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Introduction

WHAT IS A QUICK GUIDE?

Quick Guides are an abbreviated resource developed by the Arizona Department of Education (ADE) Health and Nutrition Services (HNS) Division. They do not count towards Professional Standards training hours.

INTENDED AUDIENCE

This resource is intended for School Food Authorities (SFAs) operating the National School Lunch Program (NSLP) and the School Breakfast Program (SBP). All regulations are specific to operating Child Nutrition Programs under the direction of ADE.

PURPOSE OF THIS QUICK GUIDE

ADE will pre-populate the CNP Summer EBT - SUN Bucks Data Portal with student-level data including enrollment from AzEDS for NSLP/SBP operating sites and eligibility data from Direct Certification and the Student School Food Service Program Association.* SFAs are responsible for ensuring all student data elements are accurate in the CNP Summer EBT - SUN Bucks Data Portal along with reporting any enrolled NSLP/SBP students not already pre-populated. This quick guide will give detailed steps for reporting enrolled and eligible student data in the CNP Summer EBT - SUN Bucks Data Portal.

- * Information on the Student School Food Service Program Association will be discussed in the Summer-EBT SUN Bucks Data Portal System Overview section of this guide.



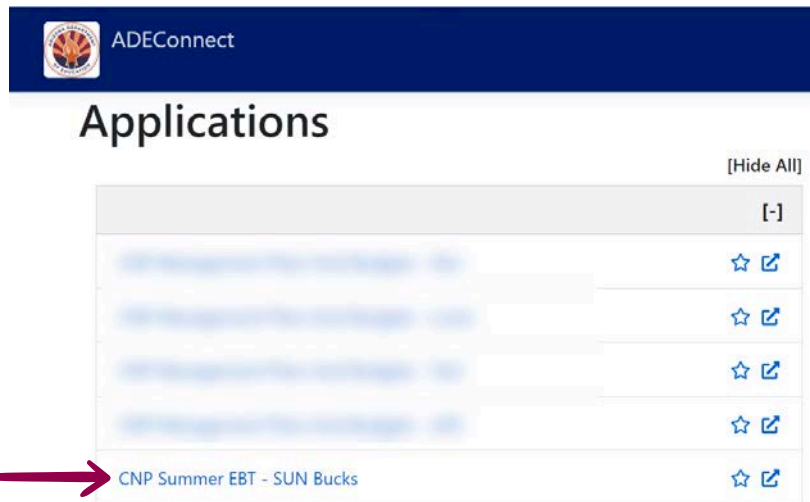
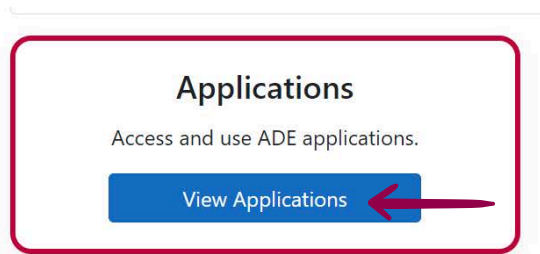
Accessing the CNP Summer EBT - SUN Bucks Data Portal



Accessing the CNP Summer EBT - SUN Bucks Data Portal

The data portal is located in ADEConnect and is titled: "CNP Summer EBT - SUN Bucks."

- If **CNP Summer EBT - SUN Bucks** is not a listed application in ADEConnect, the appropriate user(s) must contact their Entity Administrator to request permissions to CNP Summer EBT - SUN Bucks.

