

SUN Bucks Overview

The Sun BUCKS program, a new initiative authorized by a bipartisan U.S. Congress, is a crucial step in providing food dollars over the summer months to low-income families with school-aged children. This program, proven to reduce food insecurity and improve children's nutrition during summer break, is a testament to our commitment to the community. Governor Shapiro's administration announced that the Commonwealth would participate in this program in the summer of 2024. The United States Department of Agriculture (USDA) oversees the program, and the Pennsylvania Department of Human Services (DHS) coordinates the benefit issuance in Pennsylvania.

Full users of the Pennsylvania PrimeroEdge Student Eligibility System (PA-SES) can use the General Letters and templates within PA-SES to notify families about this new program. The Pennsylvania Department of Education (PDE), Division of Food and Nutrition (DFN), with the assistance of the Central Susquehanna Intermediate Unit (CSIU), have prepared ## Microsoft Word documents to be used as templates for your communications.

Below are the step-by-step instructions for creating a Sun BUCKS Letter Template. Please note, if your SFA participates in the Community Eligibility Provision (CEP), it will have an impact on the communications you need to distribute. Four templates are available for use, based on the site type and universe of students you are communicating to. These template titles are below.

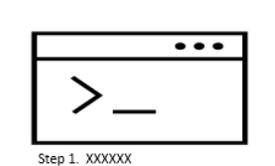
- Use **SUN Bucks Full SES Free-Reduced Family Letter** for Free and Reduced Eligibility
- Use **SUN Bucks Full SES Paid Family Letter** for Paid Eligibility
- SFAs that are not Full Users (DC Only) will distribute the **SUN Bucks Consolidated Family Letter** via email or post.

Prerequisites- The SFA must have:

- Internet Access
- Chrome Web Browser
- PA-SES Log in
- Access within PA-SES to the General Letters and Templates
- Microsoft Word or compatible software to open MS Word Documents

