

Private Non-OPI-Accredited School SUN Bucks Process for Private Schools

Note: These instructions are for private schools whose students are not maintained in AIM and therefore not available for auto-match in DCA but participate in the school lunch program.

| District LEA # | District | School LEA # | School |
|----------------|--------------------------|--------------|--|
| 9050 | Billings Central H S | 100316 | Saint Francis Catholic Early Childhood Education |
| 9050 | Billings Central H S | 9365 | St Francis Intermediate |
| 9050 | Billings Central H S | 9209 | St Francis Primary K-2 |
| 9050 | Billings Central H S | 9363 | St Francis Upper 6-8 |
| 9256 | Blessed Trinity Schl | 9330 | Holy Spirit Catholic School |
| 9021 | Loyola-Sacred Heart High | 9453 | St Joseph School |
| 9199 | Manhattan Christian High | 9338 | Manhattan Christian Schl |
| 9180 | Our Lady Of Lourdes Schl | 9325 | Our Lady of Lourdes Schl |
| 9203 | St Jude Thaddeus School | 9247 | St Jude Thaddeus School |
| 9214 | St Mary's School | 9249 | St Mary's School |
| 9196 | St Matthew School | 9367 | St Matthew School |
| 9245 | Trinity Lutheran School | 9366 | Trinity Lutheran School |
| 0840 | Butte Public Schools | 9849 | Central Elem School |
| 0311 | Kalispell Public Schools | 9005 | Trinity Lutheran School |
| 9993 | Nkwusm School | 9981 | Nkwusm |
| 9222 | St Labre Schools | 100239 | Pretty Eagle Catholic Academy Preschool |
| 9222 | St Labre Schools | 9410 | Pretty Eagle Cthlc Schl |
| 9222 | St Labre Schools | 9321 | St Charles Mission School |
| 9222 | St Labre Schools | 9353 | St Labre School |
| 9396 | Two Eagle River Schools | 9951 | Two Eagle River School |
| 400 | Browning Public Schools | 100003 | De La Salle Blackfeet School |

This document covers the following steps that provide your direct certification list and free or reduced-price eligible students, so they can receive SUN Bucks benefits.

Steps:

- ✓ Access DCA
- ✓ Student Upload and Match process: Find which of your students are directly certified.
- ✓ Opt in to FRAPP so families can fill out applications.
- ✓ Provide information to parents whose students are not directly certified to access FRAPP to apply for F/R meals via income eligibility.

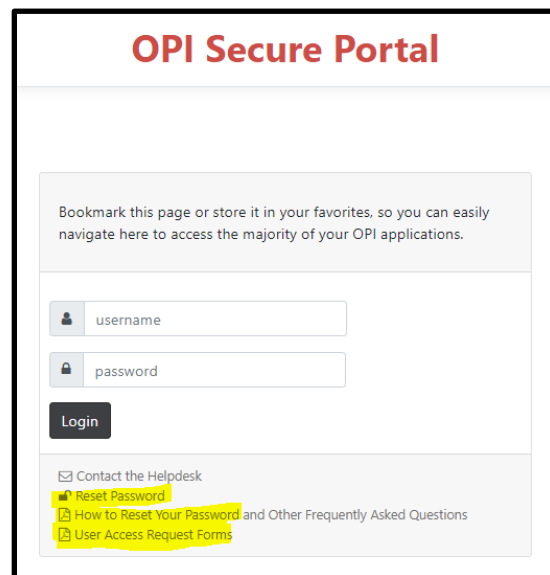
- ✓ If you do not use FRAPP, you need to upload your free and reduced-eligible students that have been approved through application via the SUN Bucks upload on the DCA home page.

- ✓ Use the link to the OPI Secure Portal to access the Direct Certification Application (DCA).
 - <https://apps.opi.mt.gov/osp/>
 - Save this link as a favorite/bookmark so you can easily get back to it.
 - This is the same portal you use to access MAPS.

Access DCA

- ✓ If you have not logged into DCA or MAPS for a while, you will likely have to **reset your password**. There are **instructions on how to reset your password**.

