

Dear Authorized Representative/Food Service Director:

FY13 SFA and Site Application

The FY13 School Meal Programs SFA and Site Applications are now available.

Several new questions were added and the instructions on how to complete them are attached. Questions may be directed to Patti Harding at patti.harding@iowa.gov or your area consultant. You will need to “open” the FY13 Program Year Application to access the Direct Certification section.

CNP 2000 System Access and web address

The CNP 2000 web address is <https://www.edinfo.state.ia.us/CNP/Splash.asp>. SFAs that need to added or delete personnel access must complete the attached CNP 2000 Access Request Form and fax to Ellen Miller at 515-242-5988 or scan an email to Ellen.miller@iowa.gov.

Direct Certification

The Direct Certification list is now available on the CNP 2000 system. You will need to “open” the FY13 Program Year Application to access the Direct Certification section.

Starting in August, 2012, there will be two (2) downloads per month. **The LEA must review the lists and notify households.** Instructions on how to access the Direct Certification lists are in the Form Download section of the CNP 2000 system.

Attention: Newly merged districts and new or expanded whole grade sharing arrangement districts.

If you happened to see the July Direct Certification list on Monday, July 9 and then have not seen it again until today, it was because we pulled it back to move students from the old configuration of your districts to the new. Please disregard the early list and use the newly posted Direct Certification list. This only pertains to the newly merged districts and new or expanded whole grade sharing arrangement districts.

Direct certification is a procedure to automatically qualify foster children and children from Food Assistance and FIP households for free meals. For PUBLIC LEAs and NON-PUBLIC LEAs making reports to Project EASIER, school enrollment records from Project EASIER are compared to records from the Department of Human Services (DHS). Downloadable lists of children who are exact matches (“Students in Last EASIER Submission”) and siblings of children who are exact matches (“Potential Students Found in District”) will be available to public LEAs and non-public LEAs submitting information to Project EASIER. The children identified during this process are eligible to receive free meal benefits. LEAs will have access only to the list of children in their district/school.

LEAs are required to notify households that they have been approved for free meals based on direct certification and to give households the opportunity to decline free meal benefits. The Direct Certification households must be provided information on *hawk-i* and have the opportunity to indicate they do not want their name or eligibility shared with *hawk-i* or Medicaid. Questions may be directed to Diana Weber at Diana.weber@iowa.gov or your area consultant.

Sincerely,
Patti Harding, Administrative Consultant