



# Direct Certification Application (DCA) Access Request Form

I understand I am requesting access, or to have access removed, for myself or for another person for DCA. I will not release confidential information to others unless it is for the purposes directly connected to the program for which purpose it was originally intended. Each site is responsible for maintaining secure systems to access state systems and ensure the data is safeguarded. Each user must choose a strong password and secure their username and password. Usernames and passwords must never be shared or reused. Each user must agree to use the data only within the direct scope of their current employment in conjunction with the role granted, and comply with USDA, FERPA and the OPI Student Records Confidentiality Policy.

Sponsor/Organization:

Sponsor Number:

<b>User Information</b>			
Name:		Title:	
Email:		Phone:	
Reason for request:			
Is this person replacing a person previously in this role?	Yes	No	The person listed on the next line will have their access disabled.
Name of person being replaced:		Email:	

ADD ROLE	REMOVE ROLE	STATE AGENCY USERS ONLY
<b>SPONSOR/ORG USERS ONLY</b>		DCA State Admin User
DCA Determining Official User		DCA System Admin User
DCA Read Only User		Production
<b>*See back of form for role definitions*</b>		Test

<b>Authorized Representative Signature</b>	
Name:	Title:
Signature:	Date:

**Submit by:**  
Scan and Email to : [SNPInfo@mt.gov](mailto:SNPInfo@mt.gov)

**For questions about access or roles, contact the School Nutrition Programs at 406-444-2501.**

## DCA ROLES DEFINITIONS

DCA Determining Official User: The district's primary DCA system user is the Free and Reduced-Price Determining Official. The Determining Official is the designated person who reviews and approves free and reduced-price meal eligibility information. Please ensure that the listed Determining Official contact is the person responsible for performing daily routine duties and detailed involvement associated with determining meal eligibility and not just overseeing the process. The number of users with Determining Official access at each Sponsor will be limited by the OPI School Nutrition Programs.

DCA Read Only User: Read Only access may be available based upon the size of the Sponsor. Read Only access allows users to view program data and print reports on a need-to-know basis.

**State Agency users only.**

DCA State Admin User: Full access to all Sponsors and students.

DCA System Admin User: Access to system configuration information

The Direct Certification Application (DCA) system matches recipients of public assistance programs (SNAP, TANF & FDPIR) as well as other categorically eligible sources (Foster Care, Migrant & Homeless) to enrolled students. Students that match to categorically eligible sources are directly certified for free meal eligibility based on documentation obtained directly from the authorized state or local agency, therefore, no additional paperwork or further household information is needed. School districts participating in the National School Lunch Program are required to perform direct certification activities at a minimum of three times during the school year.