# SNP Memo #2020-2021-26


**COMMONWEALTH of VIRGINIA
Department of Education**

DATE: September 17, 2020

TO: School Nutrition Program Directors, Supervisors, and Contact Persons (Addressed)

FROM: Sandra C. Curwood, PhD, RDN, ***Sandy***

## SUBJECT: Pandemic EBT Data Collection for Students Learning Remotely

This memo provides information about an opportunity for school divisions to secure additional nutritional support for students. Virginia received approval to issue additional Pandemic Electronic Benefit Transfer (P-EBT) food assistance to certain students who are learning remotely. These benefits are only available through September 30, 2020. The federally imposed deadline to submit the required data for eligible students is Monday, September 20, 2020, at 4:00 p.m. EST.

### Local Educational Agencies and Student Eligibility

Local educational agencies (LEAs) with certain students eligible for this P-EBT issuance are listed in the eligibility spreadsheet provided to division superintendents and via email to school nutrition program (SNP) directors. Students are only eligible if they are both learning remotely for a minimum of five consecutive days and determined eligible for free or reduced-price meals (including those with carry-over eligibility from the 2019-2020 school year) or enrolled in a Community Eligibility Provision (CEP) participating school. [Instructional schedules for LEAs as of September 8, 2020,](http://www.doe.virginia.gov/support/health_medical/office/reopen-status.shtml) were the source for determining LEA eligibility as follows:

* ***Fully remote***, 68 divisions: all free and reduced eligible students and all CEP enrolled students are eligible for this P-EBT benefit.
* ***Partial hybrid***, four divisions: students learning remotely for a minimum of five consecutive days and eligible for free or reduced-price meals or CEP enrolled are eligible for this P-EBT benefit.
* ***All hybrid***, 25 divisions: students learning remotely for a minimum of five consecutive days and eligible for free or reduced-price meals or CEP enrolled are eligible for this P-EBT benefit.
* ***Partial in person***, 25 divisions: students learning remotely for a minimum of five consecutive days and eligible for free or reduced-price meals or CEP enrolled are eligible for this P-EBT benefit.
* ***In person***, 10 divisions: students learning remotely for a minimum of five consecutive days and eligible for free or reduced-price meals or CEP enrolled are eligible for this P-EBT benefit.

### Data Submission for Remote Learning P-EBT

Please submit data from the LEA student information system (SIS) for eligible students using the required P-EBT Excel template provided via email. The SIS contact should work closely with the division SNP director to create and review the data before submission. The required template for the data submission uses the same data fields as in the May 2020 data collection. Review the *Instructions* tab in the template and the data checklist provided via email to SNP directors for changes in data reporting for this collection. There is no flexibility in the September 20, 2020, deadline for data submission due to the required federal fiscal year deadline for benefit issuance of September 30, 2020.

### Required Household Notification and Contact Information for Household Questions

LEAs are required to notify households about this additional P-EBT using a new P-EBT flyer provided by the Virginia Department of Social Services (VDSS). The flyer is provided via email to SNP directors. Households with students eligible for this remote learning P-EBT that received P-EBT for school closures earlier this year will receive these additional benefits on the existing P-EBT card or SNAP EBT card. Newly eligible or newly enrolled students will receive a P-EBT card by mail.

Households who previously received P-EBT and lost or discarded their card must call **1-866-281-2448** to receive a replacement. Households should [visit the P-EBT webpage](https://www.dss.virginia.gov/benefit/pebt.cgi) to submit questions or for more information.

Please direct questions to Dr. Sandy Curwood, Director of School Nutrition Programs, at (804) 371-2339 or by email at sandra.curwood@doe.virginia.gov or to Lynne Fellin, SNP Technical Assistance Specialist, at (804) 225-2717 or by email at lynne.fellin@doe.virginia.gov.

SCC/LAF/tc