

To: School Food Authorities (Parochial)

Subject: SFS- 15-69 Direct Certification Reports SY 2014-2015 for Parochial Sponsors

The following process will be implemented to assist **Parochial Sponsors** in identifying students Categorically eligible for free meals (Direct Certification) utilizing information from the March 31, 2015 SNAP file.

PAROCHIAL SPONSORS

- Each diocesan system must identify a person authorized to access the LDOE secure FTP site. If you haven't already done so, E-mail Georganna Brogdon at 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.
- The LDOE Data Management team will upload to the LDOE secure nonpublic FTP site, a *Direct Certification Verification Extract 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 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.
- 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.