

WHAT YOU NEED TO KNOW ABOUT Data & Access to SUN Bucks Benefits



Health and Nutrition Services
Arizona Department of Education





Disclaimer

This training was developed by the Arizona Department of Education (ADE) Health and Nutrition Services Division (HNS). The content in this training is intended for professionals operating one or more USDA Child Nutrition Programs in Arizona under the direction of ADE. The information in this training is subject to change. Attendees are encouraged to access professional development materials directly from the training library to prevent use of outdated content.

Intended Audience

This training 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.

Objectives

This webinar will:

- Explain the annual reporting responsibilities of SFAs for SUN Bucks.
- Ensure SUN Bucks program information is understood.
- Allow HNS to provide detailed training on AzEDS data and eligibility designations.
- Provide program directors an opportunity to ask for clarifications.

TRAINING HOURS

Information to include when documenting training completion:

Training Title: What you need to know about Data & Access to SUN Bucks Benefits

Key Area: Not Applicable

Learning Code: Not Applicable

Length: 1 hour

Questions

Questions can be asked in the Q&A at any time.

Once the webinar concludes, HNS will compile all the questions received and create a follow-up Q&A document that will address all questions.

If you require additional assistance following HNS's communication, please reach out to your HNS Specialist through HelpDesk.



Use the Q&A to
ask a question.

Agenda

Section 1: SUN Bucks Basics

Section 2: Automatic SUN Bucks Eligibility and AzEDS Data including Eligibility Designations

Section 3: Reporting actions required by SFAs

Section 4: Applying for SUN Bucks: Household Applications

SECTION 1

SUN Bucks Basics



SUN Bucks

ADDITIONAL SUMMER FEEDING OPTION

SUN Bucks, or the Summer Electronic Benefit Transfer Program (Summer-EBT), adds an additional supplement to the summer meals programs by providing grocery-buying benefits to low-income families with school-aged children when schools are closed for the summer. Households are issued the \$120 food assistance benefit for each eligible child.

Notably, families can benefit from SUN Bucks alongside other programs like SNAP, WIC, and the Summer Food Service Program (SFSP)/Seamless Summer Option (SSO).

For more information, please visit [Health and Nutrition Services SUN Bucks webpage](#).



SUN Bucks Benefits Eligibility

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.

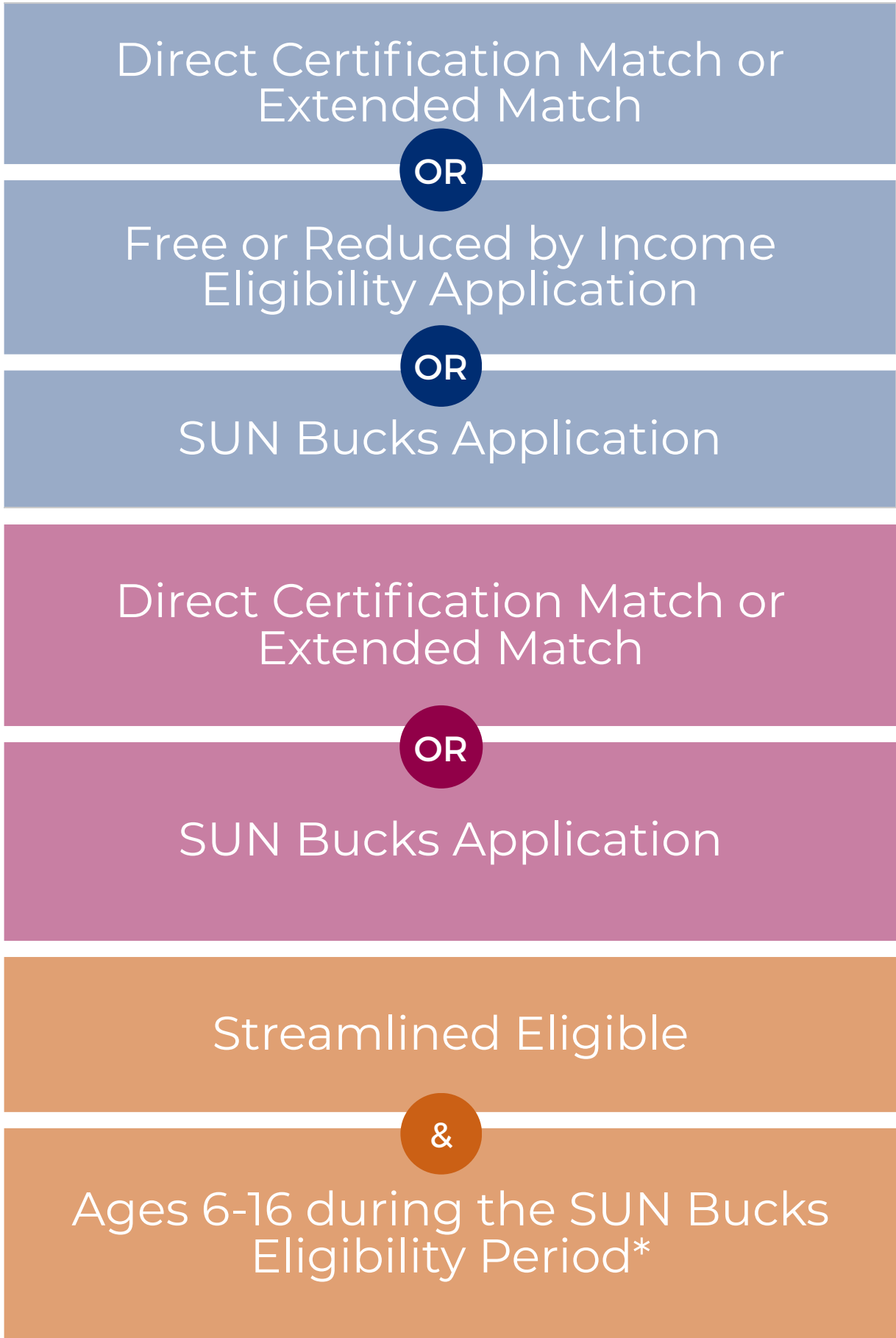
Streamlined Eligible: Received benefits under SNAP, TANF, FDPIR, Medicaid (with a reported household income at or below 185% of the federal poverty level), Foster, McKinney-Vento Homeless, Migrant, or Head Start. Please note, a match in Foster, Migrant, or Homeless does not extend free meal or SUN Bucks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

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

Enrolled in a Non-NSLP School



*The last day of the summer operational period is August 3, 2026.
**Students who attend a school operating CEP or Provision 2/ 3 are not certified as free or reduced-price based on an NSLP Household Application and therefore must submit a SUN Bucks application if they are not directly certified.

WE KNOW IT WORKS!

Demonstration projects showed summer grocery benefits reduced child hunger by 33%.

In summer 2025:

- **646,932** Arizona children received **\$77,631,840** in SUN Bucks benefits!



As a direct result from all of the hard work of Arizona SFAs promoting SUN Bucks, in summer of 2025, more than 2,300 households submitted applications to ADE.

