



Arizona Department of Education
Health & Nutrition Services Division

HNS # 43-2020

MEMORANDUM

To: Local Educational Agencies Operating the National School Lunch Program

From: Melissa Conner, Associate Superintendent

Date: December 21, 2020

Subject: School Year 2021 Pandemic Electronic Benefit (P-EBT) and Student Data of Public and Non-Public Schools

Per the Continuing Appropriations Act, 2021 and Other Extensions Act, the Arizona Department of Education (ADE) and the Arizona Department of Economic Security (DES) have elected to continue providing the Pandemic-Electronic Benefit Transfer (P-EBT) program and will begin implementation once the P-EBT State Plan has been approved by the United States Department of Agriculture (USDA). ADE will provide additional information regarding the full implementation plan of P-EBT and benefit information to share with households, once the state plan is approved.

P-EBT was authorized in by the Families First Coronavirus Response Act, which provides assistance to families of children eligible for free or reduced-price meals and experiencing school closures. P-EBT is a supplemental food purchasing benefit provided to eligible children.

Free or reduced-price eligible students enrolled in a school operating the National School Lunch Program are eligible to receive P-EBT. The P-EBT benefit is in addition to any Summer Food Service Program, National School Lunch and School Breakfast Program meals received from school. **The benefit amount is dependent on number of remote instruction days for students.**

A child is eligible for P-EBT benefits if they meet one of the following criteria:

- Attends a school that participates in the National School Lunch Program (NSLP) and has individual student-level documentation as eligible for free or reduced-priced meal benefits:

- Attends an Arizona Education Data Standards (AzEDS) reporting school that participates in NSLP and is flagged as Income Eligibility Indicator I or Income Eligibility Indicator II
- Attends a school that participates in NSLP and does not report data to AzEDS but are documented as eligible to receive free or reduced meals.
- Attends a school that participates in the NSLP that also participates under a Special Provision Option for both breakfast and lunch: Community Eligibility Provision, Provision 2 or Provision 3.

ADE will provide DES with the AzEDS student-level eligibility data for free or reduced-priced meal benefits. If AzEDS data is not available, due to the school not reporting to AzEDS, ADE will collect a manually generated file from the SFA.

Please review the guidance below to confirm any required action steps; these efforts will help to ensure the success of the P-EBT program.

Data Requirements for NSLP schools that report to AzEDS:

DES will identify eligible children enrolled at an NSLP school for P-EBT by using student-level income eligibility data that is sent to AzEDS.

Please be advised that it is very important to contact your Student Information System (SIS) vendor and ensure that the following data are being sent to AzEDS for all enrolled students:

- Student First and Last Name
- Student Date of Birth
- Student Mailing Address
- Student Physical Address
- Parent/Guardian Name with an indicator that the student lives with them
- All Income Eligibility I and Income Eligibility II indicators, if applicable.

If your SIS vendor is unresponsive or unable to help you, you can reach the AzEDS team at AELAS@azed.gov.

Data Requirements for NSLP schools that do not report data to AzEDS:

Non-Public, Bureau of Indian Education, Tribally Controlled Bureau of Indian Education, Private Schools, Head Start Programs, and Preschools

In order for DES to issue benefits to P-EBT-eligible children attending NSLP schools that do not report to AzEDS, the SFA must manually provide student level information for all enrolled students (data fields listed below) for each school to ADE by **January 15, 2021** using ADE's secure file delivery service. Once the data is compiled, please email ADESchoolNutrition@azed.gov and request the BDS secure file delivery service email. For technical assistance in creating the Excel file, please contact Jessica.Gibbs@azed.gov.

- Eligible for free or reduced-price meals (Y/N or N/A)
- 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
- Parent/Guardian Type (e.g. Father, Mother, Grandmother, Aunt, Brother, etc.)
- Mailing Address 1
- Mailing Address 2
- Mailing City
- Mailing State
- Mailing Zip Code
- Home Address 1
- Home Address 2
- Home State
- Home Zip Code
- Home Language (e.g. English, Spanish, Navajo, Hopi, etc.)

If you have questions concerning this guidance, please contact your assigned SNP Specialist. 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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