



Kathleen R. DeCataldo, Esq.  
Assistant Commissioner  
Office of Student Support Services  
89 Washington Avenue, Room 318-M EB  
Phone: (518) 486-6090 Web: <http://www.p12.nysed.gov/sss/>

**Date:** June 2021

**To:** Non-Public Schools participating in the National School Lunch Program

**From:** Kathleen R. DeCataldo

**Subject: Mandatory Collection of Student Enrollment, Free and Reduced-Price Eligibility, and Instructional Modality Data for the Issuance of Pandemic Food Benefits for the 2020-21 School Year**

The Pandemic Electronic Benefit Transfer (P-EBT) program was extended for eligible school children attending schools implementing federal Child Nutrition Programs, including the National School Lunch Program (NSLP), School Breakfast Program (SBP), Seamless Summer Option (SSO) and Summer Food Service Program (SFSP) for the 2020-21 School Year (SY) (Section 4601 of the federal Continuing Appropriations Act, 2021 and Other Extensions Act (P.L. 116-159)). This memo provides notice to non-public School Food Authorities (SFAs) to immediately commence compiling eligibility and the other data required for the issuance of SY 2020-21 P-EBT benefits to eligible children. **The deadline for roster submission is July 30, 2021.**

Enrolled SY 2020-21 students' SY 2019-20 free or reduced-price eligibility will be used for determining eligibility for P-EBT in SY 2020-21. In addition, SFAs must update any changes to student addresses and free and reduced-price eligibility for SY 2020-21 to provide an opportunity for children who were not eligible for free or reduced-price meals in SY 2019-20, as well as children who are newly enrolled (kindergarten, transfers, etc.) in SY 2020-21 to establish free and reduced eligibility for P-EBT. SFAs should use their established direct certification and application processes to determine new student eligibility. SY 2020-21 free and reduced eligibility determinations made at any point in time establish free and reduced eligibility for P-EBT for all months in the SY 2020-21, however, it is critical to get this information as soon as possible so that families receive these benefits.

### **P-EBT Eligibility Criteria**

There are two strict criteria that must both be met for a student to receive SY 2020-21 P-EBT.

1. A student must attend a school participating in the National School Lunch Program and be free or reduced-price eligible as determined by one of the following ways.
  - a) directly certified or determined other source categorically eligible for SY 2020-21, **or**

- b) certified through the submission of a household application processed by the child's school district for SY 2020-21, **or**
  - c) enrolled in a CEP school or a school operating under P2, **or**
  - d) directly certified, determined other source categorically eligible, or certified by an application in SY 2019-20 **and** the SFA has not made a new school meal eligibility determination for the child in SY 2020-21.
2. A student attended school for at least one day other than in-person during the SY 2020-21.

The amount of P-EBT benefits a student receives is based on the number of days in each month of SY 2020-21 that the student attended school other than in-person as reported by their school using the student roster excel template included in this notice.

### **Data Collection**

All SFAs are required to collect and provide data for the issuance of P-EBT benefits. Non-public school SFAs will upload rosters to the NYSED GoAnywhere Secure File Transfer Portal (SFTP). This is the same portal that was used to upload rosters for SY 2019-20 P-EBT. If you do not have an account for the GoAnywhere SFTP or need help accessing it, please contact your Child Nutrition representative.

While SFAs can provide meals to children that are not enrolled in the SFA during the SY 2020-21, this data collection must only include students enrolled in the SFA during the SY 2020-21. Please ensure student records, including free and reduced-price eligibility, are up to date prior to uploading the roster to GoAnywhere SFTP. Incorrect or missing data will result in loss of benefits for children and families.

SFAs are required to provide specific data. To assist you with this process, the following resources have been included with this memo:

1. Instructions for Uploading Student Rosters
2. Student Roster Data Format
3. Student Roster Excel Template

### **Distribution of Benefits to Families**

Eligible children who did not attend school in-person from 1-12 days in a month will receive \$82 for that month. Eligible children who did not attend school in-person for more than 12 days in a month will receive \$132 for that month.

It is estimated the P-EBT benefit distribution to eligible children in non-public schools will commence no earlier than August and continue for several months due to the large number of benefits being issued.

## Instructions for Uploading Student Rosters

To help identify children that are eligible for Pandemic Electronic Benefit Transfer (P-EBT 2020-2021) benefits, Non-public School Food Authorities (SFAs) must upload student rosters that contain:

- **For CEP schools:** a roster of all enrolled students.
- **For schools that participate in P2 for breakfast and lunch:** a roster of all enrolled students.
- **For schools that participate in P2 for breakfast only:** a roster of only enrolled students certified for free and reduced-price meals.
- **For all other schools:** a roster of only enrolled students certified for free and reduced-price meals.