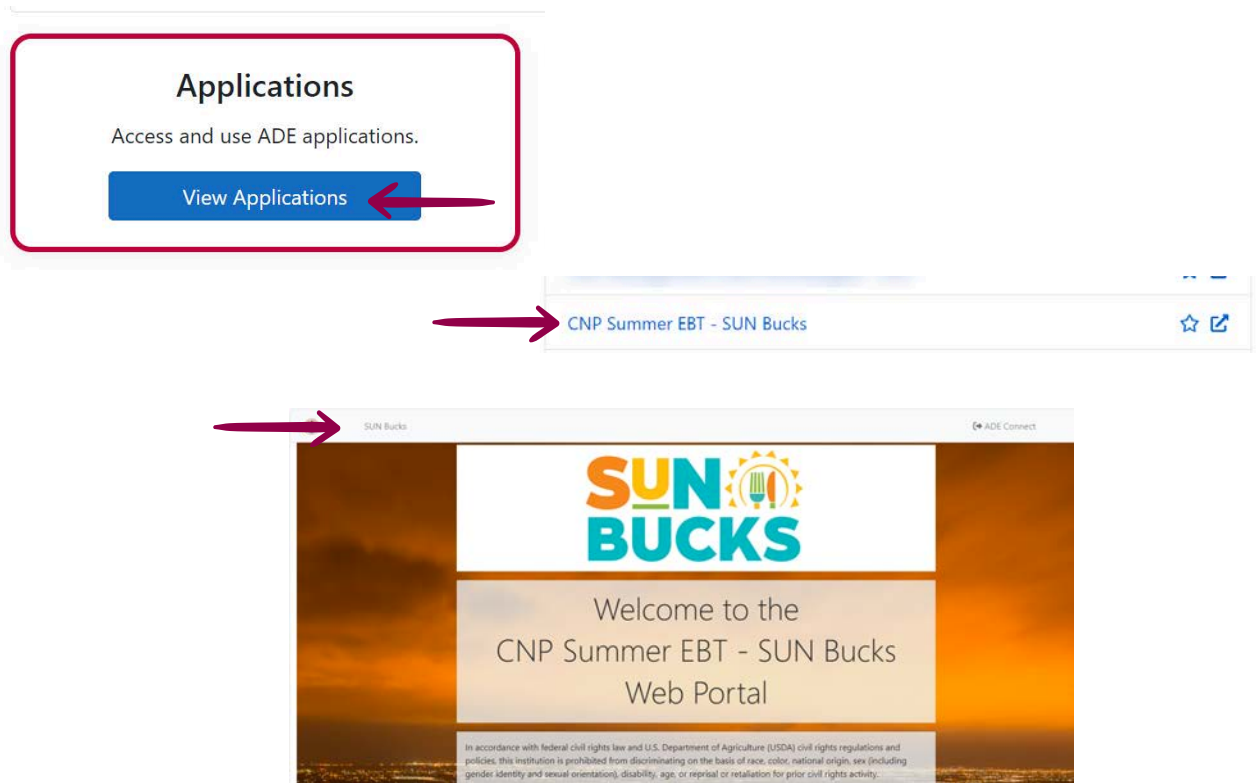


If CNP Summer EBT - SUN Bucks is not a listed application, you must request access from your Entity Administrator. For assistance, please use [ADEConnect's How to Videos](#).

