# SNP Memo #2019-2020-44

[](http://www.doe.virginia.gov/administrators/index.shtml)  
**COMMONWEALTH of VIRGINIA   
Department of Education**

DATE: April 27, 2020

TO: School Nutrition Program Directors, Supervisors, and Contact Persons (Addressed)

FROM: Sandra C. Curwood, PhD, RDN, ***Sandy***

## SUBJECT: Pandemic EBT (P-EBT) Student and Parent Data Collection

This memo provides information about the Pandemic Electronic Benefit Transfer (P-EBT) benefits that will be issued to certain households under the Families First Coronavirus Response Act of 2020 (FFCRA) and notifies school divisions of the required data the school food authority (SFA) must provide in order for the Virginia Department of Social Services (VDSS) to issue the benefits to Supplemental Nutrition Assistance Program (SNAP) and non-SNAP households.

### Pandemic EBT Benefits

The purpose of the P-EBT benefit is to supplement existing nutrition programs for low-income households during the pandemic. It does not replace meals provided through the school programs during unexpected closures, such as Seamless Summer Option and Summer Food Service Program, or the summer meal programs that will begin when the school year is over. The P-EBT benefits are calculated at the rate of $5.70 per day per child for the 65 days Virginia’s schools will be closed. The VDSS will issue P-EBT cards to eligible households with a total benefit of $370 per eligible student. Benefits will be provided for eligible enrolled students only and not for other children in the household.

SNAP and non-SNAP households with students who have temporarily lost access to free or reduced-price school meals due to pandemic-related school closures are eligible for P-EBT. These households are eligible because they:

* include an eligible student(s) who, if not for the closure of their school during a public health emergency designation and due to concerns about a COVID-19 outbreak, would receive free or reduced-price school meals under the Richard B. Russell National School Lunch Act, as amended, and
* the student’s school or school division has been closed for at least five consecutive days during a public health emergency designation and due to concerns about a COVID-19 outbreak.

### SFA Required Data Collection for P-EBT

The source for the required P-EBT data should be the local education agency student information system (SIS) or the SFA point of sale system (POS). SFA staff should work with their SIS local contact and/or the vendor for the POS software to extract the data required for all eligible children. SFAs must provide the required data in the P-EBT template that is Attachment A to this memo. The checklist below outlines steps to format the data, name the file, and submit it to VDSS staff through the confidential Virginia Department of Education (VDOE) SSWS dropbox.

The deadline to submit the required data for the P-EBT benefits is Friday, May 8, 2020.

* Include all students who were determined free or reduced-price eligible by any means (direct certification (DC), application, categorical eligibility, etc.), in the P-EBT data spreadsheet.
* Include all students enrolled in a Community Eligibility Provision (CEP) participating school prior to the school closure in the P-EBT data spreadsheet. All students enrolled in a CEP school are eligible for the P-EBT benefit, regardless of their individual eligibility status.
  + Report the date of eligibility for all students determined free or reduced eligible by application, DC, or categorical eligibility.
  + Report the 2019-2020 date of enrollment for all students enrolled in CEP schools.
* Submit the required data elements for each eligible student in the Excel spreadsheet template, provided in Attachment A to this memo. Include additional data, if it is available. Required data fields for all eligible students, indicated in the spreadsheet with an asterisk (\*), are:
  + School Division Name,
  + School Name,
  + Last Name of Free or Reduced-Price or CEP (FR/CEP) Eligible Student,
  + First Name of FR/CEP Eligible Student,
  + Date of Birth of FR/CEP Eligible Student (MM-DD-YYYY),
  + Date of Free or Reduced-Price Eligibility or CEP School Enrollment,
  + Parent/Guardian Last Name (primary custodian with whom the student lives),
  + Parent/Guardian First Name,
  + Street Address,
  + City,
  + State, and
  + Zip Code.
* If possible, sort or group together students who have the same parent/guardian and live in the same household. This will help VDSS to provide one P-EBT card per household loaded with benefits for all the eligible students.
* Complete the spreadsheet with data for all free and reduced-price eligible students and all students enrolled in CEP schools.
* Name the file using your school division name and number, i.e., 000\_Any\_County\_PEBT\_4\_27\_2020.xlsx.
* Submit the file to Claudia Jackson (VDSS) via the confidential VDOE SSWS dropbox and copy Lynne Fellin, SNP Technical Assistance Specialist, in the dropbox.

The P-EBT cards will be mailed to households and undeliverable cards will be returned to the VDSS. Therefore, a correct mailing address for households is important. Additional information about the timeline for cards to be mailed to households and other details will be provided in a flyer from VDSS and a FAQ document.

If you have questions, please contact your assigned SNP Regional Specialist or Lynne Fellin, SNP Technical Assistance Specialist, at [lynne.fellin@doe.virginia.gov](file:///C:\Users\kbo89717\Desktop\Telework%20Docs%20for%20this%20Week\PEBT\lynne.fellin@doe.virginia.gov) or by phone at (804) 225-2717.

SCC/LAF/cc

### Attachment

1. P-EBT LEA Data Template April 2020