SUMMER 2023 P-EBT

Pennsylvania

The Pennsylvania Department of Human Services (DHS) is responsible for overseeing the Pandemic Electronic Benefit Transfer (P-EBT) program in Pennsylvania.

The Center for Schools and Communities (CSC) division of Central Susquehanna Intermediate Unit (CSIU) works with DHS as the main liaison between DHS and schools for the P-EBT program.

P-EBT

Pandemic Electronic Benefit Transfer (P-EBT) was created as part of the Families First Coronavirus Response Act (FFCRA) enacted by the U.S. Congress in 2020. It provides temporary benefits to families of school-aged children who miss receiving free or reduced-price meals through the United States Department of Agriculture (USDA) National School Lunch Program (NSLP) during the pandemic.

SUMMER 2023 P-EBT BENEFIT

Any student who is eligible for free or reduced-price school meals and is enrolled into May 2023 with a school that participates in the National School Lunch Program/School Breakfast Program will receive a summer 2023 P-EBT benefit of $120.

Children are ineligible to receive P-EBT through Pennsylvania if any of the following is true:
- Are home schooled
- Attend a cyber (virtual) school that is not NSLP and was not established as a result of the pandemic
- Attend school in another state
- Attend a school that does not participate in NSLP

BENEFIT ISSUANCE

Issuance	Based on School Files Received Between	DHS Issuances
#1	6/1/2023 – 7/7/2023	Beginning late July

DHS utilizes student data from school P-EBT files to calculate and issue P-EBT benefits.

DHS has several steps in the process to issue P-EBT benefits once school files are received. School files must be submitted on time, so the chain of steps is not disrupted. The USDA requires DHS to have all summer 2023 benefits distributed by September 30, 2023.

DHS first attempts to issue P-EBT benefits on the state EBT cards of the student's family if they have one. If not, the benefit is issued to the student's last P-EBT card. If the benefits cannot be issued to a previously issued EBT or P-EBT card, a new P-EBT card will be mailed to the student at the address reported by the school.

Cards are mailed in plain white envelopes from Texas to the addresses the school submits for the students.

DATA COLLECTION OVERVIEW

No student attendance or instruction data is required on school reports for Summer 2023 P-EBT!

A Data Collection Template was emailed to schools from the P-EBT School Helpdesk on April 16, 2023. It can also be downloaded at: https://pebt.center-school.org.

Schools will need to collect data from their Student Information System (SIS) and PA-Student Eligibility System (PA-SES) to complete the template.

Schools must submit one P-EBT file during the time window listed on the previous slide.

Most schools will upload their files at the website listed above. The largest schools will use an alternate URL to submit their files for data traffic management purposes.

The P-EBT School Helpdesk will validate the formatting of school files and transmit them securely and in a timely fashion to DHS.

DATA COLLECTION DETAILS

[Summer 2023 P-EBT File](#)

Due between June 1 – July 7, 2023.

Must include all students, regardless of meal eligibility, who were enrolled during the 2022-2023 school year at all sites/buildings/classrooms covered by the school's National School Lunch Program (NSLP) agreement.

"If you feed them, report them" – all students that are offered meals under a school's NSLP agreement must be reported including ones that are placed from other schools or not taught by the feeding school.

Schools should reflect the student meal eligibilities at the time of the report. It is preferred if **non-CEP schools** wait until later in the submission window to submit a file in order to pick up any student meal eligibilities that change to a higher benefit (i.e., paid to reduced or paid to free) in the month of June.

CEP schools are free to submit a P-EBT file at any time during the window since they will not have eligibility changes during the summer.