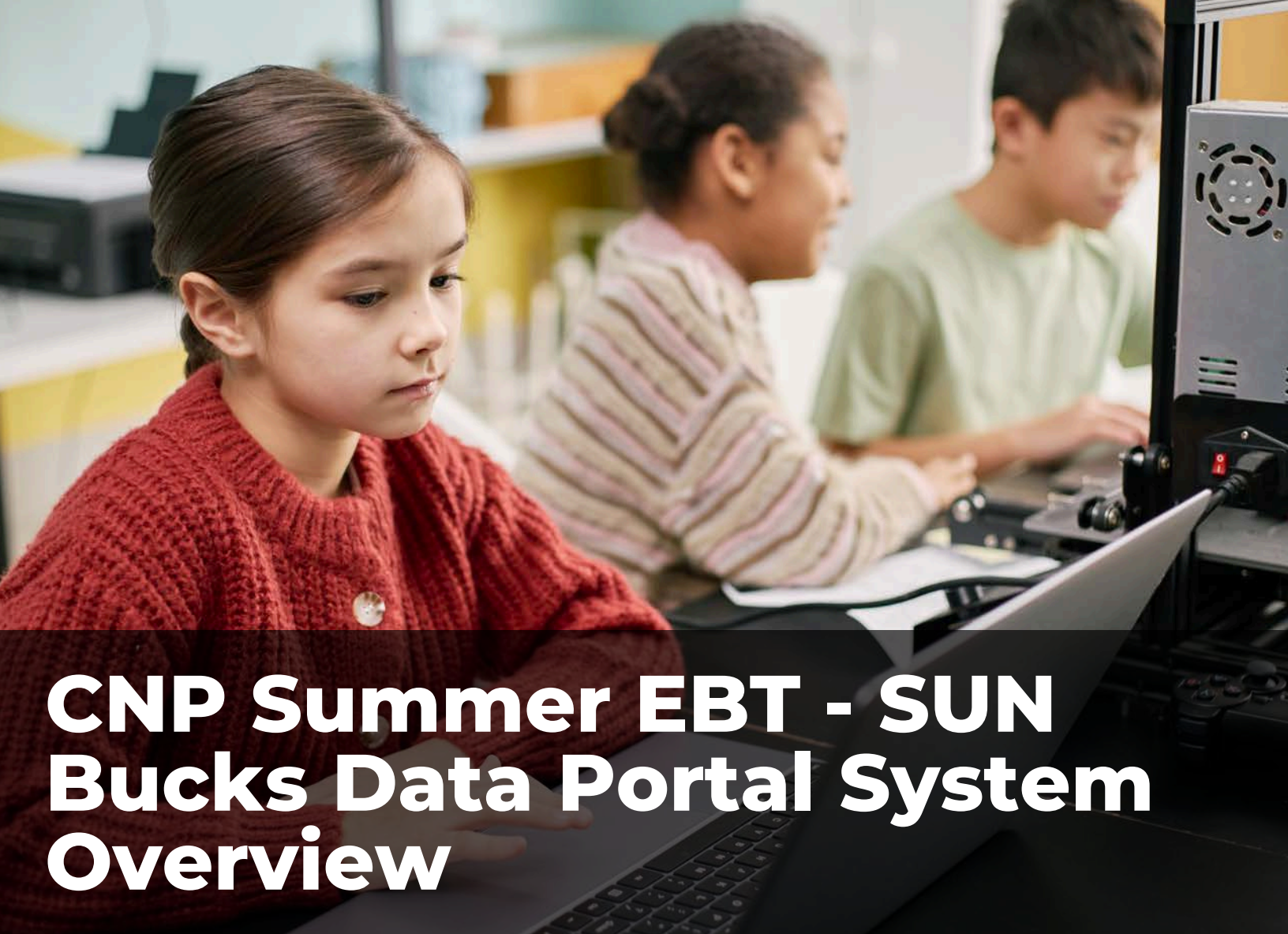
Logging into the CNP Summer EBT - SUN Bucks Data Portal

Logging in:

1. Log into [ADEConnect](#).
2. Select Applications.
3. Select CNP Summer EBT - SUN Bucks from the list of applications.
4. After the data portal loads, select “SUN Bucks” in the top left corner.



The CNP Summer EBT - SUN Bucks Data Portal cannot be accessed with Internet Explorer. ADE recommends using Google Chrome as the preferred browser.



CNP Summer EBT - SUN Bucks Data Portal System Overview



System Overview

CNP Summer EBT - SUN Bucks Data Portal

SFAs' primary responsibility for the SUN Bucks Program is ensuring accurate student-level data including enrollment and free and reduced-price eligibility is provided to ADE via the CNP Summer EBT - SUN Bucks Data Portal in ADEConnect annually. Only students who were enrolled and attended at least one instructional school day at an NSLP/SBP participating site during the school year should be added to the Data Portal as enrolled. Only NSLP/SBP enrolled students who meet SUN Bucks eligibility criteria during the SUN Bucks eligibility period should be flagged as eligible.

After accessing the system by following the steps in the previous section, the SFA will be able to complete the following actions in the portal:

- View and edit pre-populated student data.
 - Student enrollment data will be transferred from AzEDS.
 - Student eligibility data will be pre-populated for students identified as a match in CNP Direct Certification and for those reported as eligible in AzEDS through a USDA application*.
 - Manually add or upload student data if not already pre-populated.
 - Non-AzEDS students will need to be uploaded to the portal.
 - Student eligibility data for free or reduced-price meals determined by other source categorical eligibility or extended household match from Direct Certification will need to be added in the portal.
- * The CNP Summer EBT - SUN Bucks Data Portal will only extract free and reduced-price status from the source "USDA Application" for students who were enrolled in schools who operate regular NSLP or a Provision 2 or 3 base year. The data portal will not extract free or reduced-price status from the Student School Food Service Program Association for schools operating Special Provision Options (SPOs) including the Community Eligibility Program (CEP) or Provision 2 or 3 non-base year, as operating those provisions do not require use of the USDA Application.