SECTION 2

Automatic SUN Bucks Eligibility and AzEDS Data including Eligibility Designations



Collecting SUN Bucks Data

AUTOMATIC ELIGIBILITY

SUN Bucks benefits can be provided to eligible children who meet the following criteria:

Be enrolled and have attended at least one instructional school day at an NSLP/SBP participating site **during School Year 2025-2026.**

AND

Meet **one or more** of the following eligibility criteria for at least one day beginning on July 1, 2025 through August 3, 2026:

- Reside in a household that participates in SNAP, TANF, FDPIR, **and/or** income-based Medicaid (for Medicaid, household income provided must be at or below 185% of the federal poverty level);
- Qualify as a foster child, be certified under the McKinney Vento Homeless Assistance Act as a homeless or an unaccompanied youth, or under the Migrant Education Program, and/or be enrolled in a NSLP/SBP participating Federal Head Start Program;
- Be certified eligible for free or reduced-price meals based on an NSLP household application.



Student School Food Service Program Association Data Eligibility Source Report

AUTOMATIC ELIGIBILITY

The SSFSPA Eligibility Source report must accurately reflect the methodology employed to determine eligibility status. The following sources may be utilized to establish eligibility for the National School Lunch Program (NSLP) and School Breakfast Program (SBP):

Eligibility Determination Criteria:

- NSLP Household Application = “**USDA Application**”
- Participation in nutrition assistance = “**Direct Certification**”
- LEA documentation indicating child is foster, homeless, runaway or migrant = “**Other Source**”
 - (Will **NOT** pre-populate eligibility in CNP Summer EBT - SUN Bucks Data Portal)

For any inquiries regarding the reporting of the Student School Food Service Program Association data, NSLP/SBP eligibility determinations, or issues related to the confidentiality and disclosure of NSLP/SBP eligibility data, NSLP/SBP operators are encouraged to contact their designated program specialist within the Health and Nutrition Services (HNS) Division.

“USDA Application” Eligibility Source

AUTOMATIC ELIGIBILITY

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 that 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), the Community Eligibility Provision (CEP) or Provision 2 or 3 non-base year, as operating those provisions do not require use of the USDA Application. The USDA Application is the NSLP Household Application.

Insert School Year Application for Free and Reduced-Price School Meals
Complete one application per household. Please use a pen (not a pencil).

STEP 1 List ALL infants, children, and students up to and including grade 12 in your household (if more spaces are required for additional names, attach another sheet of paper)

Definition of **Household Member**: "Anyone who is living with you and shares income and expenses, even if not related." Children in **Foster care** and children who meet the definition of **Homeless, Migrant or Runaway** are eligible for free meals.

Child's First Name MI Child's Last Name School Name Foster Child Homeless, Migrant, Runaway

STEP 2 Do any Household Members (including you) currently participate in one or more of the following assistance programs: SNAP, TANF, or FDIPIR? Circle one: Yes / No

If you answered NO > Complete STEP 3. If you answered YES > Write a case number here then go to STEP 4 (Do not complete STEP 3) Case Number: Write only one case number in this space.

STEP 3 Report Income for ALL Household Members (Skip this step if you answered "Yes" to STEP 2)

Are you unsure what income to include here? Flip to the back of this application and review the charts titled "Sources of Income" for more information. The "Sources of Income for Children" chart will help you with the Child Income Section. The "Sources of Income for Adults" chart will help you with the Adult Household Members Income Section.

A. Child Income
Sometimes children in the household earn income. Please include the TOTAL GROSS income earned by all Children Household Members listed in STEP 1 here.

Child GROSS income Weekly Bi-Weekly 2x Month Monthly

B. All Adult Household Members (including yourself)
List only the Adult Household Members (including yourself) even if they do not receive income. For each Household Member listed, if they do receive income, report total GROSS income (amount before taxes and deductions) for each source in whole dollars only. If they do not receive income from any source, write "0". If you enter "0" or leave any fields blank, you are certifying (promising) that there is no income to report.

Name of Adult Household Members (First and Last) GROSS Earnings from Work Weekly Bi-Weekly 2x Month Monthly Public Assistance/Child Support/Alimony Weekly Bi-Weekly 2x Month Monthly Pension/Retirement/All Other Income Weekly Bi-Weekly 2x Month Monthly

C. Total Household Members (Children and Adults) Last Four Digits of Social Security Number (SSN) of Primary Wage Earner or Other Adult Household Member X X X X X X X X Check if no SSN

STEP 4 Contact information and adult signature Mail Completed Form to: **INSERT SCHOOL/DISTRICT MAILING ADDRESS**

"I certify (promise) that all information on this application is true and that all income is reported. I understand that this information is given in connection with the receipt of Federal funds, and that school officials may verify (check) the information. I am aware that if I purposely give false information, my children may lose meal benefits, and I may be prosecuted under applicable State and Federal laws."

Signature of adult completing the form Today's date Printed name of adult completing the form Daytime Phone and Email (optional) Street Address (if available) Apt. # City State Zip

OFFICE USE ONLY Eligibility: Free Reduced Denied Error Prone Determining Official's Signature: Date: Case # Application Foster Application Directly Certified: Date of Disregard: Income Application Homeless/Migrant/Runaway Household Size: Total Income: Per: Week Bi-Weekly (Every 2 Weeks) 2x Month Monthly Annual Selected For Verification: Confirming Official's Signature: Date: Follow-Up Official's Signature: Date:

“Other Source” Categorical Eligibility Source

The CNP Summer EBT - SUN Bucks Data Portal will NOT extract free and reduced-price status from the Student School Food Service Program Association source “Categorical Eligibility based on Other Source.” **Students who are assigned benefits based on this source classification will need to be manually uploaded** into the CNP Summer EBT - SUN Bucks Data Portal, as this information will NOT pre-populate.

Other Source eligibility is assigned to:

FDPIR participation list from participating ITOs

LEA documented foster, homeless, migrant, or runaway students

Head Start roster students

Other students who will have to be MANUALLY UPLOADED to the CNP Summer EBT - SUN Bucks Data Portal:

Extended Direct Certification Matches

- If a student does not appear as an actual match in CNP Direct Certification, their eligibility will need to be manually uploaded.

2026 Data Updates

SCHOOLS OPERATING REGULAR NSLP OR A PROVISION 2 OR 3 BASE YEAR

Student Food Service Program Association (SSFSPA) in AzEDS:

Eligibility status and source of eligibility for all enrolled students in both the NSLP and SBP must be reported

- Focuses on eligibility determination for free and reduced-price meals under NSLP and SBP.

ONLY data from the “USDA Application” source and the CNP Direct Certification match source will pre-populate the CNP Summer EBT - SUN Bucks Data Portal.

WHAT DOES THIS MEAN FOR DATA REPORTING?

