

Frequently Asked Questions for the iMATCH (PrimerEdge) System

Question: What is this iMATCH?

Answer (A) iMATCH is what South Dakota Dept. of Education is calling the electronic process for direct certification. The computer program we are using is called “PrimerEdge”. It is free for the schools to use.

A iMATCH replaces the student direct certification lists that were mailed to schools in the past.

Q: Where do I get on the program?

A The web address: <https://imatch.sd.gov/login.aspx>

A Contact Child & Adult Nutrition Services for Administrator user name and password.

A Other users, please contact your school/agency iMATCH Administrator for user name and password.

Q: Who can get on the system?

A Roles were assigned according to who had the rights to receive the direct certification matches in school year 2013-2014.

A If there have been changes in responsibilities, contact the CANS office so we can reassign or deactivate former users. An update may be completed after your SY 2014-2015 annual agreement with CANS is approved.

A The person assigned as Administrator can assign others from your agency with roles in iMATCH.

Q: What is the dashboard and why do I need it?

A Once you are logged into PrimerEdge, the Dashboard is the first screen that iMATCH opens up to. You can always find a link to the Dashboard on the upper right of the website after you log in.

Date	Title
7/2/2014	July 1 Starts New Program Year
5/23/2014	Font Installer
5/23/2014	Viewing Reports / Letters
5/23/2014	Student Eligibility Direct Certification Video
5/22/2014	User Manuals
5/21/2014	Support Contact Information

Date	Title
There are currently no messages.	

A Important notices and updates will be posted by CANS or technical support in the Announcements.

A School/agency Administrators can also post messages to your school/agency users.

Q: We didn't get the training manuals.

A Manuals were sent to each school/agency in May.

○ They are black spiral bound – about ¼” thick.

○ One is white: System User Manual. One is tan: DC Processing User Manual.



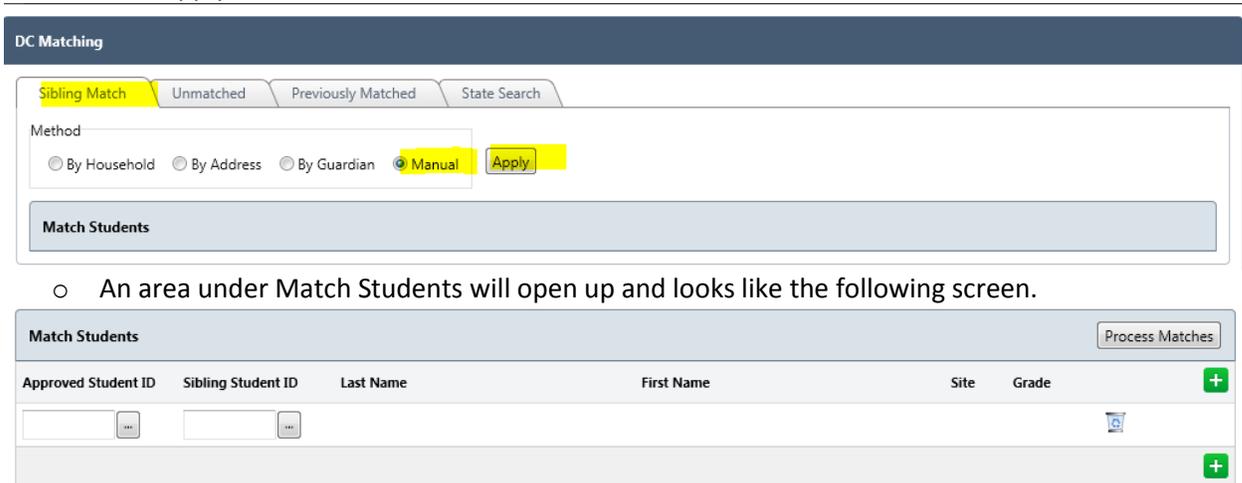
A You can access the manuals once you are on the iMATCH site on the dashboard.

Q: I missed the training, where can I find training?

A Once you are logged in PrimeroEdge, the training video is posted on the “Dashboard.”

Q: One child in a household shows up as a SNAP or TANF match, but there are other children in the household. How do I extend the SNAP or TANF free meal eligibility to those other children?

