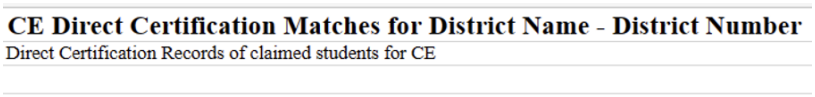
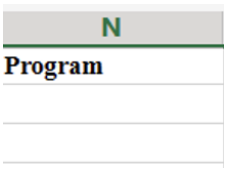
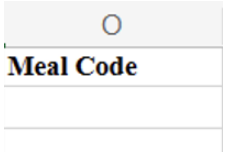
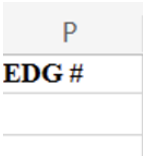
DIRECT APPROVALS – DC IMPORTS (TX)

This document contains instructions for modifying and importing the DC file for Texas districts.

MODIFYING THE FILE

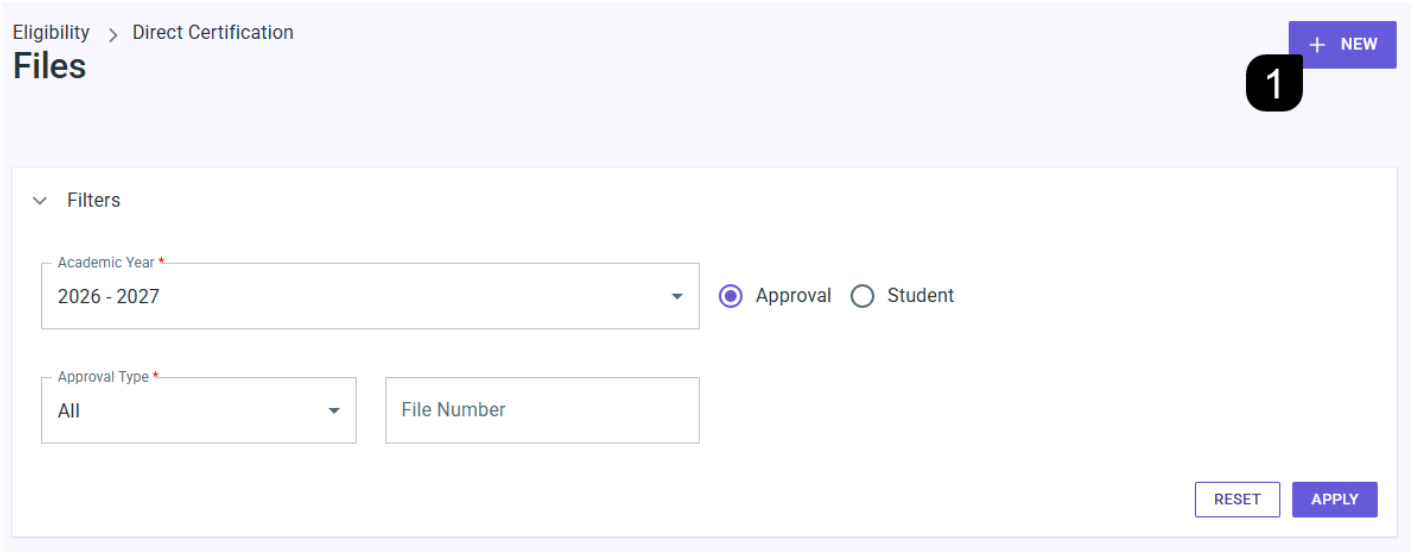
Process / Descriptions	Images
1. Download the file from the state website 2. Delete the first 3 rows a. Row 1 should only be headers.	
3. Change the header row title in column **N** to **Program** a. Ensure there are no spaces.	
4. Change the header row title in column **O** to **Meal Code** a. Ensure there are no spaces.	
5. Change the header row title in column **P** to **EDG #** a. Remove all symbols and spaces.	
6. Save as a CSV (comma-delimited) file a. Keep the name of the file under 50 characters with no special characters.	Example: District Name DC File MM-YY

IMPORTING THE FILE IN SCHOOLCAFÉ

To import the DC File, navigate to **Eligibility > Direct Certification > Files**.