Using this document

- All instructions are found below the screenshot example

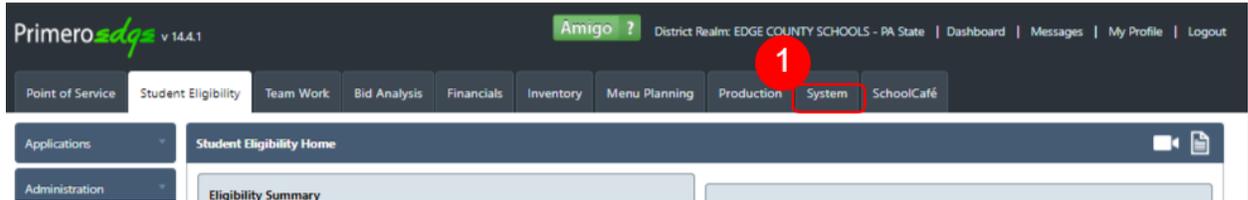


- Notes are designated with this icon 

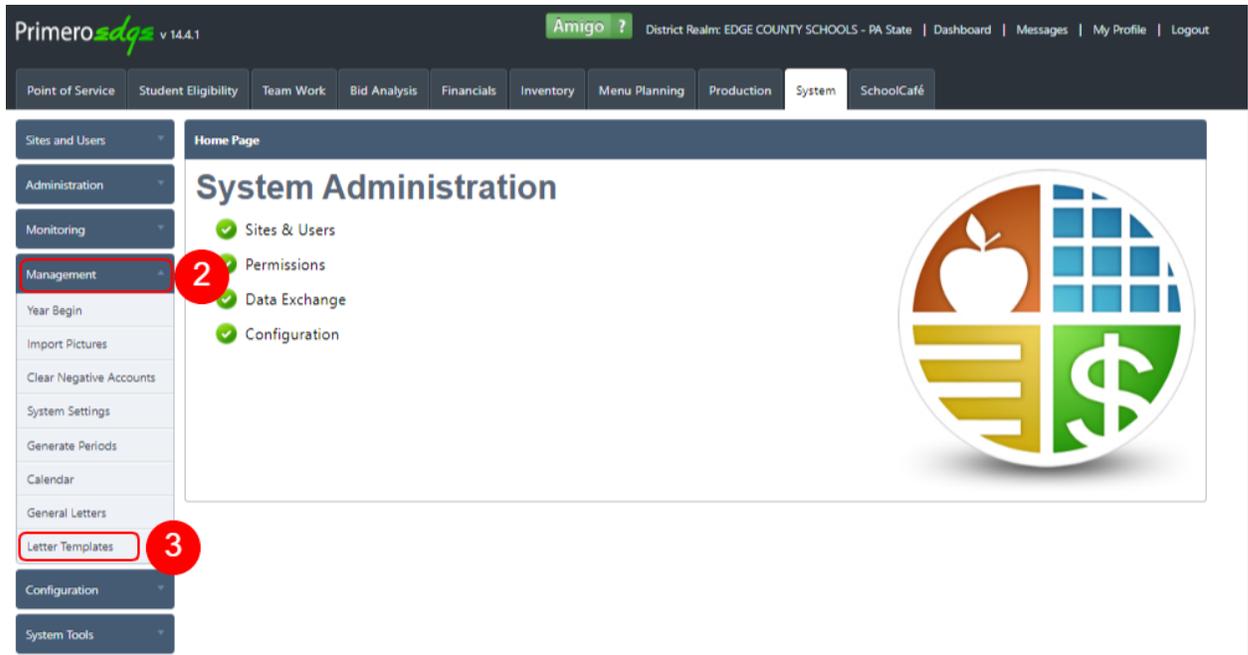
Creating a Sun BUCKS Letter Template



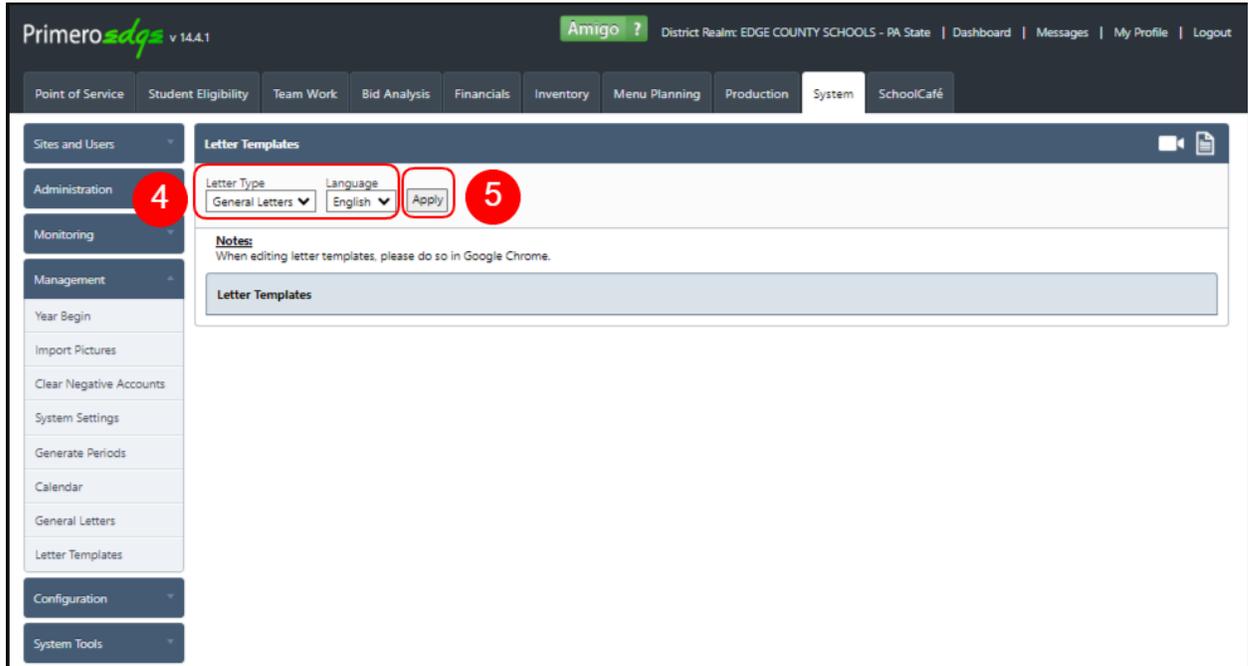
Note: It is recommended that Letter Templates be edited and created in the Chrome Browser.



1. Click System in the top tab.



2. Click and expand the Management Tab on the left.
3. Click Letter Templates.



Primero *sdqs* v 14.4.1 Amigo ? District Realm: EDGE COUNTY SCHOOLS - PA State | Dashboard | Messages | My Profile | Logout

Point of Service | Student Eligibility | Team Work | Bid Analysis | Financials | Inventory | Menu Planning | Production | System | SchoolCafé

Sites and Users | Administration **4** | Monitoring | Management | Year Begin | Import Pictures | Clear Negative Accounts | System Settings | Generate Periods | Calendar | General Letters | Letter Templates | Configuration | System Tools

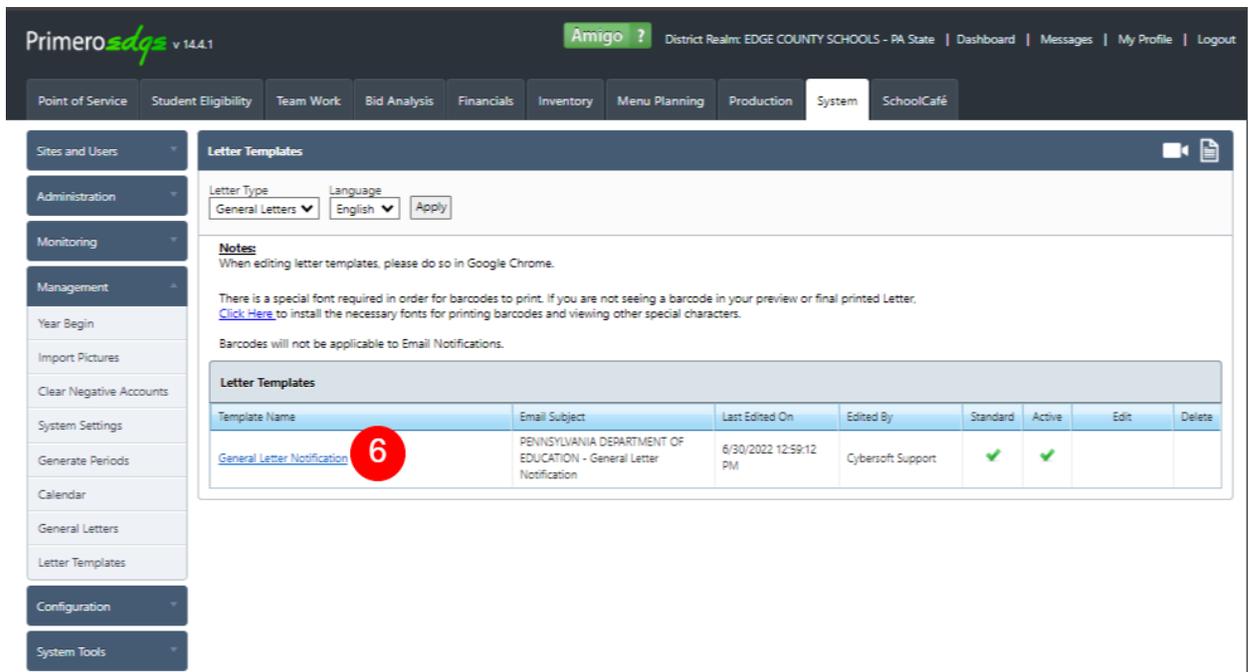
Letter Templates

Letter Type: General Letters Language: English **5** Apply

Notes:
When editing letter templates, please do so in Google Chrome.

