WHY THE BID IS IMPORTANT

The Benefit Issuance Document (BID) is a document that tracks which students are eligible for meal benefits, as well as the date and method of certification.

Is there a specific BID template?

No, Sponsors have the ability to set up their BID. Below is an example of a BID.

	Eligibility Category	Method of Certification	Certified Date:	School Name
Coyote, Wiley	Reduced	Reduced Income App	8/1/13	Dry Desert High School
Lee, Brock	Free	Free Case # App	10/15/13	Healthy High School
Potter, Harry	Paid	Paid	9/3/13	Hogwarts High
Devil, Dusty	Free	DC TANF	9/30/13	Dry Desert High School
Weasley, Ron	Free	DC SNAP	7/16/13	Hogwarts High
Weasley, Ginny	Free	DC SNAP	7/16/13	Hogwarts Middle School

When I went to training, I was told I needed to "code" my BID. What does mean?

Student eligibility information must be confidential. If you use the BID at the Point of Service, you must "code" the document so that only those authorized can read the information. The sponsor could combine the columns "category" and "method of certification" and list a 5-digit number. The first three digits were random and the last two digits relates to the method of certification.

	Eligibility Category	Certified Date:	School Name
Coyote, Wiley	58908	8/1/13	Dry Desert High School
Lee, Brock	74805	10/15/13	Healthy High School

Wiley Coyote = 58908, he is reduced by Income.

01= Free - DC SNAP
02= Free - DC TANF
03 = Free - DC Foster
04= Free by Income App
05= Free by Case # App
06= Free by Foster App
07= Free by H/M/R
08= Reduced by Income
09= Paid/Denied

WHY THE BID IS IMPORTANT

Processed as:	Standard		
Prepared by:	Mia Calamia	Date Prepared:	5/27/2014 3:24 PM
Direct Verification:	No	Displaying:	Matches , Non-Matches
Records Processed:	4	Validation Errors Found:	0
Matches Found:	2	Non-Matches Found:	2
SNAP Matches:	2	MA Matches:	0
TANF Matches:	0	Foster Matches:	0

Click here to download your results:

Record Number	First Name	Last Name	Birthdate	DES Results	DES Decision Date	SNAP	TANF	MA	FOSTER	Upload Message
1	Melanie	Bradshaw	02/04/1996	Match		Y				
2	Scott	Richardson	03/23/1999	No Match						
3	Erin	Rubockowski	08/23/2003	Match		Y				
4	Jessica	Millershire	07/19/2001	No Match						

Why is it recommended to categorize all the different types of Direct Certification on my BID?

The BID should be used as an active document for your reference. The CNP Direct Certification Report now indicates which program the child matched (see above). The CNP Verification Report will require the total number of children matching in SNAP, TANF and FOSTER (see below). As best practice, ADE recommends that the BID include the type of Direct Certification so that it will be easier to total the number of students.

As of October 31st, you will need to be able to count the total number of students:

(3-2B)

- *CNP Direct Certification Matched due to SNAP and all extended children in household*

(3-3B)

- *CNP Direct Certification Matched due to TANF and all extended children in household*
- *CNP Direct Certification Matched due to Foster (do not extend benefits)*
- *Letter from TANF receiving in lieu of household application and extended children in household.*
- *Letter from FDPIR receiving in lieu of household application and extended children in household.*
- *Notice to Provider (Foster)*
- *Confirmed by Homeless/Migrant Liaison*
- *Enrolled in Headstart/Even Start Program*

Section 3 -- Students Approved as FREE Eligible NOT subject to Verification

***** ALL SFA's must report Section 3 or answer "No" to question 3-1 if applicable *****

3-1. Required to perform Direct Certification with SNAP:

- *Answer "Yes" if ANY ONE OR MORE of the Schools and/or RCCI's in the SFA were required to perform Direct Certification with SNAP.*
- *Answer "No" only if NONE of the Schools or RCCI's in the SFA were required to perform Direct Certification with SNAP (i.e. NON-BASE year Provision 2/3 for ALL Schools).*
- *If "No", skip the remainder of Section 3.*

3-2/B. Number of **Students** Directly Certified through SNAP:

Do NOT include students Certified with SNAP through the letter method.

3-3/B. Number of **Students** Directly Certified through other programs:

Include those Directly Certified through TANF, FDPIR, or Medicaid (if applicable); those documented as homeless, migrant, runaway, foster, Head Start, Pre-K Even Start, or non-applicant but approved by local officials. Do NOT include SNAP students already reported in 3-2.

3-4/B. Number of **Students** Certified Categorically FREE Eligible through the SNAP letter method:

Include students Certified for free meals through the family providing a letter from the SNAP agency.

SAMPLE ONLY REPORT