- Free and Reduced-Price status from AzEDS will be populated in the CNP Summer EBT - SUN Bucks Data Portal when it is from the source of "USDA Application" from schools operating regular NSLP or provision base years.
- Matches from CNP Direct Certification will also auto-populate eligibility in the CNP Summer EBT - SUN Bucks Data Portal. Extended DC Matches will not pre-populate.
- Students who are reported as eligible from “Other Source” will not be pre-populated in the portal and these students’ eligibility must be uploaded.

2026 Data Updates

SCHOOLS OPERATING SPECIAL PROVISION OPTIONS (SPO): COMMUNITY ELIGIBILITY PROVISION (CEP) OR PROVISION 2 OR 3 NON-BASE YEAR

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 upload these extended eligibles manually in the portal.

WHAT DOES THIS MEAN FOR DATA REPORTING?

- Matches from CNP Direct Certification will auto-populate eligibility in the CNP Summer EBT - SUN Bucks Data Portal.
- Students with eligibility from extended household matching must be uploaded.
- All other students will need to be provided a SUN Bucks Application and must apply for SUN Bucks benefits.
- The Alternative Form for Income-based Eligibility (Indicators 1 and 2) is **NOT** a source for reporting to Student School Food Service Program Association OR determining SUN Bucks eligibility.

Eligibility Reporting and SPO Operators

Students who are enrolled in schools that operate Special Provision Option (SPO) like the Community Eligibility Provision or Provision 2 or 3 non-base year do not have the opportunity to submit school meal applications. If a student does **NOT** meet the following, they should be provided the SUN Bucks application.

- Match from the CNP Direct Certification system
- Extended Direct Certification Match results
 - SPO operators with students who are extended DC matches must track and upload these extended eligibles manually in the portal.

How will the other students who are eligible receive SUN Bucks benefits?

- **These families will need to fill out a SUN Bucks Application**

**The '[No Meal Application, No Problem](#)' resource for SPO operators contains a QR code linked to the SUN Bucks application.*

No Meal Application, No Problem...

How to receive SUN Bucks for students who attend schools that do not collect Household Applications for Meal Benefits



The information collected on meal applications for the National School Lunch Program (NSLP) can qualify students for SUN Bucks. However, if your school doesn't collect meal applications, you may fill out a SUN Bucks application to see if your child is eligible for this grocery buying benefit.

COMPLETE THE SUN BUCKS SCREENER TO
Apply for SUN Bucks Today!

SUN Bucks Eligibility Screener

Scan the QR code to be directed to the screening tool that will ensure households that are pre-qualified do not complete a SUN Bucks Household Application when it is not required. For those deemed necessary to complete a SUN Bucks Household Application, the link to the application will be made available within the screener.

For Spanish visit: <https://www.azed.gov/SUNBucks>



Arizona Department of Education | USDA is an equal opportunity provider, employer, and lender.

SUN Bucks Data Pre-Population

How the Data Flows into the Data Portal

- 1

Student Data Reported

Enrollment and student information reported to AzEDS populates the CNP Summer EBT - SUN Bucks Data Portal. Non-AzEDS students must be uploaded.
- 2

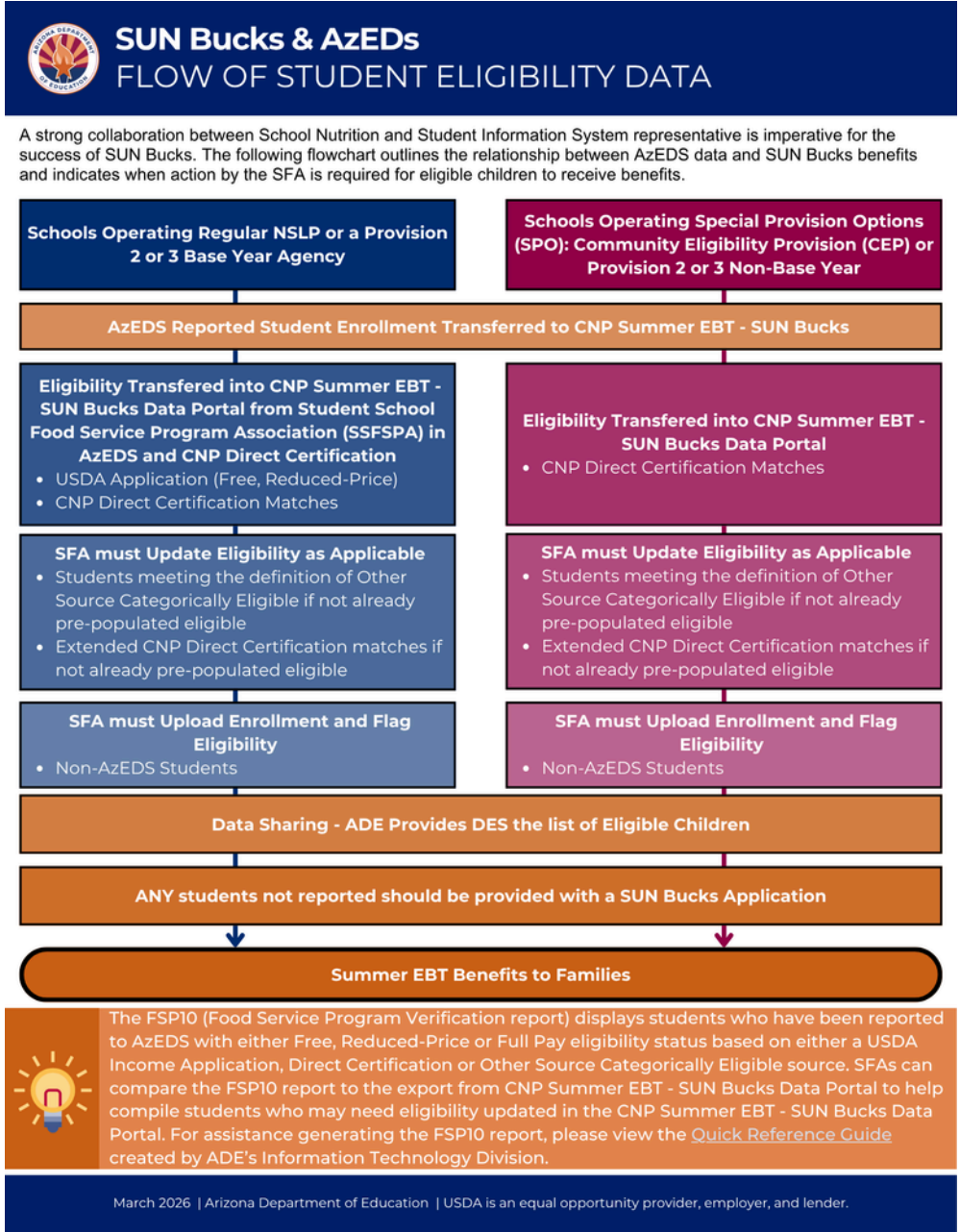
Eligibility Identified

Free/Reduced eligibility for SUN Bucks is identified through:

