

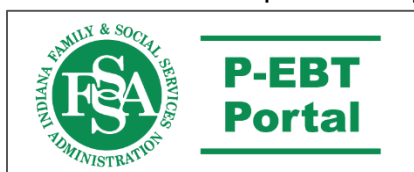
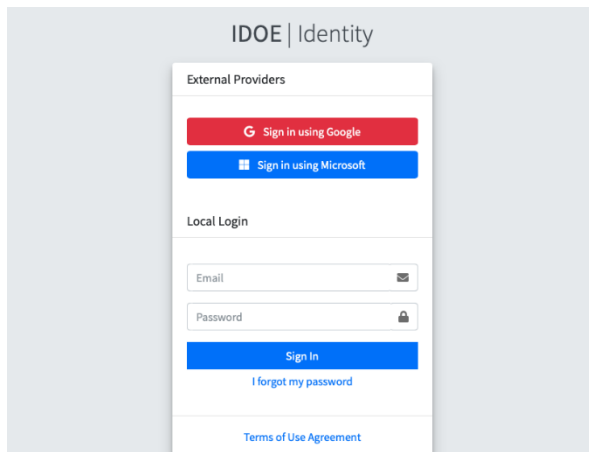
FSSA P-EBT Portal CORRECTIONS Process Guidance v.03.16.2021

P-EBT Program and Eligibility Information can be found on the [FSSA P-EBT website](#). This guidance document is specific for the process of making corrections to student data from PRIOR eligibility collection windows. Corrections can be submitted to:

- Update student's date of birth
- Update a student(s) total number of eligible days
- Submit a student(s) missed in the previous collection

P-EBT Portal Access

- Navigate to the IDOE LINK portal <https://link.doe.in.gov/>
- You MUST use either the "Sign in with Google" OR the "Sign in with Microsoft" option. **Do not** enter your email and password in the open fields, **do not** request a new password. If you need assistance logging in to the LINK portal, first contact your local Security Coordinator.
- Authorized school staff must have the staff type (role) of Security Coordinators and/or Data Administrators to access the P-EBT portal tile within the LINK Portal. Staff types (roles) for the LINK portal have been set by the local Security Coordinator for 2020-2021 staff access to various IDOE systems including Data Exchange and INtelligrants. To locate your Security Coordinator, please consult with your local administration. If you require further assistance with the IDOE LINK Portal, please contact link@doe.in.gov.
- Once logged in to the LINK Portal, select the FSSA P-EBT Portal tile. You will be directed to the portal webpage.



If your educational organization is not configured to access the LINK Portal, you will receive an invitation to access the P-EBT Portal. Follow the invitation directions to complete your account.

Corrections Submissions in the P-EBT Portal

- The home screen of the P-EBT Portal will display the name of the Local Education Agency (LEA) and tiles for the Eligibility Windows. The 2021 January, February, and March windows, along with a second round of corrections for 2020 October-December Corrections will indicate that they are “Open Now.”
- Click the corresponding button to get started.

The screenshot displays four submission tiles in a vertical list. Each tile contains a circular refresh icon on the left, followed by the submission title and a status line. To the right of each tile is a dark blue button with white text. The first tile, '2021 January Corrections - R1', has its button circled in blue. The other tiles are '2021 February Corrections - R1', '2021 March Corrections - R1', and '2020 Oct-Dec Corrections - R2'. All status lines indicate 'Open Now Until 05/28/2021 (24 days remaining)'.

- On the next screen click “Start First School Submission” to begin.

This screenshot shows a single submission tile. It features a circular refresh icon on the left, the text '2021 January Corrections - R1', and a status line 'Open Now Until 05/28/2021 (24 days remaining)'. To the right is a dark blue button with the text 'Start Submission Process'.

NOTE: You only need to make a corrections submission for schools that need corrections. A submission is a collection of eligible students from one eligible school. Users may provide as many submissions as needed during the open collection window. For example, a school corporation that needs to make corrections to five schools would create five submissions during the open Collection Window. An eligible charter school would create at least one submission during the open collection window if they have corrections to make.

Note: Please only submit corrections that meet the following:

- A school was marked eligible but in fact was not
- An eligible school had student records submitted previously that need eligible days added, student had incorrect date of birth, OR student records that were missed

Start School Correction

School,*


21st Century Charter Sch of Gary (4164) ▼

Don't see your school? Add your school

Please check if you school meets Tier 1 eligibility below:

School is NSLP or CEP

Please check what Tier 2 eligibility rules your school meets below:

 A hybrid schedule for the purpose of PEBT eligibility is any combination of students who learn in person and students who learn virtually due to the public health emergency. If the only students who learn virtually are those who are quarantined for COVID reasons, your school is considered hybrid for the purposes of PEBT eligibility.

