

CHECKLIST FOR SCHOOLS

PUBLIC SCHOOL DISTRICTS PARTICIPATING IN NSLP TRADITIONAL MEAL COUNTING & CLAIMING (NON-CEP)

The U.S. Department of Agriculture authorized a new permanent nutrition program called Summer Electronic Benefit Transfer, or Summer EBT. This program is referred to as SUN Bucks. SUN Bucks 2024 will provide a \$120 annual benefit to eligible children. To be eligible for SUN Bucks, a child must be identified as directly certified due to participation in SNAP, TANF, income-eligible Medicaid (185% of the federal poverty guideline), or those that are foster, homeless, migrant or income eligible by an application. The benefits will be distributed to the household by the Illinois Department of Human Services (IDHS) later this summer. The Illinois State Board of Education will work in partnership with IDHS to collect eligible student data. For Summer EBT 2024 benefit issuance, the USDA allows the Alternate Household and Income Form as a source of the required eligibility data.

Now

- ☐ Ensure that all free and reduced-price eligible students (regardless of how they are eligible) are marked as 'low income' in the Student Information System (SIS).

Early May

- ☐ Distribute the Summer EBT/SUN Bucks Fact Sheet to all families, and/or
- ☐ Distribute the student specific Summer EBT Notice of Automatic Eligibility to households with student(s) identified as automatically eligible. Distribute the student specific Summer EBT Notice to Apply to households with students not identified as automatically eligible.

During May

- ☐ Process any new Electronic Direct Certification and Household Eligibility Applications for students eligible for free and reduced-price meal benefits.
- ☐ Ensure that all free and reduced-price eligible students (regardless of how they are eligible) are marked as 'low income' in SIS.
- ☐ Ensure that all enrolled students marked as 'low income' have a current mailing address entered in SIS.
- If a mailing address is not included in SIS and a Summer EBT benefit card is needed, such benefit cards will be issued to the enrolling school via the school address, with a request to distribute to the eligible household in a timely manner.

Week of May 28

- ☐ ISBE will pull current SIS data for eligible Summer EBT students. Data will be shared with IDHS for Summer EBT 2024 benefit issuance.

After School is Out for the Summer

- ☐ Share Summer EBT program information, when requested.
- ☐ Direct households to the statewide Summer EBT application, if needed.

Help for Households

If you are unable to answer questions from families, you can direct households to the Illinois Department of Human Services for Summer EBT benefit inquiries.

- Customer Help Line: (833) 621-0737
- Website: <https://www.dhs.state.il.us/>

Resources for Schools

- Visit www.isbe.net/sebt to watch webinars, review guidance, and link to related resources, such as HEAs, Household and Income Forms, and the School Nutrition Programs Administrative Handbook.

