



HNS 09-2022

MEMORANDUM

To: School Food Authorities Operating the National School Lunch Program and/or Seamless Summer Option

From: Melissa Conner, Associate Superintendent
Health and Nutrition Services Division

Date: September 8, 2022

Subject: Reporting Summer 2022 Pandemic-EBT Eligible Students

Original Signed

The purpose of this memorandum details the reporting requirements of Pandemic-Electronic Benefit Transfer (P-EBT) for Summer 2022. The Arizona Department of Education (ADE) previously released [HNS 07-2022: Announcement of Summer 2022 Pandemic-EBT](#) announcing that the United States Department of Agriculture (USDA) had approved the Arizona Department of Economic Security (DES) to administer Summer P-EBT in partnership with ADE. School-aged children that are reported as meeting the eligibility requirements outlined in HNS 07-2022, will receive the Summer P-EBT benefit of \$391. This memorandum also notifies School Food Authorities (SFAs) to report student data for Summer P-EBT by October 5, 2022. A series of questions and answers are included at the end of this memorandum.

SFAs are responsible for reporting students meeting eligibility for Summer P-EBT through the portal **CNP P-EBT Eligibility** via ADEConnect. By mid-October, ADE will submit files of reported eligible students to DES for Summer P-EBT issuance. The remainder of this memorandum provides detailed information to help SFAs fulfill the Summer P-EBT reporting requirements.

Data Reporting

No later than October 5, 2022, SFAs will report the following student-level data. SFAs will be prompted to enter the following categories of student data. Data must be entered for all required fields for a child to be reported as eligible for Summer P-EBT:

1. Student Information
2. Enrollment and Eligibility
3. Parent Information (optional)
4. Home Address
5. Mailing Address (optional)

Student level eligibility data must be from July 1, 2021-July 30, 2022. Enrollment data is as of May 2022. The portal may contain pre-populated student data obtained from available ADE databases. SFAs must ensure all student data, pre-populated or uploaded, reflects correct eligibility status and student information prior to the reporting deadline.

SFAs may access and update data in the CNP P-EBT Eligibility Portal through **October 5, 2022**. At close of business on October 5, 2022, the saved data will be locked in the system and sent to DES for Summer P-EBT issuance. ADE will not accept any additional eligible student records after this date. Mailing address changes needed after this date should be communicated to DES by the SFA. Any incorrectly reported student eligibility data found after this date should be communicated to ADE. ADE will work with DES on stopping benefit issuance for non-eligible entries.

Information to Households

SFAs are encouraged to communicate Summer P-EBT eligibility to inquiring households until benefits are dispersed in late October. DES will instruct families to contact the school district where the child(ren) were enrolled in May 2022 to determine eligibility. DES will be able to respond to households regarding benefit issuance once payments are issued. Until that time, SFAs are asked to continue working with households who request their Summer P-EBT eligibility information.

Important Dates

- **September 8, 2022:** CNP P-EBT Eligibility Portal opens in ADEConnect to report eligible students for Summer 2022 P-EBT
- **October 5, 2022:** Deadline to report student eligibility in the CNP P-EBT Eligibility Portal
- **Late October/November 2022:** DES issues the Summer P-EBT benefit to eligible students reported by SFAs; DES will mail one new P-EBT card to each eligible child in the amount of \$391

Program operators should direct questions concerning this guidance to ADE's direct P-EBT customer service line at 602-542-8700, option 4, or email PEBTinbox@azed.gov.

Questions and Answers

1. Will an SFA that reports to AzEDS still need to input student eligibility data into the CNP P-EBT portal?

Yes, the SFA should ensure all eligible students are listed in the CNP P-EBT Eligibility Portal and student mailing addresses are correct. Any pre-populated data should be verified for accuracy. If the SFA operated Seamless Summer Option (SSO) last year, the SFA would still need to upload all eligible students who did not match in Direct Certification.

2. When an SFA does not report to AzEDS, but operated NSLP only in School Year 2021-2022 and were not approved for an active Provision 2, Provision 3, or CEP cycle; how are the students reported?

SFAs will manually upload into the CNP P-EBT Eligibility Portal, all free/reduced eligible students (anytime from July 1, 2021-July 30, 2022) that were enrolled in May 2022.

3. Can students still receive Summer 2022 P-EBT benefits if a school operated Seamless Summer Option (SSO) instead of NSLP during school 2021-2022?

Yes, as long as the students were eligible for the National School Lunch Program free or reduced-price meals from July 1, 2021 – July 30, 2022, and enrolled in the SSO site in May 2022.

4. Do all students qualify for Summer 2022 P-EBT if the SFA operated SSO last year and all students ate for free?

No. The SFA would still need to obtain student eligibility information for free or reduced-price meals between July 1, 2021 – July 30, 2022.

5. If a student graduated in May, would they still receive benefits?

Yes, if the student qualified for free or reduced-priced meals.

6. Do students attending online/virtual schools qualify for P-EBT benefits?

No. Local Educational Agencies (LEAs) providing virtual learning are not eligible. For more information, please reference question 19 – <https://www.fns.usda.gov/sites/default/files/resource-files/Attachment-1-PEBT-QA-School-Year-2021-2022.pdf>

7. When a school is classified as an RCCI or Juvenile Detention Center, do the students qualify for Summer P-EBT?

Yes. If the site participates in NSLP, all children enrolled as of May 2022 will be eligible for Summer P-EBT.

8. What address is used for children who are full-time residents at a site, such as an RCCI or Juvenile Detention Center?

The school/site mailing address may be used. The P-EBT card will be addressed to each student individually.

9. What address is used if a student does not have a mailing address (i.e.: homeless, migrant, etc.)?

SFAs may alert a parent/guardian of an eligible student, known to be homeless, of the ability to visit a local DES office to obtain the P-EBT card.

10. What if an SFA received household applications prior to the deadline but did not have staff available to process the application until staff returned for the new school year?

If SFAs are not able to have staff present during the summer period, SFAs may have staff process these applications upon their return for the school year in August 2022. SFAs should have a process that records the date of receipt for all household applications for free or reduced-price meals ensuring only applications received up to July 30, 2022, will be considered for Summer 2022 P-EBT.

11. Why would a school site not appear in the CNP P-EBT Eligibility Portal under the SFA name?

Summer P-EBT benefits are only available for eligible students who attended an NSLP school in School Year 2021-2022. Therefore, only sites that had an approved PY22 CNP Web application for School Year 2021-2022 for the NSLP or Summer Food Service Program (SFSP)/Seamless Summer Option (SSO) will be listed as an available site for student upload. If an SFA finds an NSLP or SSO school is not listed but should be, please contact PEBTinbox@azed.gov for assistance.

12. How will an SFA report Head Start and/or Pre-K students?

SFAs will need to manually upload into CNP P-EBT Eligibility Portal, any eligible students under the school site that had access to NSLP meal service.

13. Will P-EBT be offered during this 2022-2023 school year?

To date, USDA has not released guidance indicating a continuation of P-EBT for School Year 2022-2023.

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[0508-0002-508-11-28-17Fax2Mail.pdf](#), from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail:
U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
2. fax: (202) 690-7442; or
3. email: program.intake@usda.gov.

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