DATA COLLECTION TEMPLATE

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
	*School Building Name Full name of building, no abbreviations	*School / Branch 4 digits	*PA Secure ID 10 digits or less - No Special Chars	*Student First Name Max 26 characters Hyphens and apostrophes ok - no spaces	Student Middle Name Max 26 characters Hyphens and apostrophes ok - no spaces	*Student Last Name Max 26 characters Hyphens and apostrophes ok - no spaces	*Student Date of Birth MM/DD/YYYY	*Mailing Address Line 1 No Commas	Mailing Address Line 2 No Commas	Apt # (if not captured separately from Address Line 2)	*City Full City Name	*State Two letter abbreviation	*Zip Code	*Primary Parent or Guardian First Name Hyphens and apostrophes ok - no spaces

	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD
	*Primary Parent or Guardian Last Name Hyphens and apostrophes ok - no spaces	Primary Parent or Guardian Phone Number XXX-XXX-XXXX	Primary Parent or Guardian email (if available) include @; only provide 1 email	Secondary Parent or Guardian First Name Hyphens and apostrophes ok - no spaces	Secondary Parent or Guardian Last Name Hyphens and apostrophes ok - no spaces	Secondary Parent or Guardian Phone Number XXX-XXX-XXXX	Secondary Parent or Guardian email (if available) include @; only provide 1 email	*AUN 9 digits XXX-XX-XXX-X	*SFA Name or LEA Name	*Address County Name	Case Number (if available) 8-10 digits (if number begins with 0, must include)	*Eligibility Free/Reduced/Paid - Case Sensitive	*CEP School Yes / No (Case Sensitive)	*Enrollment Begin Date MM/DD/YYYY	Enrollment End Date MM/DD/YYYY	Validation Output

Format Option #1 | **Data Dictionary**

There are two tabs at the bottom of the template. **Data Dictionary** contains detailed instructions for each column.

Completeness, accuracy and timeliness of information is essential. Data from school submissions is the source DHS uses to calculate P-EBT benefits for students. Good data at the start helps lessen family inquiries and a need for schools to submit corrected data which delays benefits to students.

DATA COLLECTION TEMPLATE TIPS

There should only be one row per student on the template.

Column	Tip/Description
School Building Name	Full name, no abbreviations. Should be the same for all students at the location.
School Branch	Aka Site or Building ID. Can be found in CNPEARS. If number is more than 4 digits, use the last 4.
PA Secure ID	Schools that don't use PA Secure IDs should list the student's ID used in the school's Student Information System (SIS) or PA Student Eligibility System (PA-SES)
Student and Parent Names	Letters, apostrophes or hyphens only; no spaces or special characters.
Student Date of Birth	Student is ineligible if 21 years old on or before 7/1/2022.
Mailing Address & Apt #	Most current mailing address for the student in the school's SIS. It should match the person's reported as the primary guardian. If possible, put apartment numbers in address line 2.
AUN	Administrative Unit Number. Same as the "agreement number" used with the school's nutrition agreement. The AUN must have dashes in the number itself XXX-XX-XXX-X. Formatting the column to show dashes won't work.
SFA / LEA Name	School Food Authority / Local Education Agency. The education entity's name on the nutrition agreement. Example: ABC School District.
Address County Name	The county associated with the student's address. Do not add "County" after the name.

DATA COLLECTION TEMPLATE TIPS

Column	Tip/Description
Case Number	If available, this is helpful for DHS. Case numbers for directly certified students can be found in PA-SES.
Eligibility	Case sensitive Free, Reduced or Paid. Should reflect student's eligibility at the time of the report. Ineligible virtual students should be listed as Paid (see Virtual Students slide 11).
CEP School	Case sensitive Yes or No. If Yes, the Eligibility must be Free. Exception: ineligible virtual students should be listed as Eligibility Paid and CEP No (see Virtual Students slide 11).
Enrollment Begin Date	Required even if student enrolled or dropped mid-year. Cannot be prior to 7/1/2022.
Enrollment End Date	o If student is still enrolled at end of 2022-2023 school year – leave blank o If student leaves and comes back and remains until end of year – leave blank. Do not list the student multiple times showing all their ins and outs. o Show an ending enrollment date if the student withdrew and didn't return before end of year.
Validation Output	For DHS use. Leave blank.

