

## 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.

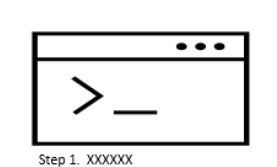
- Use **SUN Bucks Full SES Free-Reduced Family Letter** for Free and Reduced Eligibility
- Use **SUN Bucks Full SES Paid Family Letter** for Paid Eligibility
- SFAs that are not Full Users (DC Only) will distribute the **SUN Bucks Consolidated Family Letter** via email or post.

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



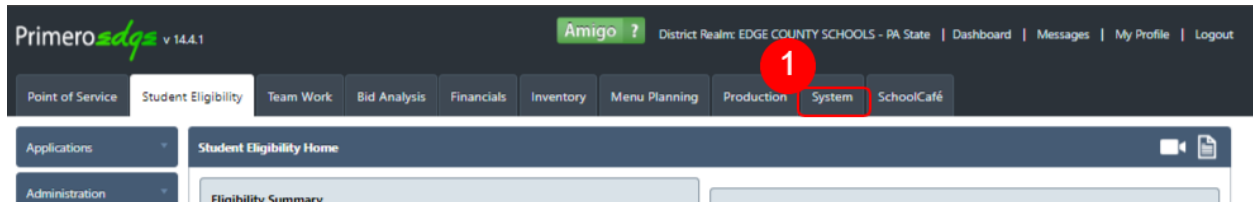
- Notes are designated with this icon



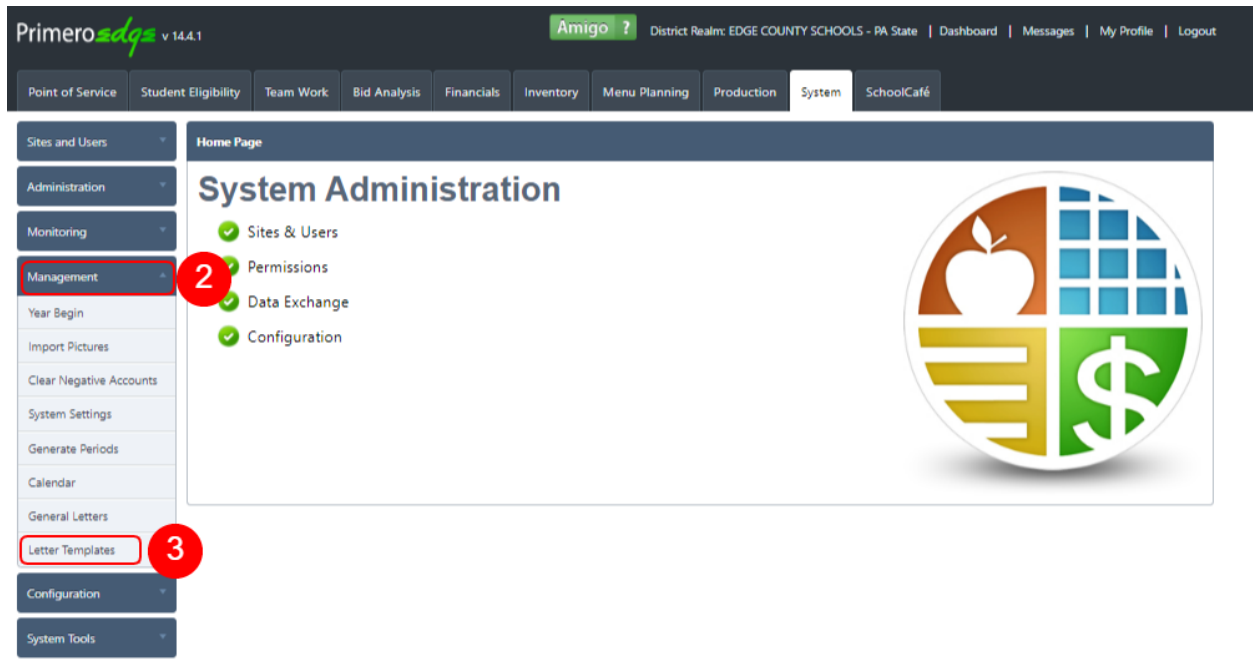
## Creating a Sun BUCKS Letter Template



**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 *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 Templates** 📺 📄

Administration **4** | Letter Type: General Letters | Language: English | **Apply** **5**

Monitoring

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.

