

Pandemic – EBT (P-EBT) Data Collection for School Year 2020 – 21

Frequently Asked Questions

About

The Pandemic – Electronic Benefits Transfer (P-EBT) program was created as part of the U.S. government response to the COVID-19 pandemic. P-EBT benefits are intended for school-age children who would have received a free or reduced-price school meal during the time that schools were closed, or students were remote learning during the 2019-20 school year as well as the current 2020-21 school year. P-EBT provides a cash-like benefit that will be issued to a P-EBT card or an existing EBT card. Existing EBT cards will automatically receive the additional P-EBT benefits and new P-EBT cards will be mailed directly to eligible students.

Student level data is needed in order to assess eligibility for P-EBT and obtain household information.

Eligible remote learners can receive \$136.40 per school month, or \$81.84 per eligible hybrid learners based on eligibility determination made through the data collection. Benefits for eligible students will be issued retroactively for the school year starting in May 2020.

The P-EBT collection will be a periodic collection.

General

Is this data collection required?

Districts have the option of not providing any data, not providing data from non-participating NSLP schools, or only providing data for students that are eligible for free or reduced-price school meals. There will be no consequences from CDE or USDA for districts not providing data.

The ramifications of not providing data or not providing a full list of all enrolled students include:

- Students will not receive full P-EBT benefits, or their receipt of benefits will be delayed.
- Students who transferred between districts may not receive full benefits entitlement without full data for comparison, and most recent home address.
- The data collection will be passed through a series of validation checks including eligibility data from 2019-20 school year to ensure the maximum amount of benefits are provided to the student. This process will be incomplete without full student data, resulting in potentially eligible students not being identified and not receiving the maximum benefit entitlement.
- **USDA has announced there will be summer P-EBT benefits. This data collection may be used to issue summer P-EBT benefits to qualifying students.**

P-EBT Data Collection

Timeline



**Required upload #1 due
April 23, 2021**

**Required upload #2 due
May 31, 2021**

**Potential for another
upload period in August
2021**

Why is the collection occurring at the end of the school year and with such a quick turnaround?

P-EBT was extended, and a new state plan was developed based on feedback from districts. Implementation of the plan required an analysis of data infrastructures and creation of the data pipeline upload to minimize workload for districts while best meeting the needs of families. CDE and CDHS worked as quickly as possible to meet these needs.

Do we need parents' permission to send in this information?

Student data can be shared without the need for parental consent for the purposes of state and federal education and nutrition programs and P-EBT qualifies as a federal nutrition program. All CDE and CDHS 3rd party agreement processes were followed to allow vendors to have access to student data for the purposes of supporting the P-EBT allocation process. All data privacy and data protection practices are being followed. The Education Data Advisory Committee (EDAC) has approved the data collection. For specific legislation information about P-EBT: <https://www.fns.usda.gov/snap/state-guidance-coronavirus-pandemic-ebt-pebt>.

Updates will continue to be provided within this FAQ, in the DISH newsletter, in the [Benefits for Students FAQ](#), and the [P-EBT Data Collection webpage](#).

For questions, contact p-ebt.datapipeline.support@cde.state.co.us.

CDE Email

CDE is working with a 3rd party vendor (Crocus LLC) and will jointly be using Data Pipeline for SIS uploads and Smartsheet forms to confirm districts month-by-month learning modality. A google sheet will also be used to allow districts to confirm the learning modality for individual schools where there is increased student benefit eligibility over the district learning modality. Emails may be received from Smartsheet (autmation@app.smartsheet.com) or google (drive-shares-noreply@google.com) for gathering information. All email responses should come from (p-ebt.datapipeline.support@cde.state.co.us) and possibly Lori Ludwick-Pascuzzi (lludwick-pascuzzi@crocusllc.com) our 3rd party contractor.

Data Pipeline

1. What are the file specifications for the P-EBT collection?

The P-EBT file specifications can be found on the [School Meal Eligibility](#) and the [P-EBT data collection webpage](#).

2. What is the role/permission setting to access the collection in the data pipeline?

The Identity Management (IDM) role for the P-EBT collection is PIPELINE-####-PBT~LEAAPPROVER where #### is the district code.

3. Where is the P-EBT section located on the pipeline, and when will it be open for submissions?

The P-EBT Data Collection is within the existing data pipeline. Login to the data pipeline (<https://www.cde.state.co.us/idm/datapipeline>) and the collection will show on the left-hand side of the menu if you've been assigned access to that collection. The collection opened on April 7, 2021.

