# SCNP Memo #2023-2024-84

**COMMONWEALTH of VIRGINIA   
Department of Education**

DATE: May 23, 2024

TO: School Nutrition Program Directors, Supervisors, and Contact Persons

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

## SUBJECT: Summer Electronic Benefit Transfer Program Summer 2024

The Summer Electronic Benefit Transfer (EBT) program in Virginia has been approved by USDA for summer 2024. Please see a summary of important details in this memo. More information, along with supporting documents, will be provided as part of a **webinar on May 30, 2024, at 3:00 p.m.** and in a follow-up email with the recording link. Please[**register in advance for the webinar**](https://doe-virginia-gov.zoom.us/webinar/register/WN_iATHAc4vSBq82jO8wMYCBA#/registration). Information for joining the webinar will be provided upon registering.

Please share all Summer EBT memos and emails from the Office of School and Community Nutrition Programs (SCNP) immediately upon receipt with your director of technology and the contact person for the student information system (SIS). Only school nutrition program administrators receive the SCNP memos and emails directly from the SCNP office. The technology and SIS partners in your local education agency (LEA) must play key roles in Summer EBT for the data and benefit distribution to be successful.

### Summer EBT Communication and SCNP Tools for LEAs

USDA announced the approval of state plans and opened their [Summer EBT website](https://www.fns.usda.gov/summer/sunbucks) on Tuesday, May 21, 2024. Deputy Undersecretary Stacy Dean will conduct a media tour about the summer nutrition programs, branded as SUN Meals, SUN Meals-to-go, and SUN Bucks, on Thursday, May 22, 2024. The VDSS and VDOE will also issue a joint press release this week about Virginia SUN Bucks, branding for Summer EBT in Virginia.

To assist LEAs with communicating to households, the community, and LEA staff about Virginia SUN Bucks, the SCNP has created messaging templates. These templates can be customized with LEA information and used for text messages, social media posts, and recordings on telephone messaging. The communication templates will be sent as an email attachment with this memo.

### Student Eligibility for Summer EBT 2024

Student eligibility for Summer EBT is streamlined for many students based on established eligibility. All students who attend a Virginia school that participates in the National School Lunch Program (NSLP) and have been individually determined eligible for free or reduced-price meals by direct certification (DC), categorical eligibility, or meal application are eligible for Summer EBT through streamlined certification. LEAs will submit a file of all NSLP free and reduced-price eligible students for streamlined certification and issuance of benefits.

Summer EBT eligibility for students attending **non-CEP schools**:

* Students directly certified for free or reduced-price meals through matching to the SNAP, TANF, Medicaid income-eligible, or foster care data in the DC file are eligible.
* Students extended DC eligibility from another student in the household are eligible.
* Students determined free eligible through categorical eligibility without application because of their status as homeless, migrant, runaway, foster care placement, and certain enrolled Head start students are eligible.
* Students determined free or reduced-price eligible by a meal application are eligible.

Summer EBT eligibility for students attending **CEP schools**:

* Students directly certified for free **or reduced-price meals** through matching to the SNAP, TANF, Medicaid income-eligible, or foster care data in the DC file are eligible for Summer EBT. This is different from identified students for CEP; reduced-price DC students in CEP schools must be included in the Summer EBT data file.
* Students extended free or reduced-price DC eligibility from another student in the household are eligible.
* Students determined free eligible through categorical eligibility without application because of their status as homeless, migrant, runaway, foster care placement, and certain enrolled Head start students are eligible.

Students without previously established NSLP eligibility by one of these methods, and whose family size and income meets the USDA NSLP income eligibility guidelines, will have the opportunity to apply for Summer EBT directly through the Virginia Department of Social Services (VDSS) later this summer. This includes students attending a CEP school who have not been determined eligible by DC or categorical eligibility. All students in a CEP school are NOT automatically eligible for Summer EBT. VDSS will accept applications by phone or on a paper form that will be available for download from their website and submitted by mail. LEAs will not be responsible for accepting or approving SEBT only applications.

### LEA Summer EBT File Layout and Submission

The LEA Summer EBT student data file layout has been simplified. Column order has been updated. There will be 13 columns of data elements including the following (not in order): student/parent names, student date of birth, ULSID, mailing address, division name, school name, and number. The data file layout, data definitions, flowchart of file submission steps, error codes, and other details will be provided in an Excel workbook as part of the webinar and follow-up communications. Tentative dates for file submission will be a two-week window in mid-June with final corrected error-free files due no later than end of June.

The Summer EBT file will be submitted to VDSS through the managed file transfer portal (MFT). An addendum to the annual agreement for Summer EBT, signed by the division superintendent or chief officer of a non-public school, will be required. The Summer EBT addendum will require the LEA chief officer to name a technology and a school nutrition point of contact for the Summer EBT program data file and communications from VDSS, which will include MFT valid user access.

### Webinar Registration

[Register in advance for the Thursday, May 30, 2024, webinar scheduled from 3:00-4:30 p.m.](https://doe-virginia-gov.zoom.us/webinar/register/WN_iATHAc4vSBq82jO8wMYCBA) The topics will include Summer EBT Plan for Operation, Student Eligibility, and the LEA Summer EBT Data File. Upon registration, attendees will receive information for joining the webinar. Please share this webinar registration link with other LEA staff who should attend.

### For more Information

For questions, contact Lynne Fellin, SNP Technical Advisor to the Director, via email at [Lynne.Fellin@doe.virginia.gov](mailto:Lynne.Fellin@doe.virginia.gov) or via phone at (804) 418-4695.

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