Letter Templates

4. Letter Type should equal General Letters, and Language should be English.
5. Click Apply.



Primero *sdqs* v 14.4.1 Amigo ? District Realm: EDGE COUNTY SCHOOLS - PA State | Dashboard | Messages | My Profile | Logout

Point of Service | Student Eligibility | Team Work | Bid Analysis | Financials | Inventory | Menu Planning | Production | System | SchoolCafé

Sites and Users | Administration | Monitoring | Management | Year Begin | Import Pictures | Clear Negative Accounts | System Settings | Generate Periods | Calendar | General Letters | Letter Templates | Configuration | System Tools

Letter Templates

Letter Type: General Letters Language: English Apply

Notes:
When editing letter templates, please do so in Google Chrome.
There is a special font required in order for barcodes to print. If you are not seeing a barcode in your preview or final printed Letter, [Click Here](#) to install the necessary fonts for printing barcodes and viewing other special characters.
Barcodes will not be applicable to Email Notifications.

Template Name	Email Subject	Last Edited On	Edited By	Standard	Active	Edit	Delete
General Letter Notification 6	PENNSYLVANIA DEPARTMENT OF EDUCATION - General Letter Notification	6/30/2022 12:59:12 PM	Cybersoft Support	✓	✓		

6. Click the link for General Letter Notification. (This will open in a new browser window.) All work and edits will be performed in a separate browser window.



Template Name: General Letter Notification Email Subject: PENNSYLVANIA DEPARTMENT OF EDUCATION - General

7 Save As

Font Name Size B I U A [Color] [Background Color] [Text Color] [Align] [List] [Link] [Image] [Table] [Table Border] [Table Cell] [Table Row] [Table Colspan] [Table Rowspan] [Table Merge] [Table Split] [Table Sort] [Table Filter] [Table Hide] [Table Show] [Table Refresh] [Table Reset] [Table Cancel] [Table Close]

Insert Fields Insert Table Fields

Online Classes for August/September
{{District}}

Date: {{Current Date}}

To the parents of
{{Child Name}}
{{Street Address}}
{{City, State, Zip}}

Dear Parent/Guardian:

This letter is to advise you that {{District}} will be operating remote learning for the first 3 weeks of the 2020-21 school year.

During this time, you can once again visit the following locations for curbside pick-up of meals for the entire week.

Schools are open for pick-up on the following days:

ABC Elementary School	Monday, Thursday - 9 am to 5 pm
XYZ Elementary School	Tuesday, Friday - 9 am to 4 pm
ABC High	Monday, Wednesday - 9 am to 5pm
XYZ High	Tuesday, Friday - 9 am to 4 pm

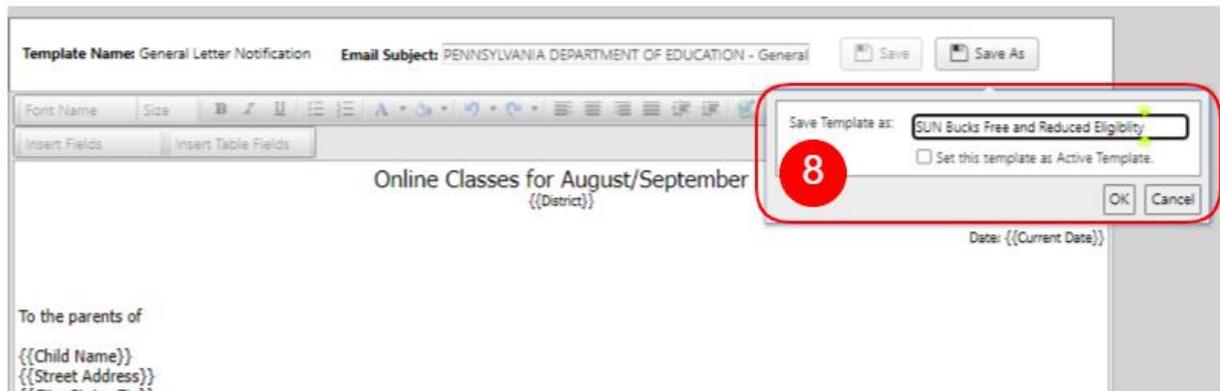
Please consider ordering in advance at the following website so we know how many meals to prepare