- A See pages 9-10 in your Processing User Manual or follow the steps below.
- Select your Student Eligibility tab → Administration tab → DC Matching
 - Select the Sibling Match tab
 - Select the Manual check box
 - Click Apply



- An area under Match Students will open up and looks like the following screen.

- Click on the  under Approved Student ID.
- A text box will open.

- Enter some or all of the last name and/or first name and click the Search button.
- Double click on the student name to bring it to the DC Matching screen.
 - **TIP:** if you cannot find your student try entering the first three letters of the last name. This should pull up a bigger list of possible students.
 - **TIP:** This student must already be on your DC Match list or this function will not work.
- Click on the  under Sibling Student ID.
- A text box will open.

- Enter some or all of the last name and/or first name and click the Search button.
- Double click on the student name to bring it to the DC Matching screen.

- ⇒ **TIP:** if you cannot find your student try entering the first three letters of the last name. This should pull up a bigger list of possible students.
- ⇒ **TIP:** This student must already be on your DC Match list or this function will not work.
- Click the Process Matches button to link the unmatched sibling to the directly certified student.
- A green check mark and a green text box will indicate a successful sibling match.

Q: How do I see a listing of all my school/agency matched students?

- A See page 33 in your Processing User Manual or follow the steps below.
 - Select your Student Eligibility tab → Administration tab → DC Matching
 - Select the Previously Matched tab
 - Select the System check box (you can leave the Sibling and Manual boxes checked)

- Click Apply
- A list of all directly certified students will appear below the Matched Students area. You can sort by clicking the column headings.
- You may also export the student listing to an Excel spreadsheet (.CSV file) by clicking the “Export” button. A yellow bar at the bottom of your computer screen will show up, select OPEN or SAVE.
 - ⇒ You can see if the student is directly certified through SNAP or TANF in this file.

Q: For student directly certified through iMATCH what records am I required to keep on file at my school/agency?

- A Since all the student, SNAP and TANF information loaded into iMATCH is backed up to a state server your school/agency will not need to retain hard copies of the iMATCH direct certification students on file, unless your school requires you to do so. Suggestions to retain student information on file is to keep an encrypted and secure electronic copy of all student match data or keep a hard copy print out in a secure location (under lock and key) at your school with your free and reduced price applications.

UPDATED 11/20/2014

Q: How can I find a list of all of my matched students?

- A Using the Student Eligibility Tab you can find your entire list in multiple ways. The most accessible way to locate your eligible students is by accessing the Eligibility Roster.
- Select the Student Eligibility tab.
 - Select the Eligibility Reports.
 - Select the Eligibility Roster.
 - Using the drop down box next to Site Code select ALL
 - In the Reason Box -- uncheck the Default box
 - ⇒ **TIP:** Default is for students who have not been matched with SNAP or TANF.
 - ⇒ **TIP:** Default will be listed as PAID.
 - Select Generate Report

The screenshot shows the 'Eligibility Roster' interface in the Student Eligibility System. The interface includes a navigation sidebar on the left with options like Administration, Patrons, Eligibility Reports, DC Sibling, Eligibility Roster, and Configuration. The main content area has several sections: 'Site Code' and 'Grade' dropdown menus, 'As of Date' (11/20/2014), 'Eligibility' checkboxes (Free, Reduced, Paid), 'Reason' checkboxes (Uncheck All, Categorical, Even Start, Pre-Approval, etc.), 'Display' options (Show Eligibility Code Only, Show Application Information, Contact Info, Sort by Grade, Only Verification Sites), and 'Include' options (Inactive Students, Inactive Sites). A 'Generate Report' button is located at the bottom right.

- Students will be listed by their Site.
- This will show Student ID (Infinite Campus), Last, First Name, Grade, Eligibility Reason (DCSNAP or Direct Cert) and the date matched in the system.

The screenshot shows a report navigation bar with a search box containing '1 of 27', a 'Find | Next' button, and a dropdown menu with a printer icon.

- At the top of this report you will have options on what to do with the information.
- Click the  so that you can export this to a PDF and print, store under lock and key.