

Pennsylvania Pandemic-EBT (P-EBT)

Questions and Answers – School Year 2021-2022

P-EBT School Helpdesk: 800-683-5100 pebt@csc.csiu.org

Question	Answer
	General Questions
What is P-EBT?	The federal Families First Coronavirus Response Act (FFCRA) of 2020 provides temporary benefits, referred to as Pandemic Electronic Benefit Transfer (P-EBT), to families of school-aged children who would have received free or reduced-priced meals through the United States Department of Agriculture (USDA) National School Lunch Program (NSLP) if school had not been affected during the COVID-19 pandemic. The first issuance of benefits was in late spring/summer of 2020. A second issuance of P-EBT was authorized by Congress for the 2020-2021 school year, and a third issuance for the 2021-2022 school year.
Who is eligible to receive P-EBT benefits?	<p>P-EBT benefits are available to school students for the 2021-2022 school year if <u>all</u> the following criteria are met:</p> <ol style="list-style-type: none"> 1. There is a federal public health emergency in place during the school year; 2. The school participates in the NSLP; 3. The school was closed or operated at reduced attendance for at least five (5) consecutive days for COVID-19-related reasons in the school year. <u>If at least one student at the school meets this criterion, it is considered met for all students in the building;</u> 4. The student is eligible for free or reduced-price school meals under NSLP and School Breakfast Program (SBP) eligibility criteria; or the student attends a Community Eligibility Provision (CEP) school; and 5. The student had day(s) when they did not attend school in person for COVID-19-related reasons and therefore did not have access to school meals.
Who is not eligible to receive P-EBT benefits?	<p>Children are not eligible to receive P-EBT for <u>any</u> of the following:</p> <ul style="list-style-type: none"> • Attend school in person on all school days; • Are home schooled; • Attend a cyber charter school or a virtual school that does not participate in the NSLP and/or was not established by an NSLP participating school as a direct result of the COVID-19 pandemic; • Attend a school in another state; or • Attend a school that does not participate in NSLP.
Why is P-EBT continuing if things are pretty much normal now?	Pennsylvania is committed to the federal Families First Coronavirus Response Act as long as the public health emergency is in effect. The current emergency is in place until at least July 15, 2022.
When and how will P-EBT benefits be issued to families?	<p>P-EBT benefits for the 2021-2022 school year will be issued by DHS in three stages:</p> <p>First Quarter (September 2021 – November 2021): Late June 2022 Second Quarter (December 2021 – February 2022): Mid July 2022 Third Quarter (March 2022 – May 2022): Early August 2022</p> <p>Children whose families already receive Supplemental Nutrition Assistance Program</p>

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	<p>(SNAP) benefits will receive the P-EBT benefits on the household's regular EBT card, if possible. Otherwise, benefits will be loaded on the P-EBT card the child received for last school year, if possible. If a child cannot be matched against a previous P-EBT issuance for the 2020-2021 school year, a new P-EBT card will be mailed to the student.</p> <ul style="list-style-type: none"> DHS will attempt to match to the student's PA Secure ID, first and last name, and date of birth from last school year. If all four fields do not match, a new card will be mailed. <p>All P-EBT cards are white with "Pennsylvania" on the front and are in the name of the student. Cards will be mailed in the student's name to the address provided for the primary parent/guardian. This mailing will be coming from Texas in a non-descript white envelope.</p>
<p>How much will an eligible student receive?</p>	<p>Each eligible student will receive \$7.10 for each day they did not attend school in person for COVID-19-related reasons, and therefore did not have access to meal service at school.</p> <p>COVID-19-related reasons include:</p> <ul style="list-style-type: none"> School, grade, or classroom closures (e.g., deep clean, outbreak, etc.); Student absence(s) or virtual learning day(s) due to having COVID-19 or being exposed (quarantine); Student virtual learning day(s) that are voluntary and for COVID-19 reasons; <ul style="list-style-type: none"> The virtual learning option must be a program put in place by an NSLP school for the specific purpose of offering a learning option during the COVID-19 pandemic. Student absence(s) due to parent decision to keep their child away from school for COVID-19 concerns; or For schools that do not track COVID-19-related absences: student excused absence(s) which last at least five consecutive school days and are not for family events such as vacation. For purposes of P-EBT, these are considered COVID-19-related absences. <p>The P-EBT simplified schedule is based on 20 school days per month, 60 school days per quarter, totaling the standard 180 school days per school year. Therefore, an eligible student's P-EBT benefit is based on a range from 0 to 180 days (not exceeding 20 days per month or 60 days per quarter).</p> <p>Schools will be responsible for reporting the number of days a student missed in-person school for COVID-19 related reasons each quarter.</p> <p>Schools that <u>DO</u> track students' COVID-19-related absences will add up a student's:</p> <ol style="list-style-type: none"> Exact number of days away from school for COVID closures (building, grade, class) Exact number of absences or virtual learning days due to having or being exposed to COVID Exact number of absences or virtual learning days due to parent decision to keep child home due to COVID Exact number of virtual learning days due to student's choice to utilize the school's virtual learning program

