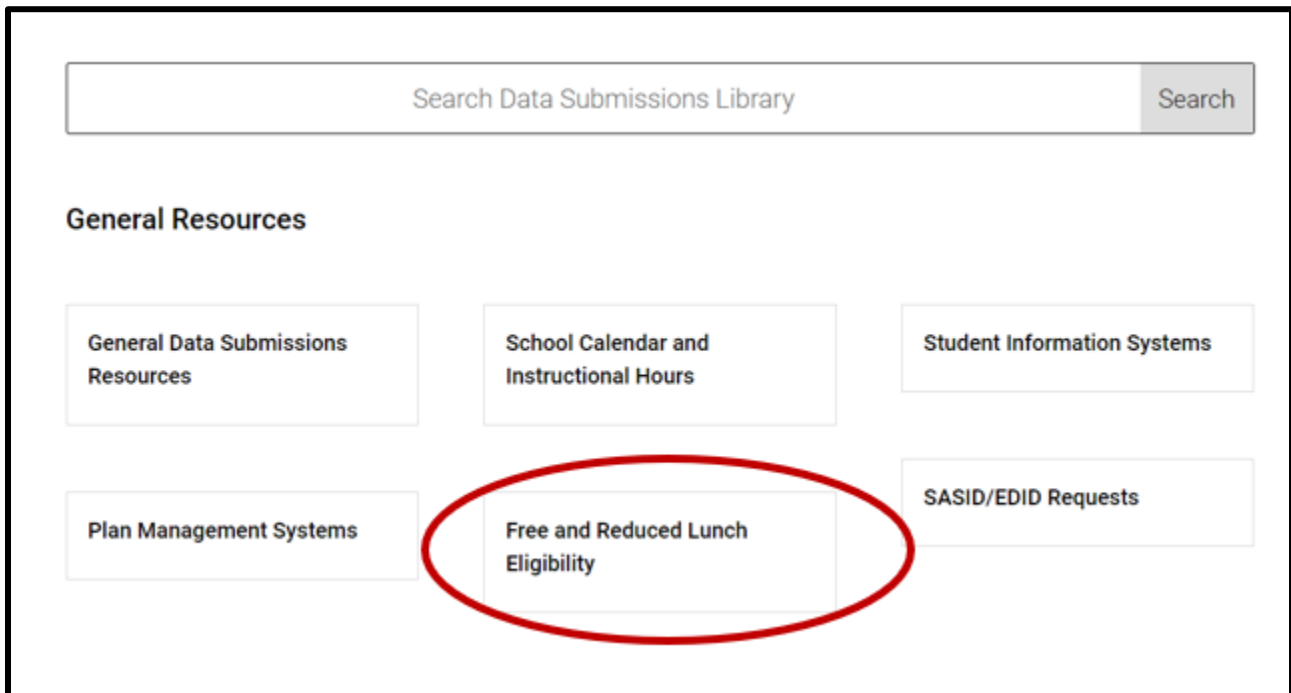


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All resources specific to this collection are posted at the bottom of the [Free & Reduced Lunch Eligibility webpage](#) (found under the 'General Resources' section) of the CSI website.



P-EBT Collection

2021-2022 P-EBT Collection
Instructions

Open

P-EBT File Layout – CSI
Additions

Open

21-22 P-EBT Error
Troubleshooting

Open

21-22 Fall Semester P-EBT File
Submission Assurance

Open

CDE P-EBT Resources

FAQ

Eligibility Benefit Flowchart

New Schools/Submission Contacts: If you are new to reporting state collections, then we highly recommend that you first review the **CSI Data Submissions Handbook** for an overview on the collection processes in general (available on the [General Resources webpage](#) of the CSI website).

General Submission Resources

Below are resources related to the data submission process in general that apply to most data collections. Resources specific to particular collections can be found on the respective data collection page. Links to each data collection are provided under the [Data Submissions Library](#).

For questions or support, please email submissions_CSI@csi.state.co.us

[CSI Data Submissions Handbook](#) (circled in red)

[CSI Data Submissions Calendar](#)

[Troubleshooting Errors](#)

Overview

The 21-22 Pandemic EBT (P-EBT) collection is being split into two collection cycles for the Fall (Aug-Dec) and Spring (Jan-May) semesters. These instructions are applicable for both collections as they walk through the changes to the P-EBT file.

Changes from last year

Last year's File Layout mostly required student demographic information with minimum detail required for learning modality due to COVID. This year's P-EBT collection requests additional information for both learning modality and duration/timeframe of that learning modality.

- Student's Primary Mailing County Code field has been removed.
- Several new fields have been added that include:
 - Entry Date & Exit Withdraw Date
 - Non-School Program Code
 - FRLP Eligibility Date
 - Remote/Learning totals
 - Excused Absence Indicators – by month
- CDE will cross reference any **excused** absences with local COVID outbreaks, so students can still receive P-EBT benefits even if the school was not impacted by a COVID outbreak.
- Limiting the universe of students being submitted may result in students who could potentially be eligible for P-EBT benefits NOT being considered for benefit assignment.

