

January 27, 2022

Bulletin No. 22-027

**TO:** Chief Business Officials & Food Service Directors (K-12)  
San Bernardino County Schools

**SUBJECT: Direct Certification – Form Schedule H for 2021-22**

Direct Certification (DC) is the federally mandated process that School Nutrition Program (SNP) sponsors must use to certify school-age recipients of CalFresh (formerly Food Stamps) and CalWORKs benefits as eligible for free school meals without further application.

As in previous years, files from Human Services are processed by County Information Services and the San Bernardino County Superintendent of Schools. (SBCSS) Information Technology Department posts the files to the SBCSS FileZilla File Server. District authorized representatives have their password to enter FileZilla using the internet and retrieve the file from the production run.

All participating districts need to complete Schedule H (attached) indicating the district contact persons who are authorized to access the FileZilla files. If your district wishes to no longer participate, please indicate this on the appropriate line in Schedule H and include your signature. Schedule H should be returned to Raedaun Villarreal, [raedaun.villarreal@sbcss.net](mailto:raedaun.villarreal@sbcss.net), Business Advisory Services, by Friday, February 04, 2022.

Sincerely,

Ted Alejandre  
County Superintendent of Schools

*Thomas G. Cassida, Jr.*  
Thomas G. Cassida Jr., Director  
Business Advisory Services

TC:rv

cc: District Chief Business Officials (K-12)

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