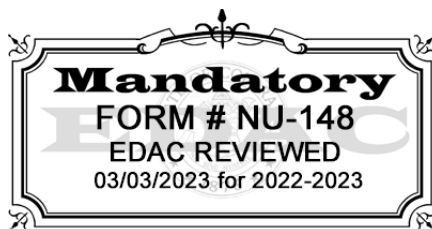


# Summer 2023 Student Pandemic EBT (P-EBT) Reimbursements

## Purpose:

The purpose of the Student P-EBT Reimbursement data collection is to ensure the state has the most up to date and accurate information to determine and disseminate reimbursement for students who are eligible for FRPL and meet the eligibility criteria to receive P-EBT. The Colorado Department of Education (CDE) is working closely with the Colorado Department of Human Services (CDHS) to accomplish this effort. It has been determined that CDE districts/schools have the ability to provide the most up to date and accurate student information.

Eligibility requirements for summer P-EBT benefits are greatly simplified and therefore simplifies the data needed to assess benefits. The data requirements outlined in this document must be provided in order for eligible students to receive P-EBT benefits for the 2023 summer months. Additionally, there will be no correction period. If a district identifies an error was made in their submission, corrections/adjustments must be made prior to the closing of this collection. Districts should review their data thoroughly prior to submission.



**Dependencies:**

Student has been assigned a SASID and is updated in the RITS system.

**Record Expectation:**

The P-EBT team highly recommends that districts provide their full universe of students enrolled during the current school year as of May 1, 2023, and the FRPL status MUST be for the current 2022-23 school year. For summer 2023 P-EBT, the FRPL status from previous years cannot be considered when determining benefit eligibility and therefore must not be included in the data for the students reported. Districts/schools will be required to attest to the validity of data being reported, specifically that the FRPL eligibility status is for the current 2022-23 school year.

While CDE's preference is for districts to submit their full universe of students enrolled during the current school year, the P-EBT team does understand that is not feasible or in the best interest for some districts. Districts will not be penalized for submitting data for a subset of their students (i.e., students the districts know to be FRPL eligible, students where parents have proactively opted into the receipt of benefits, etc.). Districts should be aware that some students who could be eligible for benefits may not be assessed accordingly if a partial set of their students is submitted. Additionally, the CDHS's P-EBT Support Center will only be able to answer questions about students for which the district has submitted data.

Note: Parent permission is NOT required to collect data for the purposes of P-EBT. See guidance below:

*[Sec. 1101 \(e\) from the FFCRA](#): RELEASE OF INFORMATION.—Notwithstanding any other provision of law, the Secretary of Agriculture may authorize State educational agencies and school food authorities administering a school lunch program under the Richard B. Russell National School Lunch Act (42 U.S.C. 1751 et seq.) to release to appropriate officials administering the supplemental nutrition assistance program such information as may be necessary to carry out this section.*

Provide students enrolled in the district **as of May 1, 2023**. The districts should provide demographic data and parent/address data for students submitted (elements 1-23).

**Corrections/Omissions:**

Due to the ending of the public health emergency, all P-EBT benefits for this issuance period must be issued by September 30, 2023. Given this expedited timeframe, a corrections period cannot be offered. If a district identifies an error was made in their submission, corrections/adjustments must be made prior to the closing of this collection. Districts should review their data thoroughly prior to submission.

For more information about the requirements and guidance provided by USDA

- [PL 116-127 - Families First Coronavirus Response Act](#)
- [State Guidance on Coronavirus P-EBT](#)

To review the Colorado plan approved by USDA, please visit:

- Colorado P-EBT Summer 2023 Plan Approval – Pending

**\*Indicates Required  
Include a header in the file.**

	Name of Field	Field Length	Text Start Position	Text End Position	CSV Order	Excel Column	Examples	Remarks
1	School District Code *	4	1	4	1	A2	0000	
2	School Code *	4	5	8	2	B2	0000	
3	Entry Date*	8	9	16	3	C2	08152022	Format is MMDDYYYY
4	Exit Withdraw Date*	8	17	24	4	D2	10152022	Format is MMDDYYYY; 0 fill if still enrolled
5	Student's State ID (SASID) *	10	25	34	5	E2	0000000000	
6	Local ID (LASID) *	10	35	44	6	F2	0000000000	
7	Student's First Name *	30	45	74	7	G2	Valid Name	
8	Student's Middle Name *	30	75	104	8	H2	Valid Name	
9	Student's Last Name *	30	105	134	9	I2	Valid Name	
10	Student's Gender *	2	135	136	10	J2	01, 02	
11	Student's Date of Birth *	8	137	144	11	K2	08152008	Format is MMDDYYYY
12	Student's Grade Level *	3	145	147	12	L2	060	
13	Student's Language Background	3	148	150	13	M2	ENG	
14	Primary Parent/Guardian First Name *	30	151	180	14	N2	Valid Name	
15	Primary Parent/Guardian Last Name *	30	181	210	15	O2	Valid Name	
16	Primary Parent/Guardian Telephone Number	10	211	220	16	P2	5551231234; None	
17	Student's Primary Mailing Address 1 *	44	221	264	17	Q2	123 Star Quarry Road	
18	Student's Primary Mailing Address 2	42	265	306	18	R2	Apt. 2	Try to avoid special characters, i.e., #, &, @, etc.
19	Student's Primary Mailing City *	50	307	356	19	S2	Nowhere	
20	Student's Primary Mailing State *	2	357	358	20	T2	CO	
21	Student's Primary Mailing Postal Code *	10	359	368	21	U2	99999-0000, 99999	
22	2022-23 Free/Reduced Lunch Price Eligible *	2	369	370	23	V2	00, 01, 02	
23	2022-23 FRPL Eligibility Date:	8	371	378	24	W2	10152022	Format is MMDDYYYY; 0 fill if N/A