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	<p>Schools that <u>DO NOT</u> track students' COVID-19-related absences will add up a student's:</p> <ol style="list-style-type: none"> 1. Exact number of days away from school for COVID closures (building, grade, class) 2. Exact number of absences or virtual learning days due to parent choice to keep child home due to COVID 3. Exact number of virtual learning days due to student's choice to utilize the school's virtual learning program 4. Total number of days the student had excused absences that lasted five (5) or more consecutive school days (and were not for events such as family vacation)
What are COVID-19-related reasons for not attending in-person school?	<p>COVID-19-related reasons include:</p> <ul style="list-style-type: none"> • School, grade, or classroom closure(s) (e.g., deep clean, outbreak, etc.); • Student absence(s) or virtual learning day(s) due to having COVID-19 or being exposed (quarantine); • Student virtual learning day(s) that are voluntary and for COVID-19 reasons; <ul style="list-style-type: none"> ○ The virtual learning option must be a program put in place by an NSLP participating school for the specific purpose of offering a learning option during the COVID-19 pandemic. Cyber charter schools are not eligible, regardless of the reason the student is attending the school. Also, virtual academies that were in place prior to the COVID-19 pandemic are not eligible. • Student absence(s) due to parent decision to keep their child away from school for COVID-19 concerns; or • For schools that do not track COVID-19-related absences: student excused absence(s) which last at least five (5) consecutive school days and are not for family events such as vacation. For purposes of P-EBT, these are considered COVID-19-related absences.
What if we have not tracked absences specific to COVID-19 in SY2021-2022?	<p>If the school does not track COVID-19-related absences, the school will report the total of all the following which apply to a student:</p> <ol style="list-style-type: none"> 1. Exact number of days away from school for COVID closures (building, grade, class) 2. Exact number of absences or virtual learning days due to parent choice to keep child home due to COVID 3. Exact number of virtual learning days due to student's choice to utilize the school's virtual learning program 4. Total number of days the student had excused absences that lasted five (5) or more consecutive school days (and were not for events such as family vacation) <p>On the Data Collection Spreadsheet, a student's quarterly days missed due to COVID-19 should not exceed 60 days (20 days per month).</p>
Will P-EBT operate the same for the 2021-2022 school year as it did last year?	<p>Yes and no. Schools will still utilize the P-EBT Data Collection Spreadsheet to create their report and upload it at https://pebt.center-school.org . However only <u>one</u> submission of the spreadsheet will be required from schools for the 2021-2022 school year. The report will cover the months of September 2021 through May 2022. One primary change is that schools will no longer report monthly instruction categories for students. Rather, they will report number of days a student is out of school for COVID-19-related absences or school closures, by school quarter. <i>See the PEBT Data Collection Spreadsheet-2021-2022.</i></p>