Sincerely,

Child Nutrition Department

.....
{{Disclaimer}}

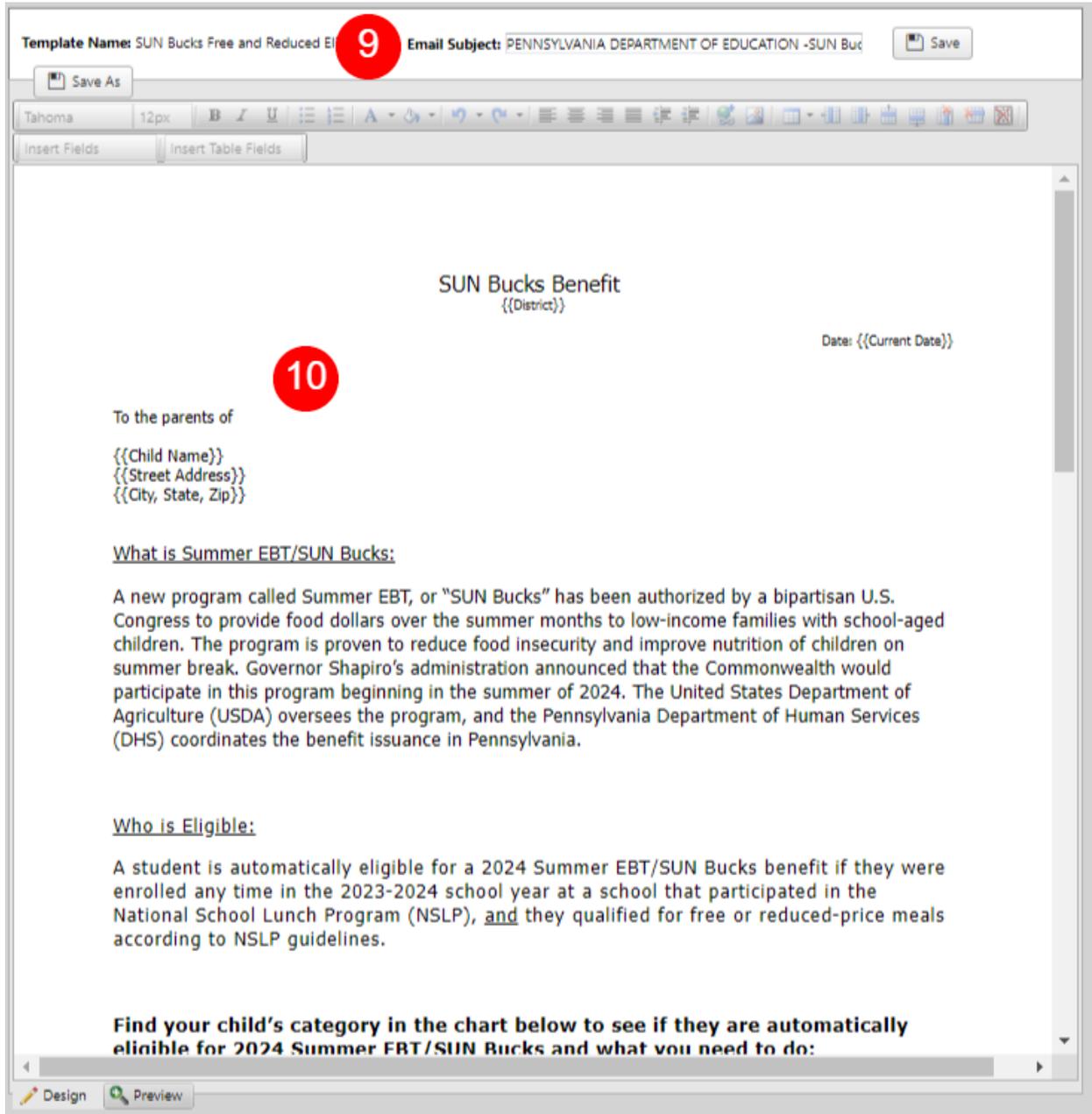
7. Click Save as button.



8. Save the template as SUN Bucks Free and Reduced Eligibility.



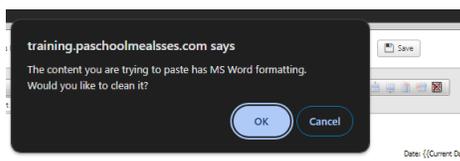
Note: The template's name should reflect the one provided by PDE. You may also activate this template at this time.



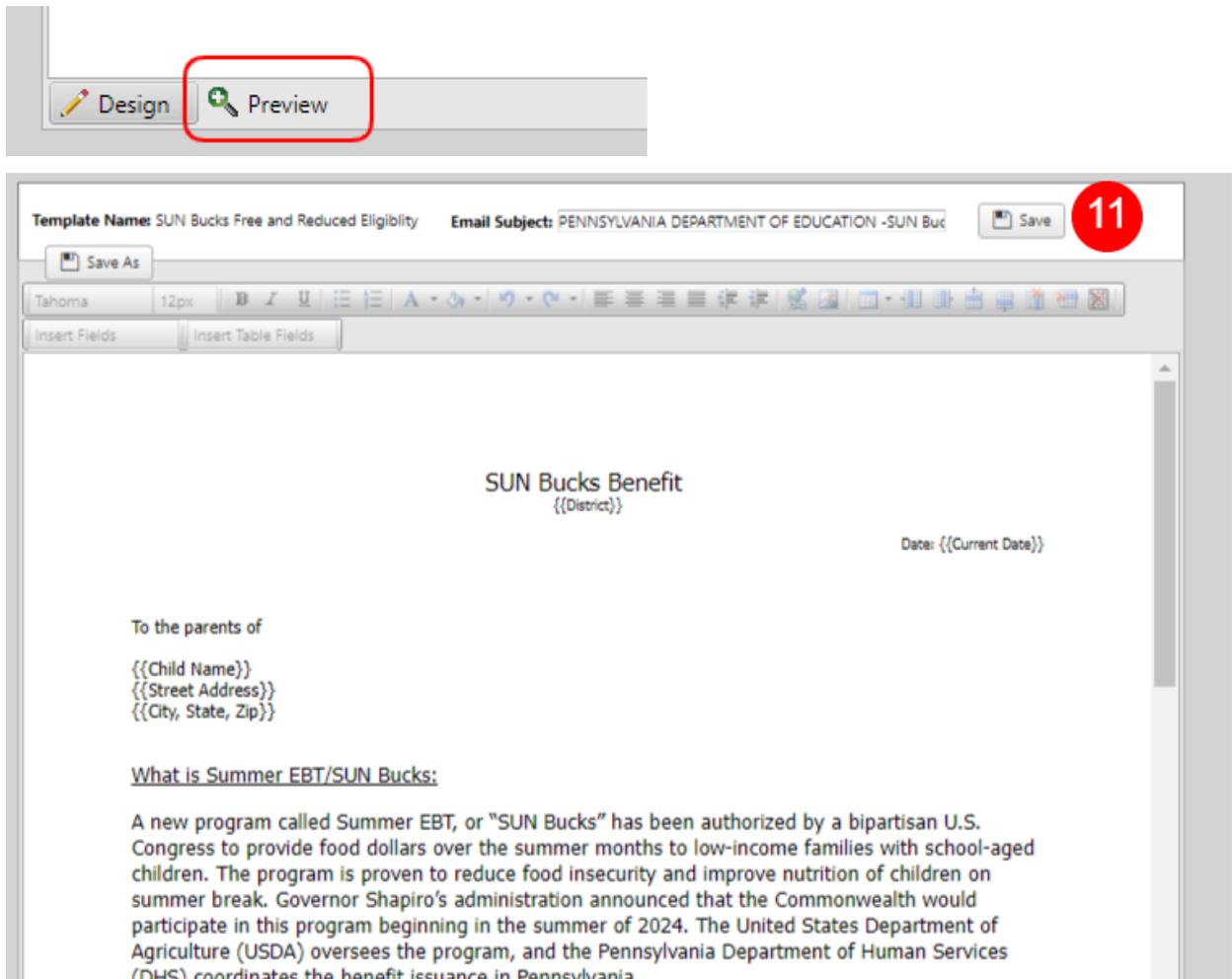
9. Edit Email Subject Line: Pennsylvania Department of Education – SUN Bucks Benefit.

