



Oregon

Kate Brown, Governor



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Director of the Oregon Department of Education

Pandemic Electronic Webinar: Questions and Answers May 12, 2020

May 20, 2020

General Questions

With P-EBT, can we continue to provide meals through the Summer Food Service Program and Seamless Summer Option?

Yes! These programs are not related. There is no impact on existing meal distribution.

What is the time line for benefit release? When do the benefits expire?

The Department of Human Services is distributing the benefits. At this time, they anticipate benefits will begin to reach households of eligible students near the end of May 2020.

The P-EBT benefit expire after one year.

Is there an upper age limit or do benefits go through grade 12, even if a student is over 18?

Students eligible for P-EBT Benefits are those that:

- Are enrolled and would normally receive Free or Reduced Price meals under NSLP (regardless of the method used to determine eligibility), and
- Whose school has been closed for more than 5 consecutive days due to COVID-19

What if a student is over 18 and living on their own? Can we leave the guardian information blank?

Yes, you can either leave the information blank, or populate the guardian cells with the student information

We are being asked if home school students can access this benefit.

The funding for Pandemic Electronic Benefits Transfer (P-EBT) is specific to participants for whom if not for the closure of their school during a public health emergency designation and due to concerns about a COVID-19 outbreak, would receive free or reduced-price school meals.

Home school students who are eligible for P-EBT benefits are:

- Currently enrolled and approved for Free/Reduced benefits in a school that participates in NSLP, **and**
- Reported to ODE in the school's Average Daily Membership report.

Will this benefit continue through the summer?

The months being funded by P-EBT benefits are March, April, May and June, 2020.

Where would families that are not currently receiving free or reduced price meal benefits apply?

Families with students who are enrolled in NSLP participating schools may apply for free and reduced price meals through the ODE [online application](#) website, or by contacting the applicable school district's Nutrition Service Department.

Will the parents get one Oregon Trail Card for each months benefits or will they receive multiple cards?

Families that are currently receiving SNAP and have an existing Oregon Trail card will receive P-EBT funds on the existing card. Families that do not have an existing Oregon Trail Card, will likely receive one card for all eligible children. The funds will be loaded on a monthly basis.

How will this work for students with split households? Do both parents receive the P-EBT or is it just one parent?

ODE CNP will provide the parent / guardian information that is listed in the school records. The Department of Human Services will make the determination of the receiving parent.

Are we required to send a letter to families similar to the sample letter provided?

No. ODE CNP has provided sample messaging for schools and school districts to provide for families. Schools and school districts are not required to send this information out to families, but it is encouraged.

In addition, ODE CNP has created a [P-EBT](#) section on our COVID-19 website which includes resources for schools, communications, questions and answers for parents.

Will P-EBT be considered as Public charge?

No, P-EBT benefits are not considered in a public charge test.

Data Questions

Does ODE need both lists listed below?

- Entire enrollment/student body and
- List by eligibility category/pricing

If your school or school district is:

- CEP or Provision 2 (for both meals), ODE needs your entire list of students and their enrollment date.
- If your school or school district is a traditional counting and claiming schools, ODE needs your entire enrollment list and the date that students became eligible for free or reduced price meals. If your system has the ability to combine this information into one document, that is preferred. If your system does not have the ability to combine this information, you may submit two lists and ODE will

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combine the information on your behalf.

- If your school or school district has a combination of claiming types; such as CEP, provision 2 (for both meals) or regular counting and claiming schools, they can be combined into one document. There is no need to send separate files.

What information do Community Eligibility Program (CEP) schools need to submit?

For CEP or Provision 2 schools we need the entire enrollment list and the date the student was enrolled.

Do we need to send in the data for the entire enrollment? Including those who are not free/reduced?

Yes, the request is for data on all students and not just those that your school or school district have identified as eligible for free or reduced price meals. ODE CNP is asking for the entire enrollment list and not just those that have been identified as eligible for free and reduced price meals. The data will be cross-referenced to economically disadvantaged indicator on the Average Daily Membership (ADM) report. This will ensure that all students that may be eligible for this much needed benefit are identified.

As mentioned in the webinar on May 12, 2020, ODE will be requesting a second data collection. By providing the total enrollment now, this will only require you to provide the student name and eligibility date of newly eligible students. You will not need to provide us with enrollment data a second time.

How and where do we send our list?

Files must be sent by secure file transfer to ODE.SchoolNutrition@ode.state.or.us

Is there a timeline for when we need to submit the data?