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<p>What is the Local Education Agency (LEA)/School Food Authority's (SFA) key role in P-EBT?</p>	<p>The Pennsylvania Department of Human Services (DHS) uses student data submitted by Local Education Agencies (LEAs) to calculate and issue P-EBT benefits to students.</p> <p>The LEA/SFA must:</p> <ul style="list-style-type: none"> • Complete the PEBT Data Collection Spreadsheet accurately and on-time using only the format provided. The data dictionary tab in the spreadsheet provides details about each field. • Upload one (1) PEBT Data Collection Spreadsheet for the 2021-2022 school year at https://pebt.center-school.org <p>Data Collection:</p> <ul style="list-style-type: none"> ○ Period covered: September 2021 – May 2022 ○ Upload window for schools: June 1 - 17, 2022 ○ No upload date extension can be granted in order to meet all deadlines <ul style="list-style-type: none"> • The file must include every enrolled student (partial or full-time) at every site covered by the LEA's agreement through PDE to participate in NSLP. DHS will determine if the student is eligible for P-EBT and amount of benefits. • Send an email to the P-EBT Helpdesk if none of the LEA's sites met the five consecutive school days of reduced attendance due to COVID-19 threshold in school year 2021-2022, and therefore no P-EBT file is being submitted. <ul style="list-style-type: none"> ○ This should be rare, since it only requires one student to meet the threshold and it can be a combination of events. See the question, <i>"Please explain the "closed or operated at reduced attendance or hours for at least five (5) consecutive days" rule for P-EBT 2021-2022"</i>.
<p>Please explain the "closed or operated at reduced attendance or hours for at least five (5) consecutive days" rule for P-EBT 2021-2022</p>	<p>In the 2021-2022 school year, a school building must be closed or operating at reduced in-person attendance due to COVID-19 for at least five (5) consecutive school days before any students at that building can be considered for P-EBT benefits (if they meet the other eligibility requirements).</p> <p>This threshold can be met at an individual school building in several ways. It can be <u>any</u> combination of the following COVID-19-related situations, even involving just a single student, as long as some type of COVID-19 situation has caused the school building to close or have reduced in-person attendance for at least five (5) consecutive school days:</p> <ul style="list-style-type: none"> • School, grade, or classroom closure due to COVID-19 (e.g., deep clean, outbreak etc.). • Student absence(s) or virtual learning day(s) due to having COVID-19 or being exposed (quarantine). • Student virtual learning day(s) that are voluntary and for COVID-19 reasons. <ul style="list-style-type: none"> ○ The virtual learning option must be a program put in place by an NSLP participating school for the specific purpose of offering a learning option during the COVID-19 pandemic. Cyber charter schools are not eligible, regardless of the

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	<p>reason the student is attending the school. Also, virtual academies that were in place prior to the COVID-19 pandemic are not eligible.</p> <ul style="list-style-type: none"> • Student absence(s) due to parent decision to keep their child away from school for COVID-19 concerns. • For schools that do not track COVID-19-related absences: student excused absence(s) which last at least five consecutive school days and are not for family events such as vacation. For purposes of P-EBT, these are considered COVID-19-related absences. <p>Once the school meets the five (5) consecutive school days threshold, that school does not need to meet the threshold again.</p>
<p>Should we include a student's days missed due to COVID-19 that occur prior to the five-consecutive-school-days threshold in the quarterly columns on the PEBT Data Collection Spreadsheet?</p>	<p>No. Eligibility for P-EBT is retroactive back to the first day of the school building's five (5)-consecutive-school-days threshold. Therefore, the "clock" for reporting a students' days missed due to COVID-19-related reasons begins on the first day of the building's five (5)-day threshold. <u>No days</u> away from school due to COVID-19 <u>that occurred prior to</u> the threshold being met are included in any student's count.</p> <p>Example 1: A school building closes for five (5) consecutive school days from October 11-15, 2021, for COVID-19-related reasons. This meets the initial criterion for all students at the building to now be considered for P-EBT benefits. There were also several classrooms at the building that closed for one-day cleanings in September, but none added together to make five (5) consecutive school days. Counting of all students' days away from school due to COVID-19 would begin starting 10/11/2021, the first day of the building's five (5)-day threshold. All students at this school building would have five days added to their 1st quarter days away from school due to COVID-19 for the week that the school closed. No days away from school that occurred prior to the October school closing would be counted for any students at this building.</p> <p>Example 2: A classroom at a school building closes for five (5) consecutive school days from October 11-15, 2021, for COVID-19-related reasons. This meets the initial criterion for all students at the building to be considered for P-EBT benefits from that point on. No other COVID-19-related situations occurred during this time. There were some COVID-19-related events that occurred in September, but none added together to make five (5) consecutive days. Counts of all students' days away from this school building due to COVID-19 would begin on 10/11/2021, the first day of the building's five (5)-day threshold. The students in the classroom that closed would have five (5) days added to their 1st quarter days away from school due to COVID-19. No days away from school due to COVID-19 that occurred prior to the October classroom closing would be counted for any students at this building.</p> <p>Example 3: A single student at a school building has a five (5) consecutive school day absence from October 11-15, 2021, due to COVID-19 exposure and a need to quarantine. This meets the initial criterion for all students at the school to now be considered for P-EBT benefits. One classroom closed on October 13th for a deep clean during the same time the single student was out. There were also four (4) COVID-19-related situations that occurred before the building's 5-day threshold was met, but none of those added up to five (5)</p>