10. Edit the template by copying and pasting the provided Microsoft Word document.

You will be prompted to clean up the text when pasting.



You may preview the letter at any time you are working on it.



The screenshot shows a document editor interface. At the top, there are two buttons: 'Design' and 'Preview'. The 'Preview' button is highlighted with a red box. Below the buttons, the document content is displayed. The header includes 'Template Name: SUN Bucks Free and Reduced Eligibility' and 'Email Subject: PENNSYLVANIA DEPARTMENT OF EDUCATION -SUN Buc'. A red circle with the number '11' is in the top right corner. The main content area shows the following text:

SUN Bucks Benefit
{{District}}

Date: {{Current Date}}

To the parents of

 {{Child Name}}
 {{Street Address}}
 {{City, State, Zip}}

What is Summer EBT/SUN Bucks:

A new program called Summer EBT, or "SUN Bucks" has been authorized by a bipartisan U.S. Congress to provide food dollars over the summer months to low-income families with school-aged children. The program is proven to reduce food insecurity and improve nutrition of children on summer break. Governor Shapiro's administration announced that the Commonwealth would participate in this program beginning in the summer of 2024. The United States Department of Agriculture (USDA) oversees the program, and the Pennsylvania Department of Human Services (DHS) coordinates the benefit issuance in Pennsylvania.

11. Once the template letter is complete, click Save. You may then close the window.

Primerosdgs v 14.4.1 Amigo ? District Realm: EDGE COUNTY SCHOOLS - PA State | Dashboard | Messages | My Profile | Logout

Point of Service | Student Eligibility | Team Work | Bid Analysis | Financials | Inventory | Menu Planning | Production | **System** | SchoolCafé

Sites and Users | Administration | Monitoring | Management

Year Begin | Import Pictures | Clear Negative Accounts | System Settings | Generate Periods | Calendar | General Letters | Letter Templates | Configuration | System Tools

Letter Templates

Letter Type: General Letters Language: English Apply

Notes:
When editing letter templates, please do so in Google Chrome.

Template Name	Email Subject	Last Edited On	Edited By	Standard	Active	Edit	Delete
General Letter Notification	PENNSYLVANIA DEPARTMENT OF EDUCATION - General Letter Notification	6/30/2022 12:59:12 PM	Cybersoft Support	✓	✓		
SUN Bucks Free and Reduced Eligibility	PENNSYLVANIA DEPARTMENT OF EDUCATION - SUN Bucks	4/22/2024 3:10:12 PM	Lou Southard			12 ✎	

12. To activate the template, click the Edit Pencil (This is needed if you did not make the template active in step # 8).

Primerosdgs v 14.4.1 Amigo ? District Realm: EDGE COUNTY SCHOOLS - PA State | Dashboard | Messages | My Profile | Logout

Point of Service | Student Eligibility | Team Work | Bid Analysis | Financials | Inventory | Menu Planning | Production | **System** | SchoolCafé

Sites and Users | Administration | Monitoring | Management

Year Begin | Import Pictures | Clear Negative Accounts | System Settings | Generate Periods | Calendar | General Letters | Letter Templates | Configuration | System Tools

Letter Templates

Letter Type: General Letters Language: English Apply

Notes:
When editing letter templates, please do so in Google Chrome.

Template Name	Email Subject	Last Edited On	Edited By	Standard	Active	Edit	Delete
General Letter Notification	PENNSYLVANIA DEPARTMENT OF EDUCATION - General Letter Notification	6/30/2022 12:59:12 PM	Cybersoft Support	✓	✓		
SUN Bucks Free and Reduced Eligibility	PENNSYLVANIA DEPARTMENT OF EDUCATION - SUN Bucks	4/22/2024 3:10:12 PM	Lou Southard		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

13. Check the Active box and click the green checkbox.

Primero *sdgs* v 14.4.1 Amigo ? District Realm: EDGE COUNTY SCHOOLS - PA State | Dashboard | Messages | My Profile | Logout

Point of Service | Student Eligibility | Team Work | Bid Analysis | Financials | Inventory | Menu Planning | Production | **System** | SchoolCafé

Sites and Users Letter Template made active successfully.

Administration **Letter Templates** 📄

Monitoring Letter Type: General Letters Language: English

Management

Year Begin

Import Pictures

Clear Negative Accounts

System Settings

Generate Periods

Calendar

General Letters

Letter Templates

Configuration

System Tools

Notes
When editing letter templates, please do so in Google Chrome.

