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

In a joint effort, the Utah State Board of Education Child Nutrition Programs and the 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 (NSLP) or National School Breakfast Program (NSBP) that are enrolled in a school approved to participate in NSLP may be eligible to receive funds to support food and grocery purchases.

***The last day to submit data for Summer P-EBT is August 15, 2022. Any student information received after this date will not be issued the Summer P-EBT benefit.***

**IMPORTANT: Data collected for the third collection has been used for SY22 Summer Round 1 P-EBT and benefits will be issued at the end of August. Summer P-EBT benefits are available for ALL students enrolled in May in an NSLP school that (1) were eligible for Free/Reduced Price Meals in SY2022 or (2) became newly eligible for Free/Reduced Price Meals in the summer of 2022.**

**Instructions**

**For the Summer Round 2 collection, please include only students enrolled in an NSLP school in May 2022 that**

1. **were Free/Reduced eligible before the end of the SY21-22 school year and were not included in SY22 Round 3 data, or**
2. **became newly Free/Reduced eligible during the summer of 2022 by the deadline of August 1, 2022.**

**Data Collection**

1. Report the data as instructed in the attached Excel template and save as an .xlsx file. Tabs within the attached spreadsheet provide additional detail about the requested items.  You may need to reach out to your IT or SIS staff to pull the data in the required format.
   1. Include students enrolled in an NSLP school in May 2022 that were Free/Reduced Price eligible in May or became eligible between May-August 1, 2022. This applies to seniors that graduated in May but not early graduates.
   2. Do not include students such as PK, K, or 1st graders that are newly enrolled for SY2022-2023 and were not enrolled in May 2022 in an NSLP school.
   3. Do not include students previously submitted with SY22 Round 3 data.
   4. Include **SY21-22** student enrollment and exit dates.
   5. Include ***either*** SY21-22 ***or*** SY22-23 free/reduced-price eligibility date for student.
2. Complete edit checks.
   1. A current mailing address is needed for each student. The 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. Filter on each column in the spreadsheet and check for fields with blanks/errors.

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| ***1. Activate the filter on each column that represents a required information field: full student and guardian name, complete address, DOB, eligibility data, etc.***  ***Graphical user interface, application, table, Excel  Description automatically generated*** | ***2. Scroll to the bottom of the filter window to find empty cells (blanks) or problematic information such as a non-numeric value in a zip code.*** |

1. Save the Excel workbook using this naming convention following your LEA protocols:
   1. PEBT2022\_LEA Code\_Summer 2.xlsx
   2. Example: PEBT2022\_99\_Summer 2.xlsx

**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 Jared Walker or Tammi Walker. The package will include the reporting template to download.
* Compile the information into the reporting template.
* Respond 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 Timeline**

* Summer Round 2 data is due via the MOVEit system by Friday, **August 15, 2022** COB.
  + ***Any student information received after this date will not be included in the Summer Round 2 issuance.***

**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. The corrected data will need to be sent to USBE CNP **before August 19, 2021**. These students will be paid from the final benefit issuance.

**Who to Contact**

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