

Posted: 10/6/2014

To: School Food Authorities (Public Districts, Charters)

Subject: SFS- 15-02 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 September 30, 2014 SNAP file.

PUBLIC SPONSORS (Including Charters)

Public and Charter schools can access the Student Information System (SIS) to pull extract files and run reports to assist them in identifying students directly certified for free meal benefits. Contact your Student Information System (SIS) Coordinator to access these reports/files via LEADS.

- The *SISR58 Direct Cert Match Report* is a report of students enrolled in the school district that have been matched against the state-wide list of SNAP recipients. The *SISF03 Direct Cert Match File* has the same information as the SISR58 report, but is intended for software purposes and is not in the easiest format for SFS use.
- The *SISR59 Direct Cert Report* is a report of SNAP recipients in the enrolling parishes for the school district. The *SISF02 Direct Cert File* has the same information as the SISR59 report, but is intended for software purposes and is not in the easiest format for SFS use. The recipient and household data from this report or file should be used, if needed for secondary matches.
- According to Federal regulations only the name and one (1) other identifier must match for the child to be directly certified for free meals.
- 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.