Summer-EBT Enrollment Instructions CEP Schools

The purpose of these instructions is to guide Sponsors on the necessary steps to identify households that may be eligible for Summer-EBT benefits. The system primarily used for processing direct certification and free and reduced applications is the Direct Certification Application (DCA) system. The steps listed below will help the State Agency ensure that your students are able to receive Summer-EBT benefits if eligible. Direct certification should be practiced routinely by all schools, including CEP schools, as per USDA regulations. This document covers the following in more detail:

- ***Work Direct Certification Potential Matches***
- ***Work Direct Certification Extended Eligibility***
- ***Work Manual Direct Certification***
- ***Identify Active Students Not Directly Certified***
- ***Enroll your School in Online Free/Reduced Applications and Contact Families***
- ***Process Submitted Applications***

System Access

- Please access the OPI Secure Portal available here: https://apps.opi.mt.gov/osp/. Favorite this link to easily access the DCA system.

OPI Secure Portal

Bookmark this page or store it in your favorites, so you can easily navigate here to access the majority of your OPI applications.

username

password

Login

✉ Contact the Helpdesk
🔓 Reset Password
📄 How to Reset Your Password and Other Frequently Asked Questions

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- After logging in, your screen should look similar to that shown below. Click on the Direct Certification Application (DCA).

You can see the list of integrated applications here. After checking the list, if you don't see the icon in your portal below, and you think you should see it, please contact the ✉ OPI HelpDesk (406) 444-0087 to get the app added to your portal.

Direct Certification Application (DCA) LINQ Customer Ticket Hub Montana Agreement and Payment System (MAPS) OPI Reporting Center

Perceptive Travel

Direct Certification Application Activities

Step 1: Work Potential Matches

- Click on "Students," "Potential Matches."

Home Students ▾ Eligibility Sources ▾ Sponsors Sites Reports Settings ▾ ➜ Sign Out

Active
Inactive
Extended Eligibility Candidates
Potential Matches
MA Referrals Over Income
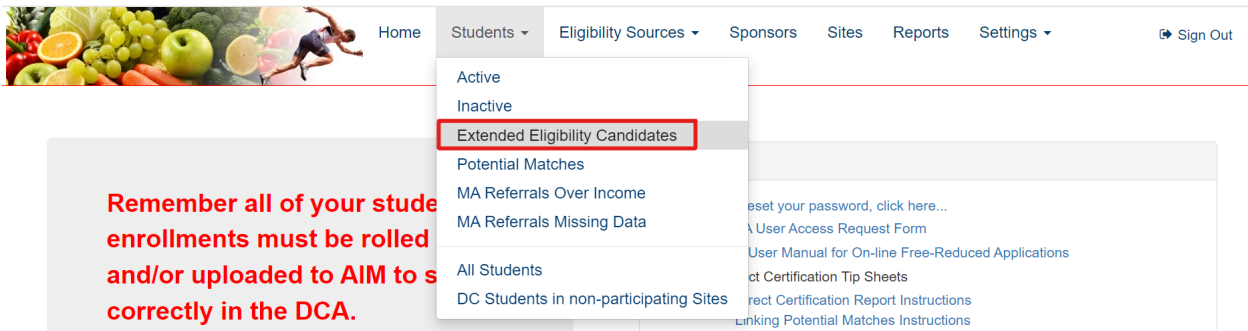MA Referrals Missing Data
All Students
DC Students in non-participating Sites

Remember all of your stude enrollments must be rolled and/or uploaded to AIM to s correctly in the DCA.

eset your password, click here...
A User Access Request Form
User Manual for On-line Free-Reduced Applications
ct Certification Tip Sheets
rect Certification Report Instructions
Linking Potential Matches Instructions
Manual Certification Instructions

- You will see students from your district that may match to a SNAP, TANF, Medicaid, Foster Care, or FDPIR referral.
  - *Note:* If the program/case and student are active, this match will directly certify them for free or reduced lunch.
- If the AIM student listed matches the referral, link with the green + button.
- If you want more information on linking potential matches, see here.

