San Bernardino County Superintendent of Schools
Transforming lives through education

Ted Alejandre
County Superintendent

June 02, 2025 Bulletin No. 25-042

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

SUBJECT: Direct Certification – Form Schedule H for 2025-26

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, Business Advisory Services, by Friday June 06, 2025.

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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