

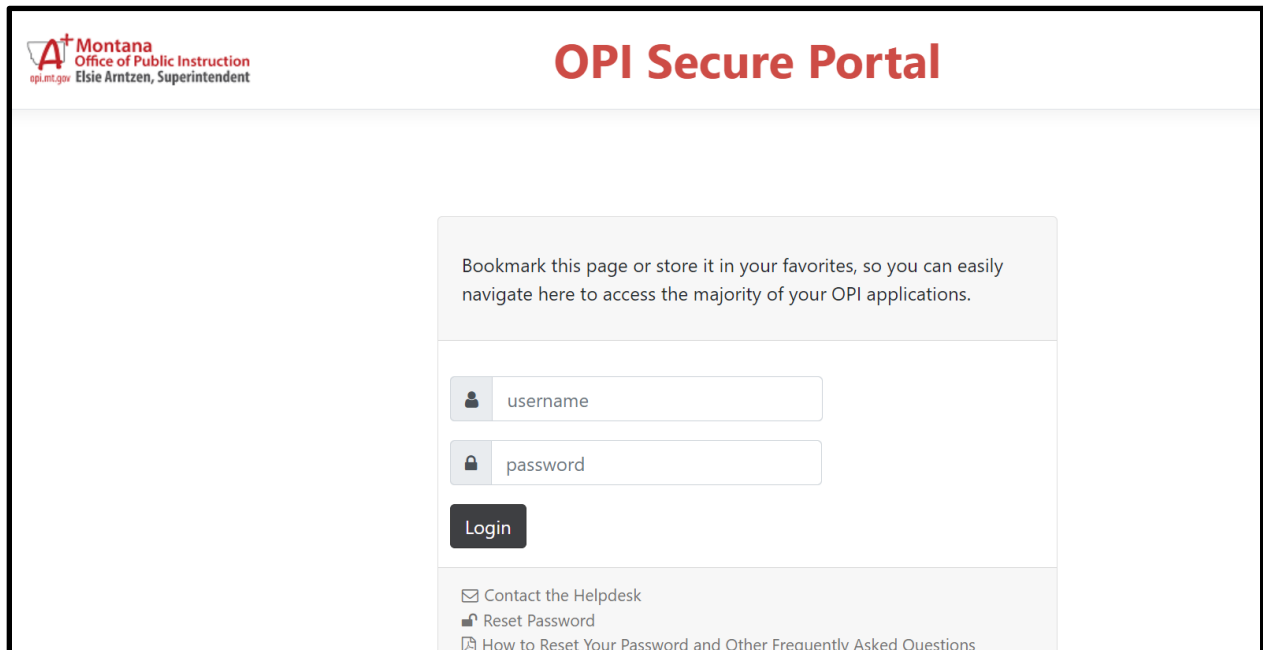
SUN Bucks Enrollment Instructions CEP Schools

The purpose of these instructions is to guide Sponsors on the necessary steps to identify households that may be eligible for SUN Bucks 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 SUN Bucks 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***