School had a delayed opening of at least 5 consecutive days

School has been closed for at least 5 consecutive days

School offered a hybrid schedule, (some students virtual and some in person, or all students partially virtual and partially in person)

Please check if your school does not meet eligibility:

School does not meet eligibility requirements

- On the “Start School Correction” page, use the dropdown menu to select the school for which you are submitting student records. Please note that schools have already been created within the portal. You should only need to select your school from the dropdown menu, or if your school is not present select “Don’t see your school? Submit a ticket” to have it added to the portal.
- Verify the school’s Tier 1 of program eligibility AND select the appropriate Tier 2 eligibility boxes. If a school is not eligible, select “My school does not meet eligibility requirements.” Click submit to proceed.
 - If the selected school meets eligibility requirements, you will be directed to a page to start your submission.
 - If the selected school does not meet eligibility requirements, you will be directed back to your LEA’s collection window page
- The school submission page will display the school name, LEA, submission number, and the user’s email. A progress bar is displayed across the top of the screen.

Test School A, YOUR LEA HERE

Submission # 59

 fssapebt@mailinator.com

Started

1 Please download the template here: [Download Template](#)

2 Make sure the data passes validations:

Step 1: Download and Complete the Submission Template

- Click the “Download Template” button to get started.
- Complete the template with student corrections following the data field specifications in the chart below.
- All required fields must be complete and correct specifications.
- **Only complete the template for the students who need corrections.**
- **IMPORTANT NOTE REGARDING ELIGIBLE DAYS:**
 - If you ARE correcting a student’s total number of eligible days report the DIFFERENCE, or delta. For example, if a student was reported with 30 eligible days and is being corrected to 58 total eligible days, you would enter 28 in the eligible days column.
 - If you are NOT correcting a student’s total number of eligible days, report 0 (zero) in the eligible days column.

Field Order	Fieldname Description	Data Field Specification Requirements
1 / A	STN	REQUIRED Official Student Test Number (STN) assigned to student; and must match the STN App Center STN must be exactly 9 alphanumeric characters STN can only occur once for a given eligibility

		<i>Ensure column is formatted as "text" to maintain leading zeros</i>
2 / B	Student First Name	REQUIRED Student's legal first name
3 / C	Student Middle Name / Initial	OPTIONAL Student's legal middle name/initial
4 / D	Student Last Name	REQUIRED Student's legal last name Must match student's last name from STN App Center
5 / E	Street Address	REQUIRED Student's mailing address Less than 30 characters in length Can't contain a comma. Please split out Apt, Lot, Unit, Trlr into Street Address 2 column
6 / F	Street Address 2	OPTIONAL Additional address information (such as Apartment number, Unit, Lot, Trlr) Less than 30 characters in length Can't contain a comma. Do not include other address components in this field such as a PO box or second address.
7 / G	City	REQUIRED Student's mailing address city
8 / H	State	REQUIRED Allowable formats: Indiana or IN Must be an Indiana address
9 / I	ZIP Code	REQUIRED Student's mailing address zip code
10 / J	DOB (Date of Birth)	REQUIRED Allowable format: MM/DD/YYYY (02/04/2015)
11 / K	School Number	REQUIRED

		State Assigned School ID Must be 4 alphanumeric characters *Note: School name is NOT required.
12 / L	Eligible Days	REQUIRED <ul style="list-style-type: none"> • Must be between 1 – 58 for October-December 2020 • Must be between 1 and 20 for January 2021 • Must be between 1 and 20 for February 2021 • Must be between 1 and 23 for March 2021 *If correcting eligible days, report only the delta, or difference, of eligible days. *If NOT correcting eligible days, report 0 (zero) eligible days.

BEFORE UPLOADING THE TEMPLATE:

- Verify all required fields contain data.
- Do not edit the header row or add additional data beyond the requirements.
- Save the template in comma delimited format (csv). The csv format is strongly recommended, however, excel files will be accepted. Do not save multiple files as a zip file.

Step 2: Template Upload, Errors, and Failed Records

- Click “Choose File” and select the saved file. Then click “Upload File.”

- The file will process the submissions and display the results on the next page.

Errors

- If your file contains errors, you will be notified via email and in-app notification after processing has completed. An error is an issue with the format of the field specification.
- An Error Summary will display the specific errors.

We found errors

Based on your upload, we found validation issues. The best and quickest way to resolve is to download the file with errors below.

Successful Records

2

Records With Errors

2

Error Summary

Field (Order)	Field Name Description	Error	# of Occurrences
7 (G)	City	must not contain a commas. Please remove the comma.	2

- To correct errors, click the “Download File with Errors” button and the file will download. This file will only include the records that contain errors.
- Open the file and review the column titled “Error Messages” to resolve errors with the records. Make the necessary corrections directly in this file and save the file.

