



# How to Report Students for 2024 Summer-EBT in the CNP Summer EBT - SUN Bucks Portal



Health and Nutrition Services  
Arizona Department of Education

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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). All regulations are specific to operating Child Nutrition Programs under the direction of ADE.

## **PURPOSE OF THIS QUICK GUIDE**

ADE will import student enrollment and eligibility data from Arizona Education Data Standards (AzEDS) and CNP Direct Certification. SFAs are responsible for reporting any enrolled students not reported to AzEDS for Summer 2024 Electronic Benefit Transfer (SEBT) and ensuring all eligible student data elements are accurate. This quick guide will give detailed steps for reporting enrolled and eligible student data in the CNP Summer EBT - SUN Bucks portal.

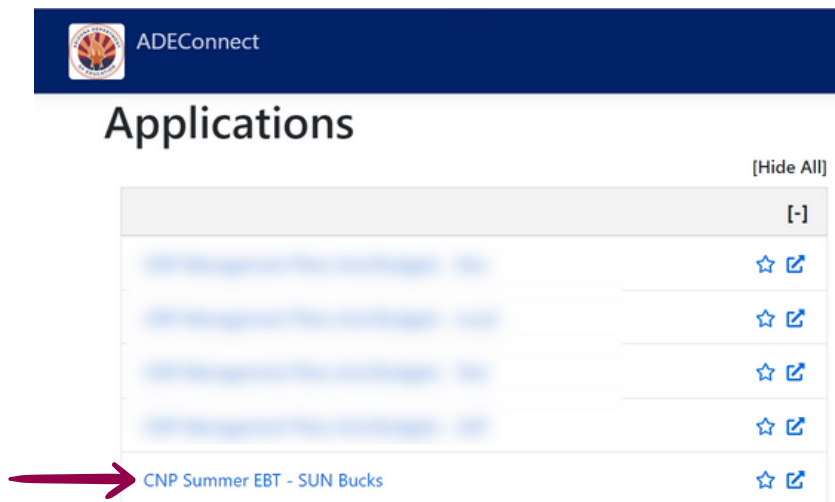
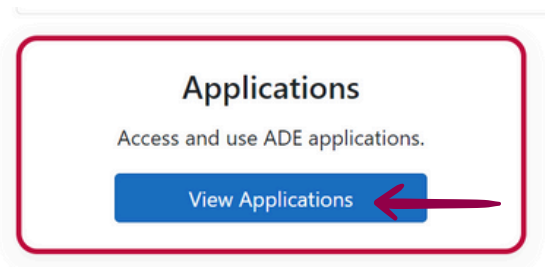


# Accessing the CNP Summer EBT - SUN Bucks Portal

# Accessing the CNP Summer EBT - SUN Bucks Portal

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

- All SFAs must contact their Entity Administrator to request permissions to the CNP Summer EBT - SUN Bucks portal for the appropriate users to gain access.
- SFAs that had permission to access the "CNP P-EBT Eligibility" application in Summer 2022 must still request access to CNP Summer EBT - SUN Bucks for reporting Summer-EBT student data.



# Populating Data

## Pre-Populated Data from AzEds

The portal will contain pre-populated student data for those entities that report to AzEDS. Pre-populated data will include:

- Students reported to AzEDs as enrolled between July 1, 2023-June 30, 2024
- Income 1 or Income 2 flag on AZEDS enrollment record or any student found directly certified.
  - Pre-populated eligibility data cannot be edited.

SFAs should ensure that pre-populated data is consistent with their records and ensure that this data contains correct student information.

## Key Dates

Pre-populated data will refresh nightly and automatically update enrollment records in the CNP Summer EBT - SUN Bucks portal for any students reported to ADE via AzEDs. If a student enrolls and the AzEDs student information system administrator does not update AzEDs, the SFA must manually add the enrolled student to the CNP Summer EBT - SUN Bucks portal.

## Manual Data Entry

Any students who were enrolled from July 1, 2023 to the last day of the academic school year or June 30, 2024, whichever comes first, must be reported in the CNP Summer EBT - SUN Bucks portal, if not already pre-populated. Students with an SSID number that were not enrolled in an AzEDS reporting school during SY2023-2024 will need to be manually entered.

