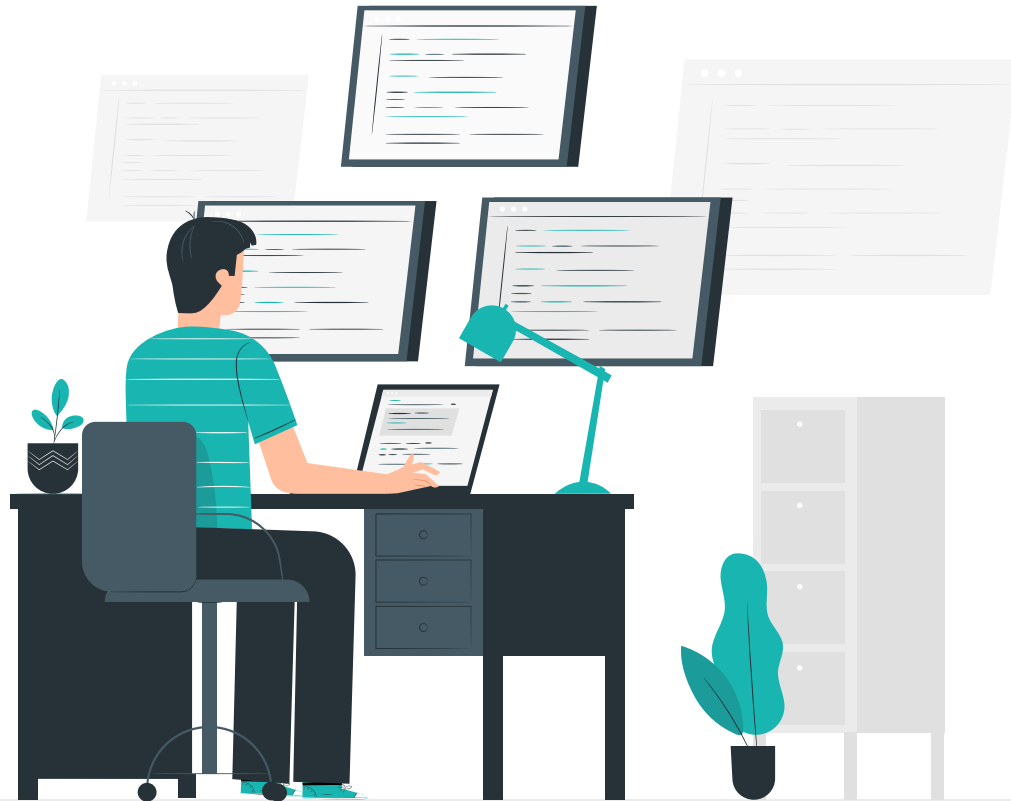
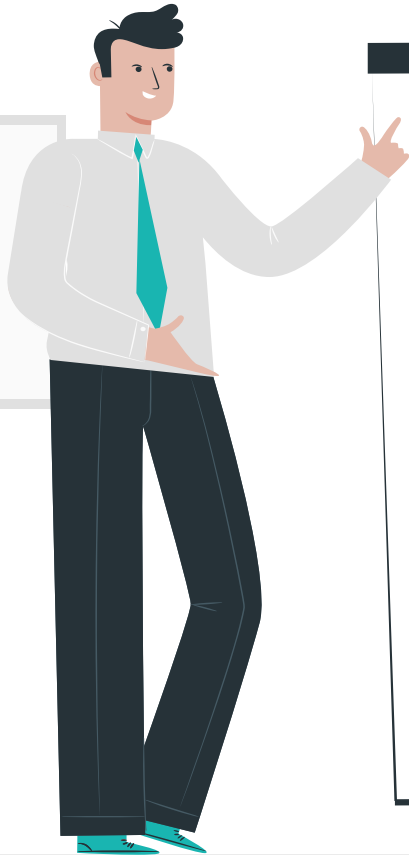


Pandemic EBT (P- EBT)

Feeding Florida's Children



What is P-EBT?