Link	Invalid	Confidence ↓⤒	Active	Source	First	Last	MI	Gender	DOB	Sponsor ↓↑	School	Grade	ID	City	
			✓	AIM Student	▬▬	▬▬	▬▬	▬	▬▬	▬▬▬	▬▬	▬	▬▬		
➕	⊖	86	✓	SNAP/TANF/MA	▬▬	▬▬	▬▬	▬	▬▬				▬▬	▬▬	ℹ

Step 2: Work Extended Eligibility

- Click on "Students," "Extended Eligibility Candidates."

- You will see students who may qualify for Direct Certification because of the status of their household or siblings.
  - *Note:* Extended Eligibility – If any student in a household is directly certified through SNAP, TANF, Medicaid, or FDPIR, school meal eligibility benefits should be extended to all students in that household. Manually certify extended eligible in DCA. Extended Eligibility only applies to SNAP, TANF, Medicaid & FDPIR programs.
- Verify the student's eligibility by confirming the student resides in an eligible household.
- Link the match with the green + button.

Step 3: Manual Direct Certification

Students can be manually directly certified in some circumstances if they are not found on the potential eligibility list or the extended eligibility list. Students can be manually certified when documentation of program eligibility is confirmed through agency records. Eligibility Sources include: SNAP, TANF, FDPIR, Foster, Homeless/Runaway, and Migrant.

- See instructions as needed here.

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Step 4: Identify Active Students Not Directly Certified

- Click "Students," "Active."
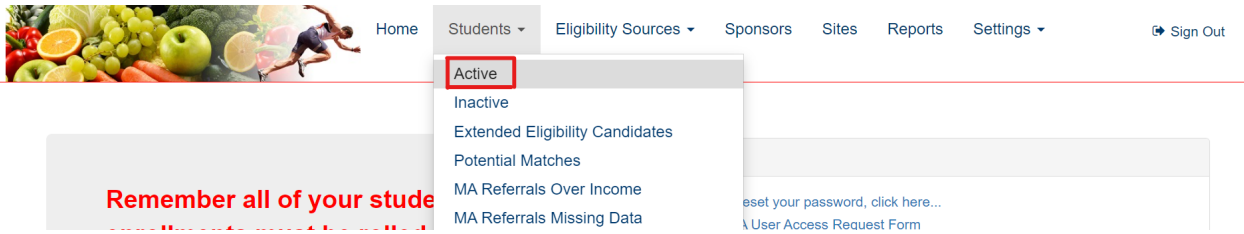
- You will see a list of active students at your school. Those without a "DC Source" listed are not directly certified and can only be determined eligible for Summer-EBT via a household application using the on-line free and reduced application (FRAPP).
  - Provide outreach to student households without a "DC Source" listed advising they may submit an application to be evaluated for Summer-EBT benefits as determined by free and reduced income eligibility guidelines.

Sponsor Online Free and Reduced Application (FRAPP) Instructions

Step 5: Enroll your School in Online Free/Reduced Applications and Contact Parents

- Click on "Sponsors."

- Click on the "Use Online Free/Reduced Applications" hyperlink.

- You may now use a direct link for your district, as shown below that will lead directly to your district's application welcome page.

Free/Reduced application opt-in   ×

       ☑ Use the online Free/Reduced application?

       [Daily ▾] Frequency of email notifications

The link for your Free/Reduced application is: https://dcatest.opi.mt.gov/FRApp?
sponsorNum=0366

       [Ok] [Cancel]

Home   Students ▾   Eligibility Sources ▾   Sponsors   Sites   Reports

0966 - Billings Public Schools

Sponsor Number	0966	Determining Official	Craig Van Nice
Sponsor Name	Billings Public Schools	Email	vannicec@billingsschools.org
Address	415 North 30th Street	Use Online	✔
City	Billings	Free/Reduced Applications	The link you can use to direct parents to your Free/Reduced application is: https://dcatest.opi.mt.gov/FRApp?sponsorNum=0966
Zip Code	59102		
County	Yellowstone		
Phone	(406) 281-5116		
Fax	(406) 281-6179		
Email	vannicec@billingsschools.org		

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- Your district will now also appear as an option in the Dropbox when accessing the application via the OPI website link, here.