**Letter Templates**

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

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 Templates** 📺 📄

Administration | Letter Type: General Letters | Language: English | Apply

Monitoring

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.

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.

**Letter Templates**

| Template Name  | Email Subject  | Last Edited On        | Edited By         | Standard | Active | Edit | Delete |
|--|--|-----------------------|-------------------|----------|--------|------|--------|
| <a href="#">General Letter Notification</a> <b>6</b> | 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

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  |

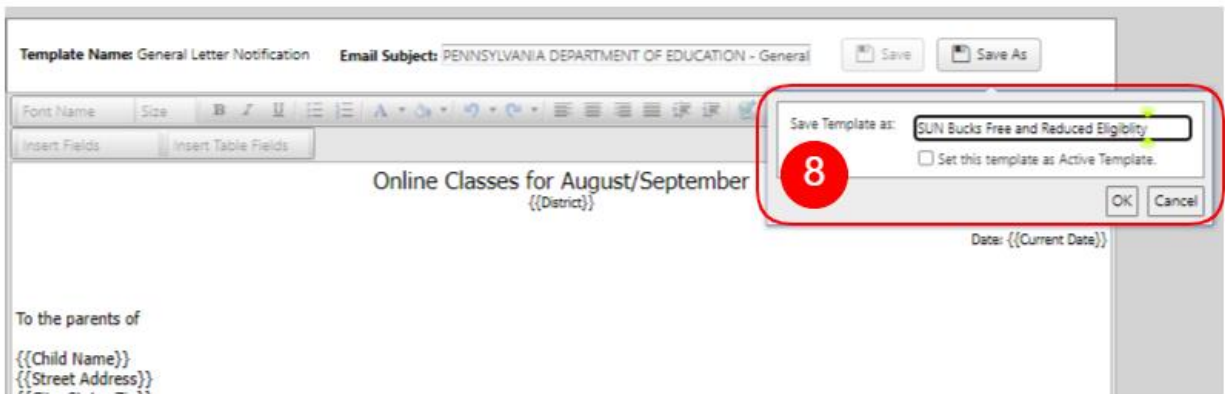
Please consider ordering in advance at the following website so we know how many meals to prepare

Sincerely,

Child Nutrition Department

.....  
{{Disclaimer}}

7. Click Save as button.



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

Font Name    Size    Bold    Italic    Underline    Text Color    Background Color    Bulleted List    Numbered List    Indent Left    Indent Right    Decrease Indent    Increase Indent    Link    Unlink    Insert Table    Insert Table Fields

Insert Fields    Insert Table Fields

Online Classes for August/September  
{{District}}

To the parents of  
{{Child Name}}  
{{Street Address}}

Date: {{Current Date}}

Save Template as: SUN Bucks Free and Reduced Eligibility  
☐ Set this template as Active Template.  
OK    Cancel







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.

Template Name: SUN Bucks Free and Reduced E... **9** Email Subject: PENNSYLVANIA DEPARTMENT OF EDUCATION -SUN Bucks Save

Save As

Tahoma 12px **B** *I* U       

Insert Fields Insert Table Fields

SUN Bucks Benefit  
{{District}}

Date: {{Current Date}}

**10**

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.

Who is Eligible:

A student is automatically eligible for a 2024 Summer EBT/SUN Bucks benefit if they were enrolled any time in the 2023-2024 school year at a school that participated in the National School Lunch Program (NSLP), and they qualified for free or reduced-price meals according to NSLP guidelines.