Pandemic Electronic Benefit Transfer (P-EBT) provides Supplemental Nutrition Assistance (SNAP) benefits for:

- each student who received free or reduced-price meals for the 2020-2021 school year *and*
- **was enrolled in innovative learning.**

This is to replace the meals they would have received had they attended brick-and-mortar school.





Eligibility Criteria

2020-2021 School Year

Would have received free or reduced-price meals under NSLP and SBP if not for the PHE.

This includes children who are:

- ✓ Directly Certified
- ✓ Certified by Application
- ✓ Enrolled in Community Eligible Provision School
- ✓ School operating under Provisions 2 or 3

and

- ✓ did not receive free or reduced-price meals at the school because the school is **closed** or has been operating with **reduced attendance** or hours for at least 5 consecutive days in the current school year.



Certification of Eligibility



Provide one certification from each school district or charter school with the file submission.

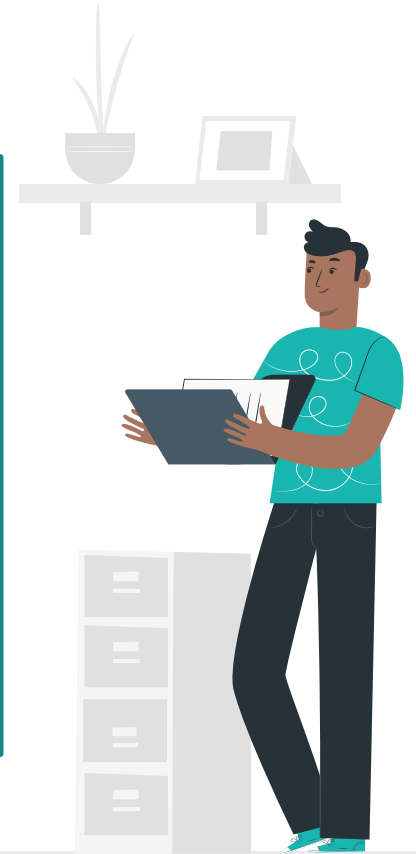
Review the document in your handouts.

What is my role?

Collect data from your district or charter school so DCF can issue correct benefits to eligible children in a timely manner.

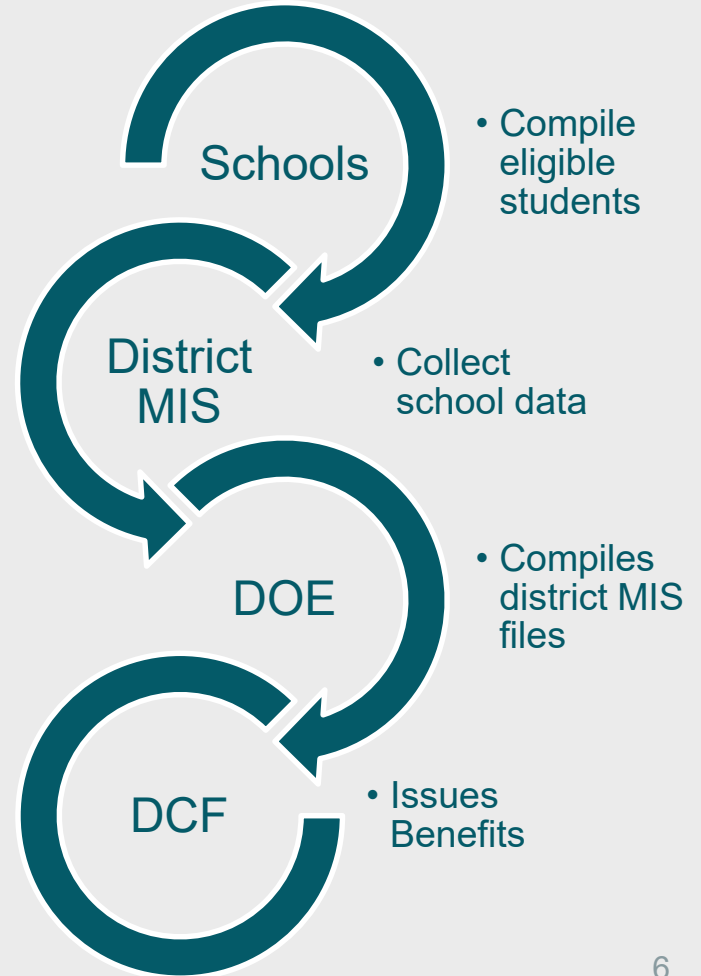
Precisely and accurately follow the instructions on the following slides.