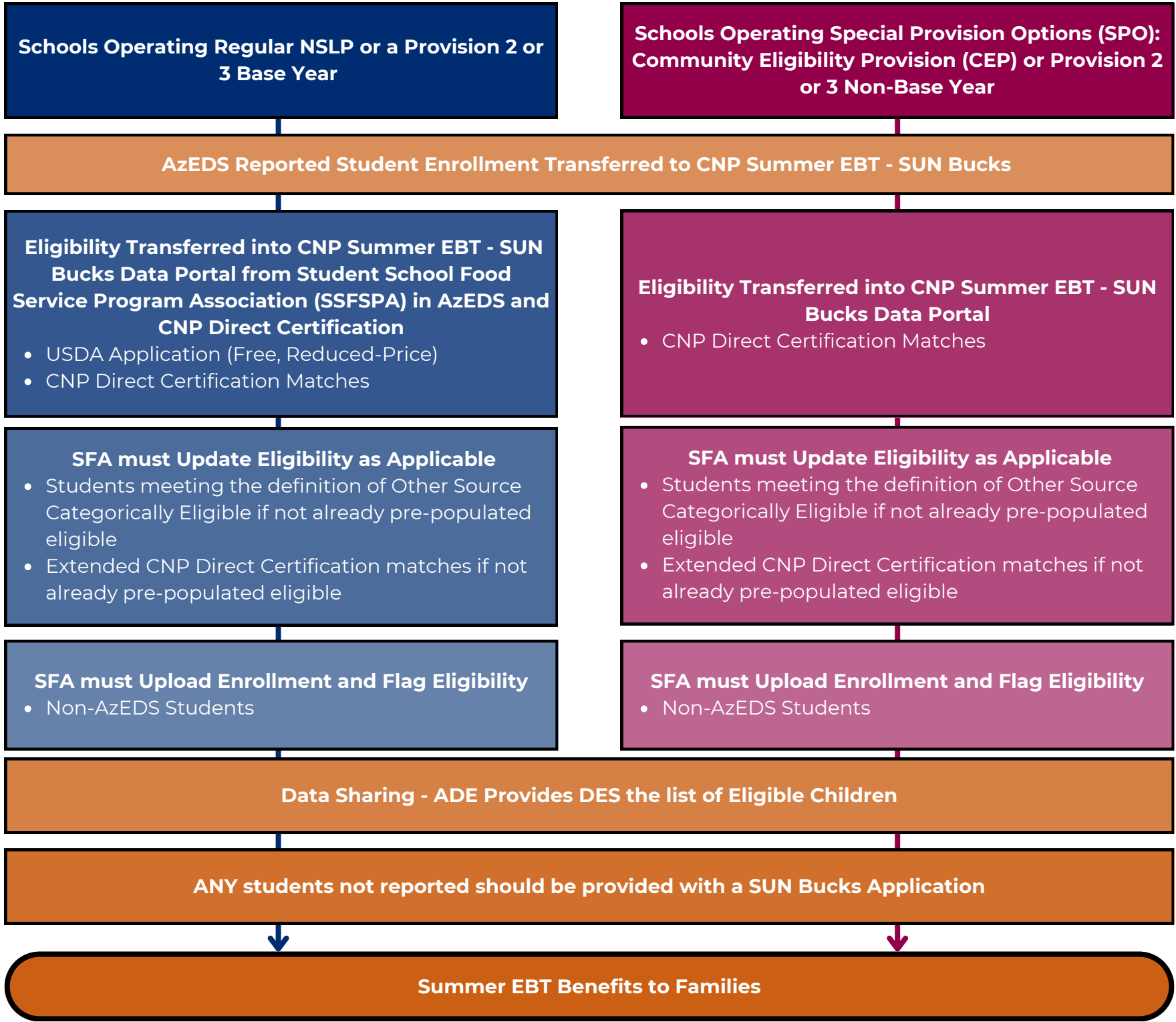
 - **Direct Certification**
 - Reporting from AzEDS (SSFSPA)
- 3

Students Pre-Populated

Eligible students (via Direct Certification matches and USDA Applications) are automatically populated in the CNP Summer EBT - SUN Bucks Data Portal for processing.



Student Enrollment and Eligibility Data Flow



 If you have questions about your Student Information System (SIS), please continue to work with your SIS data coordinators.

Quiz Time

True or False. All students attending schools that participate in CEP are automatically eligible for SUN Bucks.

A True

B False

Quiz Time

True or False. All students attending schools that participate in CEP are automatically eligible for SUN Bucks.

A True

B False



Only students attending a CEP school who are a match in CNP Direct Certification are automatically eligible. If a student is a DC extended match or meets the definition of other source categorically eligible, the SFA must update the student in the CNP Summer EBT - SUN Bucks Data Portal.

All other students who may be eligible will need to submit a SUN Bucks application.

Quiz Time

True or False. Students who are eligible for SUN Bucks because they are an extended benefit of SNAP, TANF, FDPIR, or Medicaid (Free/Reduced-Price) or meet “Other Source” categorical eligibility need to be manually updated/uploaded in the CNP Summer EBT - SUN Bucks Data Portal by the SFA.

A True

B False

Quiz Time

True or False. Students who are eligible for SUN Bucks because they are an extended benefit of SNAP, TANF, FDPIR, or Medicaid (Free/Reduced-Price) or meet “Other Source” categorical eligibility need to be manually updated/uploaded in the CNP Summer EBT - SUN Bucks Data Portal by the SFA.

A True

B False



All students who are eligible for SUN Bucks by “Other Source” as well as those who are extended Direct Certification matches, must be manually uploaded/updated in the CNP Summer EBT - SUN Bucks Data Portal, as their eligibility will not be pre-populated.

SECTION 3

Reporting Actions Required by SFAs



What actions are required by SFAs?

1 **REPORTING STUDENT DATA AND ELIGIBILITY**

SFAs’ primary responsibility for the SUN Bucks Program is ensuring accurate student-level enrollment and free and reduced-price eligibility data is provided to ADE via the CNP Summer EBT - SUN Bucks Data Portal in ADEConnect annually.

2 **PROMOTING SUN BUCKS**

Additionally, SFAs are responsible for promoting SUN Bucks and distributing ADE’s SUN Bucks Household application to families who are not automatically certified as eligible for the SUN Bucks benefit but who would otherwise qualify.



SUN Bucks Benefits

ACTIONS REQUIRED BY THE SFA

The Summer Electronic Benefit Transfer Program (SUN Bucks) provides a one-time summer benefit amount of \$120 per eligible child to purchase groceries during the summer when school is not in session. The following resource outlines the actions required by School Food Authorities (SFA) to ensure accurate and timely issuance for SUN Bucks.

1

REPORTING STUDENT DATA AND ELIGIBILITY

SFA's primary responsibility for the SUN Bucks Program is ensuring accurate student-level enrollment and free and reduced-price eligibility is provided to ADE via the CNP Summer EBT - SUN Bucks Data Portal in ADEConnect annually.

