



HNS # 05-2024

*Original Signed*

**MEMORANDUM**

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**To:** School Food Authorities Operating the National School Lunch Program During School Year 2023-2024

**From:** Melissa Conner, Senior Deputy Associate Superintendent  
Arizona Department of Education, Health and Nutrition Services Division

**Date:** June 28, 2024

**Subject:** Summer 2024 SUN Bucks – Summer Electronic Benefit Transfer Program for Students Enrolled in National School Lunch Program / School Breakfast Programs and School Food Authority Reporting Requirements

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The federal Consolidated Appropriations Act, 2023 (P.L. 117-328) authorized a new permanent, nationwide Summer Electronic Benefit Transfer (S-EBT) Program. United States Department of Agriculture (USDA) has named and branded the S-EBT program “SUN Bucks”. The SUN Bucks program provides a \$120 benefit per eligible child to purchase groceries during the summer when school is not in session. The Arizona Department of Education (ADE), Health and Nutrition Services (HNS) in partnership with the Arizona Department of Economic Security (ADES) applied to bring SUN Bucks to Arizona and are approved by USDA to administer the program beginning in Summer 2024.

This memorandum provides important information for School Food Authorities (SFA) regarding the 2024 SUN Bucks program and eligibility requirements, and the SFA's role in reporting student enrollments and if applicable, free and reduced-price eligibility.

**SUMMER 2024 SUN BUCKS ELIGIBILITY REQUIREMENTS**

Students meeting the Eligibility Criteria 1 **and** 2 requirements detailed below are eligible to receive the SUN Bucks Summer EBT benefit for Summer 2024.

**Eligibility Criteria 1**

The student was enrolled in and attending a school that operated the National School Lunch Program (NSLP)/School Breakfast Program (SBP) during the instructional School Year 2023-24 (SY2023-24) for one or more instructional days. The enrollment period is as of the NSLP/SBP site's first day of the SY 2023-24 instructional year through the last day of the instructional year, or June 30, 2024, whichever comes first.

**AND**

**Tom Horne, Superintendent of Public Instruction**

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**“We are a service organization committed to raising academic outcomes and empowering parents.”**

## **Eligibility Criteria 2:**

The student was certified by the SFA or state agency as free or reduced-price eligible during the **2023-24** instructional school year based on **any** of the following data sources:

- CNP Direct Certification match for Supplemental Nutrition Assistance Program (SNAP) or extended household member, Temporary Assistance for Needy Families (TANF) or extended household member, Foster, Homeless, Migrant, Medicaid-Free or Medicaid-Reduced or extended household member.
- NSLP Household Application certified as free or reduced-price eligible, documented Foster, Homeless, or Migrant child, participation in a federally funded Head Start Program.
- Fiscal Year 2024 Local Educational Agency (LEA) Elementary and Secondary Education Act (ESEA) Alternate Income Form qualifying as Indicator 1 or Indicator 2.

## **STREAMLINED ELIGIBILITY AND AUTOMATIC ISSUANCE OF 2024 SUN BUCKS BENEFITS FOR STUDENTS ENROLLED IN NSLP SCHOOLS DURING SCHOOL YEAR 2023-2024**

USDA designed the SUN Bucks Program to use streamlined eligibility determinations and benefit issuance through an automatic, state-level certification process. This reduces the administrative burden on SFAs related to reporting student-level data to HNS. ADE is utilizing data from enrollment records reported to ADE during SY 2023-24 in the Arizona Education Data Standards (AzEDS) system.

ADE has identified students meeting SUN Bucks Eligibility Criteria 1 and 2 using available AzEDS and CNP Direct Certification match data; these students are automatically eligible for 2024 SUN Bucks. SUN Bucks benefits will be issued to students in these households with no action required by the SFA. In the next section of this memo, SFAs are provided with required steps to view the prepopulated data that was used to automatically certify these students as eligible for 2024 SUN Bucks.