Dates may cause issues when copied from another program. They may appear correct (mm/dd/yyyy) but are read by Excel as text. If a file fails to upload due to dates, try this fix: highlight the date column—choose Text-to-Columns under Data at top of Excel screen—Delimited—Next—Tab—Next—Date:MDY—Finish.

VIRTUAL STUDENTS

If a student attends a virtual program that was in place prior to the pandemic, they are ineligible for P-EBT. Such a virtual program is not part of a school's NSLP agreement. Students who attend these programs should be reported but marked as Paid eligibility.

CEP schools must mark ineligible virtual students as Paid eligibility and No in the CEP column.

An eligible virtual program was more prevalent at the beginning of the pandemic when suddenly no children were in school. Many schools extended learning to students at home from a class in a NSLP-sponsor school building. Students who still participate in an eligible virtual program should be reported, like all students, and listed with their current NSLP eligibilities.
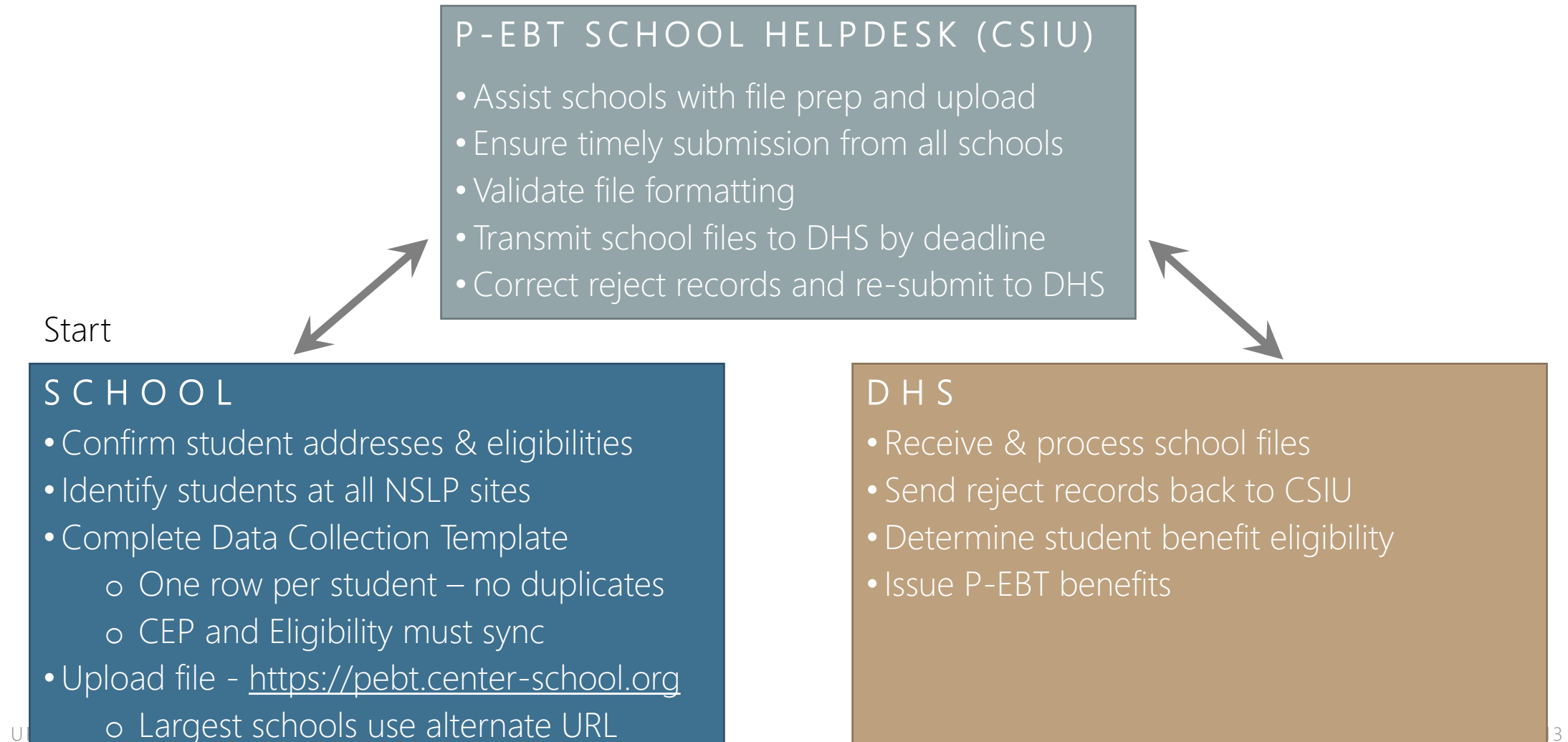
Students who flip between ineligible virtual and regular school should be listed with the eligibility that corresponds with the program they are in at the end of the school year (or when they withdrew). For example, if a child is in an ineligible virtual program at the end of the school year, they would be reported as Paid. Likewise, if they were at a school building at the end of the year, they would be reported with their current NSLP eligibility.