**All rosters must include the total number of remote days by month for SY 2020-21 for each student**

Rosters must:

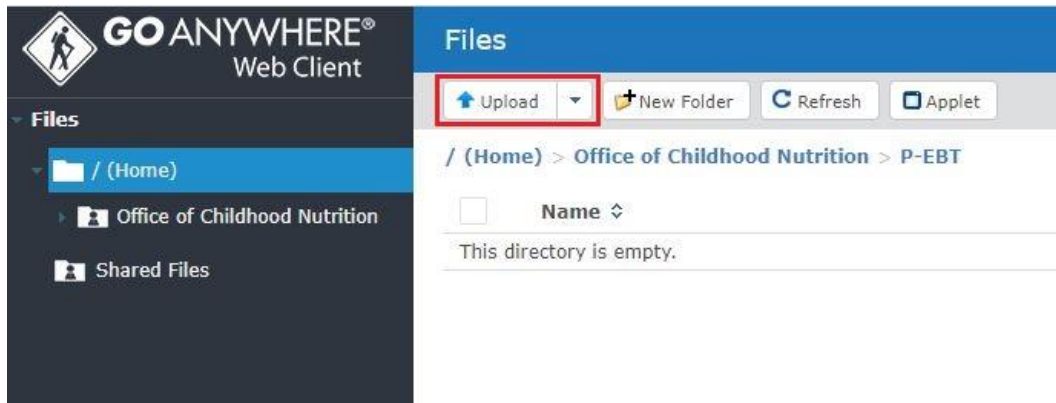
- ✓ meet the Student Roster Data Format
- ✓ be saved in a Microsoft Excel formatted file named with the SFA NAME *and* 12-digit SFA BEDS (LEA) code
- ✓ be uploaded to the NYSED GoAnywhere SFTP site.

To upload the roster to the NYSED GoAnywhere SFTP site.

1. In your Web Browser enter the following URL:  
<https://sedftm.nysed.gov/webclient/Login.xhtml>. Note, please use a browser other than Internet Explorer (e.g., Chrome) to access the site. The site does not work with Internet Explorer.
2. Once you arrive at the site, you will see a listing of file folders, like this:



Choose the folder named, P-EBT, and once in that folder, choose the Upload button and follow instructions for locating and selecting your student roster file:



After the upload is complete, notify your Child Nutrition representative that you have uploaded your student roster. After your representative has reviewed your file, you may be contacted with questions or you may be asked to do some additional formatting and editing. Once your file has been accepted, your representative will contact you acknowledging receipt and successful completion of your roster upload.

Student Roster Data Format

Field Name	Length		Sample	Mandatory
sfa_beds_code	12	12-digit SFA BEDS Code	110100010000	Yes
sfa_name	50	SFA Legal Name	Main Central School District	Yes
ra_bedscode	12	12 -digit RA BEDS (LEA) code	110100010022	Yes
ra_name	50	Legal RA Name	Street School	Yes
case_number	10	Welfare case number (SNAP or Medicaid) if available	MQKYdGQ8	No
child_nyssid_id	10	Unique NYS Student Identification (NYSSIS) ID	1111223344	No
recip_first_nm	35	Child's first name	JEANINE	Yes
recip_mid_init_nm	1	Child's middle initial	K	No
recip_last_nm	35	Child's last name	MARQUEZ	Yes
birth_dt	8	Child's birth date in YYYYMMDD	20101221 (YYYYMMDD)	Yes
street_name_addr	35	Child's street address	64 BICKFORD AVE LOWER	Yes
street_name_addr_2	35	Address Line 2 if it exists, such as an apartment number	Apartment 1	Yes
city_addr	15	Child's city	KENMORE	Yes
state_cd	2	Child's state	NY	Yes
zip_code_addr	7	Child's ZIP code	14208	Yes
phone_txt	12	Phone number if available	555-555-1212	No
email_txt	100	Email that SED has on file to contact Parent/guardians by email	student.guardian@PEBT2.com	No

parents_guardian_name	70	Guardian full name, lastname, firstname	BOMBER, MICH	Yes
guardian_second_street_address	35	Guardian street address	64 BICKFORD AVE LOWER	No
guardian_second_city_address	15	Guardian city	KENMORE	No
guardian_second_state code	2	Guardian state	NY	No
guardian_second_zip_code	7	Guardian ZIP code	14208	No
enrollment_begin_date	8	Date child enrolled in SY 20-21	20101221 (YYYYMMDD)	Yes
enrollment_exit_date	8	Date child moved from school in SY 20-21	20101221 (YYYYMMDD)	Yes
Attendance- September 2020	2	Number of Days the student was in remote status for September. If no remote days, insert 0.	12	Yes
Attendance- October 2020	2	Number of Days the student was in remote status for October. If no remote days, insert 0.	12	Yes
Attendance- November 2020	2	Number of Days the student was in remote status for November. If no remote days, insert 0.	0	Yes
Attendance- December 2020	2	Number of Days the student was in remote status for December. If no remote days, insert 0.	5	Yes
Attendance- January 2021	2	Number of Days the student was in remote status for January. If no remote days, insert 0.	15	Yes
Attendance- February 2021	2	Number of Days the student was in remote status for February. If no days, insert 0.	5	Yes
Attendance- March 2021	2	Number of Days the student was in remote status for March. If no days, insert 0.	5	Yes
Attendance- April 2021	2	Number of Days the student was in remote status for April. If no remote days, insert 0.	0	Yes
Attendance- May 2021	2	Number of Days the student was in remote status for May. If no remote days, insert 0.	5	Yes
Attendance- June 2021	2	Number of Days the student was in remote status for June. If no remote days, insert 0.	0	Yes