

Posted: 04/14/2016

To: School Food Authorities

Subject: SFS-16-81 MARCH 31 SNAP File Results

The Data Management staff has notified the Division of Nutrition Support of the following information: The first March 31 SNAP match results are available. You may want to contact your SIS Coordinator about the files.

### **March 31 SNAP File Results:**

- The first eScholar *DCF01 Direct Cert Match File (eScholarOut folder)* is available for download *LEACODE\_DCF01\_fsrcpt\_20160413*. This file includes students who were direct cert at any time during the 6/30/15 through 3/31/16 timeframe.
- **If you have uploaded SIS EOY data**, the first *SISR43 Not Flagged Free File (DirectCert folder on DM FTP)* is available for download *SISR43\_Not\_Flagged\_Free*. This file identifies students who have not yet been flagged in SIS EOY data collection as direct cert.
- Additional *DCF01* and *SISR43* files will be available mid-May and mid-June.
- USDA April 15 Reporting
  - Ensure you have processed the eScholar *DCF01 Direct Cert Match file (dated 2/24/16)* which contains the January 31 SNAP data.
  - If time permits, please process the eScholar *DCF01 Direct Cert Match file (dated 4/13/16)* which contains the March 31 SNAP data. If you are unable to process this file in time to include in your April 15 report, an amended report can be filed.

Upon receipt, if the district accepts the data, these Match files must be retained by the LEA as documentation for direct certification. They may not be available to retrieve electronically at a later date. Each LEA's Superintendent or Head of the Organization should be the only one with authority over releasing or sharing this DC Match file. (LEA's may consider consulting with their lawyer to develop a release form)

Refer to Memo SFS-15-131 about Data Managements Monthly Data Coordinator Webinars and link to access superintendent's weekly newsletters.

For any questions regarding the direct certification process or webinars please contact Sherry Randall, Systems Management – LDOE, at [sherry.randall@la.gov](mailto:sherry.randall@la.gov).