



2026 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 (PrimeroEdge) 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 who attended sites covered by the SFA’s School Nutrition Program agreement and who were eligible for NSLP or SBP school meals in any eligibility category (Free, Reduced, or Paid) are included.
- All sites/buildings covered by the SFA’s 25-26 School Nutrition Program agreement are in the file.¹
- All students from outside schools for which the SFA offered NSLP school meals in 25-26 SY are in the file.²
- 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” for Eligibility (Column P).
- Student ID (Column E) does not contain letters or special characters and must be 1-10 digit numbers.
- Case Number has been included (Column R) when available. This is very helpful for student matching.³
- No duplicate students are in the file.
- No spaces or special characters (except hyphens, apostrophes, or diacritics) in student or parent names.
- All date fields are in MM/DD/YYYY format (Columns I, W, X).
- No enrollment begin dates prior to 7/1/2025.
- 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 who attended sites covered by the SFA’s School Nutrition Program agreement and who were eligible for NSLP or SBP school meals in any eligibility category (Free, Reduced, or Paid) are included.
- 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 UTF-8 (comma delimited) file.

¹ The last four digits are used for site IDs that are longer than four digits.

² Examples: 1) Students from other LEAs who attend class in the SFA’s schools and have access to the SFA’s NSLP or SBP meals (e.g., individual student placements, IU classes inside a district). 2) A district that offers NSLP or SBP meals through their School Nutrition Program to students at an outside educational entity which is not part of their LEA.

³ Case numbers can be extracted from PA-SES (PrimeroEdge) by running a Student Eligibility Roster.