CEP SUMMARY

Summary of special guidelines for CEP schools:

1. All students should be reported as Free eligibility and CEP Yes. Make sure these columns are in sync.

2. **Exception to #1** – ineligible virtual students should be reported as Paid eligibility and CEP No.

DATA COLLECTION KEY STEPS

P-EBT SCHOOL HELPDESK (CSIU)

- Assist schools with file prep and upload
- Ensure timely submission from all schools
- Validate file formatting
- Transmit school files to DHS by deadline
- Correct reject records and re-submit to DHS

Start

SCHOOL

- Confirm student addresses & eligibilities
- Identify students at all NSLP sites
- Complete Data Collection Template
  - One row per student – no duplicates
  - CEP and Eligibility must sync
- Upload file - https://pebt.center-school.org
  - Largest schools use alternate URL

DHS

- Receive & process school files
- Send reject records back to CSIU
- Determine student benefit eligibility
- Issue P-EBT benefits

FAMILY SUPPORT KEY STEPS

P-EBT SCHOOL HELPDESK (CSIU)

- Liaison between DHS and schools
- Obtain school feedback for family inquiries assigned by DHS
- Provide school feedback to DHS in a timely manner
- Collect correction records from schools when required; submit corrections to DHS

Start

DHS

- Offer family P-EBT help center & portal
- Resolve family inquiries utilizing school data
- Assign inquiries that require school feedback to the P-EBT School Helpdesk
- Receive and process school correction records from P-EBT School Helpdesk

SCHOOL

- Provide feedback for family inquiries forwarded by P-EBT School Helpdesk
- Provide correction records to P-EBT School Helpdesk when errors in original P-EBT submissions are discovered

RESOURCES

For Schools

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

P-EBT school upload site: https://pebt.center-school.org
- o Largest schools were notified of alternate site
- o Data Collection Template may be downloaded from site

For Families

DHS P-EBT family support center: 877-343-0179

DHS P-EBT online inquiry form: www.PennPEBT.com

DHS Family portal: https://www.compass.state.pa.us/Compass.Web/Public/pebtsearch

Food Research & Action Center (FRAC): https://frac.org/pebt

Schools should not provide the P-EBT School Helpdesk contact information to families.

FREQUENTLY ASKED QUESTIONS

Are students that are home schooled or attend cyber charter school eligible?

No. These students are not considered enrolled in an NSLP-participating schools

Are students that attend a virtual program run by a district eligible?

Only if the virtual program was established as a learning alternative due to the COVID-19-pandemic. Cyber charter schools are not eligible regardless of the reason a student is attending the school. Also, pre-existing virtual academies run by districts are not eligible.

