



2024 Parent Communication Timeline

Schools are a vital part of making SUN Bucks successful. Please review the information below and communicate each piece in a timely manner with your households. Suggested communication dates are included. Customize the information in the highlighted areas for your school and find SUN Bucks graphics [here](#).

Early April

Notification of SUN Bucks and Automatic Eligibility

Notify each household in your corporation about SUN Bucks and whether or not they are automatically eligible. You can do this by sending notification letters (templates below) via email or postal mail. Additional notification could be via text or robo-call.

- Letter Template for Automatically Eligible Households - [English](#), [Spanish](#)
- Letter Template for Those Not Automatically Eligible - [English](#), [Spanish](#)

For Non-CEP Schools: Notification to Submit an Application

Households attending non-CEP schools that have not already been approved for free or reduced benefits should be given instructions for submitting a school application before Wednesday, May 1. Suggested language:

- Don't forget to submit a free and reduced application with the school if you feel your household might qualify. Applications approved by Wednesday, May 1, will automatically qualify for the new SUN Bucks benefit program, to be used to pay for groceries during the summer months. Access a school application here [\[link to school's free and reduced application\]](#)

Mid-April

Reminder to Update Address

Households that are automatically eligible should ensure their current address is up to date with the school. The address listed on the school's enrollment report within Data Exchange (DEX) will be used for card distribution. Please have addresses updated in DEX by Wednesday, May 1. Suggested language:

- Households have been notified about the new SUN Bucks program. SUN Bucks cards will be mailed to the address we have on file for your household. To review or update the address we have on file, please [\[log into SIS, contact XXX, etc\]](#). Address updates must be received before Wednesday, May 1, to guarantee that cards are sent to the correct address.

How to Opt Out of Benefits

Households should be given instructions for how to opt out of SUN Bucks benefits. Suggested language:

- SUN Bucks is an optional summer program for students who have been determined eligible for free or reduced benefits. Notification was sent to those who are eligible on **[date initial notification was sent]**. If you would not like to receive \$120 for each eligible child in your household, please opt out by submitting your request [here](#). Households that opt out after Wednesday, May 1, might still receive a card, but the card can be cut up and thrown away.

For CEP Schools: Notification that the State's Application is Open

CEP schools need to notify households with students who are not direct certified or approved with a local application that the state's SUN Bucks application is open. Suggested language:

- Need a little extra help with your child's nutrition this summer? The application for the new SUN Bucks benefit program is now open! Notification of automatic eligibility was sent **[date of initial notification]** via **[mail, email, etc]**. If you were not notified of automatic eligibility, plan to apply by Wednesday, May 1, to ensure you receive your SUN Bucks card to use for groceries throughout the summer. Visit the [Indiana SUN Bucks webpage](#) for more information.

May

How to Apply for SUN Bucks after Wednesday, May 1

Once the last DEX pull happens at the beginning of May, all households that want to receive SUN Bucks benefit should be directed to the state's SUN Bucks application. Suggested language:

- *To add to the Free and Reduced Approval Notification Letter:* Your student may be eligible for SUN Bucks benefits. If you are interested in applying for this summer grocery benefit, go to the [SUN Bucks Application Website](#) to apply.
- Need a little extra help with your child's nutrition this summer? The application for the new SUN Bucks benefit program is now open! Notification of automatic eligibility was sent **[date of initial notification]** via **[mail, email, etc]**. If you were not notified of automatic eligibility, submit your application as soon as possible to ensure you receive your SUN Bucks card to use for groceries this summer. Visit the [Indiana SUN Bucks webpage](#) for more information.

Summer Months

Program Reminders

Send periodic communications that households can still apply for SUN Bucks. The 2024 application closes on Friday, August 16. Suggested language:

- When school is out for the summer and food budgets are tight, you can get help to make sure your kids get healthy meals with SUN Bucks, a new benefit program for families with eligible school-age kids. Visit the [Indiana SUN Bucks webpage](#) to learn more.
 - Great news! If you receive SUN Bucks, you can still participate in the Summer Food Service Program (SFSP). Together, these benefits help fuel children during the summer months when school is out. Find more information by visiting the [SFSP Site Finder](#) **[or your local open site information]** or [Indiana SUN Bucks Webpage](#).
 - SUN Bucks are for all school-aged children who qualify. The deadline to apply for 2024 SUN Bucks benefits is Friday, August 16. If you did not automatically qualify and have not yet applied, please do so before the deadline! [Apply here](#).
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End of Summer

Expungement Reminder

Households have 122 days from when their card was issued to spend SUN Bucks funds on groceries. They should be notified that their benefits will be pulled out once 122 days have passed. Suggested language:

- If you haven't already, make sure you have spent all of your SUN Bucks card before the card expires (122 days after your card was issued). These funds can be used on grocery items. View a list of approved SUN Bucks purchases [here](#).
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Graphics

Include [SUN Bucks graphics](#) in your social media posts or email communications.