# Required Student Information

The following information should be available for both a file or individual upload within the "CNP Summer EBT - SUN Bucks" portal. Optional fields are expected to be provided if the SFA has the information available:

## Student Information

1. State Student ID – If Available
2. SFA Student ID - Required if no State Student ID is Provided
3. Student's Last Name – Required
4. Student's First Name – Required
5. Student's Middle Name – Optional
6. Student's Date of Birth – Required
7. Student's Sex – Required
8. Household Language - Optional

## Enrollment and Eligibility Information

1. School CTDS - Required (File upload only)
2. Enrolled School Name - (Not required for file upload)
3. Enrollment Start Date - Required
4. Enrollment End Date - Required
5. SNAP - Optional
6. TANF - Optional
7. SNAP/ TANF Case Number - Optional
8. FDPIR - Optional
9. DC Medicaid Free or Reduced - Optional
10. Homeless or Runaway – Optional
11. Foster Child - Optional
12. Migrant Education Program - Optional
13. Free or reduced-price eligible based on NSLP household application OR ADE alternate income form - Optional
14. Enrolled in Federally Funded Head Start Program - Optional

# Required Student Information Cont.

## Parent Information

1. Parent/Guardian Last Name - Required only if the section is filled out
2. Parent/Guardian First Name - Required only if the section is filled out
3. Parent/Guardian Middle Name - Optional
4. Parent/Guardian Sex – Optional
5. Parent/Guardian Phone Number - Optional
6. Parent/Guardian Email Address - Optional

## Home Address Information

1. Address, City, State, Zip – At least one address is required

## Mailing Address Information

1. Address, City, State, Zip – Required\*

*Note: The mailing address will default to the home address if this field is left blank. If mail is not delivered to the home address, be sure to input a mailing address or PO Box.*





# Accessing & Reporting Summer-EBT Eligibles

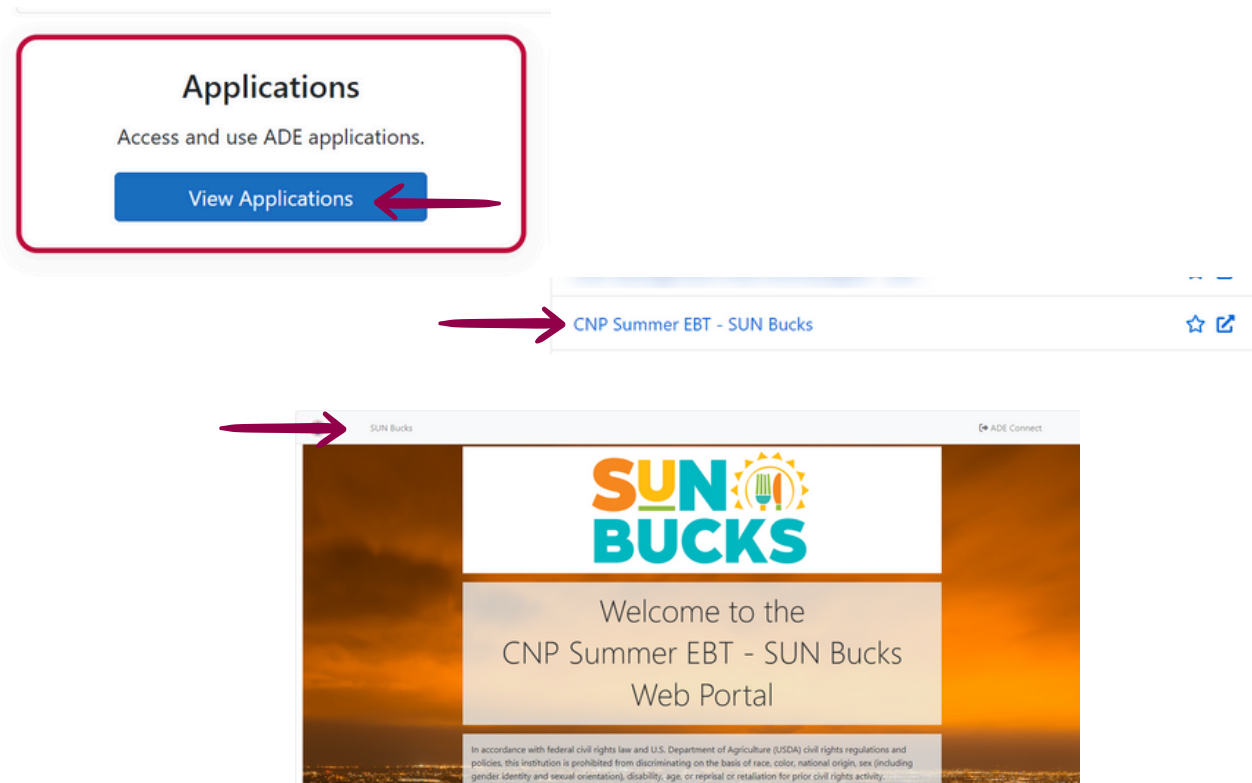
# Accessing the System

## Logging into the CNP Summer EBT- SUN Bucks Web Portal

To access the Summer EBT - Sun Bucks Web Portal:

1. Log into ADEConnect.
2. Select Applications.
3. Select CNP Summer EBT - Sun Bucks from the list of applications.

The Summer EBT - Sun Bucks Web Portal will load. Once loaded, select SUN Bucks in the top left corner to enter the portal.