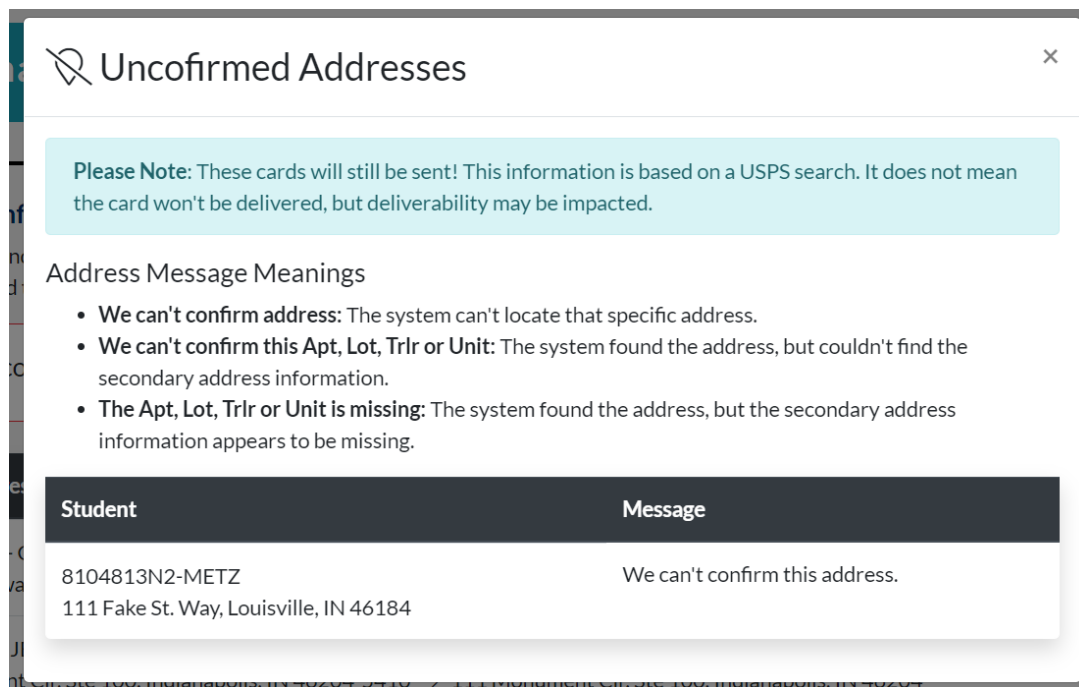
Error Id	Student Testing Number	Student First Name	Student Middle Name	Student Last Name	Street Address	Address 2	City	State	Zip Code	DOB	School Number	Eligible Days	Error Messages
430	41815071	Ryan		Achterberg	127 Some Address	Unit 12	Indianapolis	IN	46203		1234	30	30 street1 - can't be blank, city - can't be blank, state - can't be blank, zip_code - can't be blank
431	607914182	Garth	M									13	13 dob - can't be blank
432	463373241	Gary		Marin	128 Some Address		Indianapolis	IN	46203		1234	12	12 dob - can't be blank
433	788457874	Dodi		Wenck	129 Some Address		Indianapolis	IN	46203		1234	50	50 dob - can't be blank
434	872264748	Lisa		Bradford	130 Some Address		Indianapolis	IN	46203		1234	12	12 dob - can't be blank
435	516277169	Ronnie		Harris	132 Some Address		Indianapolis	IN	46203		1234	12	12 city - can't be blank, state - can't be blank, dob - can't be blank
436	141417236	Jess		Carter	132 Some Address		Indianapolis	IN	46203		1234	100	100 dob - can't be blank, eligible_days - eligible days must be between 1 and 90
437	215429971	Corner		Norwood	133 Some Address		Indianapolis	IN	46203		1234	12	12 dob - can't be blank
438	620303885	Aaron		Arnold	134 Some Address		Indianapolis	IN	46203		1234	0	0 dob - can't be blank, eligible_days - eligible days must be between 1 and 90
439	388661951	Cristian	G	Arnold	135 Some Address		Indianapolis	IN	46203		1234	12	12 dob - can't be blank
440	420874409	Mark		Pugh	136 Some Address		Indianapolis	IN	46203		1234	90	90 dob - can't be blank
441	719621952	Josh		Wakelield	137 Some Address		Indianapolis	IN	46203		1234	24	24 dob - can't be blank
442	364459654	Megan	B	Bally	138 Some Address		Indianapolis	IN	46203		1234	23	23 dob - can't be blank
443	507679375	Josh		Arnold	139 Some Address		Indianapolis	IN	46203		1234	26	26 dob - can't be blank, eligible_days - must be longer than 1 numeric character
444	106877826	Daniel		Holder	140 Some Address		Indianapolis	IN	46203		1234	25	25 dob - can't be blank
445	863429213	Darin		Deforrest	141 Some Address		Indianapolis	IN	46203		1234	25	25 dob - can't be blank

Example Error File

- Back on the Errors page, click “Upload File” and select the saved error file with corrections. The number of successful and erroneous records will update. If needed, download the new error file, make corrections, and upload the corrected error file.
- Continue this process until all errors are resolved.
- Should you need assistance with an error, note the “Error ID” from the first column of the download file.