- ✓ If you do not have access to DCA, please fill out a **User Access Request form** and follow the directions to submit it. You will receive access within several days.



The screenshot shows the OPI Secure Portal login interface. At the top, the title "OPI Secure Portal" is displayed in red. Below the title, there is a light gray box with 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." Underneath this box, there are two input fields: "username" and "password", each with a corresponding icon (a person for username and a lock for password). Below the password field is a dark gray "Login" button. At the bottom of the page, there is a light gray box containing a list of links: "Contact the Helpdesk", "Reset Password", "How to Reset Your Password and Other Frequently Asked Questions", and "User Access Request Forms". The "Reset Password" link is highlighted in yellow.

Student Upload and Match process

Private School student lists may be matched up to eligibility source programs in DCA.

This upload matches a list of private school students to referrals from SNAP, TANF, foster care, FDPIR and Medicaid programs and provides a report that lists any matches as well as the referral source.

- ✓ Upload student data to perform direct certification match.

- There is a template to download for the upload. It is new as of February 2024. It includes parent contact and address information to use for SUN Bucks benefit issuance. You must use this version of the template.
- Access the upload on your site page.

Steps:

1. Go to the 'Sites' Menu.
2. Select the *name* of the private school site(s).
3. Click the upload button.



9366 - Trinity Lutheran School

| | | | |
|------------------------|-------------------------|-----------------------|--------------------------------|
| School Code | 9366 | Sponsor | 9245 Trinity Lutheran School |
| Site Name | Trinity Lutheran School | Data Source | MAPS |
| Phone | (406) 697-7181 | Site Type | Private |
| Fax | | Classification | Private - Non-Profit |
| County | Yellowstone | Participation | Participate in Regular Program |
| Mailing Address | 2802 Belvedere Ave | NCES | |
| City | Billings | | |

Students Student Uploads

Students

Search for...

| State Id | Local Id | Name | DOB | Gender | Grade | Enrollment Start | DC Source |
|----------------------------|----------|------|-----|--------|-------|------------------|-----------|
| No data available in table | | | | | | | |

Showing 0 to 0 of 0 entries

4. Follow the steps/instructions on the page that appears.
 - Download the Private School Student import template. There is a new one as of 2/22/2024.
 - Populate the template with enrolled student data for this school site and save. Follow all of the instructions on the web page carefully.
 - Remember where you saved it. 😊
 - Upload the saved populated student data by choosing the file location and click 'upload'.

9247 - St Jude Thaddeus School Upload Students

Upload Private School Students to match against DCA Referrals

Step 1 Download the Private School Student import template.

Download a copy of the [Private School Student import template](#).

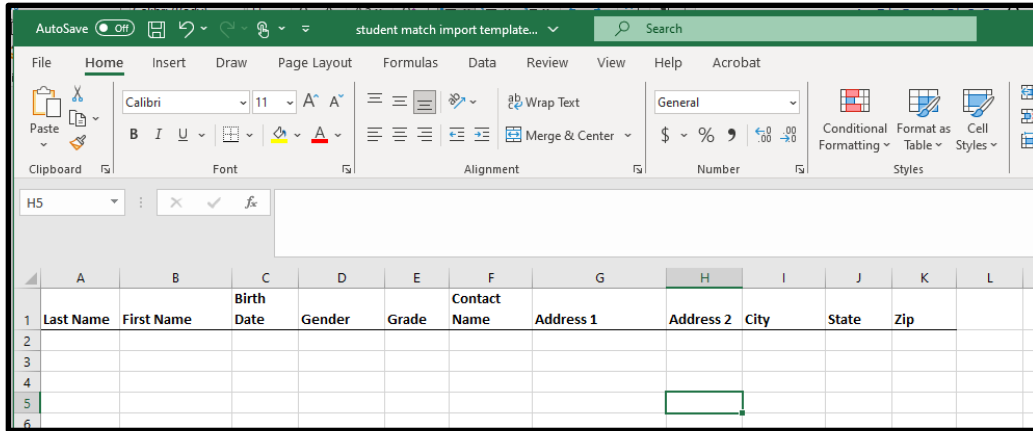
Step 2 Populate the template.

