# SNP Memo #2019-2020-15

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**COMMONWEALTH of VIRGINIA   
Department of Education**

DATE: September 20, 2019

TO: Directors, Supervisors, and Contact Persons Addressed

FROM: Sandra C. Curwood, PhD, RDN, ***Sandy***

## SUBJECT: Direct Certification for Private SFAs with Non-Residential Day Students

This memo provides information on the direct certification (DC) process for private school food authorities (SFAs) in Virginia that participate in the National School Lunch Program (NSLP) and/or School Breakfast Program (SBP) with enrolled non-residential day students. All SFAs are required to conduct DC a minimum of three times per year to determine meal eligibility without application for students who are part of a household that receives SNAP or TANF benefits. Virginia participates in the Medicaid demonstration project, which allows students from income eligible Medicaid households to be directly certified for either free or reduced price meals if they appear in the DC source file.

DC for private SFAs will be conducted a minimum of three times per school year in September, January, and March. The Virginia Department of Education, Office of School Nutrition Programs (DOE-SNP) will be responsible for providing the DC data to private SFAs for the September 2019 match only. DOE is transitioning to a state level data matching process for all SFAs that will be fully implemented in January 2020. More information on this new DC process and training for all SFAs will be provided later this year.

To conduct DC in September 2019, private SFA sponsors will submit student enrollment data for all currently enrolled students using the **required formatted DOE-SNP Excel spreadsheet template**. The template is available in SNPWeb under Download forms. The complete DC procedures for 2019-2020 are detailed in Attachment A to this memo.

The information in the enrollment spreadsheet is confidential and must be submitted to DOE-SNP staff using the confidential SSWS Dropbox. Instructions for uploading the file to the SSWS dropbox are Attachment B to this memo. A question and answer (Q&A) document is Attachment C to this memo. The Q&A provides more information about direct certification, notification, and unusual circumstances.

Please submit the student enrollment data for September, using the **required DOE Excel template,** via the SSWS dropbox as soon as possible, but no later than September 30, 2019. DOE-SNP will work with the files as they are received and will return the DC file to the SFA within two weeks of submission.

Thank you for your cooperation. If you have questions, please contact Karen Patterson, at (804) 371-4282, or by email, at [karen.patterson@doe.virginia.gov](mailto:karen.patterson@doe.virginia.gov)or contact Lynne Fellin at (804) 225-2717, or by email, at [lynne.fellin@doe.virginia.gov](mailto:lynne.fellin@doe.virginia.gov).

SCC/LAF/cc

Attachments:

1. Direct Certification Procedures for 2019-2020
2. Instructions for the SSWS Dropbox
3. Direct Certification Questions and Answers