

To: School Food Authorities (Public Districts, Charters)

Subject: SFS -15-70 Direct Certification Reports SY 2014 - 2015 for PUBLIC Sponsors

The following process will be implemented for **Public Sponsors (Including Charters)** to identify students Categorically eligible for free meals (Direct Certification) utilizing information from the March 31, 2015 SNAP file.

**PUBLIC SPONSORS (Including Charters)**

- Public and Charter schools can access the Student Information System (SIS) to pull *Food and Nutrition* (FNS) extract files and reports to assist them in identifying students directly certified for free meal benefits. Contact your Student Information System (SIS) Coordinator to access these files and reports.
- According to Federal regulations only the name and one (1) other identifier must match for the child to be directly certified for free meals.
- It is important that documentation is retained for 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.