Populate the template with the unmatched Student data sent to you from the school.

Step 3 Upload the populated template.

Upload your populated template here:

No file chosen



- Repeat this process for each separate private school site (repeat steps 1-4).

5. The match process will run over night and may be retrieved the next day. However, you can view the status of your upload as soon as you complete the upload steps.

- Select the 'Student Uploads' tab for the selected site.
- The Type of file is listed, followed by Status, user that uploaded the file, date/time it was uploaded, a link to the file itself, and a row count. Row count should match the number of students you uploaded.
- If it fails due to an incorrect template, you see Load failed. If you hover over the 'i' icon, you'll see the error message.

| 9366 - Trinity Lutheran School | | | | | | |
|--|------------------|--|-----------------------|--|-----------|--|
| School Code: 9366 | | Sponsor: 9245 Trinity Lutheran School | | | | |
| Site Name: Trinity Lutheran School | | Data Source: MAPS | | | | |
| Phone: (406) 697-7181 | | Site Type: Private | | | | |
| Fax: | | Classification: Private - Non-Profit | | | | |
| County: Yellowstone | | Participation: Participate in Regular Program | | | | |
| Mailing Address: 2802 Belvedere Ave | | NCES: | | | | |
| City: Billings | | | | | | |
| <div style="display: flex; justify-content: space-between;"> Students Student Uploads </div> | | | | | | |
| Student Uploads | | | | | | |
| Type | Status | Uploaded By | Uploaded On | File | Row count | |
| Private School | Complete | cp3321 - Draur, Bitsey (BDraur@mt.gov) | 3/15/2024 10:46:48 AM | student match import templatev3 (1) (3).xlsx | 11 | |
| Private School | Complete | cp3321 - Draur, Bitsey (BDraur@mt.gov) | 3/15/2024 10:43:17 AM | student match import templatev3 (1) .xlsx | 11 | |
| Private School | Complete | cp3345 - Larsen, Kelley (klarsen2@mt.gov) | 3/8/2024 3:02:57 PM | TEST_student match import templatev3.xlsx | 3 | |
| Private School | Complete | cp3321 - Draur, Bitsey (BDraur@mt.gov) | 3/7/2024 5:42:15 PM | student match import templatev3 (1) .xlsx | 11 | |
| Private School | Complete | cp3321 - Draur, Bitsey (BDraur@mt.gov) | 3/5/2024 3:13:36 PM | student match import templatev3 (1) .xlsx | 11 | |
| Private School | Complete | cp3345 - Larsen, Kelley (klarsen2@mt.gov) | 2/21/2024 2:02:53 PM | trinity student upload#1.xlsx | 1 | |
| Private School | Complete | dca9 - Test09, DCA (KLarsen2@mt.gov) | 2/20/2024 5:27:24 PM | Private match Butte Trinity Lutheran.xlsx | 1 | |
| Private School | Complete | dca9 - Test09, DCA (KLarsen2@mt.gov) | 2/20/2024 5:24:10 PM | Private match Butte Trinity Lutheran.xlsx | 1 | |
| Private School | waiting to match | cp3321 - Draur, Bitsey (BDraur@mt.gov) | 2/19/2024 3:58:53 PM | student match import templatev2.xlsx | 0 | |
| Private School | Load failed | cp3321 - Draur, Bitsey (BDraur@mt.gov) | 2/19/2024 3:55:11 PM | DCAUplodedstudentmatchimportJan24.xlsx | 0 | <i>The file [DCAUplodedstudentmatchimportJan24.xlsx] is not a valid student import template.</i> |

- Once you have a successful load, the Student Uploads tab will display the status as 'waiting to match' until the process has completed the next day.