Failure to follow the guidelines presented in this training will cause **data exceptions and customer requests that delay benefits to children.**



Data Collection Flow

Issuance of Benefits



File Criteria

01 All Ages

Pull entire student enrollment

02 Reporting Periods

Three reporting periods- submit separately

03 File Name

File name must indicate the reporting period- **don't change and be consistent**

File Layout 04

DO NOT change!

Eligible Children 05

Include all children who meet the eligibility criteria

Attendance 06

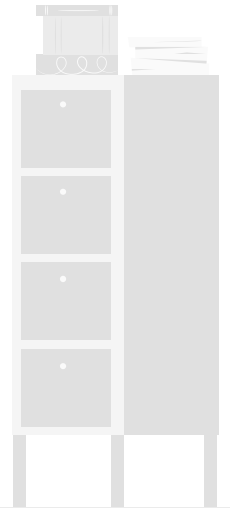
Days school is open
No children with 0 days



Do not include:

- Teacher Planning
- Regular Breaks
- Regular Holidays
- Natural Disaster

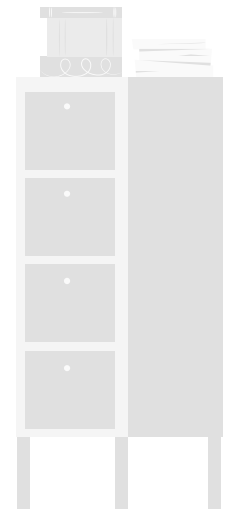
Only include days
the school is open





Include:
Number of days attending
innovative learning for each
reporting period.
If attendance is not available,
provide days enrolled.

