# SNP Memo #2022-2023-61

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**COMMONWEALTH of VIRGINIA   
Department of Education**

DATE: April 20, 2023

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

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

## SUBJECT: Summer 2023 Pandemic Electronic Benefit Transfer

This memo provides preliminary information for Summer 2023 Pandemic EBT (P-EBT). The U.S. Department of Agriculture (USDA) approved the Virginia Department of Social Services (VDSS) to provide Summer P-EBT in 2023 to all eligible students. The Virginia Department of Education, Office of School Nutrition Programs (VDOE-SNP) is working in collaboration with VDSS and local education agencies (LEAs) to implement this program. LEAs will be required to submit one file of eligible students to VDSS via the Managed File Transfer (MFT) portal between June 1–June 10, 2023. VDSS will issue a one-time $120 Summer 2023 P-EBT benefit to households in July 2023. Correction files will be accepted through August 10, 2023.

### Summer 2023 P-EBT Training Webinar

The VDOE-SNP will host a *Summer 2023 P-EBT Mandatory Training Webinar* on Thursday, May 4, 2023, at 2:00 p.m. The purpose of this webinar is to provide detailed information to LEA staff about Summer 2023 P-EBT requirements. **Please forward this memo and webinar information as soon as possible to other staff in your LEA who work on P-EBT, including technology and student information system staff.**

[All staff who work with P-EBT should register in advance for this webinar.](https://doe-virginia-gov.zoom.us/webinar/register/WN_ovHQDOMcS2OqNX7_II-Vdw)After registering, each person will receive a confirmation email containing information about joining the webinar.

### Summer P-EBT 2023 Eligibility

**School eligibility:** All National School Lunch Program (NSLP) participating schools are eligible. There is no requirement for school closure, reduced attendance, or reduced hours in school year (SY) 2022–2023 for Summer 2023 P-EBT. This benefit is for all students who meet the eligibility criteria below. It is not related to attendance at summer school or any other summer programs. Residential childcare institutions (RCCIs) are not eligible for P-EBT.

**Student eligibility:** Student eligibility for Summer 2023 P-EBT uses the student’s status from the most recent school year. All students who attended a school approved to participate in the Community Eligibility Provision (CEP) in SY 2022–2023 are eligible for Summer 2023 P-EBT; **individual eligibility is not required for CEP schools**. Students who attended a non-CEP school in SY 2022–2023 must have been determined free or reduced-price (FRP) eligible by application or direct certification to qualify. LEAs must accept new meal applications for Summer P-EBT through June 30, 2023, for students who attended non-CEP schools and were not determined FRP eligible during SY 2022–2023.

All CEP and FRP eligible students qualify for Summer 2023 P-EBT; there is no Covid-related absence or remote learning requirement. **All CEP and FRP eligible students attending an NSLP school during the last month of SY 2022–2023, including end of year high school graduates, are eligible and should be included in the Summer 2023 P-EBT file.**

### Summer 2023 P-EBT File Format, Naming, and Submission

LEA and school food authority (SFA) staff should begin to plan for creating and submitting a Summer 2023 P-EBT file between June 1–June 10, 2023; files cannot be accepted prior to June 1. The Summer 2023 P-EBT student data file will use a modified version of the SY 2021–2022 P-EBT file format. VDSS and the VDOE are working to define the data fields for this collection and will provide the Summer 2023 P-EBT file format as part of the training webinar.

* LEAs must follow the file format and data fields exactly as they will be defined in the data definitions document for the file to be accepted by MFT.
* LEAs must follow the file naming convention exactly as it will be defined in the data definitions document for the file to be accepted by MFT.
* LEAs will be required to submit the Summer 2023 P-EBT file via MFT between June 1–June 10, even if the school year ends before or after those dates.

### Conclusion of Pandemic-EBT and Clearing of Outstanding Issues

The P-EBT program will conclude with the ending of the Covid-related public health emergency (PHE) declaration on May 11, 2023. While the PHE will end in May, P-EBT funding is authorized through September 30, 2023, to include Summer 2023 P-EBT. A new permanent Summer EBT (not pandemic-related) program will begin in 2024. More information will be provided when USDA guidance is issued.

VDSS will continue to contact LEAs through September 2023 for detailed information to clear the remaining 7,000+ inquiries from households about prior rounds of P-EBT. Before reaching out to the LEA, the inquiry goes through two levels of VDSS review to clear it with information already available. If you are contacted by the P-EBT inquiry team with a request, please respond as timely as possible with the details requested. Certain issues, like a change in guardian name or correction of student date of birth, can be cleared with just your response. However, missing students, those who were eligible and either not in the original file or dropped from the file due to formatting problems, require a correction file. **Correction files must be named using a specific updated file name to be accepted by the newly automated MFT software.** Correction file naming formats will be provided during the webinar.

If you have questions, please contact your assigned SNP regional specialist, or contact Lynne Fellin, Technical Advisor to the State Director, via email at [Lynne.Fellin@doe.virginia.gov](mailto:Lynne.Fellin@doe.virginia.gov).

SCC/LAF/cc