# SNP Memo #2020-2021-65, Rev. 8-25-2022


**COMMONWEALTH of VIRGINIA
Department of Education**

DATE: June 25, 2021

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

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

## SUBJECT: Summer Pandemic Electronic Benefit Transfer 2021 and File Updates

This memo provides information about the Summer Pandemic Electronic Benefit Transfer (Summer P-EBT) and the final school year (SY) 2020-2021 PEBT file (Round 8 (R8)), which is due July 12, 2021. The Virginia Department of Social Services (VDSS) and the Virginia Department of Education (VDOE) are working in collaboration with local education agencies (LEAs) to implement Summer P-EBT. Read the information below before creating the R8 file. R8 files will be accepted in the Managed File Transfer (MFT) system from July 1-July 12, 2021.

### Summer P-EBT

A summer P-EBT benefit for 2021 and 2022 was approved as part of ongoing P-EBT for all free and reduced-price (FRP) eligible students and students who attend a Community Eligibility Provision (CEP) school. The summer 2021 P-EBT is for all students who were enrolled on the last day of SY 2020-2021 and FRP/CEP eligible, regardless of learning mode. The summer 2021 P-EBT will be paid on August 25, 2021. The amount will be $375 per eligible student.

LEAs will submit data for the summer P-EBT benefit as part of the R8 final SY 2020-2021 P-EBT file, which is due on July 12, 2021. Refer to the *Round 8 P-EBT File* section of this memo for specific instructions. The student eligibility *as of* date for the R8 file is June 30, 2021. However, for summer P-EBT, students approved for FRP meals after June 30, 2021, and through July 31, 2021 (or the first day of the new school year for year-round schools if it is earlier), are also eligible. LEAs will submit an additional file of newly eligible *missed students* for summer P-EBT via MFT by August 30, 2021. The VDSS will process that file for make-up summer P-EBT payment in September.

The VDSS will issue a press release about summer P-EBT and other food assistance programs in a few weeks. LEAs will receive the release and should use it to share information about summer P-EBT with households. The VDSS will not create a new flyer for summer P-EBT but will provide other information, such as a website widget, for LEAs to use to inform households.

### Specifications for the R8 P-EBT File to Include Summer P-EBT

The R8 file will serve two purposes: data for the regular school year P-EBT monthly payment for SY 2020-2021, and data for the one-time payment of summer P-EBT. All LEAs, regardless of when SY 2020-2021 ended, are required to submit a file for R8. The SY 2020-2021 P-EBT benefits were split into equal monthly payments for October-July, regardless of school calendar, and every LEA must submit data for this final SY 2020-2021 P-EBT file.

As in each previous monthly SY P-EBT file, the R8 file will report data for all SY 2020-2021 P-EBT eligible students who were enrolled on the last day of the school year, eligible for FRP meals or CEP, and learning remotely. Students learning remotely five days per week will be coded as 1 (fully remote) and students learning remotely less than five days per week will be coded as 2 (hybrid remote). The VDSS will process all students coded in the R8 file as 1 or 2 for the June SY P-EBT benefit, which will be paid on July 25, 2021.

For the R8 file only, all other SY 2020-2021 FRP/CEP eligible students who were **not** learning remotely are eligible for summer P-EBT and must be reported with a new code. The students who were enrolled and eligible for FRP/CEP on the last day of SY 2020-2021, but not learning remotely and not eligible for SY P-EBT, must be coded as 3 (fully in-person learning) in the R8 file to receive summer P-EBT. The VDSS will process all students coded as 1, 2, and 3 in the R8 file for the full summer P-EBT payment on August 25, 2021.

Students who are determined eligible for FRP meals by application after June 30 through July 31, 2021 (or the first day of the new school year for year-round schools if it is earlier), are also eligible for summer P-EBT. The newly approved students must be submitted in one summer P-EBT missing students file by August 30, 2021, to receive the summer PEBT. Report the newly eligible students using code 3 for all students in the summer P-EBT missing students file. Name the file as follows: (DIVNO)\_(DIVNAME)\_PEBT\_R8\_20210712\_SUMMERmissingstudents.csv.

If the LEA also identifies missing students approved prior to June 30, 2021, who should have been in the R8 file as code 1 or code 2 based on their SY 2020-2021 learning mode, a separate missing students file must be submitted for the R8 June SY P-EBT benefits. The students should be coded as 1 or 2, based on end of year learning mode. That file should be named as follows: (DIVNO)\_(DIVNAME)\_PEBT\_R8\_20210712\_missingstudents.csv.

### Contacts for MFT, P-EBT File Questions, and Resolution of P-EBT Issues

Submit MFT valid user updates (add new staff, remove staff no longer with the LEA, add a third user, etc.) to Lynne Fellin at Lynne.Fellin@doe.virginia.gov by June 30, 2021, for the R8 file. Submit MFT valid user updates at any other time when changes occur.

For P-EBT MFT file submission concerns, error file responses, and corrections, LEAs should contact the VDSS PEBT Inquiry team using the confidential, LEA only email address. P-EBT questions will be forwarded to the VDSS staff who can provide assistance.

The P-EBT Inquiry Team is prepared to assist LEAs in resolving ongoing issues with individual student P-EBT concerns. If a household has contacted the VDSS P-EBT call center repeatedly without resolution or the household contacts the LEA with a concern about VDSS missing student data, please elevate that question to the PEBT Inquiry Team for resolution using the confidential, LEA only email address.

If you have questions about the R8 P-EBT file or summer P-EBT, please contact Lynne Fellin, SNP Technical Assistance Specialist, via email at Lynne.Fellin@doe.virginia.gov.

SCC/LAF/cc