



Arizona Department of Education
Health & Nutrition Services Division

HNS # 08-2021

MEMORANDUM

To: Local Educational Agencies Operating the National School Lunch Program

From: Melissa Conner, Associate Superintendent

Date: March 17, 2021

Subject: Pandemic-Electronic Benefit Transfer (P-EBT) in SY 20-21

Original Signed

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 through the months of August 2020 through May 2021. P-EBT was authorized by the Families First Coronavirus Response Act and provides families of eligible children additional funds to purchase food during the 2020-2021 school year. P-EBT is a complement to the meals and snacks currently being provided to children through the Child Nutrition Programs. P-EBT is administered through DES in partnership with ADE. Benefits will be awarded based on two criteria: the student's eligibility for free or reduced-price meals, and whether the school that the student is enrolled in was closed or offered instruction virtually through a *full-time distance learning model* (only provide instruction virtually) or a *mixed learning model* (allows instruction to be received in-person and virtually). No child will be provided P-EBT funds for months when only in-person learning was offered. P-EBT funding distribution by DES is set to begin mid-April.

DES must have data that supports a child's free or reduced-price meal eligibility. This will be either individual free or reduced-price meal eligibility status or status based on enrollment in a school that participates in a Special Provision Option (SPO). SPOs include Community Eligibility Provision, Provision 2 and Provision 3. Student data will also reflect if the student is enrolled in a school that offered/required off-campus learning. Finally, to issue P-EBT funds, DES must have the correct guardian's name and address. ADE will provide DES with these student-level data or indication of the student being enrolled in a school which participates under a SPO for National School Lunch Program (NSLP) and/or School Breakfast Program (SBP), as well as school-level learning model data on a frequent basis through June 2021. This will permit DES to issue P-EBT funds per the DES [issuance schedule](#).

Per the Families First Coronavirus Response Act, free or reduced-price eligibility data from SY 2019-2020 may be used if current eligibility data is unavailable. When preparing the student-level data for

DES, ADE will default to the most current eligibility data. If data is missing, ADE will use the SY 2019-2020 data. Note, previous data will not be available for new students or kindergarten students.

For P-EBT funds to reach eligible families by April, **LEAs must submit the following information as soon as possible via ADEConnect and Arizona Education Data Standards (AzEDS):**

ADEConnect: P-EBT Learning Models Data Collection

LEAs must access the new *P-EBT Learning Models Data Collection* portal, available March 2021 in ADEConnect, to provide available learning models offered at each *school* in the district or charter organization from August 2020 – May 2021. ADE will alert School Food Authorities (SFAs) once the portal is live in ADEConnect. Access to this portal will need to be granted by the LEA Entity Administrator to the person that will be reporting the site level learning model data. ADE recommends that Food Service have access to report this data component.

Arizona Education Data Standards (AzEDS):

Student Free or Reduced-Price Meal Eligibility: For schools participating in the NSLP, ADE will continue to use AzEDS to capture income-eligibility indicator data at the student-level. Students with free meal eligibility are to be reported with Income Eligibility Indicator I and students with reduced-price meal eligibility are to be reported with Income Eligibility Indicator II. If AzEDS data is not available, due to the school not reporting to AzEDS, ADE will collect data directly from the LEA. Complete data sets and instructions for LEAs on how to complete the manually generated file are listed in the guidance memorandum [HNS# 07-2021](#).

Upon receiving this memorandum, LEAs should confirm AzEDS Income Eligibility I and II indicators for enrolled students are reflective of NSLP free and reduced-price meal eligibility. To ensure accuracy of current eligibility, LEAs should review the *Comprehensive Match Report* found in CNP Direct Certification and confirm partial matches. Additionally, LEAs should reach out to households to complete a free or reduced-price household application. Any updates made to student-level free or reduced-price meal eligibility from now through June 30, 2021, should be communicated to ADE through AzEDS or the manually generated file, in order for eligible students to receive P-EBT funds. It is recommended that LEAs work with Student Information System (SIS) coordinators to ensure that AzEDS is updated with the most current student information.

Primary Guardian/Address Information: To issue the P-EBT card, ADE will use AzEDS student-level data to identify the name and address of the primary guardian. If AzEDS data is not available, due to the school not reporting to AzEDS, ADE will use the manually generated file from the LEA referenced in the guidance memorandum [HNS# 07-2021](#) to obtain the name and address of the primary guardian. Again, it is recommended that LEAs work with Student Information System (SIS) coordinators to ensure that AzEDS has current student information as frequently as needed during P-EBT distribution.

Health and Nutrition Services (HNS) has created a new webpage specifically for P-EBT guidance, student qualifications, and instructions on submitting student and school-level data. Please visit the webpage at: <https://www.azed.gov/hns/p-ebtissuance>.

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

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