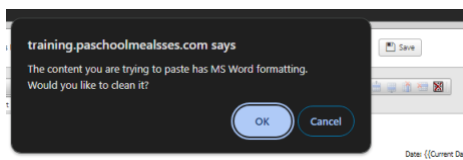
**Find your child's category in the chart below to see if they are automatically eligible for 2024 Summer EBT/SUN Bucks and what you need to do:**

Design Preview

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

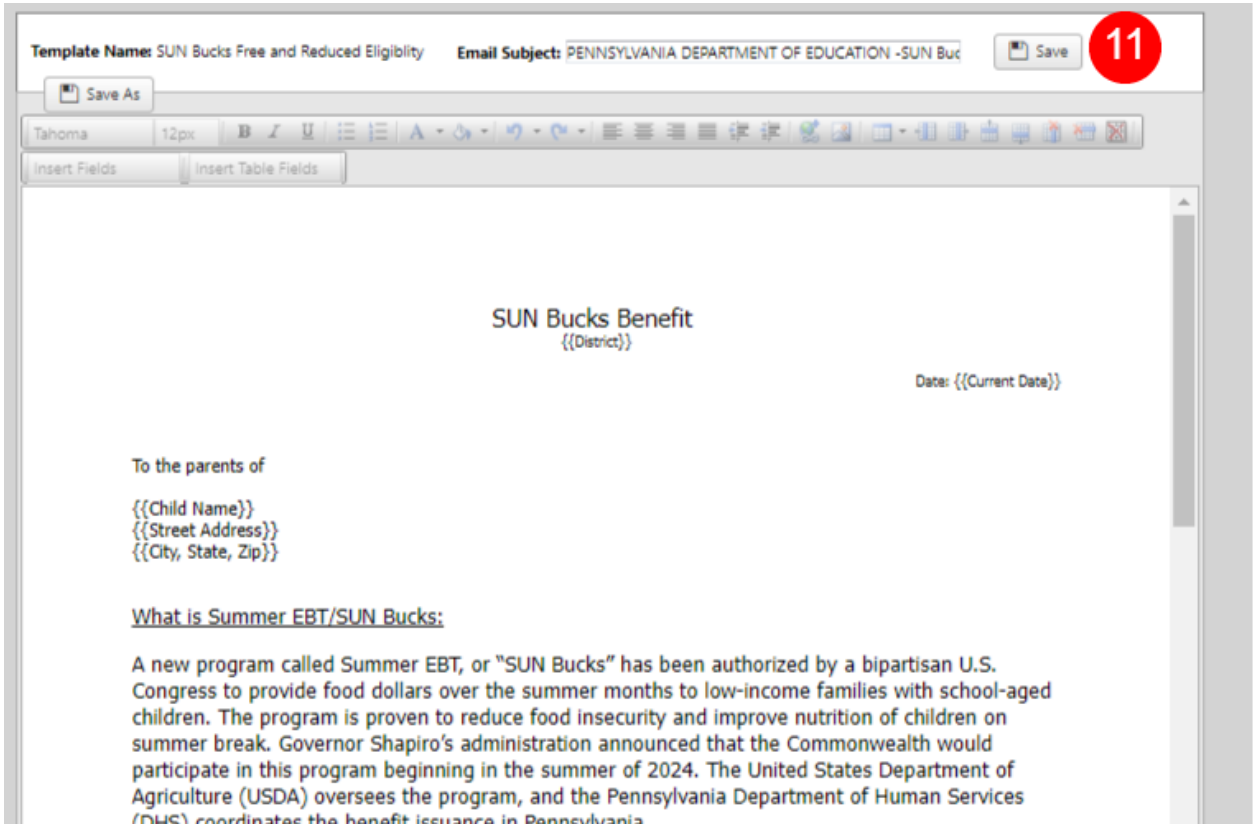

10. Edit the template by copying and pasting the provided Microsoft Word document.

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





**pennsylvania**  
DEPARTMENT OF EDUCATION



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

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  
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  |
|--|--|-----------------------|-------------------|----------|--------|---|---|
| <a href="#">General Letter Notification</a>            | PENNSYLVANIA DEPARTMENT OF EDUCATION - General Letter Notification | 6/30/2022 12:59:12 PM | Cybersoft Support | ✓        | ✓      |   |   |
| <a href="#">SUN Bucks Free and Reduced Eligibility</a> | PENNSYLVANIA DEPARTMENT OF EDUCATION - SUN Bucks                   | 4/22/2024 3:10:12 PM  | Lou Southard      |          |        |  |  |

