San Bernardino County Superintendent of Schools
Direct Certification – CalFresh (formerly Food Stamps)/CalWORKS
Computer File Service Request
Schedule H

District: Date:

District Contact: Phone:

School age eligible student information will be sorted by zip code or by district boundary address map.
The district has signed a Confidentiality Agreement regarding student information.

Individuals authorized to access file from Server (2 max)

Name_____**e-mail** _____

Name_____**e-mail**_____

Request for the 2025-26 School Year Direct Certification

_____ **Please provide the Direct Certification Files Listed and notify individuals above when ready.**

_____ **Our district no longer wishes to participate in the Local Direct Certification match process.**

_____ _____
Name of Director of Food Services **Signature of Director of Food Services**

Files on FileZilla will provide for the following type and selection criteria:

	Adobe Acrobat 7.0 or greater	Excel	Fixed Length CSV with quotes and commas	Fixed Length CSV without quotes and commas
Zip Code	AD_ZipCode.pdf	AD_ZipCode.xls	AD_ZipCode.csv	AD_ZipCode.File
District Boundary	AD_MATCH.pdf	AD_MATCH.xls	AD_MATCH.csv	AD_MATCH.File
	AD_REJECT.pdf	AD_REJECT.xls	AD_REJECT.csv	AD_REJECT.File
Food Stamps	AD_FoodStamps.pdf	AD_FoodStamps.xls	AD_FoodStamp.csv	AD_FoodStamps.File

Zip code Children's names are sorted alphabetically for all participants whose address falls within a zip code served by the district.
This sort will produce an eligible student population greater than that served by the District if the District shares a zip code with a neighboring District.

District Boundary Children's names are listed alphabetically for all participants whose address falls within the district boundary.
This sort will produce an eligible student population equal to that served by the District. The GIMS Office will use District Boundary Maps on file.

Food Stamps Children's name are extracted and listed alphabetically from the district list for those qualified based on receiving Food Stamps.

Return Schedule H to: San Bernardino County Superintendent of Schools – Business Advisory Services
760 E. Brier Dr. San Bernardino. CA 92408
Attention: Raedaun Villarreal raedaun.villarreal@sbcss.net 909 388-5766 On or before May 30, 2025