

Posted: 11/7/2014

To: Nonpublic School Food Authorities

Subject: SFS-15-16 Direct Certification Reports SY 2014-2015 for Nonpublic (Non-Diocesan) Sponsors

The following process will be implemented to assist **Nonpublic sponsors** identify students Categorically eligible for free meals (Direct Certification) utilizing information from the October 31, 2014 SNAP file.

### **NONPUBLIC SPONSORS (Non-Diocesan)**

- Each nonpublic system must identify a person at the school authorized to access the LDOE secure FTP site. E-mail Georganna Brogdon [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 LDOE Data Management team.
- Each Nonpublic system will create a current **Student Enrollment File** which is an electronic data file containing information for all students enrolled at the school. (See attached Student Enrollment File layout and submission deadlines).
- Prior to each submission deadline, each nonpublic school will upload their Student Enrollment File to the secure FTP site.
- Using the Student Enrollment File, the LDOE Data Management team will attempt to match against the SNAP file recipients from the enrolling parish(es) of the nonpublic school. Based on the results *SISF04 Nonpublic Student Match Files* will be created and uploaded to the FTP site. (See *SISF04* file layout attached with this memo)
- Each nonpublic school will download the *SISF04* match files from the FTP site and determine if these students are the ones actually enrolled at their school. If they are, these students are directly certified. It is important that documentation is retained to show data matches.

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

**STUDENT ENROLLMENT FILE – RECORD LAYOUT**

Field Name	Start position	Max Length	Type	Description
Enrollment Site Code	1	6	Character	Open Site Code in Sponsor Site used to identify the school where student is enrolled
Student State ID (SSN)	7	9	Character	State ID used by the state to identify a student.
Student Last Name	16	15	Character	Student’s Last Name
Student First Name	31	9	Character	Student’s First Name (1 <sup>st</sup> 9 characters)
Student Middle Name	40	1	Character	Student’s Middle Name
Student Birth Date	41	8	Character	Calendar date of birth in format YYYYMMDD

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

Enrollment Site Code	Student State ID (SSN)	Student Last Name	Student First Name	Student Middle Name	Student Birth Date
922001	xxxxx9872	Smith	Johanna	D	19961009

Once each nonpublic school creates a current Student Enrollment file, they will be required to upload it to the LDOE secure FTP site. The Student Enrollment file will be used to match against the SNAP file recipients from the enrolling parishes of the nonpublic school. Based on the results, SISF04 SNAP Match Files will be created and each nonpublic school will be notified to access the secure FTP site to download them.

**SUBMISSION DEADLINES:**

SNAP FILE RECEIVED	<b>NONPUBLIC STUDENT ENROLLMENT FILE MUST BE UPLOADED TO THE LDOE FTP SITE BY</b>	SISF04 STUDENT MATCH FILE WILL BE CREATED AND UPLOADED TO THE LDOE FTP SITE BY
September 30	<b>October 3</b>	October 17
October 31	<b>October 31</b>	November 10
January 31	<b>February 5</b>	February 19
March 31	<b>March 31</b>	April 10