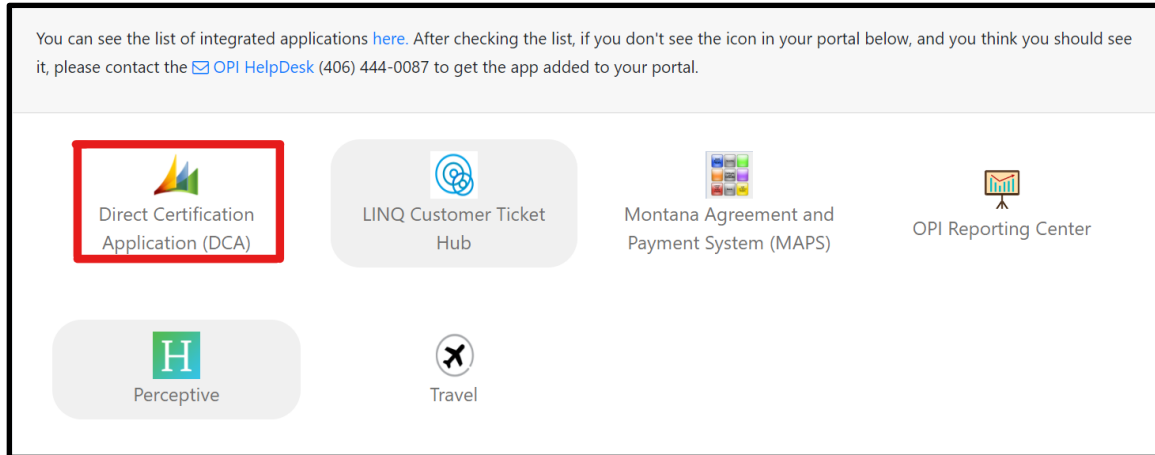
System Access

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



The screenshot shows the OPI Secure Portal login interface. In the top left corner, there is a logo for the Montana Office of Public Instruction, featuring a red 'A' with a plus sign and the text 'Montana Office of Public Instruction' and 'opi.mt.gov Elsie Arntzen, Superintendent'. The main heading 'OPI Secure Portal' is displayed in red. Below the heading, a light gray box contains the text: 'Bookmark this page or store it in your favorites, so you can easily navigate here to access the majority of your OPI applications.' The login form consists of two input fields: 'username' with a person icon and 'password' with a lock icon. A dark gray 'Login' button is positioned below the password field. At the bottom of the form, there are three links: 'Contact the Helpdesk' with an envelope icon, 'Reset Password' with a key icon, and 'How to Reset Your Password and Other Frequently Asked Questions' with a document icon.

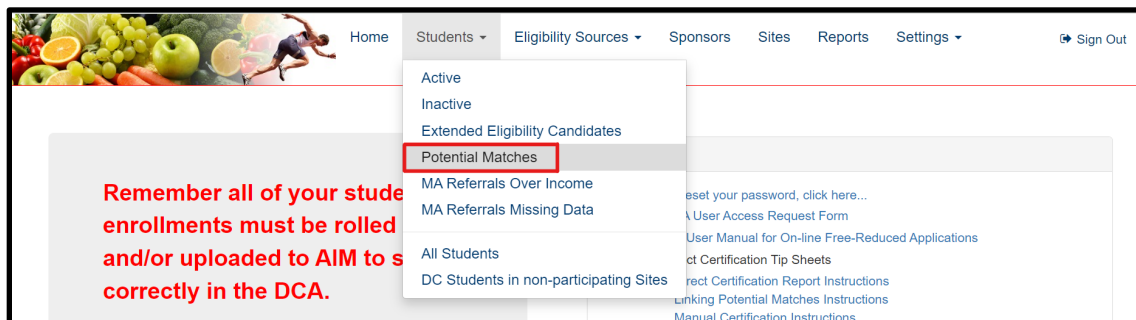
- After logging in, your screen should look similar to that shown below. Click on the Direct Certification Application (DCA).



Direct Certification Application Activities

Step 1: Work Potential Matches

- Click on “Students,” “Potential Matches.”

