



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

**HNS # 02-2023**

*Original Signed*

**MEMORANDUM**

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

**From:** Melissa Conner, Senior Deputy Associate Superintendent  
Arizona Department of Education, Health and Nutrition Services Division

**Date:** March 22, 2023

**Subject:** Announcement of Summer 2023 Pandemic-EBT

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The purpose of this memorandum is to announce the availability of Pandemic-Electronic Benefit Transfer (P-EBT) for Summer 2023. The United States Department of Agriculture (USDA) has approved the Arizona Department of Economic Security (DES) to administer Summer 2023 P-EBT in partnership with the Arizona Department of Education (ADE). Students meeting the eligibility requirements will qualify to receive the Summer 2023 P-EBT benefit of \$120.

**Eligibility Requirements**

To be eligible for Summer 2023 P-EBT, students must be enrolled in May 2023 or the last month of the 2022-2023 academic school year in a participating National School Lunch Program (NSLP) site and determined eligible for free or reduced-price meals by the last day of the academic school year or June 30, 2023, whichever comes first.

Individual student eligibility for NSLP must be determined from an allowable eligibility method specifically for school meals; for example, a household application for school meals or through records retrieved from the ADE CNP Direct Certification system. Individual student eligibility collected from an alternate income eligibility form (e.g., provided by Elementary and Secondary Education Act consolidated programs such as Title 1) will not qualify a student for Summer 2023 P-EBT.

Students enrolled in May 2023 or during the last calendar month of School Year (SY) 2022-23 at sites that participated in Special Provision Option (SPO) Provision 2, Provision 3, or Community Eligibility Provision in SY 2022-23 automatically qualify for Summer 2023 P-EBT.

**School Food Authority Responsibility**

School Food Authorities (SFAs) must report to ADE which students are eligible for P-EBT. This includes certifying students for free or reduced-price meal benefits and maintaining records of certification with household applications for school meals supporting P-EBT eligibility.

SFAs should have a process to ensure households of students without established meal benefits are notified of the availability of P-EBT and have the opportunity to complete a school meal application to be submitted prior to the end of the school year. SFAs should work closely with households to ensure a current mailing address is on file. Students who did not receive Summer P-EBT in 2022 or students requesting a replacement P-EBT card will be mailed a new P-EBT card based on the address reported in the portal.

SFAs will report all students eligible for 2023 Summer P-EBT through the CNP P-EBT Eligibility Portal via ADEConnect. Summer 2022 P-EBT data will be removed from the CNP P-EBT Eligibility application by May 1, 2023. It is advised to download a copy of the students indicated as Summer 2022 P-EBT eligible and retain for Program recordkeeping. Individual student data reporting logistics and deadlines are being finalized and will be communicated to SFAs in a future memorandum. SFAs should be aware that only students reported by the SFA to ADE HNS as Summer 2023 P-EBT eligible will be issued the Summer 2023 P-EBT benefit by the DES.

### **Anticipated Dates**

**May 2023: CNP P-EBT Eligibility Portal open for reporting**

**June 30, 2023:** Deadline for SFAs to submit eligible student data to ADE via the P-EBT Summer Portal.

**July 14, 2023:** ADE will send the first Summer P-EBT eligibility file to DES for processing.

**August 4, 2023:** Deadline for final record adjustments to ADE.

**August 2023):** DES will begin issuing Summer P-EBT benefits to eligible students as reported by SFAs.

SFAs with questions concerning this guidance should contact ADE's direct P-EBT customer service line at (602) 542-8700, or email [PEBTinbox@azed.gov](mailto:PEBTinbox@azed.gov). SFAs should direct parents to the DES P-EBT hotline at (844) 841-3802.

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1400 Independence Avenue, SW  
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2. fax:  
(833) 256-1665 or (202) 690-7442; or
3. email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

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