

To: Nonpublic (Non Parochial) School Food Authorities

Subject: SFS-15-68 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 March 31, 2015 SNAP file.

NONPUBLIC SPONSORS (Non-Diocesan)

- Each nonpublic system must identify a person at the school authorized to access the LDOE secure nonpublic FTP site. E-mail Georganna Brogdon 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 Diana Noble Diana.Noble@la.gov
- Each Nonpublic system will create a current ***Nonpublic Student Enrollment File*** which is 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 *Nonpublic Student Enrollment File* to the LDOE secure nonpublic FTP site.
- Email Diana Noble Diana.Noble@la.gov so she will know you have uploaded the file. Also indicate the parishes of your enrolled students.
- Using the *Nonpublic Student Enrollment File*, the LDOE will attempt to match against the SNAP file recipients from the enrolling parish(es) of the nonpublic school. Based on the results, *Nonpublic Student Match Files* will be created and uploaded to the FTP site. (See file layout attached with this memo)
- Each nonpublic school will be notified to download the *Nonpublic Student 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.

LDOE will assist in identifying students directly certified for free meals based on information from the *Supplemental Nutrition Assistance Program (SNAP) File*. In order to do so, it is necessary for each nonpublic school to create an electronic *Nonpublic Student Enrollment file* containing the information for all students currently enrolled at the school. The file should be fixed-width and each record should follow the layout shown below:

Nonpublic 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 st 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 the *Nonpublic Student Enrollment file* has been created, it must be **uploaded** it to the LDOE secure nonpublic FTP site. The file will be used to match against the latest *SNAP File*.

Based on the results of the match, 1 or more *Nonpublic Student Match Files* will be created and must be **downloaded** from the LDOE secure nonpublic FTP site.

SUBMISSION DEADLINES:

SNAP FILE RECEIVED	NONPUBLIC STUDENT ENROLLMENT FILE MUST CREATED AND UPLOADED TO THE LDOE SECURE NONPUBLIC FTP SITE BY	NONPUBLIC STUDENT MATCH FILES WILL BE CREATED AND AVAILABLE FOR DOWNLOADING FROM THE LDOE SECURE NONPUBLIC FTP SITE BY
September 30	October 3	October 17
October 31	October 31	November 10
January 31	February 5	February 19
March 31	March 31	April 10