Populating Data

Pre-Populated Data from AzEDS

As mentioned, the portal will contain pre-populated student data for all students reported as enrolled based on AzEDS reporting for NSLP/SBP operating sites. Pre-populated eligibility data indicating a student is eligible for SUN Bucks will come from the following sources:

- Any student found by ADE as directly certified.
- Students reported to the Student School Food Service Program Association in AzEDS as free or reduced-price based on the source “USDA Application”. (regular NSLP or a Provision 2 or 3 base year only)

Pre-populated eligibility data cannot be edited in the CNP Summer EBT - SUN Bucks Data Portal. The status of “**Not Eligible**” will appear for those students who are reported as enrolled based on AzEDS reporting, but not found from the 2 eligibility sources outlined above. If the SFA has record the student **does** meet the eligibility criteria for SUN Bucks, they have opportunity to update the student as eligible.

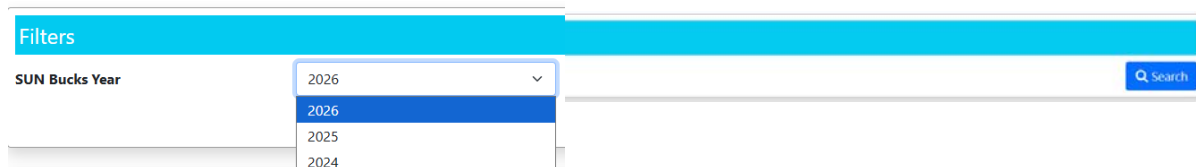
SFAs must ensure accuracy for pre-populated data.

Key Dates

Pre-populated data will refresh nightly and automatically update enrollment records and eligibility data in the CNP Summer EBT - SUN Bucks Data Portal for any students reported to ADE via AzEDS. Data edited by the SFA will not be over-ridden by automatic updates.

Navigating to the Current Year

Prior to completing any of the actions required, the SFA must ensure they are reviewing data for the current year. To do so, filter the "SUN Bucks Year" from the data portal's homepage.



The screenshot shows a filter bar with a cyan header labeled "Filters". Below the header, there is a label "SUN Bucks Year" followed by a dropdown menu. The dropdown menu is open, showing three options: "2026" (highlighted in blue), "2025", and "2024". To the right of the dropdown is a search button with a magnifying glass icon and the text "Search".

Required Student Information

After reviewing pre-populated data, the SFA is responsible for manually or bulk uploading student level data, including enrollment and eligibility information. The SFA should understand the information that is critical for adding any student level data, prior to compiling and uploading data into the portal.

Required and Optional Fields

Select student data fields are required, such as first and last name, and school CTDS, while some data fields are optional. Please note, although some fields are optional, SFAs are expected to provide any available eligibility information about enrolled NSLP/SBP students. Eligibility information is vital as it is used to qualify students for SUN Bucks benefits.

Notable Fields

- **State Student ID or SFA Student ID:** SFAs are required to provide either the State Student ID or SFA Student ID. **Please provide the State Student ID.** Use SFA Student ID **ONLY** if the student does not have a State Student ID. Using a State Student ID reduces risk of adding duplicates to the system.
- **Eligibility:** Eligibility fields are listed as optional in the system as not all students qualify for SUN Bucks benefits but all students must be reported in the SUN Bucks portal. **SFAs inputting student data must ensure that students qualifying for any of the listed eligibility categories are properly indicated as this data is used to qualify students for SUN Bucks benefits.** Eligibility fields include all of the following:

- SNAP - Optional
- TANF - Optional
- SNAP/ TANF Case Number - Optional
- FDPIR - Optional
- DC Medicaid Free or Reduced - Optional
- Homeless or Runaway – Optional
- Foster Child - Optional
- Migrant Education Program - Optional
- Free or reduced-price eligible based on NSLP household application - Optional
- Enrolled in Federally Funded Head Start Program - Optional



Although listed as optional, SFAs must provide student eligibility information if applicable as this is what is used to qualify students for SUN Bucks benefits.

Required Student Information Cont.

