# Attachment A, Memo No. 2019-2020-15

# September 20, 2019

## **Private SFA Procedures for Direct Certification**

## **School Year 2019-2020**

Using the **required formatted DOE-SNP Excel Spreadsheet** provided in Attachment A to this memo, the private SFA sponsor will submit a complete listing of the required identifiers for all currently enrolled students to DOE-SNP via the confidential SSWS dropbox. Enrollment data submitted in other formats will not be matched and will be returned to the SFA to be formatted into the **required DOE Excel Spreadsheet.** This is the same spreadsheet that will be used for the new SNPWeb DC software beginning in January 2020. Correct formatting is the key to successful DC matching in the new software.

For the September 2019 DC match, DOE-SNP will match the enrolled student identifiers to the statewide database of school age children who are eligible for SNAP, TANF, income eligible Medicaid and placed in foster care. The enrolled students that match the statewide database of eligible children will be returned to the SFA as potentially directly certified for free or reduced price meals. The SFA will review the information, confirm the eligible student is enrolled, directly certify the enrolled students to receive free or reduced price meals, and notify the household.

DC Procedures for Private SFA Sponsors for School Year 2019-2020:

* Private SFAs will submit a list of enrolled students **using the required formatted DOE-SNP Excel Spreadsheet provided**, including all required student identifiers listed below:
	+ Local student identifier (12 digit or less ID used by the SFA)
	+ Student last and first name
	+ Student middle initial
	+ Student date of birth (required format mm/dd/yyyy)
	+ Student sex or gender
	+ Student address, including city, state, and 5 digit zip code
	+ Parent or guardian last and first name
* The confidential data will be submitted in the **required formatted DOE-SNP Excel Spreadsheet** using the SSWS dropbox (instructions in Attachment C) to Lynne Fellin and Karen Patterson. Follow the instructions to ensure confidentiality of the data.
* The **required formatted DOE-SNP Excel Spreadsheet** of enrolled students should be submitted to DOE-SNP as soon as possible, but no later than September 30, 2019.
* DOE-SNP staff will match the enrolled student data to the statewide listing of school-age children participating in SNAP or TANF and those participating in Medicaid with income and household size that meet the NSLP income eligibility guidelines (IEG) for free or reduced price meals.
	+ SNAP and TANF eligible students and students placed in foster care, with matching identifiers, will be potentially directly certified for free meals.
	+ Medicaid eligible students with income and household size that meet the USDA Income Eligibility Guidelines (IEG) for free meals will be potentially directly certified for free meals.
	+ Medicaid eligible students with income and household size that meet the USDA IEG for reduced price meals will be potentially directly certified for reduced price meals.
* DOE-SNP staff will return the list of directly certified students to the private SFA contact using the confidential SSWS dropbox.
	+ The SFA must review the list of potentially directly certified students and provide DC free or reduced price meal benefits to those students who are enrolled.
	+ The matched student must be directly certified with one of the following DC categories: DC SNAP (free); DC TANF (free); DC Medicaid Free; or DC Medicaid Reduced
	+ The student must be added to the eligibility list and receive meals in the appropriate category.
* The SFA must notify the household of the student’s DC status using the DOE DC Eligibility Notification letters from SNPWeb/Download forms or an approved alternate.
	+ The DC free eligibility notification letter must be used for DC SNAP, DC TANF, and DC Medicaid Free
	+ The DC reduced price eligibility notification letter must be used for DC Medicaid Reduced
		- The DC reduced price notification letter must include the IEGs that were used to make the DC determination for reduced price meals. These IEG are printed on the DOE prototype notification letter for DC Medicaid reduced price.
* Students who were previously approved by another method must not receive a lower benefit due to DC. See the Q&A document in Attachment D for more information.
* DOE will be implementing a new procedure for DC for all SFAs effective in January 2020. The new DC matching procedures will be performed in the SNPWeb software by the local SFA staff. Private SFAs will no longer submit their enrollment data to DOE for DC matching. The SFA will upload the required Excel Enrollment Spreadsheet with data for all currently enrolled students to SNPWeb and the DC results will be provided in an export file.
	+ The second required match for DC will be performed by the SFA using the new SNPWeb DC software in January 2020.
	+ The third and final required match for DC will be performed by the SFA in SNPWeb in March 2020.
	+ SFAs may match more frequently than three times per year. When the new SNPWeb DC software becomes active in January 2020, private SFAs may conduct the DC match whenever a new student enrolls or there is a change in DC data.
	+ Training for all SFAs on the new SNPWeb DC software will be conducted later this year.