9366 - Trinity Lutheran School

School Code: 9366
 Site Name: Trinity Lutheran School
 Phone: (406) 697-7181
 Fax:
 County: Yellowstone
 Mailing Address: 2802 Belvedere Ave
 City: Billings

Sponsor: 9245 Trinity Lutheran School
 Data Source: MAPS
 Site Type: Private
 Classification: Private - Non-Profit
 Participation: Participate in Regular Program
 NCES:

Students | **Student Uploads**

| Type | Status | Uploaded By | Uploaded On | File | Row count |
|----------------|------------------|---|----------------------|--|-----------|
| Private School | waiting to match | dca9 - Test09, DCA (KLarsen2@mt.gov) | 2/20/2024 5:27:24 PM | Private match Butte Trinity Lutheran.xlsx | 1 |
| Private School | waiting to match | dca9 - Test09, DCA (KLarsen2@mt.gov) | 2/20/2024 5:24:10 PM | Private match Butte Trinity Lutheran.xlsx | 1 |
| Private School | waiting to match | cp3321 - Draur, Bitsey (BDraur@mt.gov) | 2/15/2024 3:58:53 PM | student match import templatev2.xlsx | 0 |
| Private School | Load failed | cp3321 - Draur, Bitsey (BDraur@mt.gov) | 2/15/2024 3:55:11 PM | DCAUploadedstudentmatchimportJan24.xlsx | 0 |
| Private School | Complete | cp3345 - Larsen, Kelley (klarsen2@mt.gov) | 2/9/2024 11:21:37 AM | student match import templatev2(2)(1).xlsx | 322 |

6. Return the following day to see the completed report.

- Select the 'Student Uploads' tab for the selected site.
- The Type of file is listed, followed by Status, user that uploaded the file, date/time it was uploaded, a link to the file itself, and a row count.
- Click on the "Complete" link to pull up the report. You will see a report like the one below with student data in it.

9366 - Trinity Lutheran School Students uploaded by Larsen, Kelley on 2/9/2024 11:21:37 AM

| First | Last | Birth Date | Gender | Grade | DCA Source ID | DCA State ID | DCA Case Number | DCA Current DC Source | DCA Current DC Source Start | DCA Earliest SY Program | DCA Earliest SY Program Start | Contact Name | Address | S-EBT Opt Out |
|-------|------|------------|--------|-------|---------------|--------------|-----------------|-----------------------|-----------------------------|-------------------------|-------------------------------|--------------|---------|---------------|
|-------|------|------------|--------|-------|---------------|--------------|-----------------|-----------------------|-----------------------------|-------------------------|-------------------------------|--------------|---------|---------------|

- If some of your records failed, you will see an error message and details on each row of what failed. You must correct your data and re-upload the file.

9366 - Trinity Lutheran School Students uploaded by Draur, Bitsey on 3/15/2024 10:46:48 AM

An error occurred

Some records in your file had errors and need to be corrected and re-uploaded. Please go back to the Home page to upload your corrected file. We have captured the records that are not in error, so you only need to re-upload the corrected records.

| First | Last | Birth Date | Gender | Grade | DCA Source ID | DCA State ID | DCA Case Number | DCA Current DC Source | DCA Current DC Source Start | DCA Earliest SY Program | DCA Earliest SY Program Start | Contact Name | Address | S-EBT Opt Out |
|-------|-------|------------|--------|-------|---------------|--------------|-----------------|-----------------------|-----------------------------|-------------------------|-------------------------------|--------------|-------------------------------------|---|
| Bob | Smith | 1/1/2016 | M | 1 | | | | | | | | Mom | 123 Main Suite 100 Helena, MT 59601 | <input type="checkbox"/> |
| Bob | | 1/2/2016 | M | 2 | | | | | | | | Mom | 124 Main Helena, MT 59602 | <input type="checkbox"/> Last Name is a required field. |
| | Smith | 1/3/2016 | M | 3 | | | | | | | | Mom | 125 Main Helena, MT 59603 | <input type="checkbox"/> First Name is a required field. |
| Bob | Smith | | M | 4 | | | | | | | | Mom | 126 Main Helena, MT 59604 | <input type="checkbox"/> Date of birth is a required field. |

- Successful matches result in DCA providing any information it has on a student that it matches to those in the template you uploaded.
- You provided First Name, Last Name, Birth Date, Gender, Grade, Contact Name, and Contact Address.

