How to Use Unemployment Data to Apply for a Provision 2 Extension

Step 1: Retrieve the percentage of students Directly Certified as FREE (do NOT include reduced) from your base year (this will be filed with your base year records).

*****If you do not have the **original match list printed/downloaded from the STN Direct Certification website** from your base year, you are out of compliance with the Provision 2 requirements and must either return to normal program operations or apply for a new base year. IDOE cannot accept match results/data provided by your electronic point of service database (Skyward, PowerSchool, MealTime, etc.).*

Step 2: Conduct Direct Certification for the last non-base year and count up the number of students Directly Certified as FREE (do not include reduced).

Step 3: Calculate the percent change by plugging your values into the Provision 2 Extension Calculation Worksheet.