

Posted: 10/6/2014

To: School Food Authorities (Parochial)

Subject: SFS-15-03 Direct Certification Reports SY 2014-2015 for Parochial Sponsors

The following process will be implemented to assist **Parochial Sponsors** identify students Categorically eligible for free meals (Direct Certification) utilizing information from the September 30, 2014 SNAP file.

### **PAROCHIAL SPONSORS**

- Each diocesan system must identify a person authorized to access the LDOE secure FTP site. E-mail Georganna Brogdon at [Georganna.brogdon@la.gov](mailto:Georganna.brogdon@la.gov) with the name of the contact person, e-mail address and phone number.
- FTP USERID, PASSWORD and instructions for uploading and downloading files will be sent to the FTP contact person by the Data Management team.
- The LDOE Data Management team will upload to the secure FTP site, a *SISF02 Direct Certification Verification File* which contains a list of all SNAP recipients from the enrolling parish(es) for schools within the diocesan system.
- Each diocese will download and use the *SISF02 Direct Certification File* to identify students enrolled in schools within their diocese.
- According to federal regulations only the name and one (1) other identifier must match for the child to be directly certified as eligible for free meals.

Refer to Part 5: Categorical Eligibility and Part 6: Direct Certification For Assistance Programs in the [USDA Eligibility Manual for School Meals 2014](#). You can also access the CNP website: <http://cnp.doe.louisiana.gov>, under the System Login Box (you do not have to login), click Memos/Resources/Course Registration, click School Food Service, select Resources, scroll to page 9, select the bullet Eligibility Manual for School Meals 2014 under the USDA Manuals/Handbooks section.

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