- The batch job looks for student matches and displays, if found:
 - DCA Source ID: This is the referral; ID associated with the current DC referral linked to this student. It could be SNAP, TANF, Medicaid, FDPIR, or Foster Care.
 - DCA State ID: This is the ID assigned by the state's student information system if the student was previously at a state-accredited school. If it is blue, it is a link, and you can click on it to view the student detail record.
 - DCA Case Number: This is the case number associated with the current DC referral linked to this student. It could be SNAP, TANF, Medicaid, FDPIR, or Foster Care.
 - DCA Current DC Source: This is the current source of direct certification for the student SNAP, TANF, Medicaid, FDPIR, or Foster Care. There is a hierarchy for direct cert. SNAP trumps all, then TANF, FDPIR, Foster Care, Medicaid Free, Medicaid Reduced. For example, if a student is first certified for the school year as foster care and is linked to an active SNAP program, the current DC source is SNAP. It doesn't matter in what order the programs become active; the hierarchy automatically populates this report.
 - DCA Current DC Source Start: This is the program start date of the current DC source.
 - DCA Earliest SY Program: This is the program that first directly certified the student for this school year.
 - DCA Earliest SY Program Start: This is the date the earliest program for the school year was active. For example, if the TANF program has been open since November of 2014 and never closed, the student would have a DC start date for the school year of the first day of school. If it started October 9th of the current school year, the direct certification for free meals for the year has a start date of October 9th. If a SNAP active program comes in from DPHHS, the start date for DC remains the same; the earliest SY source remains TANF, but the current source will be SNAP.
- SUN Bucks Opt Out: This checkbox will be used by the State Agency to mark students that wish to opt out of the SUN Bucks benefit program. It is visible, but not editable, to sponsors. There will be a hover over message for any checkbox that has been checked or unchecked with details about the change. If a parent wants to opt a student(s) out, the parent needs to email SUNBucks@mt.gov or contact the SUN Bucks Hotline at (406) 444-0044.

Provide information to Parents

Once you have completed your comparison report, those families without a current direct certification need to be notified to fill out a free or reduced application if they have not done so for the year and wish to receive free or reduced meals during the school year and SUN Bucks benefits in the summer.

Sample Email:

Dear Parent or Guardian,

In Summer 2025, the OPI School Nutrition Programs will be participating in the federal SUN Bucks program. In this program, families with children who qualify for free or reduced meals through NSLP (National School Lunch Program) may receive \$120 on a preloaded card per eligible child to spend on groceries over the summer.

The SUN Bucks Program requires individual income determination for each student. Your child(ren) have not been determined as directly certified via SNAP, TANF, FDPIR, Foster Care, or Medicaid. Please fill out an application to apply for SUN Bucks benefits.

To apply, please complete an *Application for Free and Reduced-Price School Meals (FRAPP)*, available here [INSERT SCHOOL HYPERLINK]. Be sure to provide a current address when filling out your application to receive SUN Bucks benefits.

For more information on [Sun Bucks](#) or for [instructions](#) on completing the application, please visit MT OPI's website: <https://opi.mt.gov/Leadership/Management-Operations/School-Nutrition/SUN-Bucks>.

Thank you,
School District

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. **fax:**
(833) 256-1665 or (202) 690-7442; or
3. **email:**
Program.Intake@usda.gov

This institution is an equal opportunity provider.

