




State of New Jersey

DEPARTMENT OF AGRICULTURE
DIVISION OF FOOD AND NUTRITION
PO Box 334
TRENTON NJ 08625-0334

PHILIP D. MURPHY
Governor
SHEILA Y. OLIVER
Lt. Governor

DOUGLAS H. FISHER
Secretary

To: School Business Administrators; Charter School Leads; Non Public School Administrators; Food Service Directors of Schools Participating in the School Nutrition Programs

From: Arleen Ramos-Szatmary, Coordinator 
School Nutrition Programs

Date: May 2, 2022

Subject: New Direct Certification 2.0 System and File Upload Format for SY 2022-2023

The Division of Food and Nutrition is proud to announce the rollout of our new Direct Certification (DC) 2.0 system beginning in School Year 2022-2023. DC 2.0 has been updated to reflect a more modern look, with additional enhancements to increase efficiency and provide ease of use for both School Food Authorities (SFAs) and the State Agency.

In preparation for the **July 15, 2022** opening of the DC 2.0 Application link for SY 2022-2023, SFAs must incorporate the new [Excel File Upload Format](#) into their Student Information System (SIS). It is strongly advised to consult with any personnel directly involved in the preparation and/or formatting of the Excel File for upload, to ensure that your SIS is able to correctly export the required information into the new template, which includes a new "Site ID" column. You may need to contact your IT Department or SIS software customer support specialist for assistance.

DC 2.0 offers several enhancements. Noteworthy features include:

- **Increased Ease of Use and a Streamlined, Updated Look:** DC 2.0 has been updated to align with the SNEARS 2.0 user interface and offers a more streamlined look and feel, elevating the user's experience. The DC Dashboard will utilize "tiles" for each function, to easily navigate within the DC application.
- **New File Upload Format:** The format of the Excel Spreadsheet used to upload your files has been updated with a new "Site ID" column. The "Site ID" column is a new required data element that replaces the inactive Social Security Number (SSN) field previously contained in Column B. The unique site identifier is a code that will identify each school site within the SFA. It is important to note that the Site ID entered into the File Upload Format must match the Unique Site Identifier entered in the School/Site Information

section within the DC application. The Unique Site Identifier may be a code already assigned to each school site based on the district's Student Information System (SIS) or it may be a code uniquely created by the DC user.

- **Site-Based Direct Cert Functionality:** DC 2.0 has been updated to allow SFAs to track DC students by site. This new feature will allow SFAs to upload and search students within the DC list based on school site. The DC Dashboard will contain a School/Site Information section that will be required for SFAs to complete, prior to performing the first DC run. This section will display the list of all active sites within the SFA (based on the latest approved Site Details in the SNEARS Application Packet), a Unique Site Identifier field, and a field to enter a DC Site Description. SFAs will enter a unique Site ID for each active site listed, based on data from your Student Information System (SIS) or, if your SIS does not have a Site Code or Site ID, or your SFA does not use an electronic SIS, you will create your own unique identifier for each site. This information will then be used to match the students in the file upload to each site.

A memo containing more information about the Direct Certification Process for SY 2022-2023, including Webinar Training Dates, will be provided under separate cover in the coming weeks.

We look forward to working with you during this transition to ensure success. Questions may be directed to the School Nutrition Programs Unit at 609-984-0693 or the SNEARS IT Help Desk at 609-341-3817.