



#289-21

Commonwealth of Virginia
Virginia Department of Education
Superintendent's Memo #289-21

DATE: October 15, 2021
TO: Division Superintendents
FROM: James F. Lane, Ed.D., Superintendent of Public Instruction
SUBJECT: **FY 2021 Pandemic EBT Local Level Administrative Cost Grant Funding**

The purpose of this memorandum is to announce the fiscal year (FY) 2021 Pandemic EBT (P-EBT) Local Level Administrative Cost Grant allocation and disbursement of funding for the efforts and expenses incurred by school nutrition programs for P-EBT benefit issuance in school year (SY) 2020-2021. Section 721 of the FY 2021 Omnibus and COVID Relief and Response Act (P.L. 116-260) designated funds to be sub-awarded to local entities to assist with the administrative costs associated with P-EBT for tasks such as data sharing and fielding calls from the public.

The U.S. Department of Agriculture awarded funding to local school food authorities (SFAs) based on the number of P-EBT eligible students. School divisions with less than 1,000 P-EBT eligible students will receive \$614.00; divisions with 1,001-5,000 P-EBT eligible students will receive \$3,063.00; and divisions with more than 5,000 P-EBT eligible students will receive \$5,814.00. Specific division allocations are detailed in P-EBT Administrative Funding Allocations (**Attachment A**). The Virginia Department of Education, Office of School Nutrition Programs will disburse the allocated funds via electronic data interchange on November 12, 2021. The P-EBT administrative grant funds must be credited to the nonprofit school foodservice account. Funds may only be used by the school nutrition program and are intended as a reimbursement for costs incurred to support P-EBT in SY 2020-2021, such as

staffing expenses. Reporting of these costs or fund usage is not required. The award will follow general governmentwide grant rules under Title 2 of the Code of Federal Regulations.

School divisions must submit the signed P-EBT Administrative Grant Funds Certification Statement (**Attachment B**) as a condition of receiving the funds. The signed certification statement must be submitted to the SNP Policy mailbox at SNPPolicy@doe.virginia.gov. The deadline to submit is **October 29, 2021**.

Local school division staff are to be commended for their tireless work to strengthen the nutrition safety net for families during the COVID-19 pandemic. P-EBT and school meals are part of the safety net that rely heavily on local education agency (LEA) support. Through LEA data submissions, parent/guardian communications, and ongoing support, more than 725,000 students in Virginia and their families have received P-EBT since its inception in spring 2020.

For more information

For questions, please contact Courtney Jones, SNP Operations and Support Supervisor, via email at Courtney.Jones@doe.virginia.gov.

JFL/SCC/cej

- A. Attachment: [P-EBT Administrative Funding Allocations](#) (XLSX)
- B. Attachment: [Fiscal Year 2021 Certification Statement](#) (DOCX)