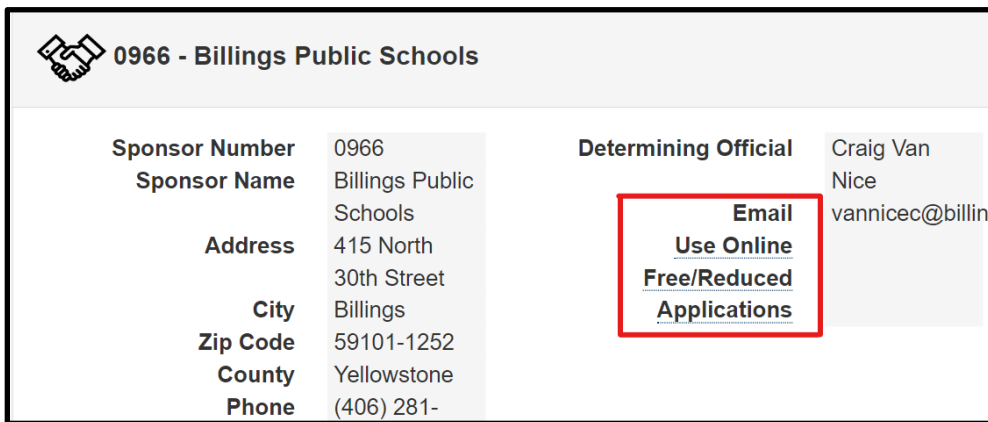
Opt in to FRAPP – OPI’s On-line Free and Reduced Application system

- ✓ Use FRAPP for other students to apply for free or reduced meals. You can enter paper applications into the system as well.
- ✓ If you do not use FRAPP, you need to upload your application-based free/reduced students using the SUN Bucks upload process on the DCA home page. More on this later in this document.

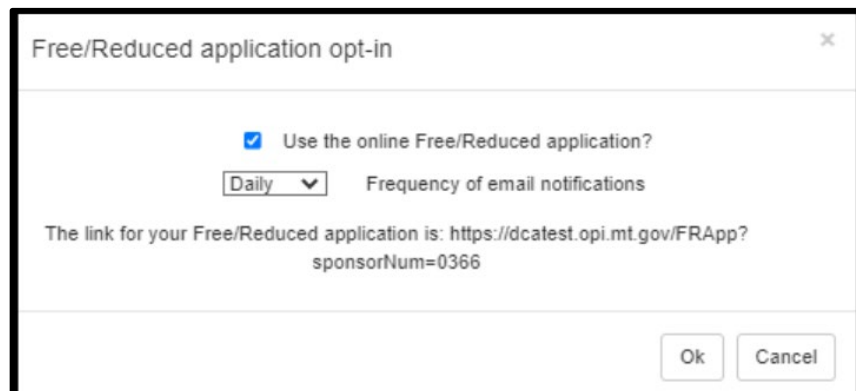
1. Click on “Sponsors.”



2. 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.



| 0966 - Billings Public Schools | | Determining Official | |
|--------------------------------|-------------------------------|---------------------------|---|
| Sponsor Number | 0966 | | Craig Van Nice |
| Sponsor Name | Billings Public Schools | Email | vannicec@billingssschools.org |
| Address | 415 North 30th Street | Use Online | <input checked="" type="checkbox"/> |
| City | Billings | Free/Reduced Applications | The link you can use to direct parents to your Free/Reduced application is: |
| Zip Code | 59102 | | https://dctest.opi.mt.gov/FRApp?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 Dropdown 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 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.

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 Dropdown.

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. Select the appropriate sub-reason code.

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. Select the sub-reason code.

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 sub-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 ✕

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

✉ 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 SUN Bucks benefits.

Additional Resources:

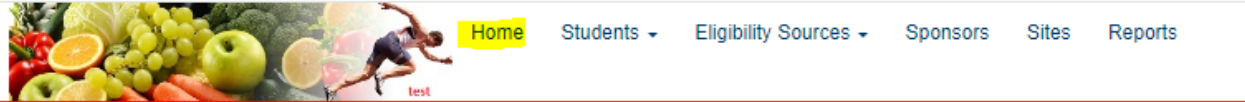
- **Webinars**
 - [Introduction](#)
 - [DCA Applications Dashboard](#)
 - [Applications Detail Page Features](#)
 - [Application Transfer to Another Sponsor](#)
 - [Application Reports](#)
- [**F/R Application Processing Manual**](#)
- [**OPI SUN Bucks Web Page**](#)