4. Are we supposed to submit data for one of the submission dates or for both?

Ideally districts will submit both data submissions. The first data submission should include all



students as of April 23rd (or the date of submission). The second submission will be a full snapshot, same ask for the April 23rd upload, as of the that submission date and should also include any newly enrolled students, changes to FRPL status, address updates, etc. The targeted distribution date of P-EBT funds for data submitted by April 23rd is May 31. The expected date of benefit issuance for the May 31st data submission is targeted for mid-June.

5. What is the difference between April and May collections?

We are looking to have the totality of enrolled students to be reported in both April and May. The May upload should include any newly enrolled students and also any updates/changes to student information from the April upload.

6. Who can I contact with questions?

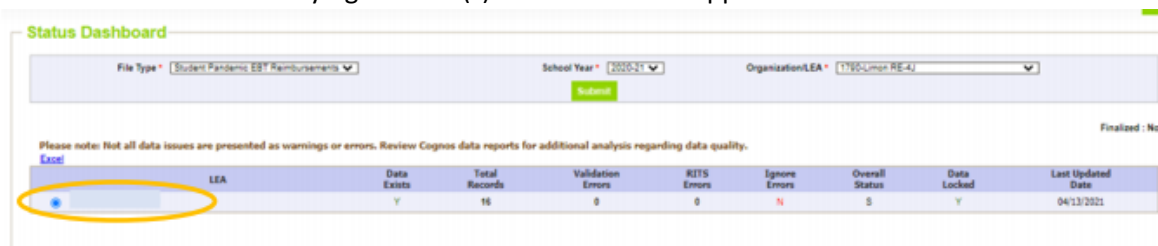
For questions about how to assign the data collection, please contact CDEIdM@cde.state.co.us. General P-EBT questions can be sent to p-ebt.datapipeline.support@cde.state.co.us

7. Making Data Corrections

To make amendments to the data already submitted, districts can choose to replace all data submitted, or select Append to update specific records. Detailed steps for making amendments can be found on p.9 of [P-EBT Data Pipeline Instructions](#)

8. Common Error – Submitting data collection

Once the data is uploaded, click on the **Submit to CDE** button to finalize the process. To get to the “Submit to CDE” button, from the Status Dashboard screen, click the radio button next to your District’s name and then click on the name of your District. Click on the “Submit to CDE” button. Once that has been completed, the user should receive an email saying “Record(s) is submitted for approval”.



Click on the “Submit to CDE” button. Once that has been complete, the data will be submitted and locked.



You can verify the submission has been complete on the Status Dashboard screen. Once the data has been submitted, the Overall Status will display “S” for submitted and the Data Locked will display “Y”.

LEA	Data Exists	Total Records	Validation Errors	RITS Errors	Ignore Errors	Overall Status	Data Locked	Last Updated Date
[LEA Name]	Y	190	0	0	N	S	Y	04/22/2021

9. Common Error – No records uploaded

Occasionally, an email generated from Data Pipeline indicates a file was uploaded successfully but there were



actually NO records uploaded. Open the email to verify the number of records and the number of errors. This usually means the file structure was not accepted. Use the Format Checker feature in Data Pipeline to verify the file can be accepted.

9170 - Education reEnvisioned BOCES Data Pipeline - PEBT: File Successfully Submitted Data Pipeline x

Student Pandemic EBT Reimbursements Processed by Data Pipeline for School year 2020-21:

Dataset: Student Pandemic EBT Reimbursements
 File Type: Student Pandemic EBT Reimbursements
 File: EBT20210427.csv
 Submission ID: 604876
 District:
 Date: 04/27/2021 10:50 AM
 Collection Type: Student Pandemic EBT Reimbursements Student Pandemic EBT Reimbursements
 Name:
 User ID:
 Email:
 Record Count: 0
 Error Count: 0

Data Pipeline test system (QA) can be accessed here: <https://cdx.cde.state.co.us/pipeline>

This data has **NOT been successfully uploaded** and has not been submitted.