Notable Fields Continued

- **Parent/Guardian First and Last Name:** The legal first and last name of the parent/guardian must be provided. Parent /guardian first and last name are required or benefits will not be issued. Additionally, benefits will be issued to the parent/guardian designated as the custodial parent.
- **Mailing Address:** The mailing address is critical for SUN Bucks issuance. Please make sure the address field is correct.
- **District Student ID:** The SFA may see a “District Student ID” as a field in the CNP Summer EBT - SUN Bucks Data Portal. District Student ID is a field that has been newly added to assist the SFA, it is pulled from AzEDS if available for the student. **This field cannot be edited by the SFA.**

System Functionalities and Key Considerations

When manually entering or completing the [ADE template sheet](#) for bulk upload of student information, the SFA must adhere to specific formatting in order to be accepted by the SUN Bucks portal. Failure to follow this formatting will result in an error and an inability to upload the spreadsheet.

- **Current Year:** Prior to inputting any student data, the SFA must ensure they are in the current year. To do so, filter the "SUN Bucks Year" from the portal's homepage.
- **School CTDS:** Use nine digits with no dashes (Ex. 123456789).
- **State Student ID/SFA Student ID:** A State Student ID or SFA Student ID is required to upload. Use SFA Student ID ONLY if the student does not have a State Student ID. Using a State Student ID reduces risk of adding duplicates to the system.
- **Dates:** Use MM/DD/YYYY format for all fields with a date (Ex. 12/25/2022).
- **Student Sex:** Use "M", "F", "U" (not male, female, unspecified).

Required Student Information Cont.

System Functionalities and Key Considerations Continued

- **Household Language:** Do not abbreviate language (Ex: use English, not ENG).
- **Eligibility columns** (ex. SNAP, TANF, DC Medicaid F/R): These columns are optional, but they tell ADE if a child is eligible for SUN Bucks. Enter "Y" (yes) if the student meets the specific eligibility criteria or leave blank if the student does not meet the specific criteria.
- **SNAP/TANF:** Enter case number if applicable, 8 digits or less (Ex. 12345678).
- **Address:** At least 1 home or mailing address is required. State must be abbreviated (ex: AZ). Zip Codes must be numeric (Ex. 12345 or 12345-6789).
- **Required sections** will have a red asterisk on the spreadsheet or will be made clear by the SUN Bucks Data Portal for SFAs manually entering student data to the system.



Reporting and Managing Student Data

Reporting Student Data

Students not reported to AzEDS

NSLP/SBP students who are not reported to AzEDS, but who were enrolled for at least one day from July 1 to the last day of the academic school year or June 30, whichever comes first, must be **manually added** in the CNP Summer EBT - SUN Bucks Data Portal.

Examples of students not reported to AzEDS include students attending Bureau of Indian Education schools, private schools, and schools with pre-K or federally funded Head Start students.

When manually adding students to the CNP Summer EBT - SUN Bucks Data Portal, it is important to note that ADE needs to know all students who were enrolled (even those who are not free or reduced-price eligible) as verifying NSLP enrollment is a required step by ADE when reviewing submitted SUN Bucks applications.

Reporting Extended Eligibles

If an individual student matches in any of the agency records (SNAP, TANF, Foster, FDPIR, Migrant Education Program (MEP), Homeless, or Medicaid Free or Reduced Price (DC-M)) the child automatically qualifies for free or reduced-price meal benefits. A student with a match in SNAP, TANF, FDPIR, and/or DC-M will qualify him/herself and will also qualify all enrolled household members for free or reduced-price meal benefits. This is referred to as extending eligibility. Please note, a match in Foster, MEP, or Homeless does not extend free meal benefits to other household members. When a student is certified eligible via an NSLP household application, the eligibility applies to all children in the household listed on the application. **SFAs must ensure correct eligibility is designated in the CNP Summer EBT - SUN Bucks Data Portal for students who are eligible via an extended benefit.**


- **Example:** Joe is found as a match in the CNP Direct Certification system for Medicaid-Free. Johnny is Joe's step brother who lives in his household, but shows as "No Match". In this example, the SFA should indicate Medicaid eligibility for Johnny in the CNP Summer EBT - SUN Bucks Data Portal. **This applies to both regular operating schools and those operating SPOs.**