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

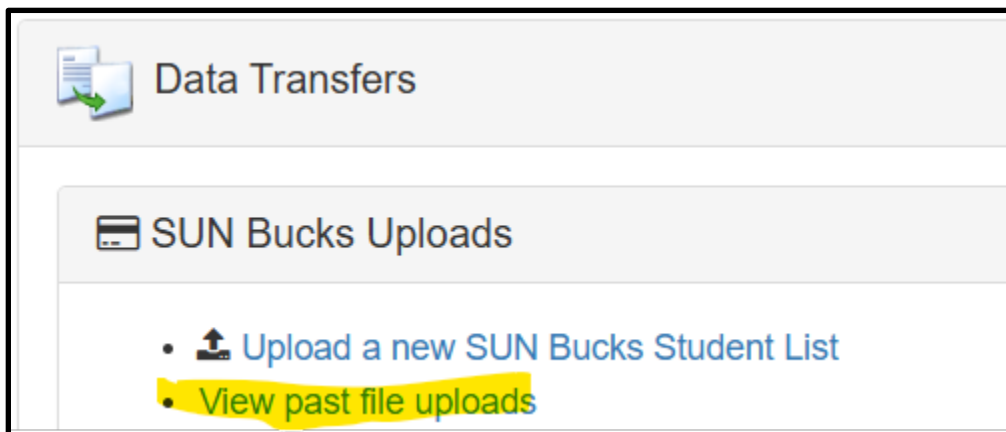
Upload SUN Bucks file

- ✓ If you do not use FRAPP, you need to upload your application-based free/reduced students using the SUN Bucks upload process on the DCA home page. We also ask that you send best addresses for your homeless/runaway and migrant students.

1. Click on 'Home'.



2. Click on the 'Upload a new SUN Bucks Student List' hyperlink on the bottom right of the page.



3. Follow the steps/instructions on the page that appears.
 - Select a sponsor if you have more than one sponsor. If you only have one, it will default to it.
 - Download the SUN Bucks Student import template.
 - Populate the template with free and reduced student data for all of your schools in one sheet. There is no need to use a separate sheet for each school. Please include homeless, runaway, FDPIR, and migrant students as you're likely to have the best address for those students. All fields are required.
 - **Non-OPI-accredited private sponsors MUST enter NA for the StateID since students do not have a state identification number.**

*DO NOT INCLUDE THOSE DIRECTLY CERTIFIED BY SNAP, TANF, MEDICAID, OR FOSTER CARE AS THEY WILL BE PICKED UP FOR SUN BUCKS BENEFIT DISBURSEMENT AUTOMATICALLY.

- Remember where you saved it. 😊
- Upload the saved populated student data by choosing the file location and click 'upload'.

Upload SEBT Students

- Select the sponsor
- Download a student import template.
Download a copy of the [SEBT Student import template](#).
- Populate the template.
Populate the template with your Student data.
- Upload the populated template.
 No file chosen

AutoSave Off

SEBT student import templat... • Saved to this PC

File Home Insert Draw Page Layout Formulas Data Review View Help Acrobat

Clipboard Font Alignment Number Styles Cells Edit

A2

| | A | B | C | D | E | F | G | H | I | J | K | L | M |
|---|-----------|----------------|------------|---------|------------|---------------------|--------------|-----------|-----------|------|-------|-----|---|
| 1 | Last Name | Middle Initial | First Name | StateID | Birth Date | Free/Reduced Status | Contact Name | Address 1 | Address 2 | City | State | Zip | |
| 2 | | | | | | | | | | | | | |
| 3 | | | | | | | | | | | | | |
| 4 | | | | | | | | | | | | | |
| 5 | | | | | | | | | | | | | |

- If your file does not load properly, you will receive an error message and row-by-row details of issues found in the file.

An error occurred

Some records in your file had errors and need to be corrected and re-uploaded. Please go back to the Home page to upload your corrected file.