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](#).

# Managing Student Information

## Accessing Summer 2024 S-EBT Sun Bucks Enrollments and Eligibles

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

1. Students enrolled in SFA/reported as participating in the NSLP (*reflective of July 1, 2023 - June 30, 2024*); 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.

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)

**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 and non-AzEDS).*

**D. Bulk Upload Student Records** – Allows SFA to upload a spreadsheet with multiple student records.

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

# Managing Student Information

## Manual Data Entry

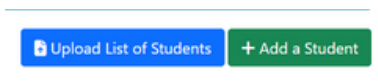
As a reminder, any students (whose data has not been pre-populated) who were enrolled from July 1, 2023 to the last day of the 2023-2024 academic school year or June 30, 2024, if not already pre-populated must be reported. This can be done by:

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

## 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. The form contains several input fields: 'State Student ID', 'Sfa Student ID', 'Student Last Name \*', 'Student First Name \*', 'Student Middle Name', 'Student Date of Birth \*' (with a date picker showing '04/25/2024'), and 'Student Sex \*' (with a dropdown menu).

3. Click 'Save'.



# Managing Student Information

## 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 listed below when completing the [Example Excel Spreadsheet template](#), or building their own. Failure to follow this formatting will result in an error and an inability to upload the spreadsheet.



If the SFA is using its own spreadsheet to add multiple students, all header names must remain the same, and in the same order as those in the [Example Excel spreadsheet](#).

- The Excel spreadsheet must be saved as a .xlsx file
- School CTDS format - Nine digits with no dashes (Ex. 123456789)
- Date format for Enrollment Start/End Date and Student Date of Birth columns) - MM/DD/YYYY (Ex. 12252022)
- Student Sex format - Male, Female, Unspecified (Ex. "M", "F", "U")
- Home Language should not be abbreviated (Ex. English, not ENG)
- SNAP/TANF - Enter case number if applicable, 8 digits or less (Ex. 12345678)
- Homeless or Foster - "Y" (yes) or leave blank
- Parent Section is optional - If the SFA fills out anything in this section, First and Last name must be included. Middle Name, Parent ID and Parent sex are optional. All previous formatting rules apply.
- At least 1 home or mailing address is required - State must be abbreviated, (Ex. AZ, not Arizona) Zip Codes must be numeric (Ex. 12345 or 12345-6789)
- Errors - If there are errors within the data, the spreadsheet upload will not be accepted and the SFA will be notified which rows contain errors. These errors will need to be resolved before uploading the spreadsheet again.

# Managing Student Information

## Building the Spreadsheet to Add Multiple Students Continued

- Required sections will have bold headers with an asterisk on the spreadsheet.
- \*New - Date format changed to MM/DD/YYYY

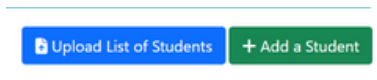
Additional tips to consider when building a spreadsheet:

- The CNP Summer EBT - SUN Bucks portal cannot be accessed with Internet Explorer. It may only be accessed with Edge, Firefox, or Chrome.
- Format cells as text for CTDS column
- Format cells as date MM/DD/YYYY for enrollment/birthdate columns
- Delete (not just clear) empty rows of data if receiving an error message when uploading a spreadsheet
- Include the SSID
  - Note: When reviewing the pre-populated ADE data in the student list, there may be situations where the data needs updated, or that a district would like to upload a list of all of their eligible students. If there are students you want to mass upload or prepopulated student records needing updates to address/parent name that are already present on the list, please be sure to include the SSID when uploading the file so the correct record can be identified. By including the SSID, the record ADE imported with this corresponding SSID will be replaced and therefore avoid a large number of duplicates in the system.

