Pandemic – EBT (P-EBT) Data Collection for School Year 2021 – 22
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 are eligible to receive a free or reduced-price school meal. Students may meet the criteria if they fall into one or more of the three categories outlined below:

- Student was engaged in 100% full time remote or hybrid learning for an identified period of time during the school year.

- The school of enrollment or district experienced a COVID related closure or change in learning modality for a period of at least 5 days during the school year.

- The student had a confirmed excused absence during a COVID related outbreak reported by the Colorado Department of Public Health and Environment (CDPHE).

P-EBT provides a cash-like benefit that is 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.

The P-EBT collection is a periodic collection. The latest information is indicated by the yellow highlights.

For training and other resources visit:
- P-EBT Data Collection webpage, Benefits for Students FAQ , or School Meal Eligibility webpage.
- For questions, contact p-ebt.datapipeline.support@cde.state.co.us.

Quick Links:
Common_Errors
Data Collection
Data_Pipeline
Student_Eligibility
School_Learning_Models

P-EBT SY2021-22 Data Collection Timeline

Fall Semester Now closed

Spring Semester Now closed

Virtual Training for Corrections & Summer

July 27th, 2pm

Fall & Summer Corrections opens Aug. 8 – Aug. 31

Spring & Summer Corrections

Opens Sept 6 – Sept 29

Updated July 6, 2022

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General

For SY2021-2022, CDE will utilize COVID-19 related outbreak data from the Colorado Department of Public Health and Environment (CDPHE) in combination with student data submitted in the CDE Data Pipeline to assess student eligibility for P-EBT benefits. The P-EBT data collection will provide confirmation of excused absences during the outbreak period.

Districts should provide attendance data for all students even if there are no outbreaks identified at the schools. Parents/guardians will be able to request benefits if their student was reported with an excused absence due to COVID-19 outside of a school / grade-level CDPHE reported outbreak.

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 not be any 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 and 2020-21 school years 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.
- Summer 2022 P-EBT benefits will be assessed for eligibility to qualifying students via submitted data from districts. They will be issued the same as Summer 2021 P-EBT benefits.

Why is the collection occurring at the end of the school year and with such a quick turnaround?
P-EBT has been 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. The Data Pipeline upload option minimizes 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. 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.

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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 Collection

1. **What is considered a COVID related outbreak?**
   An outbreak is defined as 5 or more cases from _different_ households. i.e., within the 3rd grade or a school sport team

2. **Do all students, regardless of Free/Reduced status need to be included?**
   Yes, all students should be included as CDE can check FRPL eligibility back to the 19-20 school year to determine P-EBT eligibility. Reporting all students is also helpful for answering questions of why a student may not be eligible for P-EBT benefits.

3. **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) during each respective semester is recommended for several reasons:
   a. Data is being compared across several different sources (i.e., October Count from multiple years, Student End of Year data, CDPHE data regarding COVID outbreaks and this data collected through Data Pipeline to determine the eligibility and maximum benefit entitlement for students.

   b. 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.

   c. More students may be eligible for benefits for the summer, and the data will help make that determination.

   d. 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.

   e. 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.

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4. **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 collection period (e.g., fall semester or the months of August through December 2021). CDE is working with a 3rd party data vendor to analyze data against October Count data to ensure the best "status" is provided to the student.

5. **What is the definition of Free/Reduced Price eligibility?**
   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).

6. **What about Charter Choice Schools?**
   Charter Schools under a Charter School Food Authority (SFA) are 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

7. **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.

8. **What address is used for a foster student, who has changed their residence?**
   We work with CDHS's Child Welfare team to collect current contact information.

9. **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.

10. **Some students could be reported by two or more districts. How will you know what the most recent contact information is?**
    For the 2021-2022 school year P-EBT Data Collection, an Enrollment Entry Date and Enrollment Exit Date has been added to the data collection. Current enrollment will be determined based on that data provided. This provides a full enrollment picture for the student through the eligibility analysis.

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Data Pipeline

1. **Is there a layout template?**
   An excel version of the P-EBT data collection template is available on the P-EBT data collection webpage.

2. **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.

3. **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.