Yes, the due date for providing the requested information to ODE CNP is May 19th.

What if we didn't receive a data request email?

The data request was sent to contacts listed in CNPweb and to district personnel responsible for submitting the Average Daily Membership (ADM) report.

Please check with the staff that submits the Average Daily Membership report to Oregon Department of Education. If no one in your district received the request, please submit a request that includes your district name and contact information to ode.schoolnutrition@ode.state.or.us.

Note: If you did not receive this email request, please ensure that the contact information in CNPweb is current.

When ODE sends the second data request at a later time, is it necessary for schools and school districts to submit an updated data template if we haven't had any newly eligible students?

Due to the economic impacts of COVID-19, many families are experiencing financial hardships. ODE CNP expects that many students that have not been eligible for free or reduced price meal benefits in the past, may be newly eligible as a result of the pandemic. However, if there are no newly eligible students to report, you will not need to fulfill the second data request.

For CEP schools where do we put the enrollment date? Does it go under the effective date?

For CEP or Provision 2 schools please list the enrollment date in column AA titled 'Student F&R Eligibility Effective Date'.

Does the parent information need to be complete before submitting data?

All required fields must be included before submitting data. Required fields include:

Attending School Institution ID **Required**	Check Digit Student ID (SSID) **Required**	Student Last Name **Required**	Student First Name **Required**	Student Birth Date MM/DD/YYYY **Required**	Student Gender **Required**	Student Address 1 **Required**
Student City **Required**	Student State **Required**	Student Zip Code **Required**	Guardian Last Name **Required**	Guardian First Name **Required**	Student F & R Eligibility Effective Date **Required**	

Column AA is asking for F/R eligibility date not student enrollment date, can you clarify what you are wanting for that column.

CEP and Provision 2 schools – The date the student enrolled in your school or school district is the date the student became eligible for free and reduced price meal benefits. This date will be recorded in column AA.

Pricing programs using a regular counting and claiming method – the date the child became eligible for free or reduced price meal benefits is the date you will record in column AA.

Please clarify which columns on the spreadsheet are mandatory and which are not?

13 of the 27 columns are marked as 'required'. Please see the column table on this document located in the question above.

In the original memo, it was stated that if we sent you information, ODE would put it in the spreadsheet. Is that still the case?

ODE CNP has the ability to merge data from the benefits issuance list to column AA on the enrollment data template.

We submitted our data already but didn't include preschool students. Can I resubmit the spreadsheet again to include our Pre-K students?

Yes, you may re-submit your data to include your enrolled Pre-K students. Please include a comment in the secure file transfer comment area that the data is a resubmission. As a reminder, the due date for data submission is May 19, 2020.

If a student is not receiving free or reduced price meal benefits, what do we list in column AA?

CEP or Provision 2 schools (both meals) – All students are eligible for P-EBT benefits. Please enter the student's enrollment date in column AA. The enrollment date is their eligibility date for P-EBT purposes.

Traditional counting and claiming schools – will populate the cells in column AA with the date the student became eligible for free or reduced price meal benefits. If a child is not currently eligible for free or reduced price meal benefits, please leave the applicable cells in column AA blank for those students.

If we have already submitted the data for our school / school districts and new families apply for free or reduced price meal benefits, how will ODE capture that data?

ODE CNP will send a second data request at a later time. This request will capture newly eligible student information for all students that became eligible after the first data request.

In addition, if you have already submitted your data prior to May 19, 2020 you may resubmit your data to include any newly eligible students. Please include a comment in the secure file transfer comment area that the data is a resubmission.

The data template shows SSN as a required field, however, our school does not collect that information. What do we do?

The data template that was sent does show SSN as a required field. As per the webinar on May 13, 2020, ODE CNP has received clarification that the SSN field does not need to be populated in order for DHS to process P-EBT benefits.

ODE CNP will not be sending out updated data requests at this time. Please use the data template that was sent with the original request. If your school does not collect SSN information, you may leave that field blank when you submit your data to ODE CNP.

When schools / school districts have completed and submitted their student data information, will they be notified that the submission data was correct and accepted?

Yes, when schools and school districts submit their data by secure file transfer, they should receive an auto response that ODE CNP has received the submission.

If there are errors or incomplete data, schools / school districts will be contacted directly.

Once ODE CNP processes the data and submits it to the Department of Human Service, schools and school districts will receive a notification that the information has been submitted.