Welcome!

This is the State of Montana OPI's electronic application for free and reduced price meals for the USDA's National School Lunch & School Breakfast Programs.

This interactive application will guide you through the application process.

You cannot save and return to this application after you have started it. You will receive an application number for reference once you have submitted the application. The time it will take you to finish this application depends on your household circumstances and the information you have on hand when you begin. You will need to provide information regarding DOBs, grades, schools, and income information for children and adults in your household, as well as case numbers for SNAP, TANF, or FDPIR assistance programs. When you are ready to apply, select the school district in which you are applying to begin.

If the school district your child attends is not in the below list, you will need to complete the paper application and return it to your school.

Step 6: Process Submitted Applications

- Submitted applications will be visible in the middle of your "Home" screen. Click on the date hyperlink beneath "Date."

Id	Date	Application Status ⓘ	Sponsor	Transferred Out	Transferred In	Household Members	Number of Students	Annual Household Income	Household Status	SNAP Case	TANF Case	FDPIR Case	Contact
20663	7/12/2023		0978 Broadview Public Schools			3	2	$23,340.00	FREE				
22053	8/7/2023		0595 Clinton Elementary			5	1	$24,976.00	FREE				

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- Underneath "Household Status" the application's eligibility status will be stated based on Household's Income and the USDA Free and Reduced Thresholds. These include:
  - Free
  - Reduced
  - Does not qualify

- There may still be children who qualify even if the Household (HH) does not. Check each child's eligibility status before determining the final status of the application as a whole. Further instructions are provided later in the instructions.
- If an application modification is necessary, click the options to add or edit in the upper righthand corner of each section. An audit note of your change will be recorded on the page.

- At the bottom of this page, select the "Application Status" from the Dropbox.

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- If you select **APPROVED**, the application will ask for a reason for your status selection.

- Select **FILED All Students DC** if all students on the application are directly certified.

- If you select **CANCELLED,** you must select the reason why the application is being withdrawn.

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- If you select **DENIED** because the household does not qualify, select the reason.

Application Status ✕

DENIED
- ○ PAID INCOME for all students
- ○ Partial HH Denial – Some students PAID Income and some students directly certified in DCA (any category, including extended eligibility)
- ○ [Other]

Save   Cancel

- Send correspondence to the household regarding their application's determination.
  - ○ After selecting Application Status, an email icon appears next to the email address provided.
  - ○ If you click on this icon, an email regarding their status will be displayed for you with the option to edit. When complete, click email or print to send the household their notice of determination.

Contact Info

First Name	Middle Name	Last Name	Mailing Address	Apt #	City	State	Zip	Phone	Email	Last 4 SSN
▰	▰	▰	▰		▰	▰	▰	4064656831	afakeEmail@mt.gov ✉ ⓘ	

Email Household Contact ✕

Application Status	APPROVED ⌄
To	daphneduck@yahoo.com
From	determiningofficial@school.k12.mt.us
Subject	Disney Public Schools Application for Fre
Email Body	

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Thank you for filling out the Free and Reduced On-Line Application for school meals. Your application #1234 has been APPROVED.

All students in your household have been approved as eligible for reduced meals based on your reported household income.

The eligibility statuses for each of the students in your household are:
- Donald Duck: FREE-Income
- Huey Duck: FREE-Income
- Duey Duck: FREE-Income
- Luey Duck: FREE-Income

Non-Discrimination Statement: In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its

✉ Email   🖨 Print   Cancel

- Once processed, students and their eligibility status will be listed under the **Free/Reduced/Paid Students** tab on the "Sponsor" page. Those with free and reduced eligibility status will receive Summer-EBT benefits.

Additional Resources:

- **Webinars**
  - On-Line F/R Applications Introduction
  - On-Line F/R Applications Dashboard in DCA
  - On-Line F/R Applications Detail Page Features
  - On-Line F/R Applications App Transfer to Another Sponsor
  - On-Line F/R Applications Reports
- **F/R Application Processing Manual**

If you have further questions, please contact the hot-line at (406) 444-0044 or email s-ebt@mt.gov.

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