Direct Certification File Layouts

Direct Certification files are available to download as a .csv, .txt, or Excel file. The column headers are below as well as positions for columns when utilizing a .txt file. Please note, all date formats on all files begin with year. There are three county code lists. The Department of Human Services (DHS) and Department of Children's Services (DCS) utilize the same county code list; there is a separate county code list for TennCare and for Kentucky.

Department of Human Services (DHS)

SNAP and TANF data are received from DHS weekly and updated weekly in TMAC to a cumulative monthly file. The SNAP and TANF columns will have either a Y or N. If the record has a Y in the SNAP column, the child is eligible for free meals because they live in a household that receives SNAP benefits. If the record has a Y in the TANF column, the child is eligible for free meals because they live in a household that receives TANF benefits. If a child receives both SNAP and TANF benefits, apply the meal benefits hierarchy. An "N" indicates that the child does not receive the specific benefit.

Column Header	County Code	SSN	Student First Name	Student Middle Initial	Student Last Name	Case #	DOB (YYMMDD)	Guardian First Name	Guardian Middle Name	Guardian Last Name	Address	City	State	ZIP	SNAP (Y/N)	TANF (Y/N)	Effective Date (YYMMDD)
Field Length	2	9	15	1	15	10	6	15	1	15	71	20	2	5	1	1	6
Position	1 – 2	3 – 11	12 – 26	27	28 – 42	43 – 52	53 – 58	59 – 73	74	75 – 89	90 – 160	161 – 180	181 – 182	183 – 187	188	189	190 – 195

Department of Children's Services (DCS)

Foster data is received from DCS weekly and updated weekly in TMAC to a cumulative monthly file. Any child on this list is eligible for free meals because they are considered in legal custody of the State.

Column Header	County Code	SSN	Student First Name	Student Middle Initial	Student Last Name	Case #	DOB (YYMMDD)	Guardian First Name	Guardian Middle Name	Guardian Last Name	Address	City	State	ZIP	Effective Date (YYMMDD)
Field Length	2	9	15	1	15	10	6	15	1	15	71	20	2	5	6
Position	1 – 2	3 – 11	12 – 26	27	28 – 42	43 – 52	53 – 58	59 – 73	74	75 – 89	90 – 160	161 – 180	181 – 182	183 – 187	190 – 195

TennCare Data

Medicaid (TennCare) data is received monthly from TennCare and updated in TMAC as a monthly file. TennCare utilizes household information from applications and applies the National School Lunch Program (NSLP) income eligibility guidelines to determine eligibility for free and reduced-price meal benefits. The MC Eligibility Column will have either "MF" or "MR". If the record has "MF" in the MC Eligibility Code column the child is eligible for free meals. If the record has "MR" in the MC Eligibility column, the child is eligible for reduced-price meals.

Column Header	County Code	(Intentionally Blank)	Student First Name	Student Middle Initial	Student Last Name	Case #	DOB (YYMMDD)	Guardian First Name	Guardian Middle Name	Guardian Last Name	Address	City	State	ZIP	MC Eligibility Code (MF/MR)	TEDS Client ID	Effective Date (YYMMDD)
Field Length	2	9	15	1	15	10	6	15	1	15	71	20	2	5	2	9	6
Position	1 – 2	3 – 11	12 – 26	27	28 – 42	43 – 52	53 – 58	59 – 73	74	75 – 89	90 – 160	161 – 180	181 – 182	183 – 187	188 – 189	190 – 198	199 – 204

Kentucky Department of Human Services (DHS)

Kentucky SNAP and TANF data is received from DHS and available to the Tennessee counties that border Kentucky. The SNAP and TANF columns will have either a "Y" or "N". If the record has a "Y" in the SNAP column, the child is eligible for free meals because they live in a household that receives SNAP benefits. If the record has a "Y" in the TANF column, the child is eligible for free meals because they live in a household that receives TANF benefits. If a child receives both SNAP and TANF benefits, apply the meal benefits hierarchy. An "N" indicates that the child does not receive the specific benefit.

Column Header	Kentucky County Code	SSN	Student First Name	Student Middle Initial	Student Last Name	Case #	DOB (YYMMDD)	Guardian First Name	Guardian Middle Name	Guardian Last Name	Address	City	State	ZIP	SNAP (Y/N)	TANF (Y/N)	Filler
Field Length	3	9	15	1	15	10	6	15	1	15	71	20	2	5	1	1	6
Position	1 – 3	4 – 12	13 – 27	28	29 – 43	44 – 53	54 – 59	60 – 74	75	76 – 90	91 – 161	162 – 181	182 – 183	184 – 188	189	190	191 – 196