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	<p>consecutive days. Counting for all students at this school would begin on 10/11/2021, the first day of the building's five (5) day threshold. The single student would have the five (5) days of her absence added to her 1st quarter days away from school due to COVID-19. Students in the classroom that closed on 10/13 would have one (1) day added to their counts. No days away from school due to COVID-19 that occurred prior to that October week would be counted for any student at this building.</p> <p>Example 4: A small group of students at a school building have voluntarily chosen to use the school's virtual learning option for reasons related to COVID-19. The virtual learning option was put in place by the NSLP school as an option due to the COVID-19 pandemic. These students began the school year in this virtual mode and continued all school year. This meets the initial criterion for all students at the school to now be considered for P-EBT benefits. All students at this school, including the small group of virtual learners, would have their days away from school due to COVID-19 counted beginning on the first day of the school year.</p> <p>In all these examples, no days missed due to COVID-19 would be reported for any students that occurred prior to the school meeting the 5 consecutive-day threshold. But all their days away due to COVID-19, beginning on the first day of the threshold and throughout the remainder of the school year, would be counted and reported.</p>
What is meant by "reduced attendance due to COVID-19"?	<p>When the school on the day in question is not operating at full in-person attendance for COVID-19-related reasons, they are considered to have reduced attendance due to COVID-19. This could be just a single student at the school who had to adjust their normal, in-person learning schedule for COVID-19-related reasons and be away from school and therefore miss access to school meals.</p>
In 2021-2022, schools are utilizing many different virtual learning options. Please explain specifically which virtual scenarios allow a student to be considered for P-EBT eligibility.	<p>A student who is taught virtually is eligible to be considered for P-EBT if the virtual program is being run by personnel/contractors of a school that is NSLP/SBP and the program was put in place for COVID-19-related reasons. It must be a scenario where the child could have received free or reduced-price school meals at school under normal conditions if they were not out of school for COVID-19-related reasons.</p> <p>Children who attend a fully virtual (cyber) institution that is not eligible to participate in NSLP or SBP are not eligible for P-EBT.</p> <p>Examples:</p> <p>Not P-EBT Eligible:</p> <ul style="list-style-type: none"> • Cyber charter school that is not NSLP. • Virtual academy run by an NSLP school entity, but the academy was created prior to the COVID-19 pandemic. <p>P-EBT Eligible:</p> <ul style="list-style-type: none"> • A virtual learning program offered by an NSLP school in response to COVID-19, that the student or parent voluntarily chooses to participate in for COVID-19-related reasons.

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	<ul style="list-style-type: none"> A virtual learning program offered by an NSLP school in response to COVID-19, that the student is required to participate in due to a school mandated full or partial closure due to COVID-19.
What if we have not collected household meal applications this school year, or last year?	<p>Due to COVID-19, not all non-CEP schools have collected household applications. For P-EBT reporting, schools should use the most recent meal eligibility for NSLP they have on record for each student.</p> <p>Although collection of applications is not required at this time, schools are encouraged to ask families to submit the applications to ensure the school has current NSLP student meal eligibilities for programs such as P-EBT. Applications should be collected for newly enrolled students or existing students that may not have previously submitted an application due to COVID-19 (examples: current Kindergarten or first grade students). Schools should also make sure their Direct Certification student records are current.</p>
If a student only recently became eligible for free or reduced-price school meals, when does their P-EBT eligibility begin?	<p>A student's eligibility for P-EBT begins the day the NSLP application was submitted. When determining the number of days a student missed due to COVID-19, the count should only begin starting with day the NSLP application was submitted. This applies to students who become eligible for free meals due to Direct Certification at some point in the middle of the school year as well.</p> <p>Schools should consider collecting applications for newly enrolled students or existing students that may not have previously submitted an application due to COVID-19 (examples: current Kindergarten or first grade students), and make sure that their school's Direct Certification student records are current. This will help the school ensure they have accurate meal eligibility determinations for the students.</p>
Should we submit data for all students we offer school meals to, even if they are at sites where we do not instruct the children?	<p>Yes. All schools that have an agreement through PDE, Division of Food and Nutrition (DFN) to participate in the NSLP must include all students from all sites covered under their nutrition agreement on their P-EBT Data Collection Spreadsheets. In situations where one school offers meals to a child and another instructs the child, the schools will need to communicate so that the feeding school offering meals has the information necessary to report the child on their Data Collection Spreadsheet.</p> <p>The only exception to this is if the site in question did not meet a five consecutive school days threshold of reduced attendance due to COVID-19. If the site did not meet the threshold in the period covered by the upload, the school should not include the students from that site/building on their P-EBT Data Collection Spreadsheet.</p>
Should we submit a P-EBT report for all our sites, even if some of them have not operated at five (5) consecutive days of reduced attendance or hours due to COVID-19?	<p>It is anticipated that this situation will be rare since most schools have some type of COVID-19-related situation occurring most days, even if it is something with a single child.</p> <p>However, if a school has a site/building that has not operated for five consecutive school days of reduced attendance due to COVID-19 in the period covered by the upload, the school should not include the students from that site/building on their P-EBT Data Collection Spreadsheet.</p> <p>The Department of Human Services (DHS) will assume that all students submitted by schools on the Data Collection Spreadsheet attend schools that have met their five (5)</p>

