

To: Nonpublic School Food Authorities

Subject: SFS- 14-113 Direct Certification Reports SY 2014-2015 for Nonpublic Sponsors

A new process will be implemented for Nonpublic systems to identify students Categorically eligible for free meals (Direct Certification) utilizing SNAP information.

**NONPUBLIC SPONSORS**

Your "Security Coordinator"\* is the only one who can access these reports  
Access will be via a secure FTP site;

\*If you do not have a designated Security Coordinator, you must submit a Security Request Form for Nonpublic Schools and fax to 225-342-3305 Attn: Dana Dauzat. (If needed, this form is within this memo)

Detailed below are the procedures/activities for **Nonpublic Schools**. Since nonpublic schools do not report student data to the state, the process for assisting them in determining free lunch eligibility is as follows:

- Each Nonpublic system will complete the student data file layout which is an electronic data file containing information for all students enrolled at your school. This form will be sent to Nonpublic Schools from the State Data Management Team.
- Only the Security Coordinator (FTP contact) will be authorized to access the secure FTP site and will be issued a FTP USERID PASSWORD and instructions for uploading and downloading files (all to be issued by the State Data Management team).
- Each nonpublic school will upload their student data file to the secure FTP site.

(State Agency data management will match Student data files with the student data SNAP file using the attending parish codes. A student match file will be created for each nonpublic school and will be uploaded to the FTP site.

- Each nonpublic school will then download the student match file to determine preliminary free lunch eligibility of students. It is important that you retain documentation to show data matches.

Refer to USDA Eligibility Manual for School Meals 2012: Part 6: Direct Certification; section D. The Eligibility Manual can be found on the CNP website: <http://cnp.doe.louisiana.gov> under the System Login Box (you do not have to login) ; click on Memos/Resources/Course Registration and then click School Food Service and then select Resources, page 13 under the Free and Reduced Eligibility bullet.

If you have any questions, or need assistance, please contact Judy Stracener or Georganna Brogdon at (225)342-3711 or (225)342-3650.

Dear Nonpublic School FNS Site,

We will be assisting you in identifying students directly certified for free lunch. In order to do so, we will need you to create an electronic data file containing information for all students enrolled at your school. The file should be fixed-width and each record should follow the layout shown below:

**STUDENT DATA FILE -- RECORD LAYOUT**

Field Name	Max Length	Type	Description
Enrollment Site Code	6	Character	Open Site Code in Sponsor Site used to identify the school where student is enrolled
Student Local ID (SSN)	9	Character	State ID used by the state to identify a student.
Student Last Name	15	Character	Student's Last Name
Student First Name	9	Character	Student's First Name (1 <sup>st</sup> 9 characters)
Student Middle Name	1	Character	Student's Middle Name
Student Birth Date	8	Character	Calendar date of birth in format YYYYMMDD

**EXAMPLE:** A record in the file would be similar to the one shown below:

922001xxxxx9872Smith      Johanna D19961009

Once your electronic file has been created you will be required to access our secure FTP site to upload your student data file. We will then match your file against the SNAP file as of 6/30/14 and create a SNAP match file. When the file for your school has been created you will be notified to access the secure FTP site to download your SNAP match file.

Please identify a person ( Security Coordinator) at your school authorized to access our secure FTP site  
\*If you do not have a designated Security Coordinator, you must submit a Security Request Form for Nonpublic Schools and fax to 225-342-3305 Attn: Dana Dauzat or send as email to Dana Dauzat, [Dana.dauzat@la.gov](mailto:Dana.dauzat@la.gov) (If needed, this form is within this memo)

A FTP USERID, PASSWORD and instructions for uploading and downloading files will be sent to the FTP contact person by the Data Management team.

If you have questions, please let us know. Thanks.



# LOUISIANA DEPARTMENT OF EDUCATION

## Food Nutrition Services (FNS) Sponsor Level Security Request Form for Nonpublic Schools

To obtain access to the LEADS (Louisiana Educational Accountability Data System) for report/file of the Food Nutrition Services (FNS) view/export, complete this form in its entirety for **each user**. Fax completed forms to (225) 342-3305 ATTN: Dana Dauzat

Sponsor Code: \_\_\_\_\_

Sponsor Name: \_\_\_\_\_

Parishes: \_\_\_\_\_

User Name: \_\_\_\_\_ (*Enter Full Name*)

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

---

### **Administrator Approval:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Typed or Printed Name: \_\_\_\_\_

\*\*\*\*\* This section for Louisiana Department of Education official use only \*\*\*\*\*

**User ID:** \_\_\_\_\_

**Password:** \_\_\_\_\_

**Date Assigned:** \_\_\_\_\_

**Assigned by:** \_\_\_\_\_

**Louisiana Believes**