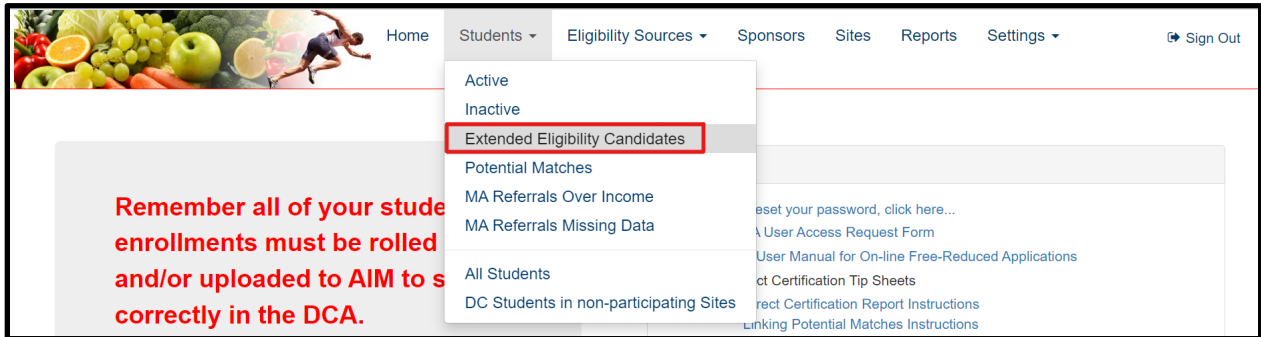


- You will see students from your district that may match to a SNAP, TANF, Medicaid, Foster Care, or FDPIR referral.
 - *Note:* If the program/case and student are active, this match will directly certify them for free or reduced lunch.
- If the AIM student listed matches the referral, link with the 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
		86	✓	AIM Student	██████	██████	██	██	██████	████████████████	██████████	██	██████	██████
			✓	SNAP/TANF/MA	██████	██████	██	██	██████				██████	██████

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.

	Name	Current DC	State Id	Gender	DOB	Sponsor	School	Grade	Enrollment Start	DC Eligibility	Case	Address
+	[REDACTED]	Medicaid Reduced	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	SNAP - EE	[REDACTED]	[REDACTED]
+	[REDACTED]		[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Medicaid Free - EE	[REDACTED]	[REDACTED]

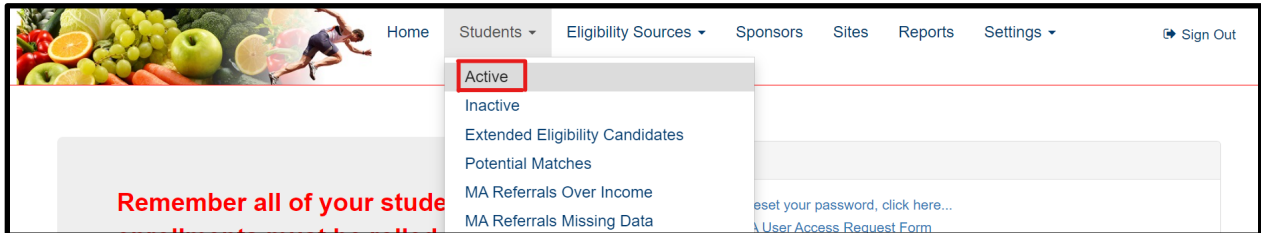
Step 3: Manual Direct Certification

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](#).

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 SUN Bucks using 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 SUN Bucks benefits as determined by free and reduced income eligibility guidelines.

Name	State Id	Local Id	Gender	DOB	Sponsor	School	Grade	Enrollment Start	DC Source	DC Date
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	Medicaid Reduced	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]


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.

 **0966 - Billings Public Schools**

Sponsor Number	0966	Determining Official	Craig Van Nice
Sponsor Name	Billings Public Schools	Email	vannicec@billingspublicschools.org
Address	415 North 30th Street	Use Online Free/Reduced Applications	<input checked="" type="checkbox"/>
City	Billings		
Zip Code	59101-1252		
County	Yellowstone		
Phone	(406) 281-XXXX		


- 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/FRAApp?sponsorNum=0366>

 [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@billingssschools.org
Address	415 North 30th Street	Use Online Free/Reduced Applications	<input checked="" type="checkbox"/>
City	Billings		The link you can use to direct parents to your Free/Reduced application is:
Zip Code	59102		https://dcatest.opi.mt.gov/FRAApp?sponsorNum=0966
County	Yellowstone		
Phone	(406) 281-5116		
Fax	(406) 281-6179		
Email	vannicec@billingssschools.org		

- Your district will now also appear as an option in the Dropbox when accessing the application using 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 application will also be used to issue benefits for the **SUN Bucks** that will provide \$120 per eligible child in the form of preloaded cards that your family can use to purchase groceries. Children must be directly certified or income eligible to qualify. The program is intended to help fulfill hunger gaps when children are not in school. Please contact the hot-line at (406) 444-0044 or email SUNBucks@mt.gov if you wish to opt out of the SUN Bucks program benefits.

