



## State of New Jersey


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To: School Business Administrators  
Non Public School Administrators  
Charter School Leads  
Food Service Directors

From: Janet Hawk, Coordinator  
School Nutrition Programs 

Date: August 31, 2011

Subject: Second Round of Direct Certification – National School Lunch Program

**Beginning September 7, 2011, through September 30, 2011**, Local Education Agencies (LEA) are required to do a second round of Direct Certification (DC). The entire school database must be uploaded in the required Excel format, into the SNEARS system. The NJ SNAP (Food Stamps) and TANF database that the student data will be matched against will also be updated to include all program enrollees as of August 31, 2011.

PLEASE NOTE: During this second round of the matching process the SNEARS system will provide a list of only NEW student matches, i.e. only students that were not previously directly certified during a prior matching process in the same fiscal year. Therefore, it is very likely that many LEAs will show no matches on this second round of the DC process, or may only get one or two matches.

Also, by September 7<sup>th</sup>, there will be a drop down box to allow the selection of the DC list and or the DC letters for a particular date that the match was completed. This way, the LEA will be able to just print letters for the newly matched students. After clicking on the *Directly Certified Students* menu tab at the top of the screen, a drop down box will allow selection of the fiscal year. Next, another screen will provide a drop down box to allow selection of the particular date of matching, to access that list of students for either printing the list or printing the DC letters. There is also the option of accessing the complete total list of DC students.

Thank you for your continued cooperation in this Direct Certification process. All of the system improvements and the frequency of doing matches will assist schools in capturing as many eligible students as possible, who may otherwise be missed when just relying on the household completing and returning the free/reduced price meal applications.

Questions relating to the computer process can be directed to the IT Help Desk at 609-341-3817. Other program questions can be directed to the School Nutrition Program staff at 609-984-0692.