
October 1 SNAP Data Collection Report Instructions

The purpose of this data collection is to provide USDA the number of students in Massachusetts receiving SNAP benefits that have also been directly certified for free school meals. Districts must report students directly certified with SNAP for each school listed in the report.

Access the report in the current Fiscal Year Compliance Packet.

Tips for each data field entry:

SNAP Data Field:

- **Option 1: From your electronic Point of Sale (POS) system**
 - Many POS systems house this data when match files are uploaded from the Virtual Gateway. If your POS has this data:
 - Access an eligibility report from the POS with the dates of July 1st to September 30th of the current school year. The report will need to be sorted by school and filtered to only include Directly Certified students with SNAP as the match source. Other free eligible categories, including Medicaid, household members of SNAP households, Foster or TANF should be separated from the SNAP data and entered into the box labeled “Other”. **Only the total students certified with SNAP as the match source will be entered in the box labeled “SNAP”.**
- **Option 2: Accessing the data from the Virtual Gateway**
 - Access the Reports Tab on the Virtual Gateway.
 - Select “Free Exact Match Detail Report”.
 - Enter dates of 7/1 to 9/30 of the current school year and select the search button.
 - The report will include all free exact matches and will need to be filtered by Match Source for SNAP only. All remaining matches can be entered into the box labeled “Other”.
 - If school data was included on your file uploads, it will be included on the report and you can sort your data by school; otherwise the data will not be separated by school within your district.

“Other” Data Field: Once you have filtered for the students directly certified with SNAP, the remaining Directly Certified “Free Exact Match” students can be entered into the “other” data field for each school listed. ***Students directly certified “Reduced Price Exact Match” should not be included in this report.***

“Enrollment” Data Field: This data will automatically populate based on the last approved claim on file. If the September claim is not yet filed, report enrollment for the site as of October 1st.

The claim enrollment column will populate based upon the last submitted claim prior to October 1st. This portion requires no data entry from the SFA.

Once the data is entered, save, and submit.

Schools with SSO sites or Virtual sites: Report zeros across all fields for those sites only.

Residential Child Care Institutions (RCCIs): Report all zeros for the sites that do not have day students. For sites with day students, report only the DC SNAP data for the enrolled day students.