Original Signed

MEMORANDUM

To: School Food Authorities Operating the National School Lunch Program

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

Date: May 4, 2023

Subject: Reporting for Summer 2023 Pandemic-EBT

The purpose of this memorandum is to detail the reporting requirements of Pandemic-Electronic Benefit Transfer (P-EBT) for Summer 2023. The Arizona Department of Education (ADE) previously released HNS 02-2023: Announcement of Summer 2023 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 02-2023, will receive the Summer P-EBT benefit of $120. This memorandum also notifies School Food Authorities (SFAs) to report student data for Summer P-EBT by June 30, 2023.

SFAs are responsible for reporting students meeting eligibility for Summer P-EBT through the portal, *CNP P-EBT Eligibility*, via ADEConnect. The remainder of this memorandum provides detailed information to help SFAs fulfill the Summer 2023 P-EBT reporting requirements.

Data Reporting

No later than June 30, 2023, SFAs must submit eligible student data to ADE. For a child to be reported as eligible for Summer P-EBT, data must be entered for all required fields. SFAs will be prompted to enter the following categories of student data:

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

To be deemed eligible for Summer 2023 P-EBT, the child must have an eligibility status of free or reduced-price and be enrolled in the last month of the 2022-2023 academic school year or June 30, 2023, whichever comes first. Additionally, if a site's academic school year ends in June, students who are withdrawn before June 1 are not eligible.

SFAs may access and update data in the portal, *CNP P-EBT Eligibility,* through June 30, 2023. The *CNP P-EBT Eligibility* portal for SFAs with Arizona Education Data Standards (AzEDs) reporting sites, may contain pre-populated Summer 2023 P-EBT eligible student data obtained from available ADE databases. **These SFAs must review the prepopulated eligible student data prior to the reporting deadline of June 30, 2023 to ensure the information reflects the correct eligibility status and student information.** SFAs are responsible for uploading or manually adding any missing eligible student in the *CNP P-EBT Eligibility* portal.

For SFAs with non-AzED reporting sites, student data will not be pre-populated. SFAs are responsible for ensuring non-AzED reporting sites eligible student data is provided to ADE via the *CNP P-EBT Eligibility* portal.

Once the deadline of June 30, 2023 has passed, SFAs may access and add missing students in the *CNP P-EBT Eligibility* portal through the final deadline of August 4, 2023. 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 parent or guardian. Any incorrectly reported student eligibility data found after August 4, should be communicated to ADE. ADE will work with DES to notify and stop the benefit issuance for any non-eligible entries.

Information to Households

SFAs are encouraged to communicate Summer P-EBT eligibility to inquiring households. DES will instruct families to contact the school district where the child(ren) were enrolled in the last month of the 2022-2023 academic school year to determine eligibility for Summer 2023 P-EBT benefits. 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

> **May 2023:** The CNP P-EBT Eligibility portal opens for reporting in ADE Connect
>
> **June 30, 2023:** Deadline for SFAs to submit eligible student data to ADE for Summer 2023 P-EBT benefit issuance
>
> **August 4, 2023:** Final deadline for SFAs to submit any students in the CNP P-EBT Eligibility portal that were missed by the original June 30, 2023, deadline
>
> Please reference the DES website, https://des.az.gov/summer-p-ebt-information, for the most current Summer 2023 P-EBT benefit issuance schedule.

If you have questions concerning this guidance, please contact HNS at 602-542-8700 or email PEBTinbox@azed.gov. SFAs should direct parents to the DES P-EBT hotline at (844) 841-3802.

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Questions and Answers

Summer 2023 P-EBT Eligibility

1. **Do all students enrolled at schools operating CEP, Provision 2, or Provision 3 (including base and non-base years) in school year 2022-2023 qualify for Summer P-EBT?**
   Yes, if the student was enrolled during the last calendar month of the academic SY 2022-23.

2. **My school only operates the Special Milk Program. Do these students qualify for Summer P-EBT?**
   No. Only children enrolled in NSLP sites are considered for the Summer P-EBT program.

