**\*\*\*Official Data Request\*\*\***

**Background:** In a joint effort, the Utah State Board of Education Child Nutrition Programs and Utah Department of Workforce Services are implementing the Pandemic Electronic Benefit Transfer (P-EBT) program for SY2021-22.  Under this program, *students determined eligible for free or reduced-price meals* under the National School Lunch Program or National School Breakfast Program that are *enrolled in a qualifying P-EBT school* may be eligible to receive electronic benefits on a card to support food and grocery purchases.

***Data to Submit:*** Round 4 will collect: 1) student absences due to COVID-19 as verified on the parent application for P-EBT and 2) reconsidered students (missed in rounds 1, 2 and 3 reporting).

***September 14, 2022*** *is the* ***last day*** *to submit data for Round 4.* Any student information received after this date will not be included in this final round of benefit issuance as the SY2021-2022 and summer 2022 P-EBT program ends September 30, 2022.

Parent Application (Round 4) collection:

* **What reports do I need to submit for Round 4?**
  1. *Parent Application*
     + When LEA has collected and processed all Pandemic EBT Parent Applications (“Pandemic EBT Application for Student School Year 2021-2022”) use the reporting template (“LEA Student Information PEBT SY2022\_Parent Application.xlsx”) file to report results to the CNP office.
       - For each student, enter the number of approved absences by month.
       - See FAQ issued 5/17/2022, <https://usbe.instructure.com/courses/1603>.

Q: If a parent reports absent dates that are not recorded in our school system, what do we do?

A: " Determine what the district/school policy or procedure is for households to report or dispute absences recorded. The district/school will only approve dates that were not previously reported to the state office for P-EBT benefits. The school must only approve

COVID-related absences or at a minimum absent date on file with the school/district." Utah State Plan (September 2021-May 2022)

* + - **Do not report**:
      * Student virtual day information previously reported with Rounds 1, 2, or 3. (LEAs may request copies of their Rounds 1, 2, or 3 files from USBE for comparison purposes.)
      * Days a student attended virtually or was absent during school closure dates previously reported to USBE via the “2022 – LEA and School COVID Schedule Impact” reports. The number of days each school reported for school closures can be found on the DWS P-EBT website here: https://jobs.utah.gov/covid19/pebt/qualifiedschool.pdf.
  1. *Reconsideration, September 2021-May 2022*
     + Report **missing data** from Rounds 1, 2, or 3 files on “LEA Student Information PEBT SY2022\_Reconsideration”. This data may include:
       - Students missed if exited before Round 3 file was sent.
       - Students that transitioned temporarily to virtual learning due to COVID-19 quarantine that were not included in Rounds 1, 2, or 3.
       - Students enrolled in the brick-and-mortar NSLP school and attending virtually due to COVID concerns not reported previously.
       - Students enrolled in a P-EBT qualifying school during a school closure that were not included in Rounds 1, 2, or 3.
* **What if I did not send data for Rounds 1, 2, or 3 but need to report virtual or quarantined students or had school closures during the months of September 2021 – May 2022?**
  1. Include all missing information on the “LEA Student Information PEBT SY2022\_Reconsideration” file.
     + If LEA had school soft closures due to COVID in September-May, include all free/reduced price eligible students enrolled at the time of the school closures, if not previously reported.
     + In columns X-AF enter the number of virtual days by month for September through May for each student. (Do not include days of soft closures that were reported on the 2022 LEA and School COVID Schedule Impact report.)
       - If there were no school closures, submit monthly data only for students that were enrolled in a brick-and-mortar NSLP school, free/reduced meal eligible, and attending virtually due to COVID concerns. This would include virtual students or students that temporarily transitioned to virtual status due to COVID-19 quarantine.
* **What if my LEA did not report one or more schools as qualifying for P-EBT but should have been reported?**
  1. The school survey was made available multiple times with reporting windows. The report to collect school closures and P-EBT eligibility was closed the end of May.

