



United States
Department of
Agriculture

Food and
Nutrition
Service

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Alexandria, VA
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DATE: August 16, 2013

MEMO CODE: SP 54-2013

SUBJECT: Transmittal of the *Questions and Answers on the Computation of the Direct Certification Performance Rate with the Supplemental Nutrition Assistance Program (SNAP)*

TO: Regional Directors
Special Nutrition Programs
All Regions

Regional Directors
Supplemental Nutrition Assistance Program
All Regions

State Directors
Child Nutrition Programs
All States

State Directors
Supplemental Nutrition Assistance Program
All States

The attached Q-and-As are issued in follow-up to Policy Memorandum SP 50-2013, *Release of the new State Agency (NSLP/SNAP) Direct Certification Rate Data Element Report (Form FNS-834)*. This information more fully describes the process and data requirements for determining State performance in directly certifying children for free school meals under the National School Lunch Program (NSLP) and/or the School Breakfast Program if they live in households receiving assistance under the Supplemental Nutrition Assistance Program (SNAP).

The Q-and-As are organized by the three data elements required by the Final Rule—*National School Lunch Program: Direct Certification Continuous Improvement Plans Required by the Healthy, Hunger-Free Kids Act of 2010*. They show how each element fits into the new formula for computing State direct certification performance rates with SNAP, who is responsible for each data element, how the data element is captured, and how and when the data element is to be reported:

	Data Element	Who Reports	How Report	Reporting Requirements
#1	# SNAP children directly certified for free school meals	SFA	FNS-742	SFA to NSLP SA - Feb 1 NSLP SA to FNS - Mar 15
#2	# School-aged SNAP children in the state in July, Aug, and Sept	SNAP SA	FNS-834	SNAP SA to FNS - Dec 1 SNAP SA to NSLP SA - Dec 1
#3	# SNAP children in non-base year special provision schools	NSLP SA	FNS-834	NSLP SA to FNSHQ - Dec 1

NOTE: SFA = School Food Authority; SNAP SA = SNAP State agency; NSLP SA = NSLP State agency

For a more complete look at these policies, please refer to:

- Joint NSLP and SNAP Policy Memorandum SP 50-2013, *Release of the new State Agency (NSLP/SNAP) Direct Certification Rate Data Element Report (Form FNS-834)*, published July 1, 2013, and found at http://www.fns.usda.gov/snap/rules/Memo/2013/DC_Memo-SP50-2013.pdf;
- Final Rule, *National School Lunch Program: Direct Certification Continuous Improvement Plans Required by the Healthy, Hunger-Free Kids Act of 2010*, published February 22, 2013, and found at http://www.fns.usda.gov/cnd/governance/regulations/2013-02-22_AE10.pdf;
- SNAP Policy Memorandum, *Data Exchange between the Supplemental Nutrition Assistance Program (SNAP) and the National School Lunch Program (NSLP) for direct Certification with SNAP*, published July 16, 2013, and found at http://www.fns.usda.gov/snap/rules/Memo/2013/DC_Memo-071613.pdf;
- Form FNS-834, *State Agency (NSLP/SNAP) Direct Certification Rate Data Element Report*, approved by OMB on April 30, 2013, and found at <http://www.fns.usda.gov/snap/rules/Memo/2013/FNS-834.pdf>;
- NSLP Policy Memorandum SP 38-2013, *Release of the new School Food Authority (SFA) Verification Collection Report (Form FNS-742)*, published April 29, 2013, and found at <http://www.fns.usda.gov/cnd/governance/Policy-Memos/2013/SP38-2013os.pdf>;
- Form FNS-742, *School Food Authority (SFA) Verification Collection Report*, approved by OMB on April 19, 2013, and found at <http://www.fns.usda.gov/snap/rules/Memo/2013/FNS-742.pdf>.

State agencies should direct any questions to the appropriate FNS Regional Office. Regional Offices with questions should contact the SNP Child Nutrition Division or the SNAP Program Development Division.

Sincerely,

Original Signed

Cynthia Long
Director
Child Nutrition Division
Special Nutrition Programs

Original Signed

Lizbeth Silbermann
Director
Program Development Division
Supplemental Nutrition Assistance Program

Attachment: *Questions and Answers on the Computation of the Direct Certification Performance Rate with SNAP*