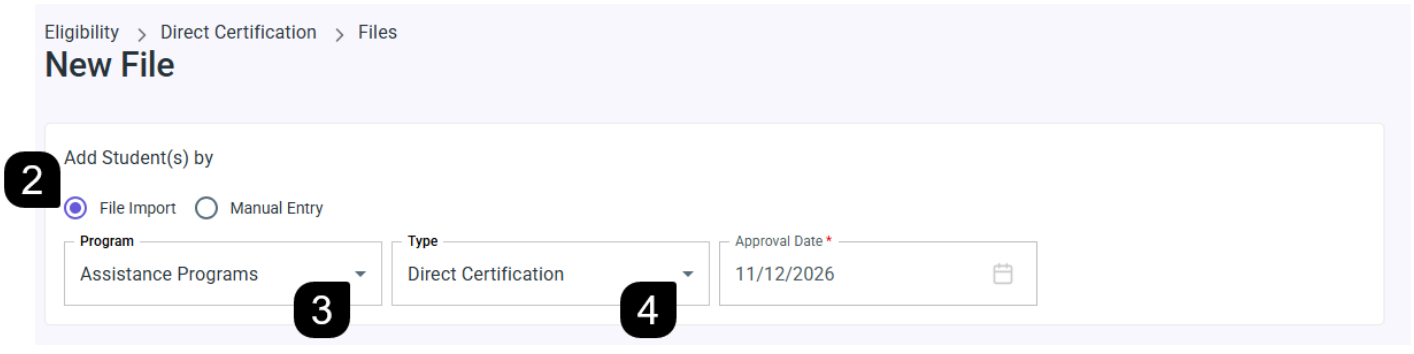
On the **Files** page

1. Click **+ NEW**
   *The **New File** page displays.*

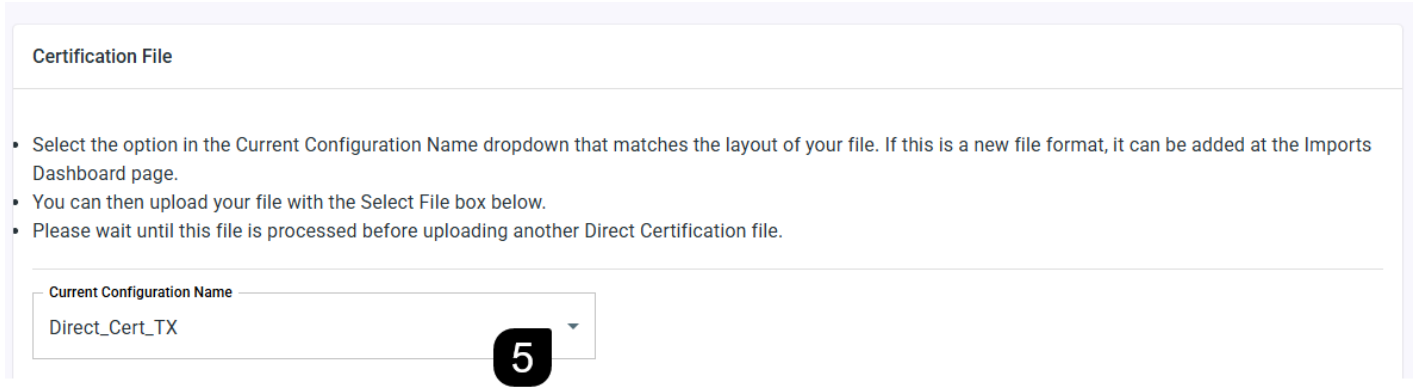


On the **New File** page

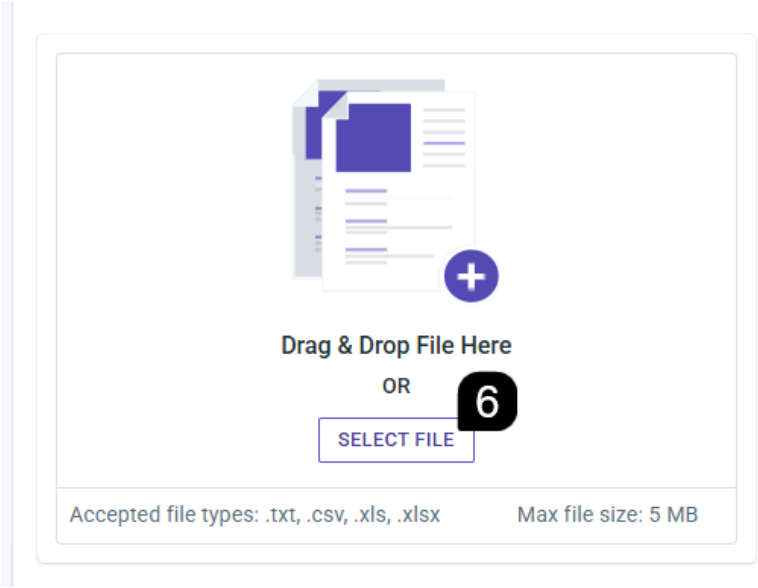
2. Select **File Import**
3. Select **Assistance Programs** for the Program
4. Select **Direct Certification** for the Type
   a. The **Approval Date** will default to today's date. Contact your Project Mentor if the date needs to be changed.



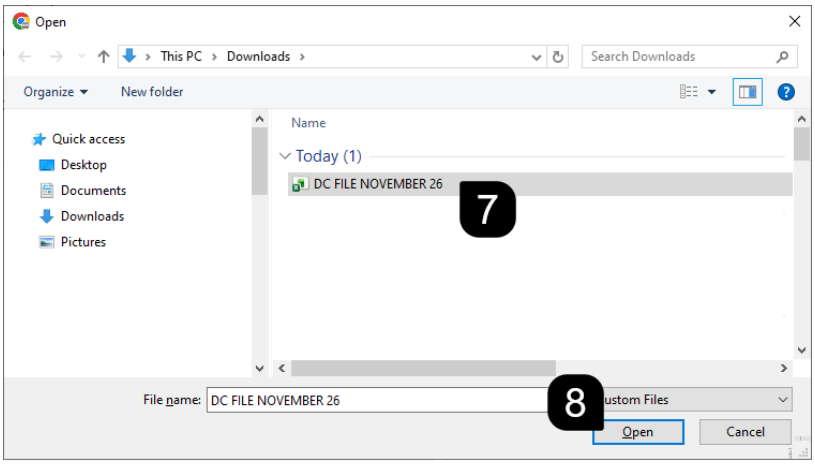
5. Select the **Current Configuration Name** that matches the layout of your file
   a. If this is a new file format, it can be added on the Imports Dashboard page.



6. Drag & drop the file or select it
   a. The accepted file types include .txt, .csv, .xls, and .xlsx.



7. Search for and select the modified DC File
8. Click **Open**



9. Click **SUBMIT**
   *A success message appears, and the file has a status of **IN PROGRESS**.*