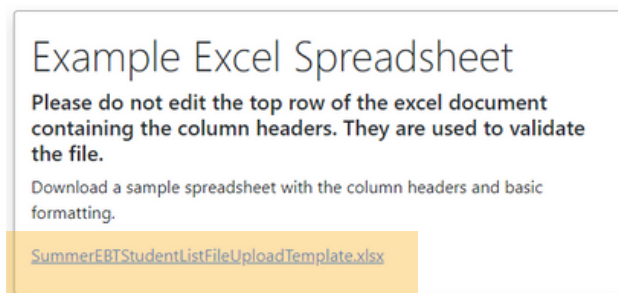
# Managing Student Information

## Uploading the Spreadsheet

1. Click on 'Upload List of Students'.



2. Download [Example Excel Spreadsheet](#) template.

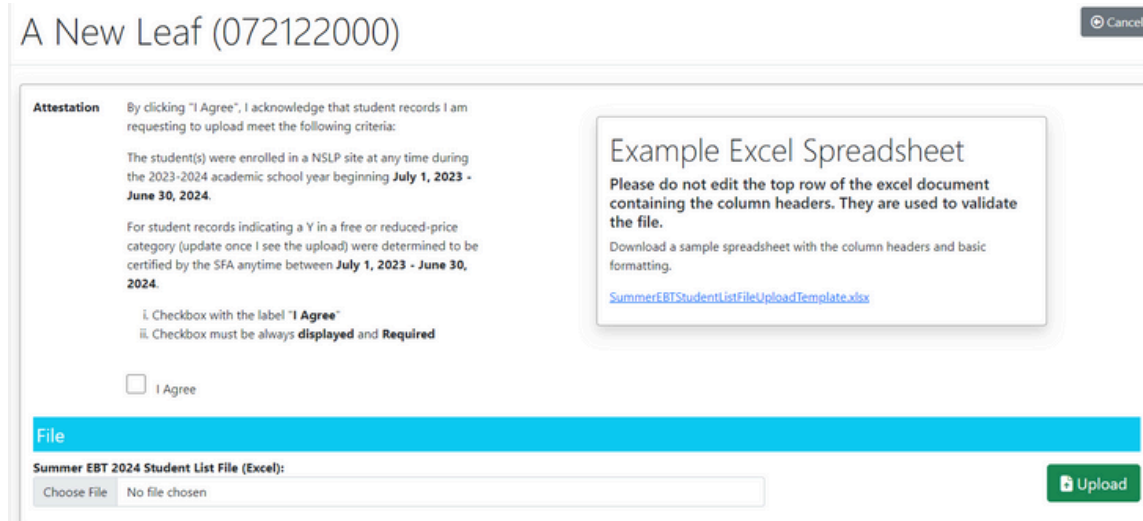


3. Fill out the spreadsheet with all required sections and save the completed file onto your computer in .xlsx format (can be for multiple schools).

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

5. Click 'Choose File' and upload completed excel file with list of multiple students and student information.

6. Click 'Upload'.



# Managing Student Information

## Removing Students

In the event a listed student does not qualify for SUN Bucks and 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 and non-AzEDS).*

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

424 Student Record(s) listed

Show 10 entries

Child						Parent			Actions	
State ID	Last	First	Middle	Gender	Birthdate	Last	First	Name		
19230191	Gonzalez	Stella	Marie	F	10/23/2010	Gonzalez	A	A		
11253789	Smith	Amy		F	11/15/2015	Smith	Candice	Ajo Elementary School ( 10-02-15-001 )		
16378520	Garcia	Joseph		M	08/24/2017	Garcia	Evelyne	Ajo Elementary School ( 10-02-15-001 )		
							Josefina	Ajo High School ( 10-02-15-002 )		

Buttons: Upload List of Students, Add a Student, Download Extract (CSV)

**Remove Student** [X]

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



ADE will automatically pre-populate all enrollments and code eligibility for SUN Bucks based on Direct Certification matches from schools that report to AzEDS / reported as Income 1 or Income 2 flag in AzEDS. Remember to review all of the students and remove any that do not qualify for the SUN Bucks benefit.



# 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. (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. AzEDS enrollment records updates will be updated in the SUN Bucks portal the next business day.

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)	<a href="#">View / Edit</a> <a href="#">Remove</a>
11253789	Smith	Amy		F	11/15/2015	Smith	Alex	Ajo Elementary School (10-02-15-000)	<a href="#">View / Edit</a> <a href="#">Remove</a>
16378520	Garcia	Joseph		M	08/24/2017	Garcia	Rebecca	Ajo Elementary School (10-02-15-000)	<a href="#">View / Edit</a> <a href="#">Remove</a>
									<a href="#">View / Edit</a> <a href="#">Remove</a>