Template Name	Email Subject	Last Edited On	Edited By	Standard	Active	Edit	Delete
General Letter Notification	PENNSYLVANIA DEPARTMENT OF EDUCATION - General Letter Notification	6/30/2022 12:59:12 PM	Cybersoft Support	✓			
SUN Bucks Free and Reduced Eligibility	PENNSYLVANIA DEPARTMENT OF EDUCATION - SUN Bucks	4/22/2024 3:10:12 PM	Lou Southard		✓		

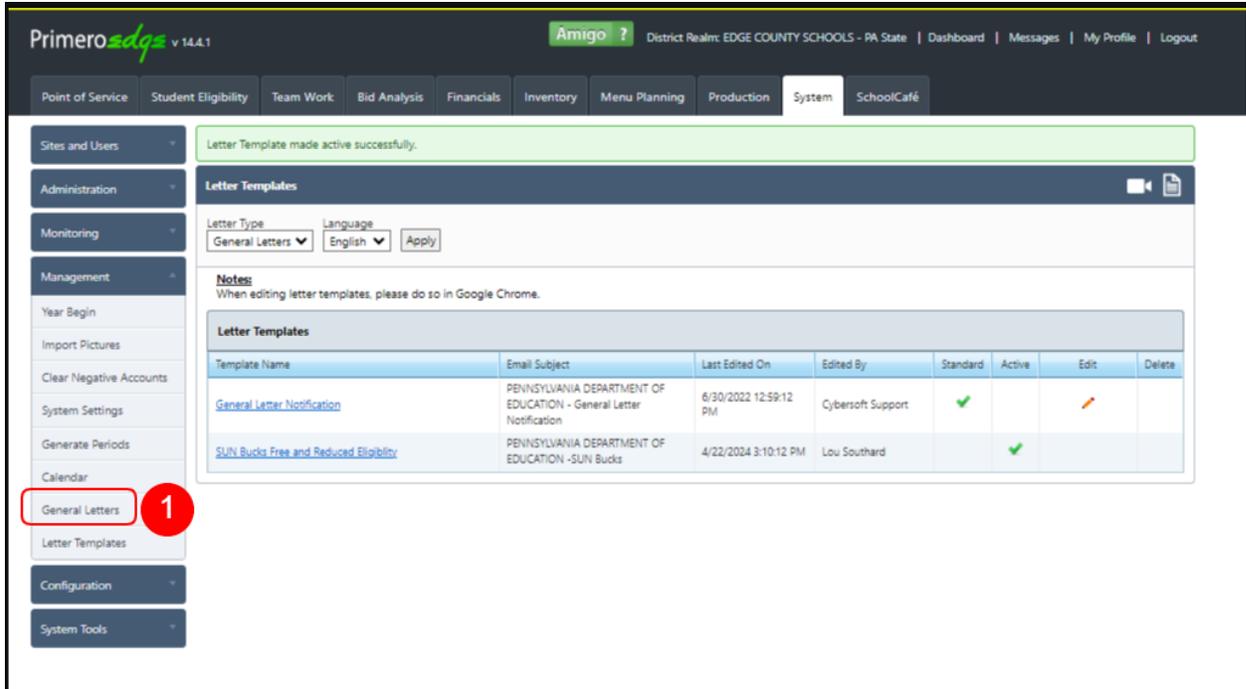
14. This will be the active template.



Note: Only ONE template may be active at one time.

Sending General Letters – SUN Bucks Benefit

This section of the instructions demonstrates how to send the SUN Bucks notification.



Primero *edgs* v14.4.1 Amigo ? District Realm: EDGE COUNTY SCHOOLS - PA State | Dashboard | Messages | My Profile | Logout

Point of Service | Student Eligibility | Team Work | Bid Analysis | Financials | Inventory | Menu Planning | Production | **System** | SchoolCafé

Sites and Users
Administration
Monitoring
Management
Year Begin
Import Pictures
Clear Negative Accounts
System Settings
Generate Periods
Calendar
General Letters 1
Letter Templates
Configuration
System Tools

Letter Template made active successfully.

Letter Templates

Letter Type: General Letters | Language: English | Apply

Notes:
When editing letter templates, please do so in Google Chrome.

Template Name	Email Subject	Last Edited On	Edited By	Standard	Active	Edit	Delete
General Letter Notification	PENNSYLVANIA DEPARTMENT OF EDUCATION - General Letter Notification	6/30/2022 12:59:12 PM	Cybersoft Support	✓			
SUN Bucks Free and Reduced Eligibility	PENNSYLVANIA DEPARTMENT OF EDUCATION - SUN Bucks	4/22/2024 3:10:12 PM	Lou Southard		✓		

1. Click General letters under the Management Tab

Primero *edqs* v 14.4.1 Amigo ? District Realm: EDGE COUNTY SCHOOLS - PA State | Dashboard | Messages | My Profile | Logout

Point of Service | Student Eligibility | Team Work | Bid Analysis | Financials | Inventory | Menu Planning | Production | **System** | SchoolCafé

Sites and Users | Administration | Monitoring | Management | Year Begin | Import Pictures | Clear Negative Accounts | System Settings | Generate Periods | Calendar | General Letters | Letter Templates | Configuration | System Tools

General Letters

This page can be used to send letters to a subset or the entirety of the active student population. Mailing labels can also be generated.

