



## 2025 SUN Bucks Student File Checklist

SFAs should use this checklist when creating their SUN Bucks student file.

The student file template and file upload link are found at <https://www.pasebt.com>.

A Dynamic Query (title “Summer EBT...”) is available to full users of PA-SES (PrimerEdge) which creates a properly formatted SUN Bucks student file. All data must be reviewed for accuracy/completeness prior to upload.

**Important Note: Use caution when sorting the student file prior to upload. Sorting errors cause crossed student data which results in SUN Bucks benefit errors for families.**

### Checklist

- Spot-check 10-20 students in the file. Choose from the top, middle, and end. Make sure all data is correct for each student. This is a safety check for sorting errors.
- All students that the SFA offered and claimed NSLP meals for during the 24-25 SY are in the file.
- All sites/buildings covered by the SFA’s 24-25 NSLP agreement are in the file.<sup>1</sup>
- All students from outside schools that the SFA offered/claimed NSLP meals for in 24-25 SY are in the file.<sup>2</sup>
- For CEP schools: **only** DC or other categorically eligible students (foster, homeless, runaway, migrant, or Head Start) are listed as “Free” or “Reduced”. All others are listed as “Paid.”
- PA Secure ID has been used (column E) when available. This number is very helpful for student matching.
- Case Number has been included (column R) when available. This is very helpful for student matching.<sup>3</sup>
- No duplicate students are in the file.
- No spaces or special characters (except hyphens or apostrophes) in student or parent names.
- Dates are in MM/DD/YYYY format.
- No enrollment beginning dates prior to 7/1/2024.
- AUN (column B) has three dashes entered into the number itself ###-##-###-#.
- All columns that require data in them (indicated by \* in the heading) have no blanks.
- Head Start or Pre-K students that the SFA offered and claimed NSLP meals for in 24-25 SY are in the file.
- Fields (columns) that include leading zeroes have been entered with the zeroes.
- No data is in Column Y or beyond.
- File has been saved as a CSV (comma delimited) file.

<sup>1</sup> The last four digits are used for site IDs that are longer than four digits.

<sup>2</sup> Examples: an SFA that feeds/claims meals for students at another educational entity; an SFA that feeds/claims meals for students placed into their building(s) by an outside school.

<sup>3</sup> Case numbers can be extracted from PA-SES (PrimerEdge) by running a Student Eligibility Roster.