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				[REDACTED]
22053	8/7/2023		0595 Clinton Elementary			5	1	\$24,976.00	FREE				[REDACTED]

- 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

Free / Reduced price school meals application

Original from the Application

App Id	Date	Children in Household	Adults in Household	Estimated Monthly Household Income	Assistance Programs
1116	7/17/2020	2	2	\$2,710.00 ⓘ	

Revisions

Revision Date	Children in Household	Adults in Household	Calculated Yearly Household Income	USDA Annual Free Threshold	USDA Annual Reduced Threshold	Household Status
There are no revisions	2	2	\$32,520.00	\$34,060.00	\$48,470.00	FREE

- 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 below.
- 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.

All Children in the household

[+] [✎]

Eligibility Status ⓘ	First Name	Middle Name	Last Name	Birth Date	Gender	School	Grade	Homeless	Runaway	Migrant	Foster Care
FREE-Income	LilJohnny	X	Tester	1/1/2013	M	Babb School	07				

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

Application Status ⓘ

APPROVED

DENIED

CANCELLED

All Students Directly Certified - neither Approved or Denied

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

Application Status ×

APPROVED

FREE INCOME for all students

REDUCED INCOME for all students

Partial HH Approval – Some students FREE or REDUCED Income qualified and some students directly certified in DCA (any category, including extended eligibility)

SELF REPORTED FOSTER CARE for all students but not in DCA as foster care - DO unable to obtain official documentation to manually certify in DCA

ADMINISTRATIVE APPLICATION for all students – HH not willing to fill out an application but school submits it on behalf of the children

SELF-REPORTED SNAP, TANF, FDPIR for all students – unable to find in DCA

Other

Save Cancel

- Select **All Students Directly Certified – neither Approved or Denied** if all students on the application are directly certified.

Application Status ×

All Students Directly Certified - neither Approved or Denied

All students DC SNAP
 All students DC SNAP Letter Method
 All students DC All other sources besides SNAP
 Other

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

Application Status ×

CANCELLED

HH declined benefit
 More than one application for same students – split HH or accidental double submittal.
 Submitted without income – unable to verify categorical eligibility – requested new application
 New application overrides previous application eligibility determination
 Other

- 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

- 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
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	4064656831	afakeEmail@mt.gov	[REDACTED] ⓘ

Email Household Contact [X]

Application Status: APPROVED

To: klarsen2@mt.gov

From: Sandrar@bps.k12.mt.us

Subject: Browning Public Schools Application for f

Email Body

Thank you for filling out the Free and Reduced On-Line Application for school meals and SUN Bucks benefits. Your application #38784 has been APPROVED.

Please contact the number at the bottom of this email if you would like to know more information about why your application received this status.

The eligibility statuses for each of the students in your household are:

- LilJohnny Tester: FREE-Income

Students attending a CEP school will continue to receive school meals at no cost during the regular school year, even if determined via this application for REDUCED-priced meals per the income eligibility guidelines for the SUN Bucks program

- 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 SUN Bucks benefits.

Additional Resources:

- **Webinars**
 - [Introduction](#)
 - [DCA Applications Dashboard](#)

- [Applications Detail Page Features](#)
- [Application Transfer to Another Sponsor](#)
- [Application Reports](#)
- [F/R Application Processing Manual](#)
- [OPI SUN Bucks Web Page](#)

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