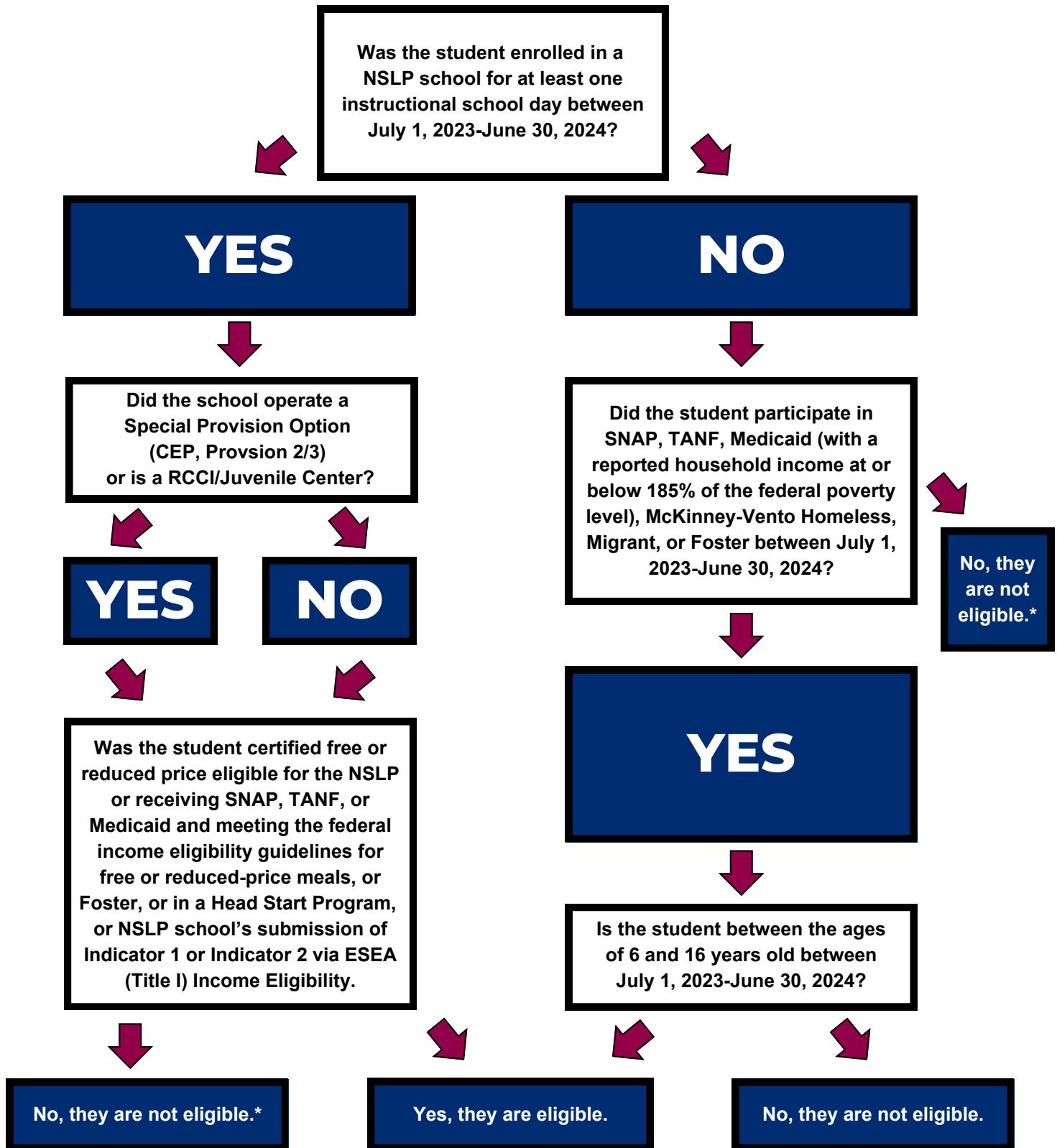
# Completion of Summer 2024 Summer-EBT Data

The portal will automatically save all new student additions or edits to the student data.

The student data that is saved to the portal as of **June 30, 2024**, will be considered the final submission that will be provided to DES for Summer-EBT issuance. Only free or reduced-price eligible students with complete records will be able to receive SUN Bucks.

# Summer-EBT

## Eligibility Flowchart



\* If the student attended a Provision 2/3 or CEP school and does not participate in SNAP, TANF, or Medicaid or have an individual income indicator, the student will need a completed Sun Bucks Application to apply for Sun Bucks benefits. Additionally, if you determine from this chart that the student is ineligible for Sun Bucks, but you believe the student is eligible, the student will need a completed Sun Bucks Application to apply for Sun Bucks benefits. SUN Bucks Applications are in development and will be available soon.

# Thank you!

*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/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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