**Data Collection**

1. ***Transpose the data from the parent-submitted P-EBT applications onto the “LEA Student Information PEBT SY2022\_Parent Application.xlsx” template and save as an .xlsx file.*** Tabs within the spreadsheet provide additional detail about the requested items.
   1. Enter the number of days of verified excused COVID-related absences (or at least excused absences) for each month in columns X-AF. Do not enter absence dates.
2. ***Enter any Reconsideration data for Rounds 1, 2, or 3 on the “LEA Student Information PEBT SY2022\_Reconsideration.xlsx” template.***
3. Students listed must have been determined free or reduced-price meal eligible under standard NSLP regulations and enrolled in a P-EBT qualifying school. (Free and reduced-price meal applications were due from households between July 1, 2021, through May 6, 2022, for SY2021-2022. Prior school year eligibility may not be used. All students enrolled in a CEP or Provision 2 school during SY21-22 should be reported.)
   * 1. See FAQ issued 5/17/2022, <https://usbe.instructure.com/courses/1603>.

Q: A parent reported they received information about filling out the household free or reduced- price meal application after May 6, 2022. Can the district/school accept free or reduced-price meal applications after May 6, 2022?

A: "The May 6, 2022, due date was set for communication purposes and to encourage households to submit the bulk of free or reduced-price applications in time to process them before the final data collection for SY2021-2022 P-EBT benefit allocations. We understand communications may not have reached all households timely. The district/school may determine if they have the staffing available to review household applications received after the May 6th due date to report to the state CNP office by June 10, 2022. It will be a local discretionary decision to accept household free and reduced-price meal applications after May 6, 2022. The district/school will need to treat all households fairly and equitable."

1. Complete edit checks.
   1. A current mailing address is needed for each student. Issued P-EBT cards will be mailed through the US Postal Service (USPS) directly to the parent/guardian household. DWS will use software that checks addresses to ensure they meet USPS standards.
   2. Parent/Guardian first and last names are required.
   3. Student District ID and student SSID are required. If LEA does not have SSID the state agency will attempt to find this information.
   4. Student Enrollment, Exit, and Free/Reduced Eligibility dates from SY21-22 are required.
   5. ***Filter on each column in the spreadsheet and check for fields with blanks/errors.***

**How to Submit Data to USBE CNP**

* The Food Service Director and Free/Reduced-price Approval contacts will receive a package email notification via MOVEit from either Kim Buesser, Jared Walker, or Tammi Walker. The package will include the reporting templates to download.
* Compile the information into the reporting templates attached to the email.
* Save the reports in a secure, accessible location for your recordkeeping and reference.
* Reply to **all** original contacts copied on the original MOVEit package.
* Student information is included on the report so the file must be submitted through the MOVEit secure file transfer.  For security, **do not email** **or share the information through a Google Drive or other unsecure method.**
* MOVEit instructions are available on YouTube at <https://youtu.be/XeVKi0bHhZU> or refer to the original attachment “MOVEit Instructions\_PEBT 2.0.”

**Data Submission Timelines**

* *This final data file is due by Wednesday, September 14, 2022.* This report will capture approved parent application data and missed students from Rounds 1-3.

**Reconciling Data Collection Errors**

* If necessary, a file containing data that does not clear edit checks will be returned to the LEA/SFA for corrections.

**Who to Contact**

* If you have questions, you may contact Tammi Walker at [tammi.walker@schools.utah.gov](mailto:tammi.walker@schools.utah.gov).

**Updates**

* **Round 1**
  + Files that met file requirements for Round 1 were sent to DWS 4/15/22.
  + DWS issued benefits between 5/25/2022 and 5/31/2022.
* **Round 2**
  + Files that met file requirements for Round 2 were sent to DWS 6/2/22.
  + DWS issued benefits between 6/8/2022 and 6/13/2022.
* **Round 3**
  + Files that met file requirements for Round 3 are due to DWS on 7/1/22.
  + DWS anticipates issuing benefits by July 31, 2022.

**Attachments**

* “MOVEit Instructions\_PEBT 2.0.pdf”
* “LEA Student Information PEBT SY2022\_Parent Application.xlsx”
* “LEA Student Information PEBT SY2022\_Reconsideration.xlsx”
* “List of CEP and Provision 2 Schools.xlsx”
* “Data Request Information Parent Application\_Round 4.docx”