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

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  
Administration  
Monitoring  
Management

Year Begin  
Import Pictures  
Clear Negative Accounts  
System Settings  
Generate Periods  
Calendar

### 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  |
|--|--|-----------------------|-------------------|----------|-------------------------------------|---|---|
| <a href="#">General Letter Notification</a>            | PENNSYLVANIA DEPARTMENT OF EDUCATION - General Letter Notification | 6/30/2022 12:59:12 PM | Cybersoft Support | ✓        | ✓                                   |   |   |
| <a href="#">SUN Bucks Free and Reduced Eligibility</a> | PENNSYLVANIA DEPARTMENT OF EDUCATION - SUN Bucks                   | 4/22/2024 3:10:12 PM  | Lou Southard      |          | <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 Administration Monitoring Management

Year Begin Import Pictures Clear Negative Accounts System Settings Generate Periods Calendar General Letters 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 |
|--|--|-----------------------|-------------------|----------|--------|------|--------|
| <a href="#">General Letter Notification</a>            | PENNSYLVANIA DEPARTMENT OF EDUCATION - General Letter Notification | 6/30/2022 12:59:12 PM | Cybersoft Support | ✓        |        |      |        |
| <a href="#">SUN Bucks Free and Reduced Eligibility</a> | PENNSYLVANIA DEPARTMENT OF EDUCATION - SUN Bucks                   | 4/22/2024 3:10:12 PM  | Lou Southard      |          | ✓      |      |        |

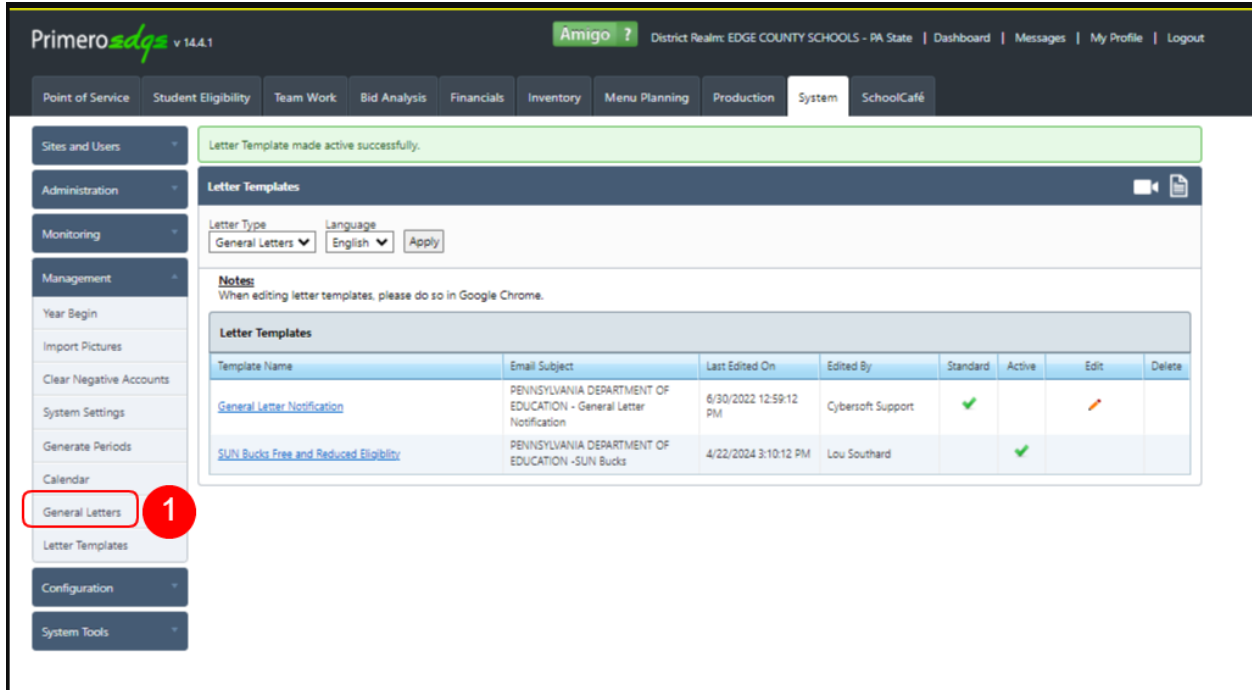
14. This will be the active template.



