

To: School Food Authorities (Public Districts, Charters)

Subject: SFS- 14-117 Direct Certification Reports SY 2014-2015 for PUBLIC Sponsors

A new Direct Certification / Food Stamp File was produced as of July 26, 2014. Accessing these reports is different for Public vs. Nonpublic Sponsors. Guidance is noted below for the Public Sponsors.

PUBLIC SPONSORS – (includes Charters)

Contact your SIS Coordinator to access these reports/files via LEADS

The reports / files available are:

- SISR58 Direct Certification Match Extract Report (PDF Report is Actual Direct Cert MATCH form). The SISF03 File has the same information, but is intended for software purposes, and is not in the easiest format for SFS use.

According to Federal Regulations only the name and one (1) other identifier must match for the child to be directly certified for free meals. Other identifiers or secondary matches may also be used from the identifiers now available in the SISR59 report.

- SISR59 FNS Direct Certification Verification Report (PDF Report is the Actual SNAP list you will use for Verification of SNAP recipients). Additional identifiers are now included for use as secondary matches if needed. The SISF02 File has same information, but is intended for software use.

For the School Year 2014-15, the SIS End of Year (EOY) data is matched against the SNAP Master File as of June 30. When SIS opens on 8/1/14 the prior year EOY SIS data is used for the SISR43 “Report Not flagged as Free Lunch” and updated SISR58 DC Match reports.

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