Data Collection

1. Can we submit only students who are free or reduced price eligible?

Data submission including ALL students including ACTIVE and INACTIVE students (i.e., any student that was enrolled) in the 2020-21 school year is required for several reasons:

- Data is being compared across several different sources (i.e., October Count, Direct Certification, Child Care data, and this District data collection) to determine the maximum benefit entitlement for students.
- Current school enrollment may have the most up to date address information but enrollment at a previous school may deem the student eligible for benefits for part of the school year.
- More students may be eligible for benefits for the summer, and the data will help make that determination.
- The Colorado P-EBT Support Center will encourage parents/families who may be eligible to apply for free or reduced-price school meals and need to have the data for those students if their information changes.
- Even if a student attends a school where meals were provided during remote learning (i.e., grab and go meals), the student is not automatically disqualified from receiving P-EBT benefits.

2. Does the collection need to include the free and reduced-price meal status as of October 1st plus any new statuses? October 1st statuses may have included students that had a carryover status.

The student free and reduced-price meal status must be reported as of the data pipeline upload date. CDE is working with a 3rd party data vendor to analyze data against October Count 2020-21 data to ensure the best "status" is provided to the student.



3. **What is the definition of Free/Reduced Price eligible?**

Report any free and reduced-price meal status no matter how it was determined. (e.g. Family Economic Survey (FEDS form), application, direct certification, homeless, foster, migrant status and/or Head Start).

4. **What about Charter Choice Schools?**

Charter Schools under a Charter School Food Authority (SFA) is encouraged to work with the SFA to obtain the most up-to-date free and reduced-price eligibility status. If you cannot obtain this, then you must report the status that was reported for October count.

Data Collection: Addresses

5. **Why is the parent/guardian and primary address information required?**

Address information is needed for purposes of mailing P-EBT cards to eligible students. Parent name information will be included for verification purposes for Colorado P-EBT Support Center staff.

6. **How do we determine the address to use if more than one address in the SIS?**

Only one parent/guardian can be submitted. The general rule would be to use the parent/guardian the school sends communications to. The goal is to provide the best feasibly available data.

7. **What if the student does not have a current address?**

Where a student does not have any address on record in the Districts SIS, please insert school address.

8. **Some students could be reported by two or more districts. How will you know what the most recent contact information is?**

October Count data will be used to compare school enrollment. If questions remain about current enrollment, schools will be contacted directly for confirmation.

Student Eligibility

1. **Who is eligible for P-EBT?**

P-EBT benefits are intended for students enrolled at NSLP participating sites who were not able to access free or reduced-price school meals during the time that schools were closed or due to remote learning, during the 2019-20 school year as well as the current 2020-21 school year. Link here to eligibility [decision flow chart](#).

2. **If the student was free using carry-over and later no longer qualified as free or reduced-price eligible and/or changed to paid status after verification, how should they be reported?**

Report the free or reduced-price meal status as of the date of the data submission and we will complete the analysis using all available data to ensure the student is receiving the maximum allowable benefit.

3. **Our district is CEP or Provision 2, so all my students are coded free?**

Students at a CEP or Provision 2 school will meet the criteria for being free or reduced-price eligible no

matter how their status is reported in the data collection. Report the free or reduced-price meal status as of the date of the data submission and we will complete the analysis using all available data to ensure the student is receiving the maximum allowable benefit.

4. Do we need to submit pre-school students (students under 6)?

Yes, if the pre-school student is enrolled at the school.

5. Preschool students were not remote they attended in person how do report those students?

Students who attended in-person, should show “NO” for fully remote and benefits will be issued based on the month-by-month school learning modality.

6. Under what circumstances would a student who has not qualified for Free/Reduced in some manner during the 20-21 school year (i.e., Direct Certification, Family Economic Survey, Charter Choice, Foster, Migrant, Homeless, or Head Start) be eligible for any P-EBT funds?

There likely will be instances where a student qualified for free or reduced-price meals in 2019-20 but has not been certified for 2020-21. These students will still be eligible for P-EBT. In addition, we are also matching student records to direct certification files, October Count data from 2019-20 and 2020-21 (in case they were wrongly reported in the data pipeline) as well as foster and Migrant student data. If a student's eligibility was mis-reported, we will be able to identify it.

7. Should the following groups of students be included in the data submission?

- a. Detention Center students: If you choose to include detention center students in the data collection, we encourage you to work with your facility school/detention center to see which entity/LEA are reporting those students.
- b. Head Start students: Head Start students should be reported if they are enrolled in your LEA and should also be reported as free lunch eligible. Head Start is a categorically eligible program that allows students to be automatically eligible for free school meals.
- c. Private Providers: We are collecting data for participating NSLP private schools outside of the data pipeline collection. Very few participating NSLP private schools are associated with a public school district.