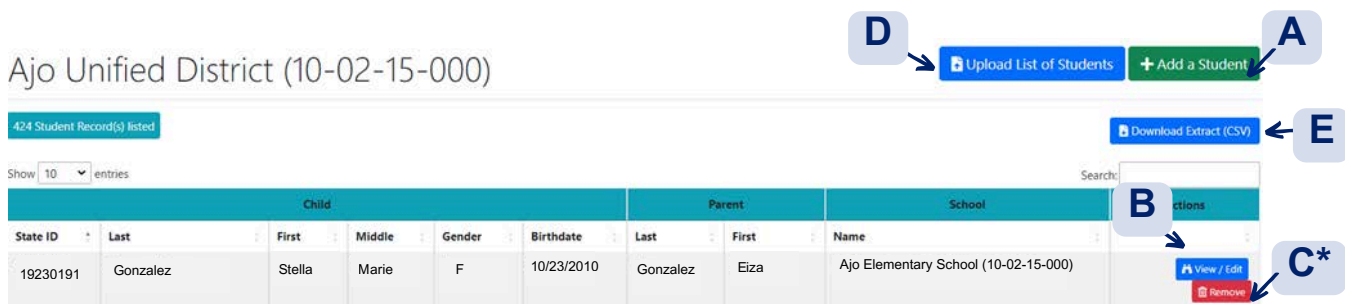
Reporting Student Data

Using the Portal to Review and Report Student Level Data

Once the SFA is logged into the CNP Summer EBT - SUN Bucks Data Portal, they will have the ability to manage their list of enrolled and eligible students. This includes the ability to view, edit, and delete *some* records for:

1. Students enrolled in SFA/reported as participating in the NSLP (*reflective of July 1 - June 30*); and,
2. Student's SUN Bucks eligibility.

 As previously explained, student information will be pre-populated for SFAs who report to AzEDS. SFAs must review the pre-populated data for accuracy as a requirement for reporting student data.



Ajo Unified District (10-02-15-000)

424 Student Record(s) listed

Show 10 entries

State ID	Last	First	Middle	Gender	Birthdate	Last	First	Name	Actions
19230191	Gonzalez	Stella	Marie	F	10/23/2010	Gonzalez	Eiza	Ajo Elementary School (10-02-15-000)	View / Edit Remove

A. Add a Student – Allows SFA to add one student record at a time.

B. View/Edit Student Records – Allows SFA to view a student record and make any necessary changes.

C. Remove Student Record – Allows SFA to remove a student record.

* *The option to remove a student's record will only appear when the information was provided by the SFA. If the remove button is not available, the information was obtained from AzEDS and should not require removal. A Reset button will appear after an SFA modifies the student information for pre-populated and manually entered students (AzEDS only).*

D. Bulk Upload Student Records – Allows SFA to upload a spreadsheet with multiple student records that are new or that contain updates.

E. Download Extract- Allows SFA to download all students listed in the portal into a spreadsheet.

Reporting Student Data

Manual Data Entry

As a reminder, any students (whose data has not been pre-populated) who were enrolled for at least one day from July 1 to the last day of the academic school year or June 30, if not already pre-populated, must be reported. This can be done by:

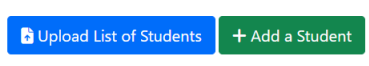
- Adding student information one student at a time; or
- Uploading a spreadsheet with information for multiple students.

Please note, the system does not automatically save. To save new student additions or edits to the student data, the SFA must click the Save button.

Option 1: Adding One Student at a Time

To input student information one student at a time, complete the following three steps.

1. Click on 'Add Student'.



2. Fill out all required sections.

A screenshot of a form titled 'Student' with a light blue header. It contains several input fields: 'State Student ID', 'District Student ID', 'SFA Student ID', 'Student Last Name *', 'Student First Name *', 'Student Middle Name', 'Student Date of Birth *' (with a date picker showing 03/05/2024), and 'Student Sex *' (with a dropdown arrow).A screenshot of a form titled 'Eligibility' with a light blue header. It contains a section for 'Eligibility information determined between July 1, 2024-August 5, 2025' with checkboxes for SNAP, TANF, and a text field for 'SNAP / TANF Case Number'. Below this is a section titled 'Please check the applicable certification box if the student is certified as free or reduced-price eligible.' with checkboxes for: 'Food Distribution on Indian Reservation', 'Foster Child', 'Homeless / Runaway', 'Migrant (Migrant Education Program)', 'Enrolled in federally funded Head Start Program', 'Direct Certification Medicaid free or reduced eligible', and 'Free or Reduced-Price Income Eligible based on a NSLP application'. At the bottom, there is a checkbox for 'I Agree' and a paragraph of acknowledgment text.