Search:

| Student Identifier | Last Name | Middle Initial | First Name | Date of Birth | F/R Status | Contact | Address | Row Status |
|--------------------|-----------|----------------|------------|---------------|------------|--------------|-------------------------------------|---------------------------|
| 8888888 | Another | | Kid | 9/1/2013 | Reduced | Contact Name | 123 Some Street Helena, MT 98272 | |
| 123456 | SomeTest | X | Kid | 9/1/2013 | Free | Contact Name | 123 Some Street | City is a required value. |

Showing 1 to 2 of 2 entries

Previous **1** Next

- You must correct the file and re-upload until it is successful. You know it is successful when there are no pink error message splashed on your page or next to your individual students.

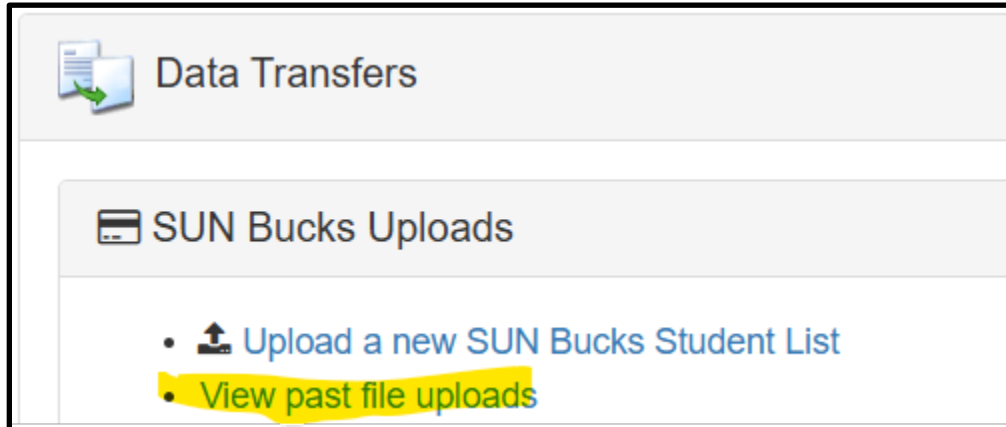
SUN Bucks file

| Sponsor | Uploaded By | Uploaded On | Record Count | Status | Uploaded File |
|------------------------------|-------------|-------------|--------------|----------|---|
| 0970 - Laurel Public Schools | | 8/23/2024 | 116 | Complete | SEBT student import template.xlsx |

Search:

| Student Identifier | Last Name | Middle Initial | First Name | Date of Birth | Gender | F/R Status | Contact | Address | Row Status |
|--------------------|-----------|----------------|------------|---------------|--------|------------|---------|------------------|------------|
| | | L | | | | Free | | Laurel, MT 59044 | |
| | | | | | | Reduced | | Laurel, MT 59044 | |

4. Repeat this process for each sponsor for which you're the determining official.
5. Review your uploads if you wish by selecting 'View past file uploads'.



- Click on the date/time stamp of the file you wish to review.

The screenshot shows a table titled 'SUN Bucks Uploads' with a dropdown menu set to 'Summer 2024'. The table has columns for 'Uploaded On', 'Uploaded By', 'Year', 'Sponsor', 'File', 'Record Count', and 'Status'. There is a search bar on the right. Two rows of data are visible, with the first row's date '8/23/2024' highlighted in yellow.

| Uploaded On | Uploaded By | Year | Sponsor | File | Record Count | Status |
|-------------|-------------|------|---------------------------------|--|--------------|----------|
| 8/23/2024 | Bremus | 2024 | 9180 - Our Lady Of Lourdes Schl | SEBT student import template June 5, 2024.xlsx | 8 | Complete |
| 8/23/2024 | WMeans | 2024 | 0970 - Laurel Public Schools | SEBT student import template.xlsx | 116 | Complete |

You will see the file contents displayed on the page either with or without errors, based on the specific upload results.

You will need to upload several times throughout the summer to assure that all eligible students receive SUN Bucks benefits. If you use FRAPP for your free and reduced applications, you do not need to use this upload, as FRAPP applications, once processed, will be picked up for SUN Bucks benefit disbursement automatically.