Attendance days

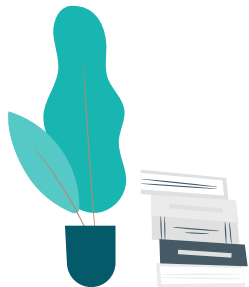


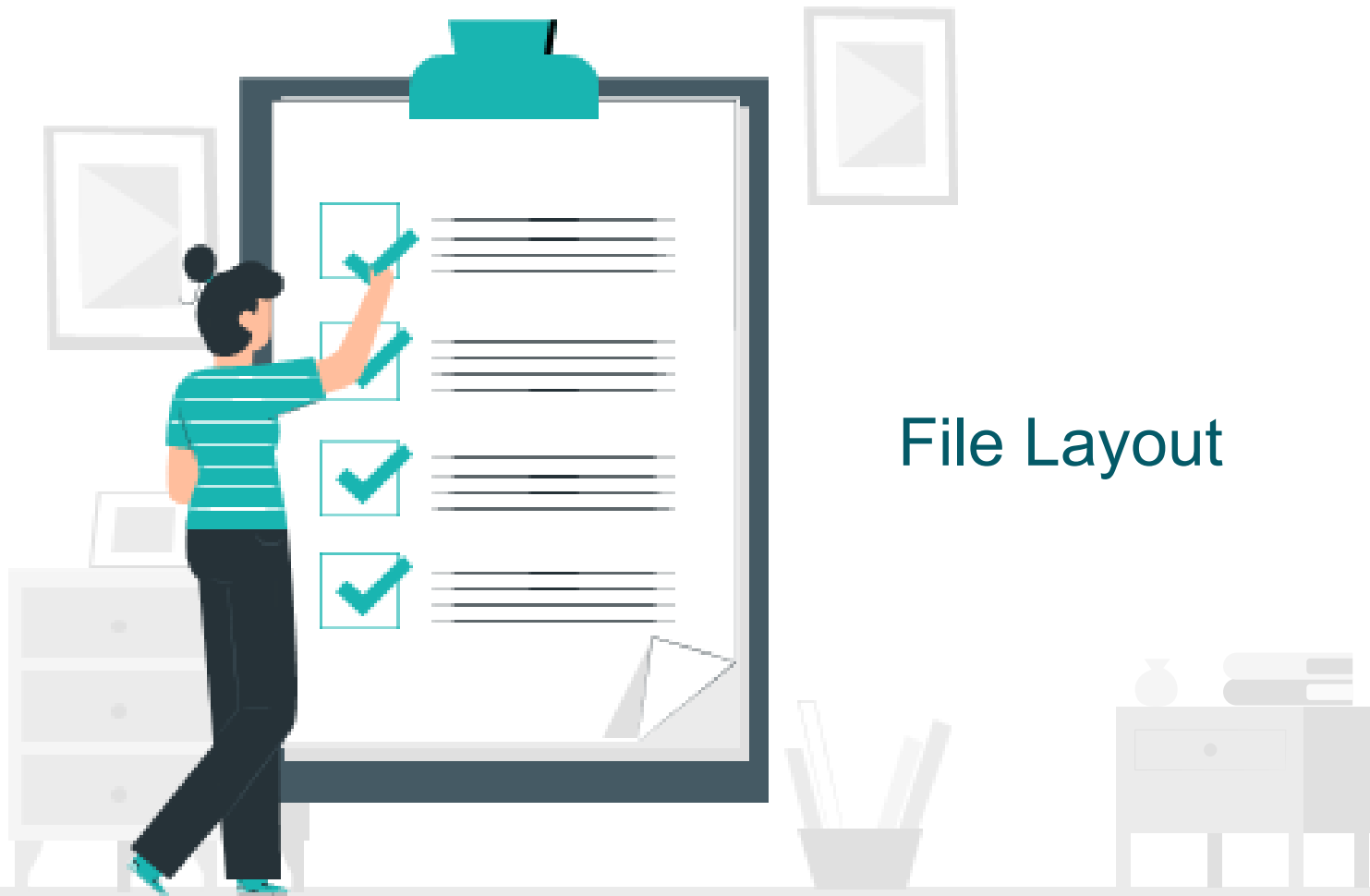
Submission Timeline

School Attendance Dates*	Data Submission Deadline
August 2020 through December 2020	4/9/2021
January 2021 through March 2021	5/14/2021
April 2021 through June 2021	7/16/2021

- Only include 2020-2021 school year
- Use original school start date- even if delayed start due to COVID
- School begin dates may vary
- School end dates may vary

* **If actual attendance is not available, use days of enrollment in innovative program.**