Step 3: Review and Confirm Submission

- Once all records are accepted, the progress bar will turn green and indicate “Submitted.” The results of the submission will be displayed with the total number of successful records.
- **NEW:** Address Validations
 - On this screen, you will be notified if any addresses you submitted could not be validated with the USPS. Please click the “View Addresses” button in the red box to view these addresses.



- If you are certain these addresses are correct, no further action is required. **Cards will still be sent to these addresses.**
- If you discover incorrect addresses, please update them on your submission template. Close the Unconfirmed Addresses pop up and use the red “I would like to start over” button at the bottom of the prior screen to start this school’s submission over and resubmit with the updated template.

Address Suggestion	
42V664160 - JENKINS 111 Monument Cir, Suite 100, Indianapolis, IN 46204-5410 → 111 Monument Cir, Ste 100, Indianapolis, IN 46204	Accept
0195X8728 - REICHERT 1200 W Washington St, Indianapolis, IN 46222-4552 → 1200 W Washington St, Indianapolis, IN 46222	Accept
767797W12 - CRUICKSHANK 1230 N Delaware St, Indianapolis, IN 46202-2531 → 1230 N Delaware St, Indianapolis, IN 46202	Accept

- Valid addresses are compared to the USPS recommended address format, and any suggested changes are presented in the table on the confirmation screen.
 - In the example above, you may notice that the system recommended a corrected ZIP Code for the addresses provided, as well as using the USPS-recommended abbreviation for “Suite”.
 - For each address, the system defaults to using the user-provided addresses. However, if you see that the system’s suggestions are correct, you may click “Accept” next to the correction, or use the “Accept All Address Recommendations” button.
 - If you do not wish to make any adjustments, you do may ignore this section.
- After reviewing any address concerns, you must click the box to confirm your uploads are correct and select “Complete Submission”, as circled in the “Confirmation” screenshot above.
- You will then be redirected to the confirmation page, where you must click the box to confirm your uploads are correct, and select “Complete Submission”, as circled below.

Collection Window: 2020 Oct-Dec Corrections

Submission # 14

 test-submitter@ksmconsulting.com

Portal Submission Guide (coming soon) | My school is actually not eligible

Confirmation

By clicking the box, I am confirming the data submitted is accurate (required).

Complete TestttjtFjorAUTT's Submission

Want to start over?

I would like to start over on this submission for TestttjtFjorAUTT

- The portal will now display “Completed” and the accepted submissions.

Completed

Here are the results of Submission #14:

✓ Successful

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Successful P-EBT Submissions

Student Testing Number	Student Name	Actions
8104813N2	MARIANO METZ	View Student Submission
767797W12	CAREY CRUICKSHANK	View Student Submission
0195X8728	ZONA REICHERT	View Student Submission
42V664160	LANE JENKINS	View Student Submission

◀ Prev 1 Next ▶

- Click “Back to submission” at the very top of the page to return to the main page for this Collection Window.
- All submissions for the LEA will be displayed with the school name, submission number, user, and status of submission.
- For additional corrections submissions for any window, select “New School Submission” and repeat the process.
- When submissions are complete, logout of the portal.

Common Problems with Submissions

Below are some common issues with submissions and potential solutions to the errors.

- **STN must be 9 digits**
 - If a student’s STN has leading zeros, they may be dropped if the STN column is converted to a number. Ensure that your submission template and data source file have the STN column formatted as a text field, and that Excel does not automatically change it as you copy data.
- **Invalid Column Errors**
 - If you receive an error message about invalid columns, it is possible that you modified the column headers. The submitted file’s headers must exactly match the template’s default headers. Try copying the column headers from a blank template onto your completed version and resubmitting.
 - If you still receive an error message, it is possible that you inadvertently added columns with whitespace to the template. These columns will need to be deleted but can be difficult to find. To easily remove them, try saving your template file as a .CSV file and copying it back into an Excel file. This will strip any whitespace columns.
- **Issues with Date of Birth format**
 - The only acceptable format for the Date of Birth column is MM/DD/YYYY. The months, days, and years must be separated by a forward slash (/). A dash will not be accepted.

Help Contact Information

- **Help with access to the LINK Portal:** <https://help.doe.in.gov/>
- **P-EBT Mailbox:** PEBTQ@fssa.in.gov
- **Help with submission in the P-EBT portal:** Select “Need Help?” from the P-EBT Portal navigation bar and complete the form.
- **Help with P-EBT Eligibility:** [FSSA P-EBT website](#)