Area: EDGE COUNTY SCHOOLS - PA State | Site Code: -- ALL -- | Site: -- ALL --

Grade: --ALL-- | Homeroom: --ALL-- | Status: Active | Print Mailing Labels Only

Eligibility

Free 2

Reduced

Paid

Reason

Uncheck All

Categorical | Denied | Pre-Approval

CEP Transfer | Even Start | Principal Approved

DC FDP/IR | Foster | RCCI

DC Foster | Grace Period | Refused Benefits

DC Medicaid | Head Start | Runaway

DC SNAP | Homeless | DC Pre-K

DC TANF | Import | Transfer

DC Unmatched | Income | Verification

Default | Migrant

3

General Letters

2. Select the correct eligibility.



Note: This will depend on the group you are sending. (In this example, we use the Free & Reduced eligibility.)

3. Click Apply

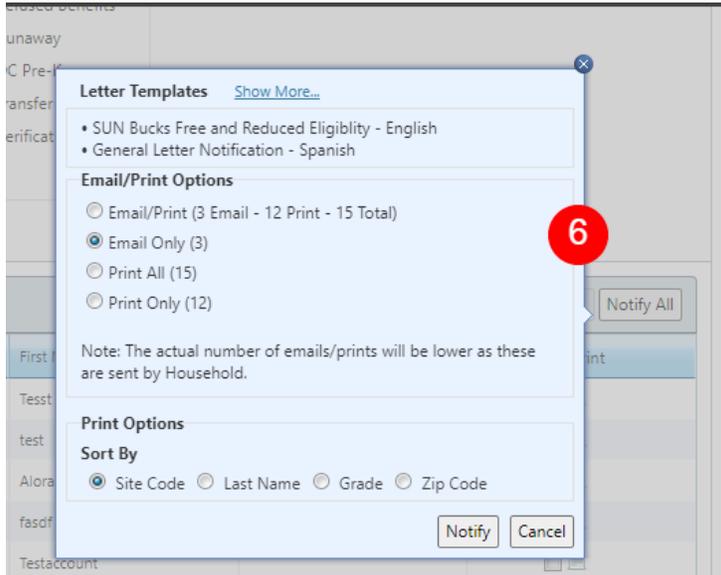
General Letters 4					Notify Selected 5	Notify All
School Code	Student ID	Last Name	First Name	<input type="checkbox"/> Email	<input type="checkbox"/> Print	
0123	554478	west	Tesst			
0123	0254	test	test			

4. The General Letters will be displayed under your selection.

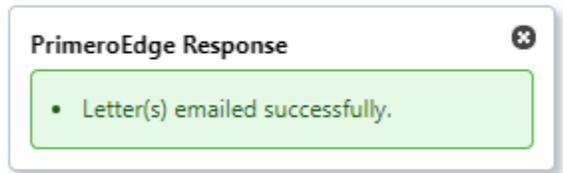


Note: Any letter preview can be seen by clicking the page icon under the print column.

5. Click Notify All Button

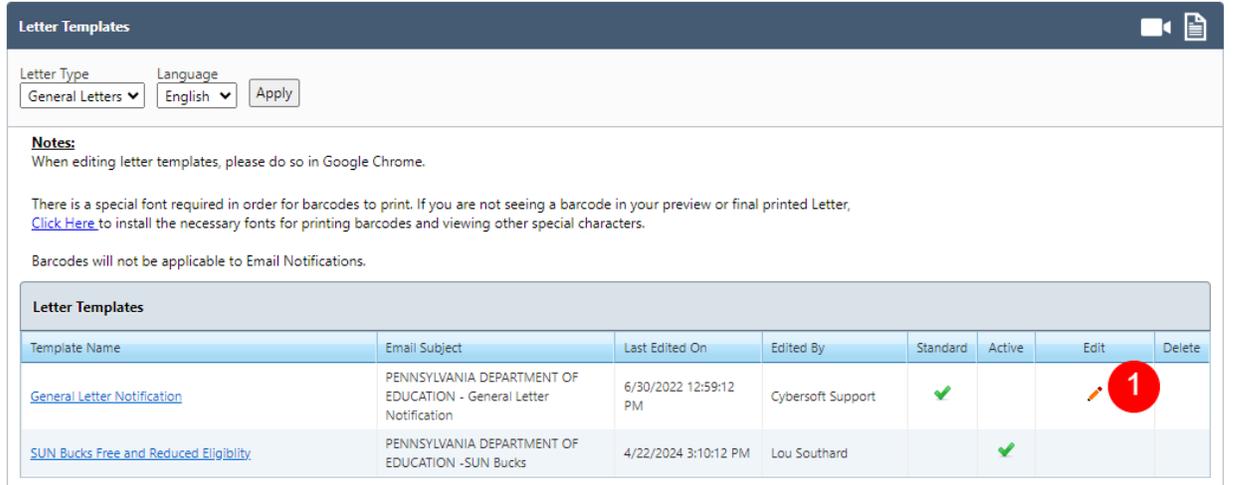


6. You will be prompted on how you wish to notify all. (Email is recommended, if available.)
- Any print option will create an Adobe PDF file of all letters to be distributed.
 - Email notification will display a confirmation message that the email has been sent



How to Delete a Template

This section will review how to delete a letter template if needed.