However, ALL students should be reported. Students who attend ineligible virtual programs should be listed as "Paid" eligibility. CEP schools should also list them as "No" in the CEP column. Eligible virtual students should be reported with the latest NSLP eligibility they have.

How should we report students who flip back and forth between an ineligible virtual program and regular school?

Report the student according to what program they were in at the end of the school year (or when they withdrew).

FREQUENTLY ASKED QUESTIONS

If a student was free or reduced last year and they were enrolled in my school district, but this year they attend a cyber charter school, are they still eligible?

No, because they are not currently enrolled in the district or in an NSLP-participating school. Cyber charter schools are not eligible to participate in NSLP.

Do we need to report students who are taught by another educational entity, but that we offer meals to under our nutrition program?

Yes. Any student that is claimed under the nutrition program of a NSLP-participating school must be included on their P-EBT reports, regardless if they teach the children or not. Communication may be needed between the feeding and teaching schools.

What about childcare P-EBT? Do I include Pre-K or K students?

Childcare is not part of the summer P-EBT program schools need to report for. Pre-K students should be included on a school's P-EBT report if they are offered NSLP school meals.

Will all students at CEP schools receive a summer 2023 P-EBT benefit?

Yes, if reported by their school.

FREQUENTLY ASKED QUESTIONS

If a parent calls the school, what should we tell them? Can we determine if their child received P-EBT?

First, schools should always confirm that the information they submitted for the parent's child/children was correct – i.e., current address, correct primary guardian, correct meal eligibility, etc.

The school should contact the P-EBT School Helpdesk if they find mistakes in the data they originally submitted for the child. The school will need to submit a correction record to the Helpdesk.

After correct data has been confirmed, the school should direct the parent to use the DHS P-EBT resources on slide 15, such as the family helpline (877-343-0179). Schools and the School P-EBT Helpdesk cannot determine if a child received a P-EBT benefit. Answers for families must come from DHS.

In my district, some buildings are CEP and others are not. What data do I submit?

All students at CEP sites should be reported as "Free" meal eligibility and CEP "Yes", except for ineligible virtual students who should be reported as "Paid" meal eligibility and CEP "No".

Students at non-CEP sites should be reported with their current NSLP eligibility (Free, Reduced, Paid).

FREQUENTLY ASKED QUESTIONS

Should we report our students who are placed at educational entities outside our local education agency (LEA)?

No, not if you are not feeding the student. The NSLP-sponsor school that offers school meals to the student should report them on their P-EBT report. If the outside entity the child attends is not an NSLP sponsor, the child is ineligible for P-EBT.

How do we report a student who withdraws, and ones that withdraw then come back?

Do not list students who leave and come back as separate rows on the Data Collection Template. There should only be one row for every student.

Every student's beginning enrollment date should be the date they were considered enrolled for the 2022-2023 school year. This date should not be prior to 7/1/2022.

For students that remain enrolled with the school through the year, the ending enrollment date should be left blank. The ending enrollment date should also be left blank for students that withdrew and returned for the remainder of the year.

Only populate the ending enrollment date field for students you are certain left the school mid-school year and did not return.

FREQUENTLY ASKED QUESTIONS

We are a technical school that "shares" students with other districts. The student may eat at their home district or at our building. How do we report these students?

Every situation like this may be structured differently. It is best to contact the P-EBT School Helpdesk to discuss your specific situation if the following answer does not provide enough feedback. If a student is offered school meals equally by two NSLP sponsors, the entity where the student typically eats their lunch should be the one to report the student.

QUESTIONS?

Please put your questions on the Google form which was shared in the Chat area a few minutes ago. We will show the list of incoming questions on the screen.

We will attempt to answer as many questions as possible in time remaining. If all your questions have been answered, you are free to go.

If we are unable to get to your question during the session, the P-EBT School Helpdesk staff will reach out to you directly after the webinar.

THANK YOU!