3. **Are sites that only operate At-Risk Meal Service eligible for Summer P-EBT?**
   No. Only children enrolled in NSLP sites are considered for the Summer P-EBT program.

4. **My school is classified as an RCCI or Juvenile Detention Center, do the students qualify for Summer P-EBT?**
   Yes, if the RCCI with no day students/juvenile detention center participated in NSLP in SY 2022-23, then all children enrolled during the last calendar month of the academic SY 2022-23 are eligible.

5. **If a student withdrew before the last month of SY 2022-23, would they still be eligible?**
   No, the student had to be enrolled for at least 1 day during the last month of the academic SY 2022-23.

6. **Do students attending online/virtual schools qualify for P-EBT benefits?**
   No.

7. **Can I use data from the alternate income eligibility (Title 1) form to qualify students?**
   No. Eligibility must have been obtained from a NSLP household application or direct certification to be utilized for purposes of determining Summer P-EBT eligibility. Alternate income forms cannot be used to determine eligibility for Summer P-EBT.

8. **Are Head Start and/or Pre-K students eligible for Summer P-EBT?**
   Maybe. If a child was enrolled in a Federal Head Start program that was provided meal service by a NSLP site during SY 2022-23 and enrolled during the last calendar month of the academic SY 2022-23, the child is eligible. If a child was enrolled in a Pre-K program that was provided meal service by a NSLP site and the child was certified for free or reduced-priced meals during SY 2022-23 and enrolled during the last calendar month of the academic SY 2022-23, the child would also be eligible.

9. **If I have non-associated sites (legally separate), who is responsible for reporting those students?**
   The non-associated site will need to work with the SFA they are listed under in CNP Web to make sure they have all the eligible student information. The sponsoring organization will be responsible for uploading the information into the CNP P-EBT Eligibility portal.

Summer 2023 P-EBT Benefits

10. **How will DES issue eligible students Summer P-EBT funds?**
    If the child received a P-EBT card for Summer 2022, the Summer 2023 funds will be loaded onto the same card. DES will still mail a letter to these children. If these students lost their card the letter will have

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instructions on how to request a new one. If a new address is provided for these students DES will use the most recent one.

Newly eligible children will receive a letter and card in the mail. Cards will be mailed in the child's name, not the parent/guardian's name. For each eligible student, DES will use the mailing address/home address as provided by the school district to ADE.

Summer 2023 P-EBT Portal Access

11. **How do I access the P-EBT portal to view/add eligible students?**
Log in through ADEConnect; users must have permissions to view the application "**CNP P-EBT Eligibility**". If the SFA does not see the application listed in their ADEConnect account, contact the entity administrator, and request the application called "CNP P-EBT Eligibility" to be assigned to the SFA's ADEConnect account.

12. **How do I find out who my entity administrator is?**
Log in to ADEConnect; click on Help; click on Find an Administrator.

13. **What if my entity administrator is no longer at my school?**
If your entity administrator is no longer with your school then the Designated Official needs to submit a form to request a new entity administrator account, which can be found under Program Forms and Resources, *Organizational* - https://www.azed.gov/hns/nslp/forms.

If the Designated Official is no longer with your school then you will need to fill out a new Food Program Permanent Service Agreement (FPPSA) as soon as possible, which can be found under Program Forms and Resources, *Organizational* - https://www.azed.gov/hns/nslp/forms. Using the electronic FPPSA is recommended for easier and quicker processing.

Uploading Student Data in the CNP P-EBT Eligibility Portal in ADEConnect

14. **What data will ADE pre-populate in the P-EBT portal?**

Arizona Education Data Standards (AzEDS) Reporting:
Regular NSLP and reports to AzEDS
ADE will automatically upload any children reported as enrolled as of May 1, 2023 AND who were coded as Indicator 1 (free), Indicator 2 (reduced), or determined directly certified for free school meals anytime from July 1, 2022 to May 1, 2023.
SFAs must manually add any eligible students enrolled after May 1.