4. **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~~

   There will be three data collection periods for the 2021-2022 School Year P-EBT effort:
   - Collection 1: Fall Semester 2021 will cover the months of August – December 2021 ONLY
     - CLOSED: Benefits to be issued early Fall 2022.

   - Collection 2: Spring Semester 2022 will cover the months of January – May 2022 ONLY
     - CLOSED: Benefits to be issued late Fall 2022

   - Collection 3: Omissions and Corrections for Fall Semester 2021 and Summer
     - Opening Date: Monday, August 8, 2022
     - Closing Date: Wednesday, August 31, 2022

   - Collection 4: Omissions and Corrections for Spring Semester 2022 and Summer
     - Opening Date: Tuesday, September 6, 2022
     - Closing Date: Thursday, September 29, 2022

5. **What is the difference between April (Fall Semester) and May/June (Spring Semester) collections?**
   The USDA is requiring that states collect the data AFTER the timeframe to ensure actual and not projected data is collected. The Fall collection covers the months of August through December 2021 only, and the Spring collection cover the months January through May 2022.

   *We acknowledge that what is being defined as a semester is NOT typically how districts define their semesters by their calendars. For the purposes of P-EBT data collections, Fall Semester includes the months of August – December 2021 and Spring Semester includes the months of January – May 2022.

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. **How do I make Data Corrections to my submission in Data Pipeline?**
   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 – Converting to excel losing leading zeros**
   Follow the formatting instructions: https://www.cde.state.co.us/datapipeline/convertcsvtoexcel

9. **Common Error- Non-Program School Code Field:**
   This field must be completed. If you do not utilize Non-Program School Codes enter '00'

10. **Common Error – Uploading an incorrect format**
    Ensure the date and semester of the extract are correct. Check the SIS software is up to date.

11. **Common Error – Incorrect Semester Dates**
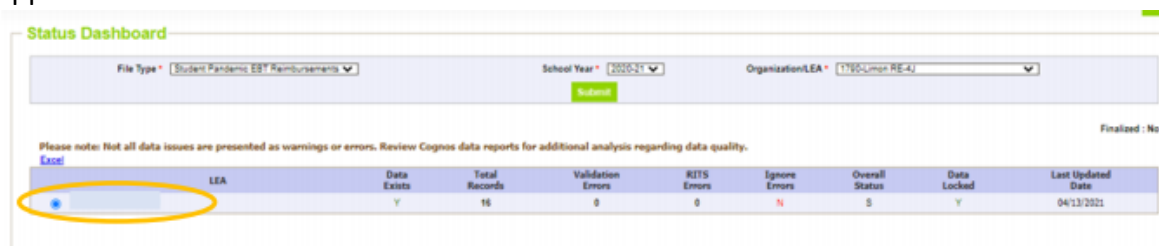   Ensure that the Spring collection data is for the months of January – May 2022 only.

12. **Common Error – PB159 Invalid Grade Level Issue**
    We are aware of the error and working with our Data Pipeline team to resolve the bug. Please continue to correct any other errors with your data.

13. **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 completed 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".

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

14. **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 ×
>
> 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.

Student Eligibility

1. **Who is eligible for P-EBT?**
P-EBT benefits are intended for students: enrolled at NSLP participating sites or attending a CEP or Provision 2 school, who were not able to access free or reduced-price school meals during the time that schools were closed or operated a reduced schedule, or the students was enrolled in 100% full time remote or hybrid learning, or experienced absences due to COVID. Link to the eligibility decision flow chart for SY 2021-2022.

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. **Do we need to submit pre-school students (students under 6)?**
Yes, if the pre-school student is enrolled at the school.

4. **How should preschool students who attended in person be reported?**
Students who attended in-person, should be reported as 3 (In-person) for the Learning Modality.

5. **Under what circumstances would a student who has not qualified for Free/Reduced in some manner during the 2021-22 school year (i.e., F&R Application, 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 SY2019-20 or SY2020-21, but has not been certified for SY2021-22. These students will still be eligible for PEBT. In addition, we are also matching student records to October Count data from SY2019-20 through SY2021-22 (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.