3. Click 'Save'.



Reporting Student Data

Option 2: Adding Multiple Students

Information for multiple students can be provided at one time by uploading a spreadsheet containing the information necessary.

Building the Spreadsheet to Add Multiple Students

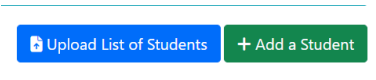
SFAs must follow the formatting rules outlined in section two of this guide when completing the [ADE template sheet](#). Failure to follow this formatting will result in an error and an inability to upload the spreadsheet.

Save Spreadsheet

After completing the [ADE template sheet](#), save the completed file onto your computer in the .xlsx format (one file can be for multiple schools).

Uploading the Spreadsheet

1. Click on 'Upload List of Students'.



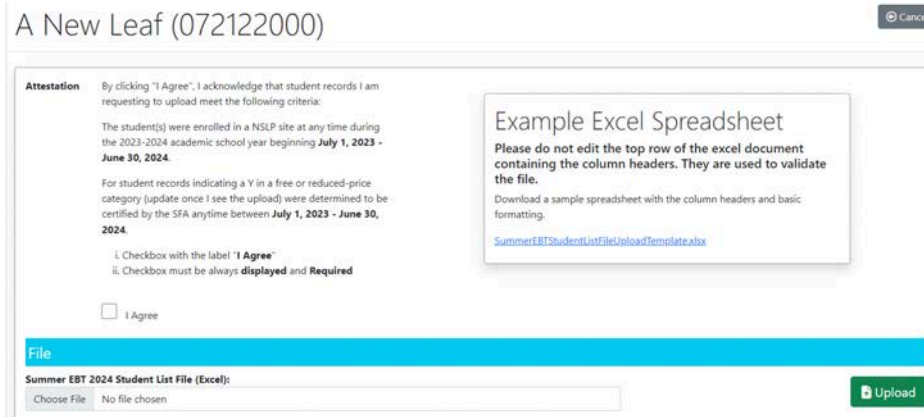
Upload List of Students + Add a Student

2. Click “Choose File” and locate the saved file from your computer.

3. Read Attestation Statement and click 'I agree'.

4. Click “Upload”.

5. After clicking “Upload”, the system will provide any errors that must be edited or will designate the file was successfully uploaded.



A New Leaf (072122000) Cancel

Attestation By clicking "I Agree", I acknowledge that student records I am requesting to upload meet the following criteria:

The student(s) were enrolled in a NSLP site at any time during the 2023-2024 academic school year beginning **July 1, 2023 - June 30, 2024**.

For student records indicating a Y in a free or reduced-price category (update once I see the upload) were determined to be certified by the SFA anytime between **July 1, 2023 - June 30, 2024**.

I Agree

Example Excel Spreadsheet

Please do not edit the top row of the excel document containing the column headers. They are used to validate the file.

Download a sample spreadsheet with the column headers and basic formatting.

[SummerEBTStudentListFileUploadTemplate.xlsx](#)

File

Summer EBT 2024 Student List File (Excel):

Choose File No file chosen Upload

Managing Student Information

Removing Students

In the event a student needs to be removed, a student can be removed by completing the following:

1. Select 'Remove' next to the student's name.
2. Select 'OK' or 'Cancel'.

The option to remove a student's record will only appear when the information was provided by the SFA. If the remove button is not available, the information was obtained from AzEDS and should not require removal. A Reset button will appear after an SFA modifies the student information for pre-populated and manually entered students (AzEDS only).

Ajo Unified District (10-02-15-000)

424 Student Record(s) listed

Show 10 entries

Upload List of Students Add a Student

Eiza Ajo Elementary School (10-02-15-000)

Alex Ajo Elementary School (10-02-15-000)

Download Extract (CSV)


Child						Parent		School	Actions
State ID	Last	First	Middle	Gender	Birthdate	Last	First	Name	
19230191	Gonzalez	Stella	Marie	F	10/23/2010	Gonzalez	Rebecca	Ajo Elementary School (10-02-15-000)	View / Edit Remove

Remove Student

Are you sure you want to Remove the Student from this list?

