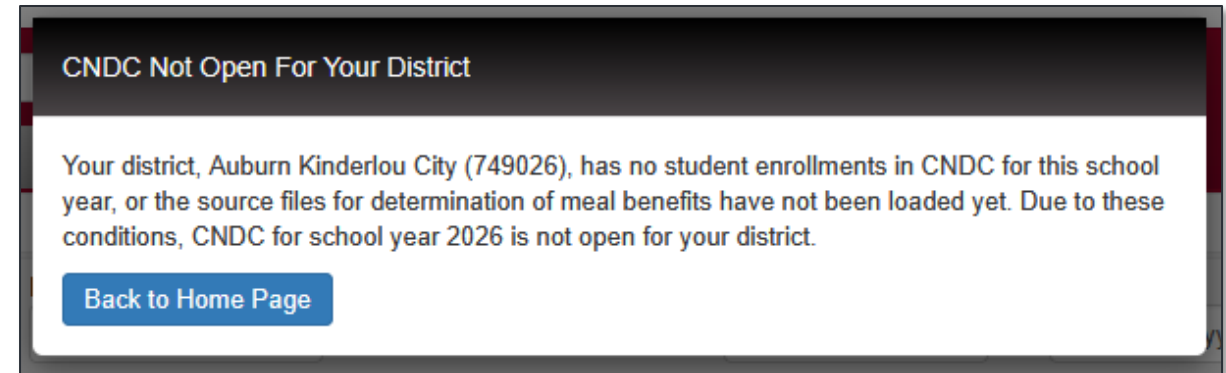
STUDENT CONTACT COLLECTION

- Required for community schools and STEM districts for SOES
- Optional for all other EMIS entities
 - Data can be manually uploaded into 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)




MATCHING

BEGINNING THE SCHOOL YEAR

- Districts will not see matches until two things occur
 1. Enrollment data is uploaded
 - Manually for Nonpublic schools
 - Via Student Cross Reference (SCR) for public schools
 2. Source files from JFS and Medicaid are loaded with data from new year
- If only one of the above has occurred, users are routed back to the Home Page



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 new and updated records from most recent submission
- Weekend – all records to ensure districts have the maximum matches

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
 - child.nutrition@education.ohio.gov
- For EMIS reporting questions, follow the hierarchy of support
 - EMIS Manual
 - EMIS Coordinator
 - ITC
 - Helpdesk
- EMIS Focused Training – Child Nutrition Direct Certification (CNDC)
 - [Home > Data > EMIS > EMIS Training > EMIS Focused Training](#)

THANK YOU!

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