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	<p>consecutive school days threshold of operating at reduced attendance due to COVID-19. DHS will proceed with calculating P-EBT benefit amounts for any student on a school's spreadsheet that has free or reduced eligibility and had a day or more away from school due to COVID-19 and therefore missed access to school meals.</p> <p>When a school uploads their P-EBT file at https://pebt.center-school.org, the system will ask for a count of their sites that did not meet the "five consecutive school days" threshold, followed by a Comments area to elaborate, as necessary. At that point, the school may proceed with the upload.</p> <p>If the school does not have any sites that met the "five consecutive school days" threshold, the school should send an email to the P-EBT School Helpdesk (pebt@csc.csiu.org) explaining why they will not be submitting a P-EBT spreadsheet.</p>
Are Residential Child Care Institutions (RCCIs) required to submit the Data Collection Spreadsheet?	Yes. RCCIs that have an agreement through PDE, DFN to participate in the NSLP must complete and submit the P-EBT Data Collection Spreadsheets. DHS will determine if the students are eligible for P-EBT benefits based on the data provided.
My school is not currently serving meals through the NSLP. Are we required to submit the Data Collection Spreadsheet?	Yes. All schools that have an agreement through PDE, DFN to participate in the NSLP must complete and submit the Data Collection Spreadsheet even if they are not currently serving meals through NSLP because they have paused (but did not terminate their agreement) meal service, are serving meals through the Seamless Summer Option, or do not believe they have students eligible for P-EBT. DHS will determine if students are eligible to receive P-EBT based on the data submitted.
What is Central Susquehanna Intermediate Unit's (CSC/CSIU) role in handling the data transmission and providing assistance to LEAs/SFAs?	<p>The Center for Schools and Communities (CSC), a division of Central Susquehanna Intermediate Unit (CSIU), IU 16, will serve as the point of contact for all school data collection efforts on behalf of DHS and PDE. CSC/CSIU will collect and review data from schools; submit data to DHS; monitor the timely submission of data; research data inquiries that are submitted to DHS from families; reach out to schools, as needed, to answer data inquiries; and provide research findings to DHS.</p> <p>LEAs/SFAs must contact CSC/CSIU's P-EBT School Helpdesk with questions or for technical assistance with completing the Data Collection Spreadsheet. PDE will not be able to assist. The P-EBT Helpdesk telephone number is: 1-800-683-5100. Email: pebt@csc.csiu.org.</p> <p>Schools should not provide the School Helpdesk telephone number or email address to families. CSC/CSIU will not be able to assist them.</p>
What is the role of DHS in P-EBT?	<p>After receiving the school data files from CSC/CSIU, DHS will remove any duplicate students, if possible. DHS will calculate the P-EBT benefits based on data provided in the Data Collection Spreadsheet from the school, issue benefits, and maintain the support resources for the public:</p> <ul style="list-style-type: none"> • P-EBT website https://www.dhs.pa.gov/coronavirus/Pages/P-EBT-Guide.aspx • P-EBT Hotline: 484-363-2137