**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 *edgms* 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 ▾ Apply

Management ▾

Year Begin

Import Pictures

Clear Negative Accounts

System Settings

Generate Periods

Calendar

**General Letters** 1

Letter Templates

Configuration ▾

System Tools ▾

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

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

1. Click General letters under the Management Tab

Primero *edges* 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** | SchoolCafe

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 FDPPIR ☒ 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 **Apply**

General Letters Notify Selected | Notify All

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

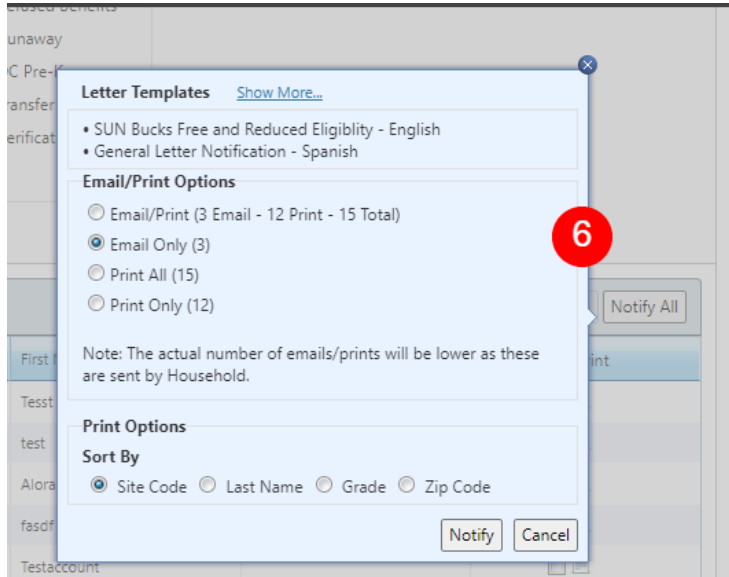
| General Letters <span style="border: 2px solid red; border-radius: 50%; padding: 2px 5px; font-weight: bold;">4</span> |            |           |            |                                | Notify Selected <span style="border: 2px solid red; border-radius: 50%; padding: 2px 5px; font-weight: bold;">5</span> | 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.



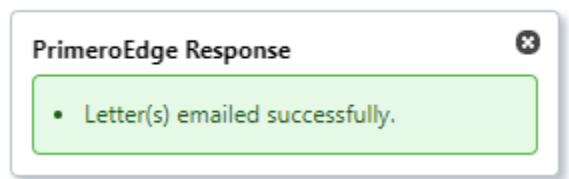
**Note:** Any letter preview can be seen by clicking the page icon under the print column.

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: 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 |
|--|--|-----------------------|-------------------|----------|--------|--|--------|
| <a href="#">General Letter Notification</a>            | PENNSYLVANIA DEPARTMENT OF EDUCATION - General Letter Notification | 6/30/2022 12:59:12 PM | Cybersoft Support | ✓        |        |  <b>1</b> |        |
| <a href="#">SUN Bucks Free and Reduced Eligibility</a> | 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: 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 |
|--|--|-----------------------|-------------------|----------|-------------------------------------|--|--------|
| <a href="#">General Letter Notification</a>            | PENNSYLVANIA DEPARTMENT OF EDUCATION - General Letter Notification | 6/30/2022 12:59:12 PM | Cybersoft Support | ✓        | <input checked="" type="checkbox"/> |   <b>2</b> |        |
| <a href="#">SUN Bucks Free and Reduced Eligibility</a> | 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: General Letters Language: English Apply

#### Notes:

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

#### Letter Templates

| Template Name  | Email Subject  | Last Edited On        | Edited By         | Standard | Active | Edit  | Delete  |
|--|--|-----------------------|-------------------|----------|--------|---|---|
| <a href="#">General Letter Notification</a>            | PENNSYLVANIA DEPARTMENT OF EDUCATION - General Letter Notification | 6/30/2022 12:59:12 PM | Cybersoft Support | ✓        | ✓      |   |   |
| <a href="#">SUN Bucks Free and Reduced Eligibility</a> | 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.