KEY DATES

DATES OF ENROLLMENT July 1 - June 30	ACTION REPORT STUDENT DATA April 2026 - August 3, 2026
All students who were enrolled at least one day from July 1 to the last day of the academic school year or June 30 , whichever comes first must be reported.	SFAs are responsible for logging into the CNP Summer EBT - SUN Bucks Data Portal in ADEConnect and: Reviewing Pre-Populated Student Data (Students Reported in AzEDs): SFAs should ensure pre-populated data elements in the ADEConnect Application - CNP Summer EBT- SUN Bucks Data Portal are accurate first before manually adding or uploading enrollment and eligibility data. Manually Adding/Uploading Student Information (Non-AzEDs): SFAs must add or upload student data for any students 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 if students are not already pre-populated. This includes student level enrollment and free and reduced-price eligibility data for any Bureau of Indian Education schools, private schools, and schools with pre-K or federally funded Head Start students.
DATES OF ELIGIBILITY DETERMINATIONS July 1, 2025 - August 3, 2026	ACTION COLLABORATE WITH SIS REPRESENTATIVE Throughout the School Year
SFAs are to report free and reduced-price eligibility for students' eligibility determinations made up to August 3, 2026 . This means, SFAs are to report any new or changed free or reduced-price eligibility determinations for students who were enrolled from July 1, 2025 - June 30, 2026 up to August 3, 2026.	SFAs should be working closely with their Student Information System (SIS) contact to ensure student data from the Point of Service (POS) system matches the data maintained by the SIS. <i>A strong collaboration between School Nutrition and SIS is imperative for the success of SUN Bucks. By periodically verifying student data is consistent and accurate, SFAs will be better able to assure students who qualify will receive the SUN Bucks benefit at the soonest availability.</i>

For more information, please review ADE HNS' How to Report Students for Summer-EBT in the CNP Summer EBT - SUN Bucks Portal Quick Guide.

ADE needs to know all students who were enrolled (even those who are not free or reduced-price eligible) as verifying NSLP enrollment is required for reviewing SUN Bucks applications submitted to ADE. If ADE cannot verify NSLP enrollment, a student will be denied even if their household income meets eligibility.

March 2026 | Arizona Department of Education | USDA is an equal opportunity provider, employer, and lender.

[SUN Bucks Benefits: Actions Required by the SFA](#)

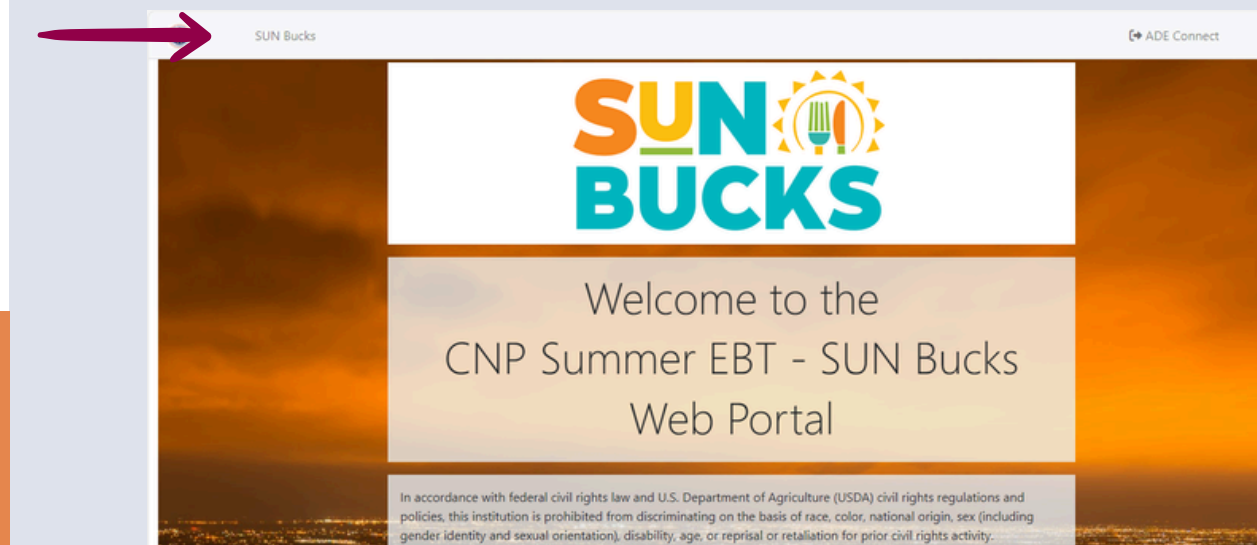
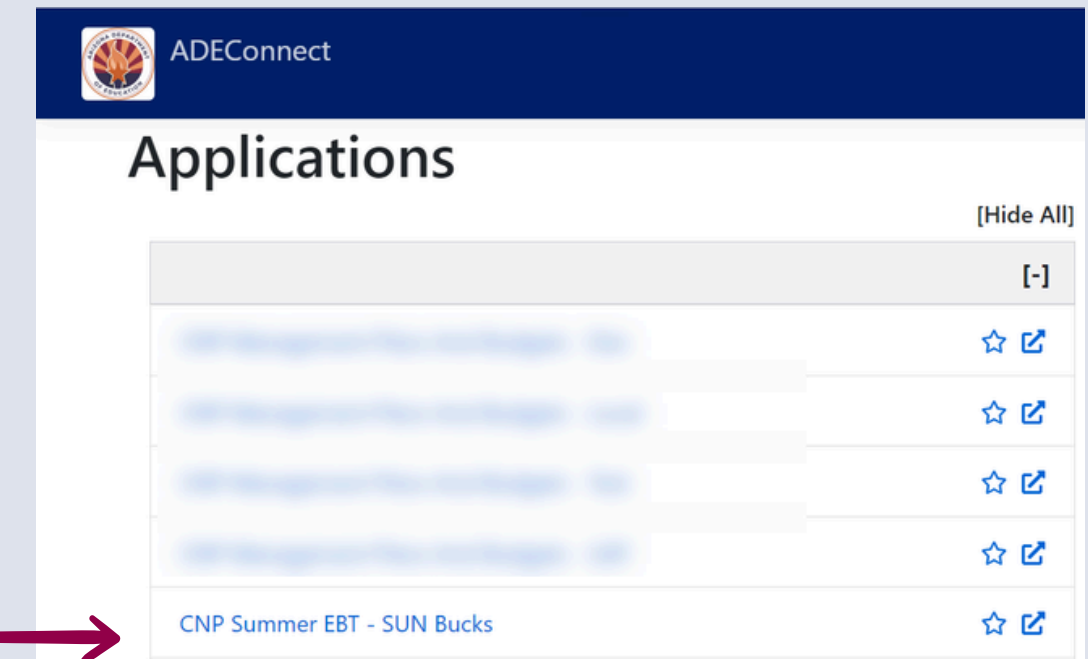
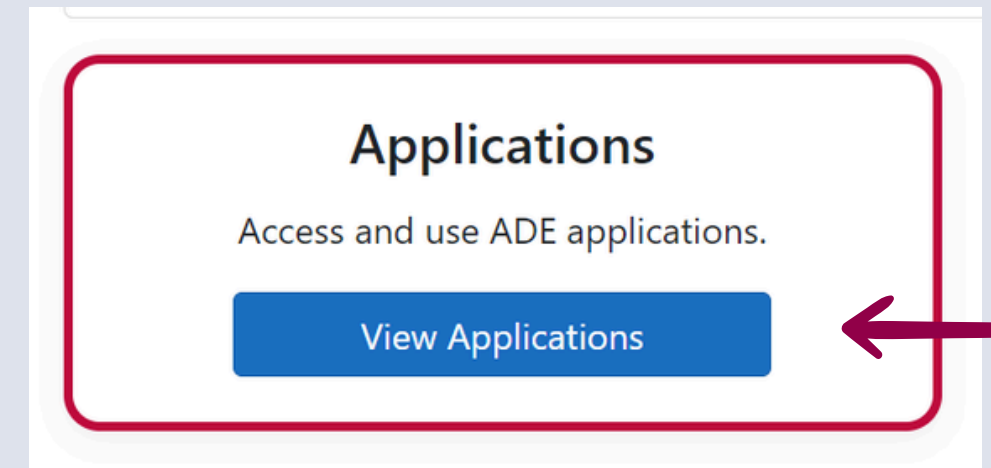
Accessing the CNP Summer EBT - SUN Bucks Data Portal