File Layout

No	Field Description	Size	Comment	Data Type	Field Required
1	District number	2	District Number Value range from 01 through 74	Numeric	Mandatory
2	School number	4	School ID number	Numeric	Mandatory
3	School Name	50	Name of School	Alpha	Mandatory
4	Student ID - FLEID	20	Student FL Education ID	Alpha /Numeric	Mandatory
5	Student Last Name	25	Student Last Name	Alpha	Mandatory
6	Student First Name	15	Student First Name	Alpha	Mandatory
7	Student Middle Initial	1	Student Middle Initial	Alpha	Highly Desired
8	Student Birth Date	8	Student DOB	Date - MMDDCCYY	Mandatory
9	Student Social Security Number	9	Student SSN	Numeric	Highly Desired
10	Parent/HOH Last Name	25	Parent or Head of Household Last Name	Alpha	Mandatory
11	Parent/HOH First Name	15	Parent or Head of Household First Name	Alpha	Mandatory
12	Parent/HOH Middle Initial	1	Parent or Head of Household Middle Initial	Alpha	Highly Desired
13	Parent/HOH Birth Date	8	Parent or Head of Household DOB	Date - MMDDCCYY	Optional
14	Parent/HOH Social Security Number	9	Parent or Head of Household SSN	Numeric	Optional
15	Language Indicator	1	E – English S – Spanish C – Creole	Alpha	Mandatory
16	Address Line 1	47	Address where the EBT card will be mailed	Alpha/Numeric	Mandatory
17	Address Line 2	30		Alpha/Numeric	Mandatory
18	City	20		Alpha	Mandatory
19	State	2		Alpha	Mandatory
20	ZIP Code	5		Numeric	Mandatory
21	ZIP4	4		Numeric	Optional
22	Telephone Number	10	Payee Telephone Number	Numeric	Highly Desired
23	Email Address	50	Payee or Parent contact Email ID	Alpha	Highly Desired
24	No of days enrolled in innovative program	3	Used to calculate the Benefit Amount	Numeric	Mandatory
25	Request ID	10	Request from customer	Numeric	Optional – Required only for P-EBT requests submitted by DCF for eligibility review
26	P-EBT Request Status	1	Required only for P-EBT requests submitted through SSP (A-Approved, D-Denied)	Alpha	Optional – Required only for P-EBT requests submitted by DCF for eligibility review
27	Enrollment Period	2	Values (P1-Aug2020 to Dec 2020, P2-Jan 2021 to Mar 2021, P3-Apr 2021 to June 2021)	Alpha/Numeric	Optional - field will be BLANK
28	Reason for Submission	1		Indicator	Optional - field will be BLANK

File Naming Convention



School Districts:

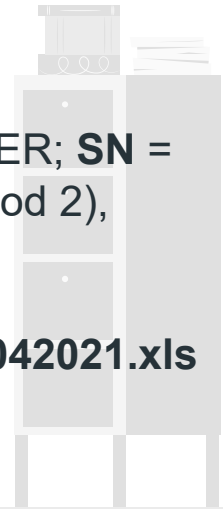
<DN>_PEBT2_<SUBMISSION_INDICATOR> [where: **DN** = DISTRICT NUMBER; **SUBMISSION_INDICATOR** = 042021 (for period 1), 052021 (for period 2), 072021 (for period 3)]

Example: Leon County 1st submission: **37_PEBT2_042021.xls**

Charter Schools:

<DN>_<SN>_PEBT2_<SUBMISSION_INDICATOR> [where: **DN** = DISTRICT NUMBER; **SN** = School Number; **SUBMISSION_INDICATOR** = 042021 (for period 1), 052021 (for period 2), 072021 (for period 3)]

Example: Leon County Governor's Charter School 1st submission: **37_1441_PEBT2_042021.xls**



Files Submission



Two files must be submitted:

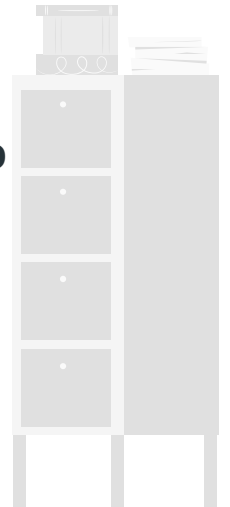
1. Data File
2. Certification Form

School Districts:

Files will be uploaded to: <https://fldoe.sharefile.com/r-r1c8a67eaa5c4594b>

Charter Schools:

Files will be uploaded to: <https://fldoe.sharefile.com/r-r51ce90b0a8b4470b>





File Errors



Missing Benefits

Families may not receive the help they need to feed their children



Delayed Benefits

Resolving exceptions delays benefits that children need



Complaints

Public complaints to all agencies

Exceptions and Customer Requests



Questions?



Contacts

Department of Education (DOE)

Data collection file and
layout



Stephen Bowen or Antonio Carter
DigitalLearning@fldoe.org

Department of Children and Families (DCF)

Program policy and EBT
issuance



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Tonyaleah.Veltkamp@myflfamilies.com