



Arizona Department of Education

Health and Nutrition Services Division

HNS# 17-2020

MEMORANDUM

To: Local Educational Agencies Operating the National School Lunch Program

From: Melissa Conner, Associate Superintendent
Arizona Department of Education, Health and Nutrition Services Division

Original Signed

Date: April 10, 2020

Subject: Pandemic Electronic Benefit Transfer per the Families First Coronavirus Response Act Guidance for Public Schools Participating in the National School Lunch Program

The purpose of this memorandum is to notify all School Food Authorities (SFAs) about the Pandemic Electronic Benefit Transfer (P-EBT) card. Per the Families First Coronavirus Response Act, The Department of Economic Security (DES) will provide P-EBT benefits to those families with students enrolled in an SFA participating in the National School Lunch Program (NSLP) whose families have lost access to free or reduced meals due to a school closure of five days or more.

This P-EBT benefit will be provided to all students who have been identified as eligible for a free or reduced-price meal benefit and have this reported using the Income Eligibility I or II indicators in the Arizona Department of Education's (ADE) Arizona Education Data Standards (AZEDs). Additionally, P-EBT benefits will be provided to all students who attend a school that participates in Community Eligibility Provision, Provision 2 or Provision 3, regardless of the individual student-level free or reduced-price meal benefit eligibility data.

ADE will provide DES with the following data elements for eligible students:

- Child's Name, Date of Birth, Mailing Address, Residential Address
- Parent/Guardian's Name, Mailing Address

ADE is currently in the data-gathering stage and to ensure the new P-EBT benefits are made available to all who are eligible, it is **critical** for SFAs to work with the appropriate district or charter personnel to enter or **update their student records in their local Student Information System (SIS) as soon as possible**. Specifically, please ensure the following:

- all Income Eligibility I and II indicators are up to date and accurate, and
- all student addresses are up to date.

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Kathy Hoffman, Superintendent of Public Instruction

1535 West Jefferson Street • Phoenix Arizona 85007 • (602) 542-5460 • www.azed.gov

Any student that is not included will not receive the new P-EBT benefits.

More information regarding the P-EBT benefits will be released once final guidance has been received from USDA and DES.

Please contact your School Nutrition Programs (SNP) Specialist with questions concerning this guidance. Your assigned SNP Specialist can be found at the top of the Sponsor application in CNPWeb. You may also send an email to ADESchoolNutrition@azed.gov or call 602-542-8700, option 2.

Please contact your SIS vendor for questions regarding entering Income Eligibility I and Income Eligibility II data into AzEDs. If your SIS vendor is unresponsive or unable to help you, you can reach the AzEDs team at ELAS@azed.gov.

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