LOGGING IN

To access the Summer EBT - SUN Bucks Data Portal:

- Log into ADEConnect
- Select Applications
- Select CNP Summer EBT - SUN Bucks from the list of applications

The Summer EBT - SUN Bucks Data 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 Quick Guides](#).

Reporting Students for SUN Bucks Benefits

CNP SUMMER EBT - SUN BUCKS DATA PORTAL

SFAs are responsible for:

- Ensuring all eligible student data elements are accurate annually in the online ADEConnect Application - CNP Summer EBT- SUN Bucks Data Portal.
- Reporting any NSLP/SBP enrolled students not reported in AzEDS for SUN Bucks/Summer Electronic Benefit Transfer (SEBT).

HNS has created a quick guide resource that will take the SFA step-by-step through the process of reporting all students in this portal for maximum access to SUN Bucks benefits.



Resources for SUN Bucks can be found here:

[How to Report Students for Summer-EBT in the CNP Summer EBT - SUN Bucks Data Portal](#)

Managing Student Information

ACCESSING S-EBT SUN BUCKS ENROLLMENTS AND ELIGIBLES

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 certain records for:

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

Pre-Populated Data

THE PRE-POPULATED DATA IN THE PORTAL WILL INCLUDE:

- Enrollment, student information, custodial parent/guardian information, and mailing/home address are derived from AzEDS reporting
- Free and Reduced-Price status from the source of USDA Application (from SSFSPA)
- Any student found as a match in CNP Direct Certification (from CNP Direct Certification)

SFAs should ensure that pre-populated data is consistent with their records and ensure this data contains correct student information. Student eligibility that pre-populates as ELIGIBLE cannot be edited.

WHAT IS A NON-AZEDS STUDENT?

Students who are not reported to ADE AzEDs in the Student Information System (SIS)

1

Pre-School Students

2

Head Start Students

3

Students enrolled in schools
that are not State Schools

4

Children who DO NOT have a
State Student ID (SSID)



Last summer, SFAs coded more than 18,500 Non-AzEDs NSLP/SBP students as S-EBT eligible allowing them to receive the SUN Bucks benefit! Your hard work paid off!



How to Report Non-AzEDS Students

To report Non-AzEDS Students for SUN Bucks, you should follow these steps:

1. **Ensure access** to CNP Summer – EBT SUN Bucks – SFA, an application in ADEConnect.
2. **Identify Non-AzEDS Students** enrolled in the NSLP school and not reported to the AzED: Gather a list of students who do not have an Arizona State Student ID.
3. **Data Collection:** View the guide How to Report Students for Summer-EBT in the CNP Summer EBT-SUN Bucks Data Portal AND the required fields on the Summer EBT Student List File Upload Template found in the CNP Summer – EBT SUN Bucks Data Portal for SFAs.
4. **Reporting Format:** Prepare the report in the required format on the template. Ensure all required fields are completed.
5. **Submission:** Upload the template. Should formatting errors occur, please update your template and try again.
6. **To Follow-Up:** After submission, be available for any questions or clarifications that may arise regarding your report.

Make sure to maintain confidentiality and comply with any applicable laws regarding student data.

Manual Data Entry

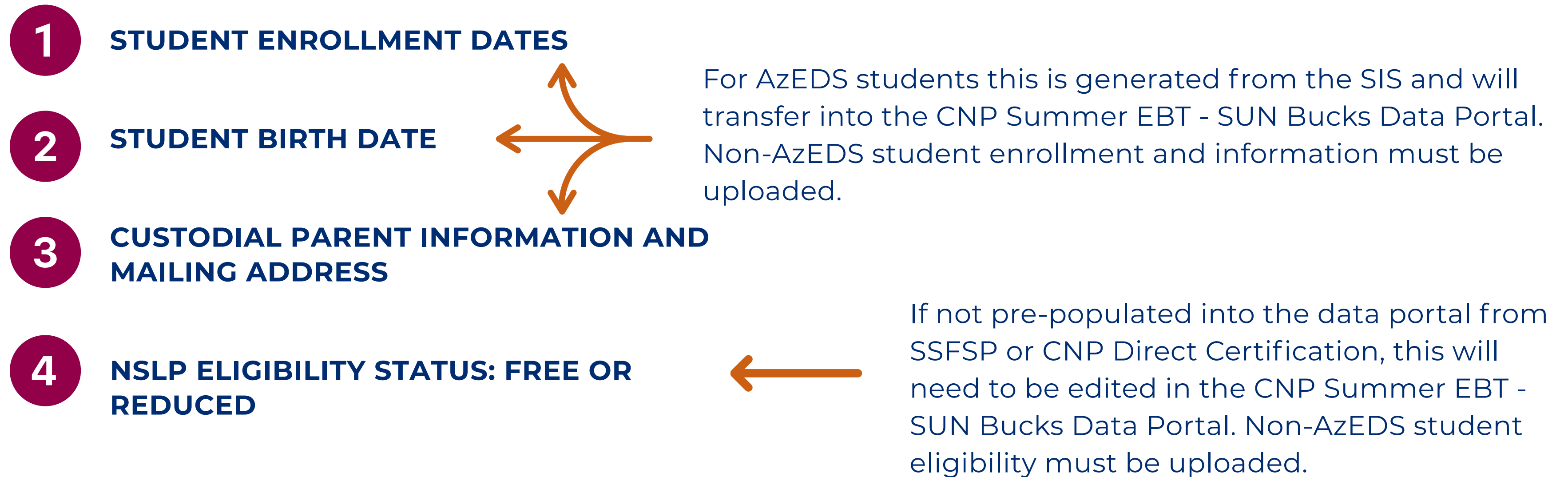
Students with an SSID number who were not enrolled in an AzEDS reporting school during the school year must be manually entered.