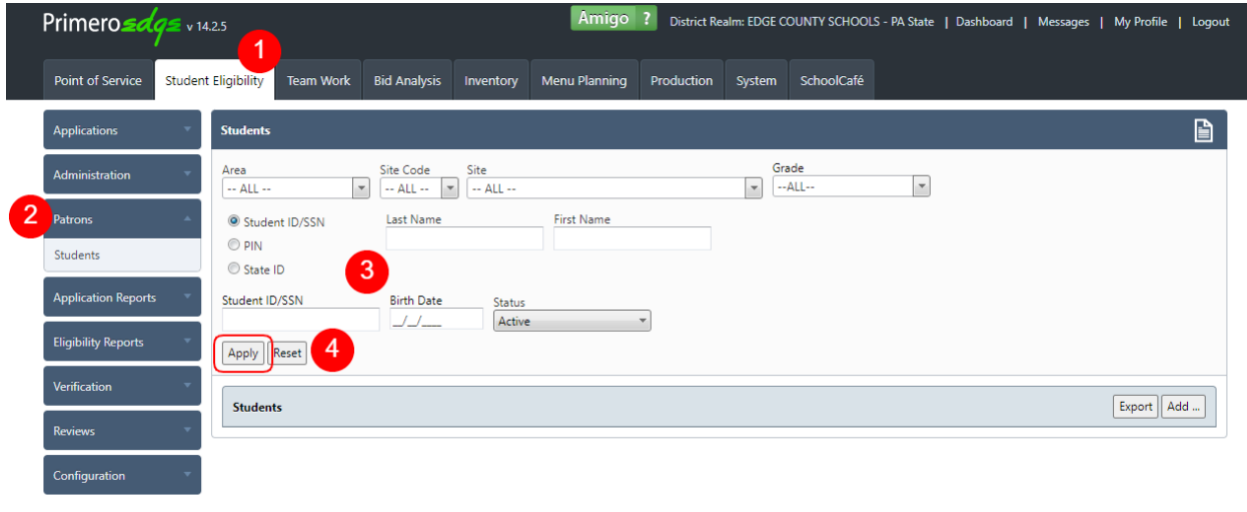
Are you sure you want to delete ?

OK

Cancel

## Locating the copy of the Notification

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



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

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

Applications ▾  
Administration ▾  
**Patrons** ▾  
Students ▾  
Application Reports ▾  
Eligibility Reports ▾  
Verification ▾  
Reviews ▾  
Configuration ▾

**Students**

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

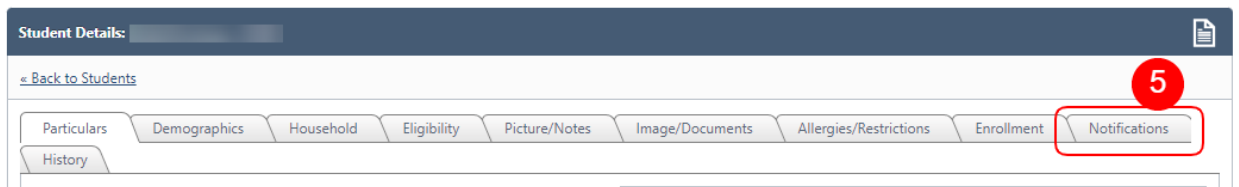
☒ Student ID/SSN  
☐ PIN  
☐ State ID

Student ID/SSN: Birth Date: Status: Active

**Apply** **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. 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 **6** **7** Apply

**8** **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               |           | <b>9</b> |
| 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: customer@primeroedge.com