School Learning Models

1. We were in-person learning all year. Do our students qualify for P-EBT?

Students that opted into remote learning for the entire school year will be eligible for P-EBT. If you did not offer a remote option and did not operate a hybrid model for any months, your student may not be eligible for P-EBT for the current school year. The data collection submission is still required as your students may be eligible for summer P-EBT benefits. Link here to eligibility [decision flow chart](#).

2. My district/school was in-person all year/provided grab and go meals to remote learners/does not serve NSLP/is full time on-line remote learning. Do I still need to provide this data collection?

Yes. Most schools or districts offered students the option to learn fully remote the entire school year. We need to identify any students that chose to learn fully remote as they may be eligible for P-EBT

benefits. Remote or hybrid students that may have received grab and go meals while not learning in-person are still eligible for P-EBT. Additionally, this data collection will be used to issue summer P-EBT benefits to qualifying students.

3. What about students who moved between remote, hybrid and in-person learning throughout the year?

Students who were not, nor planned, to be remote learners from October 2020 through March 2021 should show “NO” for fully remote, and benefits will be issued based on the month-by-month school learning modality.

4. The addition of the phrase “through the end of March 2021” seems to expand the date range used to determine Learning Modality by student. Does the above change to the definition mean we should flag students as Remote Learners if they moved to remote learning after October 1st OR if a new student who opts for remote learning transfers into the district after October 1st?

This change was the result of a collaboration with USDA to secure plan approval that still upholds program integrity and can be very effective in capturing information accurately. This is a "simplifying assumption" - meaning Colorado is assuming that students who opted for Remote by October 1 likely stayed Remote through the end of March (even if we don't know for sure). Districts should not include Remote students who opted for / transferred into the District after October 1. Those students will have benefits issued based on the month-by-month school learning modality. Families will have an opportunity to petition for additional P-EBT benefits, if warranted, through CDHS P-EBT Support Center.

5. Our school district was remote for several weeks, and then cohorts quarantined at different times. Do we need to report the periods each student was remote?

Students who were not, nor planned, to be remote learners from October 2020 through March 2021 should show “NO” for fully remote, and benefits will be issued based on the month-by-month school learning modality.

6. Why does the collection ask for student level full time remote learning?

Information regarding students who opted in for fully remote learning is only collected at the local level. This field should be answered as “YES” if the student was, or planned, to be engaged in remote learning for the months October 2020 through March 2021.

If the student opted for remote learning after October 1, the student is not considered a full year remote student and the response should be “NO” and benefits will be issued based on the month-by-month school [learning modality](#).

7. How do I treat students in a full-time on-line school?

If you have students that normally are enrolled in an online school (not a brick and mortar in-person school site) you will mark those students as “NO” for full time remote learner.

8. What if we have charter schools that report to the Local Education Agency (LEA) of Charter School Institute (CSI)?

CSI will be reporting for schools that are under their LEA. If you're a Charter School under CSI we highly

encourage that you provide the most up to date student information for purposes of accurate reporting.

Learning Modality Data

1. What is the month-by-month learning modality?

School districts are being asked to confirm the predominant learning modality, Remote, Hybrid, In-person for each month of SY2020-21. This process is outside of the P-EBT Data Collection through Data Pipeline. For more information see: [learning modality](#) instructions.

2. What do the 5 consecutive days refer to?

The 5 consecutive day criteria refers to the school level learning modality only and is not relevant to the P-EBT Data Collection through the Data Pipeline.

Vendors

1. Has this information been provided to SIS vendors?

All major vendors have been contacted. We are currently working with vendors who responded to our outreach efforts and are working to finalize the requirements for the data pull.

2. **Are there any SIS vendors that have built a report to help pull the data in the expected format?**

Yes. Infinite Campus and Power School have built reports to help accommodate the P-EBT data collection.



To learn more, visit:

- CDE, P-EBT Data Collection webpage – <https://www.cde.state.co.us/datapipeline/p-ebtdatacollection>
- CDE, School Meal Eligibility webpage – <https://www.cde.state.co.us/nutrition/schoolmealeligibility>
- CDHS, P-EBT webpage – <https://www.colorado.gov/pacific/cdhs/p-ebt>
- USDA, P-EBT webpage – <https://www.fns.usda.gov/snap/state-guidance-coronavirus-pandemic-ebt-pebt>