- Additionally, 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 via this data portal.
- Students identified as “Other Source” categorically eligible will be listed in the portal but need their eligibility updated.
- CNP Direct Certification extended household matches will be listed in the portal but need their eligibility updated.

REQUIRED STUDENT INFORMATION:

- State Student ID – If Available
- SFA Student ID - Required if no State Student ID is Provided
- Student’s Last Name – Required
- Student’s First Name – Required
- Student’s Middle Name – Optional
- Student’s Date of Birth – Required
- Student’s Sex – Required
- School CTDS - Required (File upload only)
- Enrollment Start Date - Required
- Enrollment End Date - Required
- Parent/Guardian Last Name* - Legal Name Required
- Parent/Guardian First Name* - Legal Name Required
- Address, City, State, Zip – At least one address is required

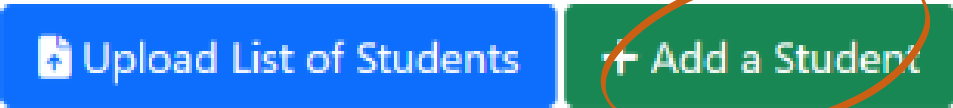
Data Required to Administer Benefits to Eligible Students



Adding Individual Students

MANUAL DATA ENTRY

Once in the portal, click on ‘Add Student’



Fill out required information

A screenshot of a form titled 'Student'. It contains several input fields: 'State Student ID', 'Site 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' (a dropdown menu). To the right of these fields is an 'Eligibility' section with checkboxes for various programs like SNAP, TANF, and others. At the bottom, there is an 'I Agree' checkbox.

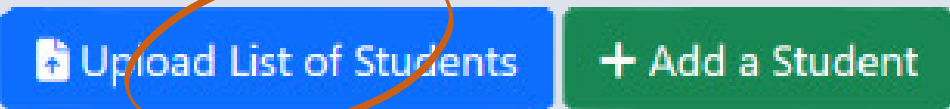
Click “Save”



Adding Multiple Students via Spreadsheet

UPLOADING A SPREADSHEET

Once in the portal, click on ‘Upload List of Students’



Download [Example Excel Spreadsheet](#) template.

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](#)

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

Read Attestation Statement and click 'I agree'.

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

Click 'Upload'.

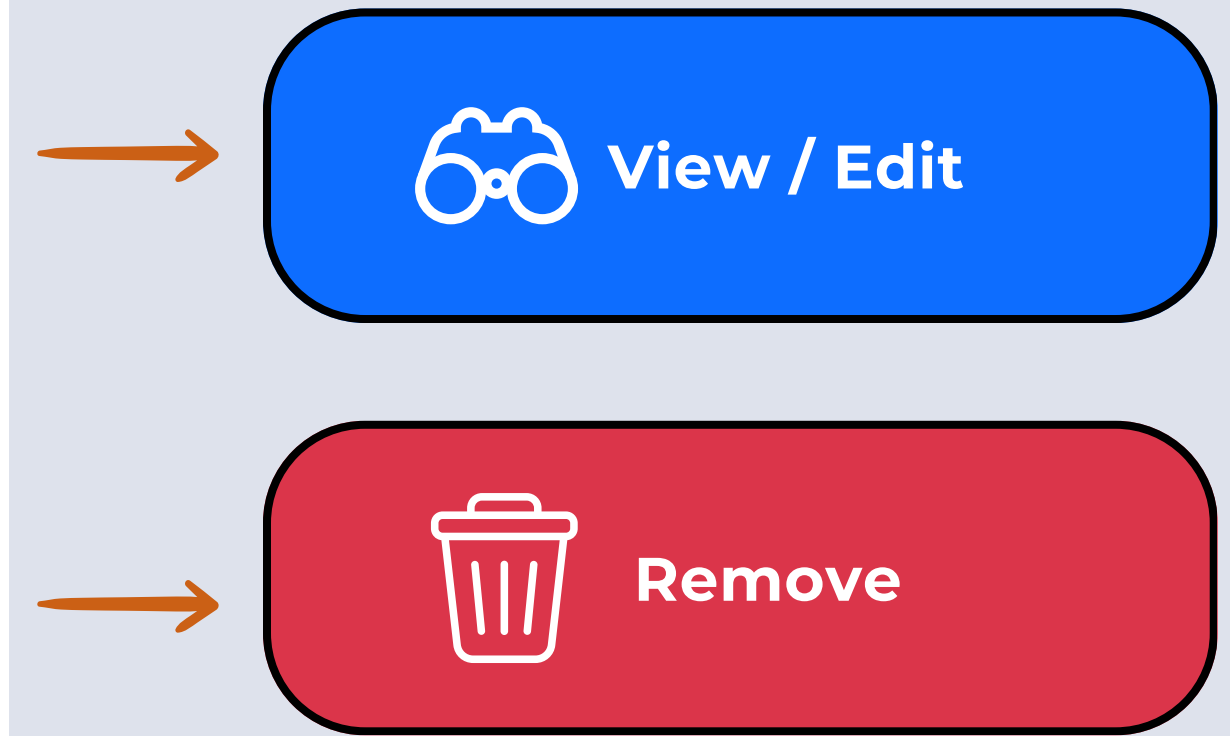


Editing or Removing Student Information

PRE-POPULATED STUDENTS MAY NOT BE REMOVED AND ONLY THEIR CONTACT INFORMATION CAN BE EDITED

To edit or remove student information in the Summer EBT - SUN Bucks Data Portal:

- Click on the blue 'View/Edit' button
- Click on the red 'Remove' button



 Any information edited in the Summer EBT - SUN Bucks Data 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 Summer EBT - SUN Bucks Data Portal the next business day.

Completing Summer-EBT Data

The SFA has completed the requirements for reporting Summer EBT data to ADE once the following two actions have been completed:

- 1** The SFA has submitted students who were not already pre-populated
 - non-AzEDS students
 - “Other Source” eligible students
 - Extended matches from CNP Direct Certification
- 2** The SFA has ensured accuracy and completeness for all pre-populated data
 - AzEDS students



Automatic data pulls from AzEDS discontinues on **June 30**, however, SFAs are able to still manually report new or changed student data until **August 3, 2026**.

SECTION 4

Applying for SUN Bucks: Household Applications



Who needs to apply for SUN Bucks?

SUN Bucks benefits will be automatic for most eligible students. However, students who were enrolled for a minimum of one instructional school day and were not previously certified as eligible for free or reduced-price meals **AND/OR** students who were enrolled in an NSLP/SBP participating school that did not distribute NSLP household applications and therefore could not be determined eligible through the application could still potentially receive SUN Bucks benefits! These individuals are encouraged to submit a SUN Bucks Application to ADE.



As a direct result from all of the hard work of Arizona SFAs promoting SUN Bucks, in summer of 2025, more than 2,300 households submitted applications to ADE.

SUN Bucks Household Application

The SUN Bucks application is available annually at azed.gov/SUNBucks - Applying for SUN Bucks.

