



Arizona Department of Education

Health and Nutrition Services Division

HNS# 20-2020 Rev. 1

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 24, 2020

Subject: Pandemic Electronic Benefit Transfer per the Families First Coronavirus Response Act Guidance for Non-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 a school participating in the National School Lunch Program (NSLP) whose families have lost access to free or reduced-price meals due to a school closure of five days or more.

For DES to provide this benefit to students attending a non-public school, manual data collection is necessary. Arizona Department of Education Health and Nutrition Services staff will contact each SFA that has a non-public school during the weeks of April 13th– April 27th to collect the data using Arizona Department of Education’s internal secure file delivery service.

If your SFA has non-public schools, or schools that do not report data to AzEDs (e.g. Head Start, Preschool, Private School), please prepare the following data in an Excel spreadsheet for **all students that are enrolled** and indicate if they are eligible for free or reduced-price meal benefits. If your school operates under CEP, Provision 2 or 3, you do not need to include free or reduced-price eligibility information. Please be prepared with the following data:

- Eligible for free or reduced-price meals (Y/N)
- Student's Last Name
- Student's First Name
- Student's Middle Name
- Student's Date of Birth
- Student's Sex
- Parent/Guardian's Last Name
- Parent/Guardian's First Name
- Parent/Guardian's Middle Name
- Parent/Guardian's Sex
- Mailing Address 1
- Mailing Address 2
- Mailing City
- Mailing State
- Mailing Zip Code

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.

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