



Indiana Department of Education

Dr. Katie Jenner, Secretary of Education

To: Superintendents, Technology Leads, and School Data Personnel

From: Dr. John Keller, Chief Information Officer

Date: August 27, 2021

Subject: Submitting P-EBT Eligible Days through Data Exchange for the 2021-2022 School Year

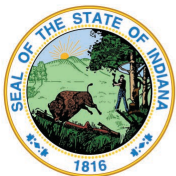
IDOE will be pulling the Pandemic Electronic Benefits Transfer (P-EBT) eligibility data and rosters from Data Exchange for the 2021-2022 school year. P-EBT will utilize attendance day types and Free/Reduced Lunch (FRL) eligibility to determine eligible students and benefits. Schools should continue to code these students as they normally would, without concern for P-EBT. Data will then flow seamlessly from IDOE to the Family and Social Services Administration, the state agency administering the P-EBT program.

For students at home and engaged in academic programming ‘virtually’ (one-to-one device, packet pickup, course work emailed, etc.) due to any COVID related reason, the Virtual Due to COVID attendance type is most appropriate. Both the Virtual Due to COVID and Virtual attendance types count as eligible days for determining P-EBT eligibility if the student is enrolled at a school participating in the National School Lunch Program (NSLP).

IMPORTANT: For absences due to COVID (days when students are not engaged in academic programming ‘virtually’ due to any COVID related reason or quarantine), schools should report the student as excused or unexcused absent according to local attendance policy. To ensure these days are counted as P-EBT eligible days, schools should include the words “COVID” or “Coronavirus” in their Student Information System (SIS) Absence Reason field. Additional text may also be in the reason field as long as the word ‘COVID’ or ‘Coronavirus’ appears. IDOE and FSSA will be utilizing this field to identify eligible absent days due to COVID. Any absences that do not have these words in the Absence Reason field will not count toward a student’s total P-EBT eligible days.

For schools using templates or unable to use the Attendance Reason field, the previous FSSA P-EBT Portal tile, located in the LINK portal, will be open to report only excused or unexcused absences due to COVID eligible days. All other virtual eligible days will be pulled from Data Exchange.

Schools will also want to make sure the students are correctly marked as Free or Reduced Lunch (FRL), as FRL status is required for eligibility.



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Technical guidance for all school reporting data through Data Exchange either automatically or through templates:

Eligibility is established if the following records have been reported for a student:

- Student School Association record – primary school = TRUE
- Ed Org Associations record = Primary responsibility = Funding or Attendance
 - Attendance data is required for all students with an Ed Org Association record. (Exception are those students with ADM 2)
 - P-EBT will utilize attendance day types and FRL eligibility to determine eligible students and benefits.
 - Student attendance should be reported per guidance provided in the Data Exchange Attendance reporting document.
 - If a student is absent due to any COVID related reason, 'COVID' or 'Coronavirus' text should be entered in the local SIS Attendance Reason field along with any other text the school wishes to include.
- Student Program Association record for School Food Services of either:
 - Program Name = School Food Services Free Lunch
 - Program Name = School Food Services Reduced Price Meals

To summarize, if your school is providing accurate information about (1) student addresses, (2) which students are on free and reduced lunch, (3) daily attendance for each student, and (4) reason codes for any absences related to COVID, IDOE will ensure these data are transmitted to FSSA. Students should receive their P-EBT distributions on the schedule published by FSSA.

Questions about Data Exchange may be directed to dataexchange@doe.in.gov.