

# eDC Instructions

Last revised on: September 9, 2014

Last reviewed on: July 10, 2015

---

This document provides an overview of the electronic direct certification (eDC) process.

For help, questions, or comments, please submit a ticket to the help desk at <https://support.ride.ri.gov>.

This page intentionally left blank.

## Contents

---

About eDC .....	4
Accessing eDC .....	4
Uploading/Downloading eDC Matched Records .....	4
Using eDC Records .....	4
eDC Support .....	4

## About eDC

The RI Department of Human Services (DHS) and the RI Department of Education (RIDE) developed a system for the 2007-08 School Year that automated the Direct Certification process. This Electronic Direct Certification (eDC) process was successful and will be used annually. The eDC process benefits households and schools so eligible children will automatically receive free meals at school without the paperwork burden and decrease the number of eligible students that go unreported, especially in the middle and high schools.

The process starts with RIDE providing a student data file to DHS to conduct a match with students receiving SNAP (Supplemental Nutrition Assistance Program) benefits and/or RIWorks benefits. The matched student data file is sent to RIDE to prepare the data to share with the district/schools. Once RIDE makes the matched student data available, coordination with the district's data manager or IT person is needed for data transfer into the district's enrollment/attendance system.

## Accessing eDC

Information inside the eDC system is considered highly confidential. Only authorized State and LEA individuals may access the system on eRIDE (<https://www.eRIDE.ri.gov>). Typically these are IT/data administrators and other personnel authorized by the head of the district/school to handle confidential student records.

## Uploading/Downloading eDC Matched Records

Here are the basic steps to upload, match, and retrieve eDC records

1. Click on eDC module



2. On eDC main page, click on 'Match eDC Records in Batch'

Home | **Match eDC Records in Batch** | All Matched Records To-Date |

3. Download a copy of eDC template in Microsoft Excel
4. Populate the spreadsheet with listing of all students you want to match against the State's eDC database; please include ONLY students currently enrolled in your district/school
5. Upload and resolve any errors prior to the matching process (e.g., formatting errors, invalid SASID or district code)



6. Upon successful upload, your student records will be matched against the eDC database
7. Click on 'Export to Excel' to download the matched records



This process is repeated monthly throughout the school year to capture new students who may enter the district. It is important that the LEA consistently uploads information on new student into eRIDE so the students may be included in this monthly matching process.

## Using eDC Records

Matched eDC records should be directly applied to local Student Information Systems (SIS) and applicable lunch/meal systems;

- Students' eDC status is equivalent to students' eligibility status for free meals;
- Students' eDC status overwrites students' existing meal eligibility status;
- Students' eDC status is valid for the entire school year.

## eDC Support

eDC is developed and supported by RIDE.

- Main Support: Leslie Capece (222-4269, [Leslie.Capece@ride.ri.gov](mailto:Leslie.Capece@ride.ri.gov)), Office of Fiscal Integrity and Efficiencies
- Project Nutrition Manager: Becky Bessette (222-4253, [Becky.Bessette@ride.ri.gov](mailto:Becky.Bessette@ride.ri.gov)), Office of Fiscal Integrity and Efficiencies
- Technical Support: Please submit a ticket at: <https://support.ride.ri.gov>