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How will families know if they are receiving P-EBT and a card, or what they should do when they receive a card?	<p>Each eligible student will be mailed a letter detailing P-EBT. This letter is a separate mailing from the card. The letter will be mailed in the student's name to the address provided for the primary parent/guardian. The letter will explain what the P-EBT card is, where and how to use the card, how to create a PIN for the card, what items are eligible for purchase with the card, and who to contact with questions.</p>
What is the role of LEAs/SFAs (schools) in facilitating the accurate and timely issuance of P-EBT benefits to families?	<p>LEAs/SFAs (schools) should:</p> <ul style="list-style-type: none"> Complete the Data Collection Spreadsheet accurately and in a timely manner. Data errors delay benefit issuance, create extra work for everyone involved, and increase frustration of families; Ensure the mailing address on file in the school's Student Information System (SIS) for the primary parent/guardian is current and accurate; Assist families with completing the Household Application for Free or Reduced-Price Meals and process them timely. Households can apply by contacting their student's school of attendance or on the COMPASS website: www.compass.state.pa.us ; Ensure that the school's Direct Certification is current in Student Eligibility System (SES, by PrimeroEdge); Respond to data inquiries from the CSC/CSIU's P-EBT School Helpdesk promptly; and Direct all parent/family/public inquiries to the DHS P-EBT Hotline at 484-363-2137, or website at: https://www.dhs.pa.gov/coronavirus/Pages/P-EBT-Guide.aspx <ul style="list-style-type: none"> This webpage will have a link to the new parent portal and to the webform. <p>Schools <u>should not</u>:</p> <ul style="list-style-type: none"> Provide the CSC/CSIU's P-EBT School Helpdesk contact information to families. They will not be able to assist them; Direct parents, families, or the public to PDE. PDE will not be able to assist them; or Direct parents, families, or the public to the County Assistance Office (CAO). CAOs will not be able to assist them. CAOs will be instructed to refer parents, family, or public inquiries to the DHS P-EBT Hotline, not to the school, IU16, or PDE. <p>Due to many variables, schools are limited in assisting parents beyond ensuring the student is enrolled, address is correct, eligibility status is free or reduced, and confirming the number of days the student was out of school for COVID-19-related reasons. Schools</p>

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	<p>should not try to calculate benefits for parents. Benefit levels will vary by student, even amongst siblings since benefit levels are determined by school building eligibility and the number of days an eligible student is not in school for COVID-19-related reasons.</p>
<p>What resources are available for families to learn more about P-EBT?</p>	<ul style="list-style-type: none"> The DHS P-EBT website is the main resource for families: https://www.dhs.pa.gov/coronavirus/Pages/P-EBT-Guide.aspx <p>In addition to general information about P-EBT, the website will include a link to a new parent portal. This portal is located in DHS's online application platform, COMPASS. This portal allows parents to check if their child was eligible for P-EBT and for how much. It also provides an option to request a replacement card, which will be a more automatic process than previous P-EBT issuances, ensuring replacement cards can be distributed in a timelier manner to parents and a large volume of replacement card requests can be processed more quickly. The portal will not return results until benefit issuances have begun for 2021-2022.</p> <p>The DHS P-EBT website also includes contact information for its support center:</p> <ul style="list-style-type: none"> P-EBT Hotline: 484-363-2137 P-EBT online webform: https://forms.juware.com/forms/eb604f74-e01c-463e-82ea-04c416a5c9c5 <ul style="list-style-type: none"> Food Research and Action Center website: https://frac.org/pebtfaq Just Harvest website: https://justharvest.org/faq-about-pandemic-ebt-pebt-2021-2022-school-year-pennsylvania/
<p>Where is the P-EBT information for schools located?</p>	<p>All P-EBT information for schools is located on PEARS Download Forms, P-EBT section.</p>
<p>What if a child brings their P-EBT card into the school to use to purchase school meals? Is this allowed?</p>	<p>No. P-EBT benefits can only be used for the same purchases as Supplemental Nutrition Assistance Program (SNAP), formerly known as food stamps. The card can only be used at approved food retailers, predominantly grocery stores and convenience stores. SNAP benefits and P-EBT cannot be used to purchase hot prepared foods, even at grocery stores and convenience stores.</p>
<p>Our school district is 100% in-person, but some students have chosen to continue participating virtually. Are these students eligible to receive any benefits?</p>	<p>If the student is still enrolled in the district but attending virtually for COVID-19-related reasons, they can receive P-EBT benefits if they are eligible for free or reduced-price meals. The virtual program the student is learning through must be administered through a school that participates in the NSLP and the program must be an option that was created as a result of the COVID-19 pandemic.</p>
<p>What about childcare P-EBT? Do I include pre-K or K students?</p>	<p>If students in pre-K or kindergarten would normally be considered enrolled in the NSLP school and would have access to NSLP, then the school should include them in the P-EBT Data Collection Spreadsheets.</p>
<p>My district is CEP. What data do I submit?</p>	<p>CEP schools should submit the Data Collection Spreadsheet listing ALL currently enrolled students and their completed data fields. All enrolled students in CEP schools should be marked as being eligible for free meals.</p>