Click OK to remove the Student from this list
Click Cancel to close this dialog without removing the Student

OK Cancel



Managing Student Information

Editing Student Information

If a student's information must be modified, it can be edited by completing the following:

1. Select 'View/Edit' next to the student's name.
2. Update the student's information at any time until the portal closes and make sure to click the green save button. (See steps for "Adding One Student at a Time")
3. For students with pre-populated student data from AzEDS, only certain information such as contact information may be edited. Any information edited in the SUN Bucks portal will not replace data in AzEDS, but will be used for administering the SUN Bucks benefit.

Ajo Unified District (10-02-15-000)

[Upload List of Students](#) [+ Add a Student](#)

424 Student Record(s) listed

[Download Extract \(CSV\)](#)

Show 10 entries

Search:

Child						Parent		School	Actions
State ID	Last	First	Middle	Gender	Birthdate	Last	First	Name	
19230191	Gonzalez	Stella	Marie	F	10/23/2010	Gonzalez	Eiza	Ajo Elementary School (10-02-15-000)	View / Edit Remove
11253789	Smith	Amy		F	11/15/2015	Smith	Alex	Ajo Elementary School (10-02-15-000)	View / Edit Remove
16378520	Garcia	Joseph		M	08/24/2017	Garcia	Rebecca	Ajo Elementary School (10-02-15-000)	View / Edit Remove
									View / Edit Remove



Completion of Reporting Student Data

Once the SFA has 1. ensured accuracy and completeness for all pre-populated data, and 2. submitted student enrollment and eligibility that was not already pre-populated, the SFA has completed the requirements for reporting SUN Bucks student data to ADE.

Important Timelines

Automatic data pulls from AzEDS discontinues on June 30, however, SFAs are able to still manually report new or changed student data through the end of the summer period.*

* The date of the end of the summer period is designated annually by ADE and released in communications.



While students in a school operating a Special Provision Option (SPO): Community Eligibility Provision (CEP), Provision 2 or Provision 3 non-base year, receive free meals, this does not count as a designation for SUN Bucks eligibility. SUN Bucks eligibility will only be granted with Direct Certification (DC) matches and extended DC matches for those operating SPOs. ALL other students who DO NOT match will need to submit a SUN Bucks application.

SPO operators with students who are extended DC matches, will need to track and edit eligibility for these extended eligibles manually in the data portal. Eligibility determinations for Extended eligibles will not pre-populate in the data portal.

SUN Bucks Benefits Eligibility

What does this mean?

This chart provides a very basic overview of student eligibility requirements for SUN Bucks benefits.

SFAs are encouraged to connect with their assigned HNS Specialist with questions.

Parents and Families are encouraged to connect with their school contact or visit azed.gov/SUNBucks for more information.

Streamlined Eligible: Received benefits under SNAP, TANF, FDPIR, Medicaid (with a reported household income at or below 185% of the federal poverty level), Foster, McKinney-Vento Homeless, Migrant, or Head Start. Please note, a match in Foster, Migrant, or Homeless does not extend free meals or SUN Bucks benefits to other household members.

*The eligibility period for SUN Bucks changes each year, please visit azed.gov/SUNBucks for more information.

Enrolled in an NSLP School for at least one instructional school day between July 1 - June 30
(Not Operating a Special Provision Option or in a Provision 2 or 3 Base Year)

Direct Certification Match or Extended Match

OR

Free or Reduced by Income Eligibility Application

OR

SUN Bucks Application

Enrolled in an NSLP School operating a Special Provision Option (CEP or Provision Non-Base Year) for at least one instructional school day between July 1 - June 30

Direct Certification Match or Extended Match

OR

SUN Bucks Application

Enrolled in a Non-NSLP School

Streamlined Eligible

&

Ages 6-16 during the SUN Bucks Eligibility Period*

Thank you!

In accordance with federal civil rights law and USDA civil rights regulations and policies, the USDA, its agencies, offices, employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, American Sign Language, etc.) should contact the state or local agency that administers the program or contact USDA through the Telecommunications Relay Service at 711 (voice and TTY). Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, [AD-3027](#), found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

1. **Mail:** U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Mail Stop 9410, Washington, D.C. 20250-9410;
2. **Fax:** (202) 690-7442; or
3. **Email:** program.intake@usda.gov.

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