6. **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. **Our 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?**
   a. The data collection submission is still required as students who opted into remote learning for the entire school year or were part of a reported outbreak from CDHPE may be eligible for P-EBT. Link to the eligibility decision flow chart for SY 2021-2022. Remote or hybrid students that may have received grab and go meals while not learning in-person are still eligible for P-EBT.

   b. Parents will also have the opportunity to submit a dispute if their student was absent due to a COVID-related reason and was NOT part of a CDPHE outbreak. Attendance data will need to be confirmed. If a district does not provide attendance data, requests will be made individually if parents submit a dispute for that verification

   c. This data collection will be used to issue Summer benefits to qualifying students.

2. **Students who moved between remote, hybrid and in-person learning throughout the year?**
   Multiple records for the same student can be submitted in the P-EBT Data Collection via the CDE Data Pipeline to show any changes in learning modality across the semesters. A timeframe for each

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record can be reported to ensure the correct benefit amount is assigned to the student for each change in learning modality.

3. **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?**
CDE will assess these situations via the online survey provided to all school districts. The Fall and Spring semester survey was previously sent out. Recipients will receive the survey via email and an announcement will be made in the DISH.

4. **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. For the SY2021-2022 P-EBT Data Collection, there are four learning modalities Districts can select for each student (multiple records can be submitted for the same student to account for changes in the learning modality throughout each semester). The available learning modalities include:

    a. 1 - 100% Full Time Remote Learning (remains enrolled in their local bricks and mortar school)
    b. 2 - Hybrid
    c. 3 - In-Person
    d. 4 - Enrolled in an Online Academy (is not enrolled on local bricks and mortar school)

5. **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 Enrolled in On-Line academy.

6. **Students enrolled in their brick-and-mortar school,** but attend online 100% of the time
The student should be reported as remote.

7. **If the student had a teacher that taught in-person and remote**?
    a. If the student was in-person, they should be reported as in-person even if the teacher taught both in-person and remote students.

    b. If the student was remote, the student should be reported as such even if the teacher taught both in-person and remote students.

    c. If the student was in-person sometimes and remote sometimes, being taught by the same person, they should be considered hybrid and reported accordingly.

8. **If the student was remote due to COVID for 1 day, do we need to include them?**
    a. Yes, if any student absences correspond to a CDPHE reported outbreak, the student could receive benefits. Parents will also have the opportunity to submit a dispute if their student was absent due to a COVID-related reason and was NOT part of a CDPHE outbreak

9. **Excused Absence Monthly Data** in the Spring collection should be completed for the months January through May 2022 only (leave all other months blank).

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10. **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 are 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?**
   For the SY2021-2022 school year, instead of providing month-by-month learning modality, districts are asked to provide data about any unplanned COVID related closures for any of their schools impacted. This change was implemented because the majority of schools in the state were able to operate in-person for the full year.

   If a school did have a temporary closure or change in learning modality schedule (i.e., hybrid, reduced schedule, etc.) students may be eligible to receive benefits for those timeframes. Please ensure your district has reported any and all details regarding school specific closures and/or changes in learning modality. A survey was sent to all districts to report this for the Fall Semester (months of August-December 2021) as well as for the Spring Semester (months of January-May 2022).

2. School Districts using a **Modality Reporting Method** of 'Monthly' for the Spring data collection, only submit for the months of January through May 2022 (leave all other months blank).

3. **What do the 5 consecutive days refer to?**
   The 5 consecutive day criteria refers to the school level closures and/or changes in 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.

2. **Are there any SIS vendors that have built a report to help pull the data in the expected format?**
   Yes. Both Power School and Infinite Campus have built reports to help accommodate the P-EBT data collection. Infinite Campus users should submit a support case to be attached to:
   SIS-153206 - CO - PEBT File Changes for 2021-22 School Year.

3. **Infinite Campus Users:**
   Some quarantine codes may not be included in the logic for the extract developed by Infinite Campus.
   If you use a code to account for students who are not marked as absent when learning remotely (due to COVID) please contact your Infinite Campus rep to make sure these students are accounted

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for.
For those that have submitted already please double check your submission to make sure that students who were not attending in person, but were not marked as absent, are accounted for.

If you have any questions or need clarifications about this code please email us at:
P-EBT.datapipeline.support@cde.state.co.us

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

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