



**Arizona Department of Education**  
Health & Nutrition Services Division

**HNS # 07-2021**

**MEMORANDUM**

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**To:** Local Educational Agencies Operating the National School Lunch Program  
**From:** Melissa Conner, Associate Superintendent  
**Date:** March 16, 2021  
**Subject:** Revised: School Year 2021 Pandemic Electronic Benefit (P-EBT) and Student Data of Public and Non-Public Schools

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*Original Signed*

The purpose of this memorandum is to provide clarifications specific to the implementation of Arizona Pandemic- Electronic Benefit Transfer (P-EBT) for School Year 2020-2021 and the subsequent student-level data needs from Local Educational Agencies. This memorandum rescinds and replaces HNS# 43-2020: School Year 2021 Pandemic Electronic Benefit (P-EBT) and Student Data of Public and Non-Public Schools. This document has been updated to updated data submission deadlines. Additionally, the document provides revised instructions and additional required data fields for submitting a manual generated student data file.

The United States Department of Agriculture (USDA) has approved the [Arizona Pandemic-Electronic Benefit Transfer \(P-EBT\) Plan](#) for School Year 2020-2021. The Arizona Department of Education (ADE) and the Arizona Department of Economic Security (DES) are working in partnership with Arizona Local Educational Agencies (LEA) administering the National School Lunch (NSLP) and/or Summer Food Service Program (SFSP) to ensure eligible student households are issued P-EBT benefits in a timely manner.

P-EBT issuance is expected to begin in April. In order for P-EBT funds to be issued to families, LEAs must submit student level data as soon as possible through Arizona Education Data Standards (AzEDS). If AzEDS data is not available due to the LEA not reporting to AzEDS, ADE will collect a manually generated file from the LEA.

ADE will provide DES student level data on a frequent basis through June 2021; LEAs should continue updating AzEDS or submit an additional data file to ADE in order for the newly identified students to be eligible for P-EBT.

### **Data Requirements for NSLP schools that report 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.
  - Students who meet the Income Eligibility I guidelines and/or are directly certified shall be marked as a '1';
  - Students who meet the Income Eligibility II guidelines shall be marked as a '2';
  - and students who do not meet either income threshold shall be marked as a '0'.
- Student Enrollment and Exit dates

For SIS issues, or if the vendor is unresponsive or unable to assist you, please reach out to the AzEDS team at [AELAS@azed.gov](mailto:AELAS@azed.gov).

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

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

The P-EBT data template file will be emailed to LEAs to input student data by March 15, 2021. Once the data is compiled, please email [PEBTinbox@azed.gov](mailto:PEBTinbox@azed.gov) and request the BDS secure file delivery service email. *Student data must be submitted via the BDS secure file delivery system to ensure the information is securely transmitted to ADE for processing.* If a template was never received, please send an email to [PEBTinbox@azed.gov](mailto:PEBTinbox@azed.gov).

The template will require the following data:

- **NEW** Entrance Date (date student enrolled in school, DD-MM-YYYY)
- **NEW** Exit Date (date student withdrew, if applicable)
  - **If a student re-enrolls in the school at any time during the 2020-2021 school year, enter the student's information as a new record entry (row). Do not remove prior entrance/exit records for the re-enrolled student.**
- Eligible for free or reduced-price meals (Y, N, or N/A)
  - Schools on an approved Provision 2/Provision 3 and/or Community Eligibility Provision cycle under the NSLP/SBP must enter N/A for all students
- Student's Last Name
- Student's First Name
- Student's Middle Name
- Student's Date of Birth (DD-MM-YYYY)

- Student's Sex (F, M)
- Parent/Guardian's Last Name
- Parent/Guardian's First Name
- Parent/Guardian's Middle Name
- Parent/Guardian's Sex (F, M)
- 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 ADE's direct P-EBT customer service line at 602-542-8700, option 4, or email [PEBTinbox@azed.gov](mailto:PEBTinbox@azed.gov)

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