School Food Authorities (SFAs) are required to:

- Ensure the application is available to households that believe they qualify for the SUN Bucks benefit but were not identified as eligible by the SFA.
- Ensure students attending schools that operate Special Provision Options have access to the SUN Bucks Household application if they do not match in CNP Direct Certification.

Eligible households may:

- Complete and submit the 2026 SUN Bucks Application to the Arizona Department of Education (ADE) by August 3, 2026.
- Expect ADE to process the application and subsequently notify the household of approval/denial of benefits.

SUN Bucks (Summer EBT/S-EBT): Information for Parents



The Summer Electronic Benefit Transfer Program (Summer-EBT/SUN Bucks) provides grocery-buying benefits to low-income families with school-aged children who lose access to free or reduced-price school meals when schools are closed for the summer.

▶ Will my child automatically receive SUN Bucks in 2026?

▶ If my child's school serves free meals to all students, are they automatically eligible for SUN Bucks?

▶ How do I know if my child is automatically eligible for SUN Bucks based on participation in AHCCCS/Medicaid?

▶ How do I apply for SUN Bucks?

▶ How will I be receiving my benefits?

▶ How do I use my SUN Bucks benefits?

▶ What if I don't want my benefits or if I'd like to opt out?

▶ What to do if my benefits were stolen?

▶ Who do I contact if I have further questions?

▶ Where can I submit an appeal of my benefits decision?

SUN Bucks Household Application

APPLICANT MUST FILL OUT THE SUN BUCKS ELIGIBILITY SCREENER GUIDE

- The SUN Bucks Eligibility Screener Guide ([English](#) or [Spanish](#) version) will determine if a child will receive benefits automatically. Completion of the eligibility screener will provide the link to the SUN Bucks household application if applicable.

APPLICANT MUST FILL OUT ALL REQUIRED FIELDS

The following information will be collected when completing the SUN Bucks application:

- Custodial parent name;
- Contact information including address;
- Each child's name, school, grade, and birth date;
- All household members;
- Gross income information for each household member and child (if applicable for child);
- SNAP, TANF, FDPIR case number if household participates; and,
- Signature and attesting to information on the application.

SUN Bucks Household Application

THE APPLICATION WILL BE PROCESSED AND BENEFITS WILL BE GIVEN TO ELIGIBLE APPLICANTS

SUN Bucks Household Applications will be submitted to and processed by ADE. These applications must be submitted to ADE by **August 3, 2026**.

- *This date is subject to change annually.*

SUN Bucks parent hotline/phone number:
833-648-4406

SUN Bucks email address:
SUNBucks@azed.gov

SUN Bucks website for households:
<https://www.azed.gov/SUNBucks>

Next Steps...

SPREAD THE WORD!

Be sure to distribute this application to families who are not automatically certified.

- It's More than a Meal Infographic
- No Meal Application, No Problem Infographic

Collaborate with your SIS representative to guarantee that all necessary information is gathered.

It's More Than a Meal Application!

The information collected on meal applications for the National School Lunch Program (NSLP) can do more than just provide free and reduced-price meals.

Meal Application

School Funding
Maintains funding for student programs and services.

Academic Tests
Reduced registration fees for AP, SAT, and/or ACT tests.

Athletics
Free or discounted fees to participate in most sports.

College Application Fees
Discounted rates on fees associated with applying for college.

Internet Access
Eligible for discounted rates on internet services.

SUN Bucks
Grocery buying benefits when schools are closed for summer.

ARIZONA DEPARTMENT OF EDUCATION
January 2025 | Health and Nutrition Services | Arizona Department of Education | This institution is an equal opportunity provider.

No Meal Application, No Problem...

How to receive SUN Bucks for students who attend schools that do not collect Household Applications for Meal Benefits

The information collected on meal applications for the National School Lunch Program (NSLP) can qualify students for SUN Bucks. However, if your school doesn't collect meal applications, you may fill out a **SUN Bucks application** to see if your child is eligible for this grocery buying benefit.

COMPLETE THE SUN BUCKS SCREENER TO Apply for SUN Bucks Today!

SUN Bucks Eligibility Screener
Scan the QR code to be directed to the screening tool that will ensure households that are pre-qualified do not complete a SUN Bucks Household Application when it is not required. For those deemed necessary to complete a SUN Bucks Household Application, the link to the application will be made available within the screener.
For Spanish visit: <https://www.azed.gov/SUNBucks>

SUN BUCKS
ARIZONA DEPARTMENT OF EDUCATION

Arizona Department of Education | USDA is an equal opportunity provider, employer, and lender.

Take Aways



SUN BUCKS IS HERE TO STAY

- If a student is a match in CNP Direct Certification OR is reported eligible for free or reduced-price school meals (NSLP/SBP) through the USDA Application that is reported to AzEDS Student School Food Service Program Association, the student is automatically eligible for SUN Bucks without having to fill out a SUN Bucks application.
 - AzEDS students reported as “Other Source” categorically eligible or extended Direct Certification match eligibles will **NOT** be pre-populated for automatic eligibility in the SUN Bucks Data Portal and must be entered by the SFA. Non-AzEDS students will need both enrollment **and** eligibility uploaded into the data portal.
- Income Indicators 1 and 2 from the ESEA Title 1 Alternative Form for Income-Based Eligibility are still used for ADE programs but **CANNOT** be used for SUN Bucks eligibility determination.
- The SUN Bucks application is available for those students who didn’t qualify as eligible by a school meals application or direct certification. This is important for schools on CEP and Provision 2/3 as only directly certified students will automatically qualify for SUN Bucks benefits, since these CEP/Provision schools do not collect school meal applications. The rest of the CEP/Provision students will have to fill out the SUN Bucks application to apply for these benefits.

Resource Summary



SUN BUCKS RESOURCES

Memorandum:

- [HNS 04-2026: Announcing the 2026 Summer EBT SUN Bucks Program and Requirements for School Food Authorities](#)

Training:

- [Quick Guide: How to Report Students for Summer-EBT in the CNP Summer EBT - SUN Bucks Portal.](#)
- What You Need to Know About Data and Access to SUN Bucks Benefits Webinar - *visit [HNS' Training Library](#) to access the slides and recording.*

Resources:

- [Example Excel Spreadsheet for SUN Bucks Portal](#)
- [SUN Bucks Benefits: Actions Required by the SFA](#)
- [It's More than a Meal Application](#)
- [No Meal Application, No Problem](#)

Thank you!

PLEASE PUT QUESTIONS IN THE Q&A

If you are attending the live webinar, you will receive an email once attendance has been completed. Once you have received this email, your training certificate will be available in APLD.

If you are watching the recorded webinar, you can access the survey link and certificate of completion at the end of the webinar slides.



Certificate

Requesting a training certificate

Please click the button to complete a brief survey about this online training. Once the survey is complete, you will be able to print your certificate of completion from Survey Monkey.



Information to include when documenting this training:

Training Title:

**What you need to know about Data & Access
to SUN Bucks Benefits**

Length: 1 hour





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, audiotape, 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.

USDA is an equal opportunity provider, employer, and lender.