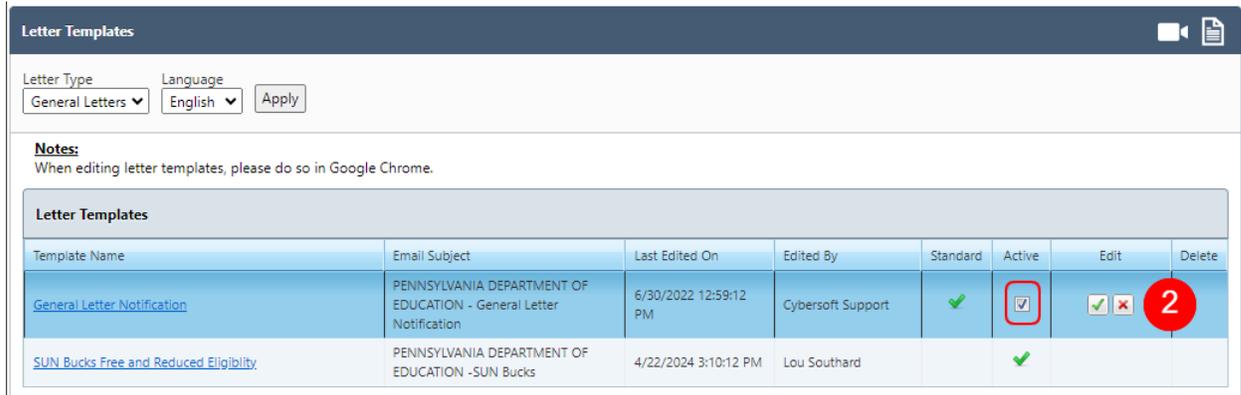
Letter Templates

Letter Type: Language:

Notes:
When editing letter templates, please do so in Google Chrome.
There is a special font required in order for barcodes to print. If you are not seeing a barcode in your preview or final printed Letter, [Click Here](#) to install the necessary fonts for printing barcodes and viewing other special characters.
Barcodes will not be applicable to Email Notifications.

Template Name	Email Subject	Last Edited On	Edited By	Standard	Active	Edit	Delete
General Letter Notification	PENNSYLVANIA DEPARTMENT OF EDUCATION - General Letter Notification	6/30/2022 12:59:12 PM	Cybersoft Support	✓		 1	
SUN Bucks Free and Reduced Eligibility	PENNSYLVANIA DEPARTMENT OF EDUCATION -SUN Bucks	4/22/2024 3:10:12 PM	Lou Southard		✓		

1. Click the edit pencil of a template that is NOT active. Only one template can be active at one time.



Letter Templates

Letter Type: Language:

Notes:
When editing letter templates, please do so in Google Chrome.

Template Name	Email Subject	Last Edited On	Edited By	Standard	Active	Edit	Delete
General Letter Notification	PENNSYLVANIA DEPARTMENT OF EDUCATION - General Letter Notification	6/30/2022 12:59:12 PM	Cybersoft Support	✓	<input checked="" type="checkbox"/>	   2	
SUN Bucks Free and Reduced Eligibility	PENNSYLVANIA DEPARTMENT OF EDUCATION -SUN Bucks	4/22/2024 3:10:12 PM	Lou Southard		✓		

2. Activate a different template and click the green checkmark to save.

Letter Template made active successfully.

Letter Templates

Letter Type: Language:

Notes:
When editing letter templates, please do so in Google Chrome.

Template Name	Email Subject	Last Edited On	Edited By	Standard	Active	Edit	Delete
General Letter Notification	PENNSYLVANIA DEPARTMENT OF EDUCATION - General Letter Notification	6/30/2022 12:59:12 PM	Cybersoft Support	✓	✓		
SUN Bucks Free and Reduced Eligibility	PENNSYLVANIA DEPARTMENT OF EDUCATION -SUN Bucks	4/22/2024 3:10:12 PM	Lou Southard				3

- The delete icon (Trash Can) will now display next to the template you wish to delete. A confirmation message will display. Click OK to confirm deletion

Are you sure you want to delete ?

Locating the copy of the Notification

This section will review how to find a copy of the notification sent to the individual student.

Primero *sdqs* v 14.2.5 Amigo ? District Realm: EDGE COUNTY SCHOOLS - PA State | Dashboard | Messages | My Profile | Logout

Point of Service **Student Eligibility** (1) Team Work Bid Analysis Inventory Menu Planning Production System SchoolCafé

Applications Administration (2) Patrons Students Application Reports Eligibility Reports Verification Reviews Configuration

Students

Area: -- ALL -- Site Code: -- ALL -- Site: -- ALL -- Grade: --ALL--

Student ID/SSN Last Name: _____ First Name: _____
 PIN
 State ID

Student ID/SSN: _____ Birth Date: ____/____/____ Status: Active

Apply (4) Reset

Students Export Add ...

1. Click the Student Eligibility Tab.
2. Click Patrons, then Students.
3. Enter search criteria for Student.
4. Click Apply to search for Student Record.

Student Details: _____

[Back to Students](#)

Particulars Demographics Household Eligibility Picture/Notes Image/Documents Allergies/Restrictions Enrollment **Notifications** (5)

History

5. Click the notification tab for the Student.

Student Details: Gobi Ceratops - 5513

« Back to Students

Particulars Demographics Household Eligibility Picture/Notes Image/Documents Allergies/Restrictions Enrollment **Notifications**

History

Options

Academic Year: 2023 - 2024 Letter Type: **General Letters** **Apply**

Notifications: Letters that are re-printed or re-sent from here are not added to the Notification history.

Generated On	Letter Name	Module	Notification Method	User Name	View
04/23/2024 08:35 AM	General Letters	System	Print		
09/01/2023 02:41 PM	General Letters	System	Print		
09/01/2023 02:41 PM	General Letters	System	Print		
09/01/2023 02:37 PM	General Letters	System	Print		

Cancel Save

6. Confirm the Academic Year and select General Letters under Letter Type.
7. Click Apply to display.
8. A list of General Letters will be displayed. The Generated On date and user name will indicate the letter sent out.
9. Click the page icon to display the letter that was sent. A new browser window will open. From this screen, you may also re-print or resend the letter.



NOTE: Letters re-printed or re-sent from here are not added to the Notification History.

Support Point of Contact

SFAs who are full PA-SES users only:

CNResource Support: 855-286-7685. Email: pahelp@cnresource.com

SFAs who are a PrimeroEdge Point-of-Service (POS) customers:

PrimeroEdge Support: 866.442.6030 Email: customercare@primeroedge.com