## **ACTION REQUIRED BY THE SFA**

ADE does not have access to student enrollment rosters or free and reduced-eligibility data for any student that was not reported to ADE in the AzEDS system during SY 2023-24. **ADE and ADES are not able to issue 2024 SUN Bucks benefits to eligible non-AzEDS students without the SFA reporting the enrollment and free and reduced-price eligibility information to ADE.** Action must be taken by each SFA to ensure data is available to determine each student's eligibility. Specifically, ADE may be missing student information for specific groups of students and entities **that do not report student enrollment records to ADE.** These students are referred to as non-AzEDS students. Therefore, Bureau of Indian Education schools, private schools, and schools with pre-K or federally funded Head Start students must ensure the student level enrollment and free and reduced-price eligibility data is submitted to ADE. The SFA deadline to submit student data for Summer 2024 SUN Bucks issuance is **July 31, 2024.**

The next section of this memo explains how SFAs review and submit enrollment records and missing information to ADE for non-AzEDS students. SFAs may update eligibility information for prepopulated students that were certified free or reduced-price eligible by the SFA but are not coded as eligible in the

## **SFA REPORTING REQUIREMENTS**

To ensure all 2024 SUN Bucks eligible students receive benefits, SFAs must access *CNP Summer – EBT SUN Bucks – SFA*, a new application in ADEConnect, to view and report any enrolled and eligible students who were not prepopulated by ADE. HNS has provided a Quick Guide to assist SFAs with the use of this new application: [How to Report Students for 2024 Summer-EBT in the CNP Summer EBT – SUN Bucks Portal](#).

- Contact the LEA’s ADEConnect Entity Administrator (EA) and request the *CNP Summer – EBT SUN Bucks – SFA* access. The link provides a list of EAs: <https://adeconnect.azed.gov/FindEA>.
- An email notification will be sent to the user once the EA adds the application role.
- Open a Chrome or Google browser and go to [ADEConnect - Home page \(azed.gov\)](#).
- Click on the *CNP Summer – EBT SUN Bucks – SFA* application.
- Open and carefully follow the steps in the [Quick Guide: How to Report Students for 2024 Summer-EBT in the CNP Summer EBT – SUN Bucks Portal](#).

The SFA reporting deadline for the *CNP Summer – EBT SUN Bucks – SFA* application for summer 2024 is **July 31, 2024**. SFAs with questions or requiring assistance with reporting can email [SUNBucks@azed.gov](mailto:SUNBucks@azed.gov) for support.

## **2024 SUN BUCKS HOUSEHOLD NOTIFICATION AND BENEFIT ISSUANCE FOR ELIGIBLE STUDENTS**

Households with eligible students will receive a SUN Bucks Notice of Eligibility letter in the mail. Students in households currently participating in SNAP or TANF will have SUN Bucks benefits loaded onto the household’s current EBT card. SUN Bucks benefit issuance occurred for these households in June 2024.

Households with eligible students not actively participating in SNAP or TANF will receive a Notice of Eligibility letter and a separate letter containing the EBT card for SUN Bucks. The EBT card will be preloaded with the SUN Bucks benefit. Notices and EBT cards are sent separately and mailed to the USPS mailing address on file with the state agency. One card will be issued per non-SNAP/TANF eligible household. Households must retain the notice of eligibility letter to activate the EBT card. Benefits are scheduled to be issued for these students during July and August 2024.

## **2024 SUN BUCKS HOUSEHOLD APPLICATION IS AVAILABLE**

Students who are not already eligible for the SUN Bucks benefit may apply online. The 2024 SUN Bucks Household application can be accessed on the SUN Bucks website, [www.azed.gov/SUNBucks](http://www.azed.gov/SUNBucks), under the “Applying for SUN Bucks” accordion. The deadline for a household to apply is July 31, 2024.

For a household to be eligible to apply for a student, the student must have been enrolled in a NSLP/SBP school during SY 2023-24. As part of the application processing, ADE will confirm each student's enrollment in an NSLP school via the *CNP Summer EBT SUN Bucks – SFA* application in ADEConnect.

## **SUN BUCKS SUPPORT AND RESOURCES**

Households with questions about SUN Bucks should be directed to call the SUN Bucks customer service hotline at 1 (833) 648-4406 Monday – Friday, 8:00 a.m. to 5:00 p.m., excluding state holidays. Self-service is available 24/7 via the interactive voice response by calling the phone number above.

The SUN Bucks website for parents and families is available at [www.azed.gov/SUNBucks](http://www.azed.gov/SUNBucks) and contains general information on the program and the 2024 SUN Bucks Household application.

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*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, audiotope, 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/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.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](mailto:program.intake@usda.gov)

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