

# Tips for Using SNACS

## Admin Module

*Academic year set-up-* set the new academic year every July prior to the first DC list import and before processing any applications. To set-up the academic year select the Admin tab> Sites and Users> SFAs.

*Site codes-* check site codes for a Student Import file by selecting the Admin tab> Management> Site Codes. Verify that the site codes in the Student Import file match site codes listed in SNACS.

## Student Management Module

**\*Important:** *Updating Student Information for upcoming School Year:* When updating student information after July 1<sup>st</sup> for the upcoming school year **do not update student information until the School Nutrition Contract for the upcoming school year has been approved by the DPI School Nutrition Team.** Doing so will cause students' information to disappear from view in SNACS.

*Manually Entering Students-*When manually entering student information in SNACS fill out the information as completely as possible. SNACS pulls student/household information from the student management module for notification letters.

*Manually changing eligibility –* **Do not change** eligibility of a student via the Student Management Module unless instructed to do so by [DPI SNACS Support](#) Team. It can impact carryover eligibility, the verification process, and information needed for the Administrative Review.

*Changing site, grade, students that have left the district via Manual Entry-* To manually change student information select the Manage Students tab> Students and search for the student whose information needs to be updated. Under Student Details make the necessary changes and select save. A message will display that states “Student details saved successfully.”

**\*Important-** student grade and site can be manually changed at any time. It is recommended to wait until the last day of school. However, changes should be made prior to processing free/reduced meal application or running Direct Certification for the new academic year.

*Student Import-* Use the Current School year enrollment date, current grade for initial import and when adding new students.

*Changing site, grade, or deactivating students that have left the district via Student Import-* Must **re-import student information** each year on or after July 1<sup>st</sup> to update student's grade and/or site they are attending for the upcoming school year. Use an enrollment date of July 1<sup>st</sup> of the current

year, change grade and site (if needed) of student. If a student has left the district (i.e. graduated/moved) enter their withdrawal date/last day in the withdrawal column to deactivate them.

*Student import file* - import as a .txt (text tab delimited). When saving a file to import into SNACS please do not use any special characters in the file name. If for some reason the file cannot be saved as a .txt file please contact the SNACS Support team for assistance.

*Tips for Student Import file:*

*Site Codes:* Check site codes and make any changes **before** importing file. (See note about site codes in [Admin Module](#) section above)

*Race and Ethnicity Codes:* Race and ethnicity codes must match the format required by SNACS to import the file.

- For ethnicity: H=Hispanic/Latino and NH=not Hispanic/Latino.
- For race: A=Asian, B=Black/African American, I= American Indian or Alaskan Native, P= Pacific Islander, T=two or more races, W=White/Caucasian.

*Phone number(s):* Check format of any telephone numbers in file prior to importing. Phone numbers need to be in numerical format only. No dashes or parentheses. (see [Student Import Tips](#) for instructions on removing dashes and parentheses)

*Withdrawal date:* Use a question mark (?) for the withdrawal date as a place holder.

*File Header:* Delete file header and resave prior to importing file.

## Counting and Claiming Module

*POS file:* Use [POS File Template](#) located on the [SNACS webpage](#) to track students' meals and import the file after the last meal of the month is served to the students.

*Claims-SNACS* can generate the information needed for monthly claims for reimbursement, including the edit check. **The claim information must be submitted via online services on the DPI School Nutrition Team website after the claim information is generated via SNACS.**

## Eligibility Certification Module

*Direct Certification Sibling Matching:* When matching students to extend Direct Certification benefits the most efficient way is to match using the “by eligibility group” selection. “By address”, “by guardian”, and “manual matching” are other options that can be used.

*Printing Online Free/Reduced Meal Applications:* To print online applications processed in SNACS follow the steps outline below:

- In the Eligibility Certification Module > Select the Applications tab > Master Index.
- Under the Entry Method drop down, select Online and click Apply. A list of all online applications for the current school year will display. Select the hyperlink in the Application # column to open an application.
- A pop-up window with information about the application will open. On the top left hand side of the window there will be a Validate button. Select Validate and the application will open.
- On the application, there will be a Print button in the upper right hand side of the first page of the application. Select Print to print off the application.