Special Provision Option and reports to AzEDS
ADE will automatically upload children enrolled as of May 1, 2023 at a site on an active Special Provision Option cycle in SY 2022-23.
SFAs must manually add eligible students who enroll after May 1, 2023.

AzEDS reporting Residential Child Care Institution (RCCI) with No Day Students /Juvenile Detention Centers

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ADE will automatically upload children enrolled as of May 1, 2023 at a Juvenile Detention Center or RCCI with No Day Students.
SFAs must manually add eligible students who enroll after May 1, 2023.

If the site's academic school year ends in June 2023 and a student withdraws before June 1, 2023, the last month of the school year, the SFA must manually remove the students who are no longer enrolled as of June 1. Students must be enrolled in the last month of the academic SY 2022-2023 in order to meet the enrollment criteria for Summer P-EBT.

15. **What if the student's address has changed since the last P-EBT round?**
    DES will use the new address reported by the SFA to mail out the letter and/or card.

16. **What if I uploaded a birthdate or address incorrectly in the portal?**
    You can edit information in the portal until the final deadline, June 30, 2023. After that time, please have the household contact DES directly to update their address at 1 (844) 841-3802.

17. **What address should I use for children who are full-time residents at a site, such as RCCI and Juvenile Detention Centers?**
    Use the school/site mailing address. The letter/card will be addressed to each student individually.

18. **Why isn't my school listed in the portal under my SFA name?**
    Summer P-EBT benefits are only available for eligible students who attended a NSLP school in SY 2022-23. Therefore, only sites that had an approved PY23 CNP Web application will be listed as an available site for an SFA to upload an eligible student under.

    Sites will be listed in the portal under the sponsoring entity from SY 2022-23. Administrators who had legally separate sites approved under their SFA in SY 2022-23 will need to work with the appropriate NSLP site entity administrators to ensure eligible students are submitted in the CNP P-EBT Eligibility application.

19. **Some of my eligible students are already listed in the P-EBT portal, is it okay if I upload them again on my spreadsheet?**
    Yes.

Miscellaneous

20. **When will benefits be available?**
    DES will begin processing Summer 2023 P-EBT benefits in late July/August. Please check their website for household updates: https://des.az.gov/summer-p-ebt-information

21. **What if the card came back to DES as undeliverable?**
    If the mailing address is a PO Box, ensure the child is listed as a mailing recipient. The family will also need to work with DES: 1 (844) 841-3802.

22. **What if a student lost the letter and can't activate the P-EBT card?**
    The letter will provide a case number to activate the P-EBT card. Parents/guardians will need to request a new letter by calling the DES P-EBT hotline at 1 (844) 841-3802.

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23. **Why are families asking for a case number?**
    A case number will be provided on the letter and is needed to activate the P-EBT card. This is not the same as a SNAP case number, and instead, specific to P-EBT. If a family lost the letter with the case number listed, the parent/guardian can call the DES P-EBT hotline at 1 (844) 841-3802 for assistance.

24. **Where can the P-EBT cards be used?**
    The P-EBT card can be used at any vendor that accepts EBT. Locations may include grocery stores, convenience stores, and some farmer's markets. Households are allowed to use their EBT card outside of Arizona at EBT authorized retailers. A list of EBT authorized locations can be found on DES website at https://des.az.gov/using-p-ebt-card. You can also find EBT retailers by using the free and secure mobile app, ebtEDGE, available in the Apple App Store (iOS) and Google Play Store (Android).

25. **What should I tell parents who are upset that their child did not qualify for Summer P-EBT benefits?**
    Refer them to fill out an NSLP household application for the upcoming school year to see if their child qualifies for free or reduced-price meals. If they need additional nutrition assistance, refer them to DES Food Assistance - https://des.az.gov/food-assistance, 1-855-432-7587.

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   Washington, D.C. 20250-9410; or
2. *fax:*
   (833) 256-1665 or (202) 690-7442; or
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