P-EBT
Pandemic Electronic Benefit Transfer

Summer '21 Upload Process for Newly NSLP Eligible Children

Agenda

- P-EBT SY20-21 Summary

- Newly National School Lunch Program (NSLP) eligible students

- Summer upload process

- Timeline/Key Dates

- Point of Contact (POC) for technical and other support

- Live Demo

- Open Forum/ Q&A

P-EBT SY2021 Summary

- To be eligible for SY20-21 P-EBT, a child had to meet one of the following criteria:
    - Certified for free or reduced-price meals through the National School Lunch Program (NSLP).

    - Attends a Community Eligibility Provision (CEP) or Provision 2 (P2) school that offers free meals to all students through the National School Lunch Program.

    - Born after Aug. 1, 2014, in a family who received SNAP benefits for at least one month between October 2020 and June 2021.

    - At least 3.8M children (childcare and school-aged) received SY20-21 P-EBT benefits either directly on existing SNAP cards or new P-EBT cards through the P-EBT online application.
        - They were SNAP certified before 6/30.
        - For summer '21 P-EBT benefits, children verified to be enrolled in an NSLP participating school during the last month of the school year, will receive direct issuance for summer benefits to their existing P-EBT cards the week of 11/29.

Newly NSLP eligible students Summer 2021

- NSLP applications completed between 7/1/21 and 8/28/21:
  - NSLP forms should have been received by your office no later than 8/28/21.
  - During SY20-21 they were not NSLP certified at the time to receive 20-21 school year benefits.
  - Students should have been enrolled in the last month of SY20-21 in an NSLP campus.
  - Will only receive summer '21 and not SY20-21 P-EBT benefits.
  - Includes Seamless Summer Option (SSO) campuses.
- For CEP/P2 campuses as of SY20-21, upload all new/transfer students who enrolled between 7/1/21 – 8/28/21.
- For children that enroll on/after 7/1/2021 but withdraw before 8/28, include them in the upload file.

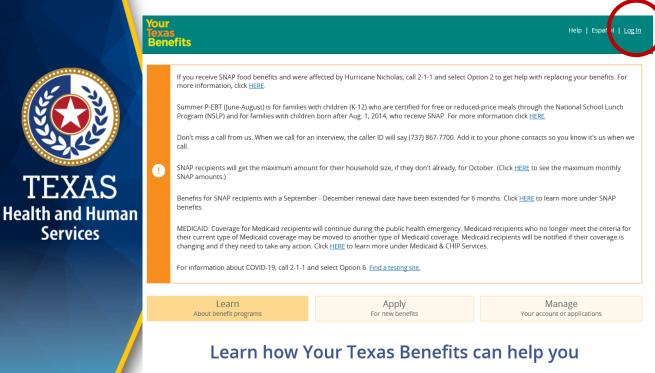# Newly NSLP eligible students Summer 2021

- Any CEP Campuses electing CEP for the first time for SY 21-22, upload all eligible students who completed and returned a socioeconomic form between 7/1/21 - 8/28/21.
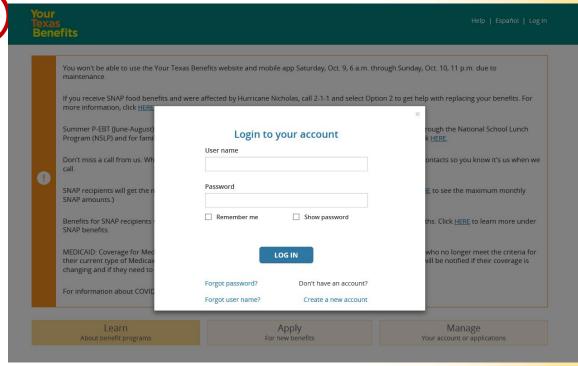
- Families will receive P-EBT cards in the mail in December with notices containing information on obtaining assistance.

Summer upload process

- After or during training, attempt to access www.YourTexasBenefits.com link, you should receive/see this: retrieve your username, reset password, and upload data

Summer upload process

- If you receive an error message, please contact your IT team for support to resolve the error. The HHSC link will have to be whitelisted by your IT Support.

- Attempt accessing the link again before 11/15 to ensure ability to log in.

Summer upload process

- Only identified school district POCs will have access to HHSC YourTexasBenefits portal to upload data.

- HHSC's CSV file format must be uploaded (already shared with school districts). Template available on YourTexasBenefits portal.

- File layout must include all student information including SSN and DOB. All primary parent information is required, except for parent DOB, it's optional.

- Review HHSC's shared user guide for upload instructions, file layout guidance, screenshots, and helpful tips to minimize upload errors.

2021 Timeline: TEA/TDA School Districts

October:

10/12-10/27: Summer upload testing for selected sample school districts.

10/25: TEA and TDA will share final Help Guide with all school districts attending the 10/28 webinar. *Please encourage participants to review prior webinar.*

10/28: TEA-hosted webinar for all school districts and Education Service Centers. HHSC will present and facilitate a live demo of the upload process. TEA will send calendar invite by 10/20.

November/December:

11/14-11/15: HHSC create user accounts for school districts. You will receive an automated email from DoNotReply@hhsc.state.tx.us informing you an account has been created and how to reset password. Check your junk/spam folder if email not received in your inbox on 11/15. If you haven't received email by 8:00 AM on 11/16, email pebt_data@hhs.texas.gov for assistance.
TEA/TDA already sent HHSC school district POC information (PEIMS coordinators and/or other designated POC)

11/15-12/3: School districts upload newly eligible students, using HHSC's CSV file layout. School districts are advised to upload on 11/15 to give time to correct file if necessary. The day after uploading, school districts should log into YTB to confirm the upload has been successfully processed.

12/3: *Deadline for all school districts to complete uploading data. School districts that fail to upload their data by 12/3, eligible students will not receive summer P-EBT.*

12/6-12/10: Summer P-EBT benefits issued to newly eligible students.

POC for Technical & Other Support

- For file layout and student data upload related assistance such as:
  - Received error message attempting to upload file
  - Confirming upload file received

  Contact: pebt_data@hhs.texas.gov

- For student data/NSLP meal eligibility and/or campus eligibility questions,
  - Private schools: please contact your respective Education Service Center (ESC) POC.
  - Public schools: please email TSDSCustomerSupport@tea.texas.gov.

Live Demo: Upload Process

- HHSC IT overview:
  - Live demo
    - Logging into YTB portal
    - File layout – preparing the file
    - File upload process (has to be HHSC CSV template)
    - Potential errors with uploading files
    - Monitoring uploaded files
    - Viewing issuance status (mid- to late-December)

Note: have the user guide document accessible/open during the live demo for quick reference.

P-EBT
Pandemic Electronic Benefit Transfer

Summer '21 Upload Process for Newly NSLP Eligible Children