### BACKGROUND INFORMATION NOTE:

**School District/BOCES Code** – A unique code assigned to a district by CDE. Refer to School District/BOCES Code table.

**School Code** – A unique code assigned by CDE to a school building. Refer to School Building Code Table.

**Entry Date** – The month, day, and year on which a student enters and begins to receive an education program in a school for the 2022-23 school year. (Use the same logic used as the Student Interchange - Student School Association data collection)

**Exit Withdraw Date** – The month, day, and year the student exited a school or grade in your district (i.e. 11052009). If the student completed the school year in your district and did not exit before the end of the school year, this field must be coded "00000000". (Use the same logic used as the Student Interchange - Student School Association data collection)

**Student's State ID (SASID)** – A unique ten-digit number must be assigned to each student by CDE.

**Local ID (LASID)** – The student's Locally Assigned Student ID (LASID). Districts/BOCES may zero-fill if they choose not to use a LASID.

**Student's First Name** – A name given to an individual at birth, baptism, or during another naming ceremony, or through legal change.

**Student's Middle Name** – A secondary name given to an individual at birth, baptism, or during another naming ceremony, or through legal change. Blanks are NOT allowed. Use NMN (no middle name) where appropriate.

**Student's Last Name** – The name borne in common by members of a family.

**Student's Gender** – An individual's sex.

01	Female
02	Male

**Student's Date of Birth** – The month, day, and year (MMDDYYYY) on which an individual was born (i.e. 09151989).

**Student's Grade Level** – The grade level or primary instructional level at which a student enters a school or an educational institution during a given school year.

002	Infant
004	Pre-Kindergarten (Preschool)
006	Half Day Kindergarten (450+ hours)
007	Full Day Kindergarten (900+ hours)
010	Grade 1
020	Grade 2
030	Grade 3
040	Grade 4

050	Grade 5
060	Grade 6
070	Grade 7
080	Grade 8
090	Grade 9
100	Grade 10
110	Grade 11
120	Grade 12

**Language Background** - Any student, who has a language proficiency code of Non-English Proficient (NEP), Limited English Proficient (LEP), Fluent English Proficient (FEP), Primary or Home Language Other Than English (PHLOTE), or Former EL (FELL), must have a language background other than English (ENG). You can download an excel file with the list of active and inactive language codes from this site: [https://www.cde.state.co.us/datapipeline/language\\_codes](https://www.cde.state.co.us/datapipeline/language_codes).

**Primary Parent/Guardian First Name** – A name given to an individual at birth, baptism, or during another naming ceremony, or through legal change. This person is the legal parent or guardian of the student and is considered the Head of Household. This field is needed for the purposes of mailing the P-EBT card to the student.

**Primary Parent/Guardian Last Name** – The name borne in common by members of a family. The person is the legal parent or guardian of the student and is considered the Head of Household. This field is needed for the purposes of mailing the P-EBT card to the student.

**Primary Parent/Guardian Telephone Number** – Primary phone number of the legal parent or guardian of the student who is considered the Head of Household. If there is no phone number on file for the parent/guardian, enter “None”.

**Primary Student’s Mailing Address 1** – This is the student’s primary mailing address information and typically contains the building number and street name. This field is needed for the purposes of mailing the P-EBT card to the student.

**Primary Student’s Mailing Address 2** – This includes any additional information about the student’s address and typically includes things like a rural route number, apartment number, unit number, etc.

**Primary Student’s Mailing City** - The city for the student’s mailing address. This field is needed for the purposes of mailing the P-EBT card to the student.

**Primary Student’s Mailing State** – The state abbreviation for the student’s mailing address. This field is needed for the purposes of mailing the P-EBT card to the student.

**Primary Student’s Mailing Postal Code** – The postal code for the student’s mailing address. This is typically a 5-digit number but can include a 4-digit extension as well. This field is needed for the purposes of mailing the P-EBT card to the student.

**Free/Reduced Lunch Price Eligible** – Indicate if the student is eligible for FRPL.

00	Not Eligible
01	Free Lunch Eligible
02	Reduced Lunch Eligible

**FRPL Eligibility Date** - The District can choose to provide the date the student was found eligible for Free/Reduced Price Lunch. This information is helpful to assist with questions from families.