Pennsylvania Pandemic-EBT (P-EBT) Questions and Answers – School Year 2021-2022

P-EBT School Helpdesk: 800-683-5100 pebt@csc.csiu.org

In my district, some buildings are CEP and others are not. What data do I submit?	CEP buildings should list ALL currently enrolled students and their completed data fields. All enrolled students in CEP schools should be marked as being eligible for free meals. Non-CEP buildings should list ALL currently enrolled students and their completed data fields, and each student's current Free, Reduced, or Paid eligibility status.
Are all students attending CEP schools eligible for P-EBT benefits?	Not necessarily. Students enrolled in CEP schools are eligible for P-EBT if their school building had five (5) consecutive days closed or operating at reduced attendance due to COVID-19 in school year 2021-2022. Each child's benefit is then calculated based on the total days they miss for COVID-19-related reasons, including the initial five (5) consecutive days.
Data Collection Spreadsheet Questions	
I am receiving so many errors when I try to upload, why?	A whole column might have a formatting issue. Look in the errors for repeat column letters to determine the offending column. Often a quick solution for a column as-a-whole resolves all the errors.
I have errors in names due to spaces or other characters. I do not have time to change them one-by-one!	<p>Use the Find & Select feature to remove specific items in a whole column</p> <ol style="list-style-type: none"> 1. Select the column that you want to edit 2. Under Home tab, Editing section, choose "Find & Select" 3. Select "Replace" 4. In the "Find what" box, enter what you want to replace such as a space, period, comma etc. 5. In the "Replace with" box, enter what you want to replace with, such as nothing, a hyphen, etc. 6. Click "Replace All" <p><i>Use Find & Select in <u>any</u> column where you need to remove spaces or special characters throughout.</i></p>
My dates are creating errors, but they look to be in the correct date format.	<p>The dates may be in as text or non-date values after being copied from another system/program.</p> <p>Before copying from another file, such as another Excel file, make sure to configure the date columns as dates with a custom format of mm/dd/yyyy.</p> <p>Or fix dates using Text to Columns under Data:</p> <ul style="list-style-type: none"> • Highlight the date column to be fixed • Choose Text to Columns under the Data tab • Delimited → Next → Tab → Next → Date: MDY → Finish • Right click inside the highlighted column • Format → Date → Custom → Type: mm/dd/yyyy
My dates are creating errors, but I do not understand what the error is stating.	<p>Check for these common issues:</p> <ul style="list-style-type: none"> • Date of birth – student cannot be 21 or older as of the beginning enrollment date for SY2021-2022. (Remove these students from your report) • Enrollment Begin – cannot be before 7/1/2021 • Enrollment End – cannot be before Enrollment Begin date
I am receiving a "duplicate student" error.	There can be only one row for each student in your Data Collection Spreadsheet.

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My AUN column is creating errors, but it appears to be in the correct format.	The column may be formatted to show hyphens, but the hyphens are not within the number itself. Re-key the AUN in the first cell with the hyphens in the number (XXX-XX-XXX-X) then copy and paste that number all the way down the column.
Why am I receiving an error in the parent email column?	There should be only one email. It cannot include a space and needs a suffix following the @ symbol.
I have removed special characters and spaces from student/parent names, but I am still getting an error. What is wrong?	Name columns are limited to 26 characters in total – truncate the name as needed. Also, the name could include invisible characters that are remnants from another program. Right click in the cell, Clear Contents then re-enter. If this does not work, call the P-EBT School Helpdesk.
I am getting errors on out-of-state zip-codes that begin with zero. The zero drops from the number when entered in the worksheet.	To retain the zero, the number must be entered as text. To do this individually, key '0 then the last 4 digits. For large groups of zip codes, use Excel's CONCAT function.