

May 20, 2022

Bulletin No. 22-042

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

**SUBJECT: Direct Certification – Form Schedule H for 2022-23**

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 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, June 17, 2022.

Sincerely,

Ted Alejandre  
County Superintendent of Schools

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

TC:rv

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