



State of New Jersey

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To: Local Educational Agency Leads; School Business Administrators; Charter School Leads; Non-Public School Administrators; Food Service Directors of Schools Participating in the School Nutrition Programs

From: Rose Chamberlain, Division Director

Date: July 30, 2024

Subject: SY 2024-2025 Direct Certification Application Update

The Direct Certification Application for SY 2024-2025 will go live in SNEARS on **Wednesday, July 31, 2024**. Based on feedback received during local level Point-of-Sale (POS) system pilot testing of the USDA's Demonstration Project to Evaluate Direct Certification with Medicaid for SY 2024-2025, additional time was needed in order for the Division of Food & Nutrition to code for a supplementary data column in the [Format of the DC Export Data to Excel File](#).

The addition of the concatenated "Program Source & Eligibility Type" column ensures that all Point-of-Sale (POS) systems will be able to process the new eligibility categories. This additional column accommodates multiple POS formats.

School Food Authorities (SFAs) are reminded that the required first round of Direct Certification must be completed in SNEARS by Friday, August 30, 2024. SFAs that do not comply with the Direct Certification requirements will be notified by email. Failure to comply will result in reimbursement funds being placed on hold until requirements are met. Please refer to the recorded [Direct Certification SY 2024-2025 Webinar](#) for more information.

Thank you for your efforts with this important process to identify students eligible to receive federal free and federal reduced price school meals.

Questions regarding the Direct Certification process may be directed to the School Nutrition Programs Unit at 609-984-0693. If you have computer-related issues during the DC process, please contact the SNEARS IT Help desk at 609-341-3817.