Timelines and Deadlines

The 21-22 P-EBT Collection will have two cycles. The first will be to collect data for the 2021-2022 Fall semester (Aug '21-Dec '21) and the second will be for the current 2022 Spring semester (Jan '22 – end of May '22).

The collection deadlines are as follows:

- **Fall semester collection** for data from 8/01/2021 to 12/01/2021:
 - Initial Submission Deadline: **Tuesday April 5th**
 - Error Free Deadline: **Friday April 22nd**
 - Benefits sent out: Summer of 2022
- **Spring semester collection** for data from 01/01/2022 to 05/31/2022:
 - Initial Submission Deadline: **Thursday, May 5th**
 - Error Free Deadline: **Friday, June 10th**
 - Benefits sent out: Fall of 2022

Note: Data from the month of June may possibly be captured in a Summer Semester P-EBT collection. Awaiting more information from CDE.

Reporting

While this collection is not required for all schools it is **highly recommended** by both CDE and CSI that all schools include the universe of their student bodies, including students who have since exited your school.

- Schools participating in the National School Lunch Program (NSLP) are required to **submit at least a partial enrollment file with no option to opt out of reporting.**
- Schools not participating in the National School Lunch Program (NSLP) are encouraged to submit at least a partial enrollment file, but they do have an option to opt out of reporting.

There is a mandatory assurance form ([preview here](#)) that **all schools** will need to complete, indicating the reporting option they are choosing for the Fall semester collection. **Limiting the universe of students being submitted may result in students who could potentially be eligible for P-EBT benefits NOT being considered for benefit assignment.**

CDE will cross reference any excused absences with local COVID outbreaks, so students can still receive P-EBT benefits even if the school was not impacted by a COVID outbreak. Parents/guardians will be able to request benefits if their student was reported with an excused absence due to COVID-19 outside of a school / grade-level CDPHE reported outbreak.

Who gets reported

The P-EBT file extract should already pull the full universe of your student body. CDE's Data Pipeline will be able to identify students who qualify for benefits so long as data has been entered into your SIS correctly, so there is no need for you to manually sort qualifying students. If you are interested in learning what qualifies a student to receive benefits, you can review [CDE's Eligibility Benefits Flowchart](#).

As the File Layout is new and both Infinite Campus and PowerSchool have made updates to the P-EBT extraction, it would be best to extract a test file and see how much of your student body is being reported and what fields (if any) are missing key data points.

The P-EBT collection file is broken down into essentially four parts:

1. [Student Demographic and Parent/Address Data](#)
2. [Type of Learning Modality](#)
3. [Learning Modality Timeframe](#)
4. [Monthly Attendance Data](#)

Please be sure to refer to the [21-22 P-EBT File Layout](#) for guidance on correct formatting and coding. It would be best to have the File Layout open as you review the remainder of the instructions.

1. Student Demographic and Parent/Address Data

This section of the collection remains largely the same.

- Previous known issues included some systems not extracting parent or guardian name and student address.
- County Code, a previously optional field, has been removed.
- FRPL Eligibility Date has been added as an optional field.
- The coding for the Free/Reduced Price Lunch Eligible field now follows the same coding as found on the SSA file:

00	Not Eligible
01	Free Lunch Eligible
02	Reduced Lunch Eligible

- The Non-school program field coding is now the same as on the SSA file.

2. Type of Learning Modality

So long as you have been entering data correctly the extract should know where to extract Type of Modality and Modality Duration. Specifics for both Infinite Campus and PowerSchool will be added as more is learned.

Definitions are all found on the [21-22 P-EBT File Layout](#).

There are four types of Learning Modality

1. 100% Full Time Remote Learning (remains enrolled in brick & mortar school)
2. Hybrid Learning (2-3 days remote; 2-3 days in person. NOT for students who are taking 1-2 CLASSES during the day remotely)
3. *In-Person
4. *Enrolled in Online School (withdrawn from brick & mortar school)

*Not considered eligible for P-EBT benefits for the noted time frame based on **learning modality**, however, CDE is still asking for data for those students because the student could be eligible for P-EBT benefits as the result of a COVID-19 related outbreak or school-wide change in learning modality.

3. Learning Modality Timeframe

If the student is marked as have a type 1 or 2 Learning Modality then Learning Modality Timeframe data will need to be entered.

Schools have three options to report modality timeframe. Only **one** reporting option may be used:

Option 1: Begin and End Dates of Remote/Hybrid learning – enter data mmddyyyy format

Option 2: Per Semester – Remote/Hybrid for *entire* semester – 00 No; 01 Yes

Option 3: Per Month - for each month of the semester enter 00 No; 01 Yes

If a student is marked as having a type 3 or 4 Learning Modality then the Learning Modality Timeframe section fields can be left blank.

4. Monthly Attendance Data

Attendance information should be provided for **all** students, regardless of Learning Modality. Colorado will be cross-referencing data with COVID outbreaks as monitored by the Colorado Department of Public Health and Environment.

Even if there was not an outbreak at your school, it is possible the student had an excused absence due to an exposure outside of the school. Parents and guardians will be able to submit a dispute form if their student was reported with as excused absence due to COVID-19 exposure outside of school.

If the student had at least **ONE excused absence** in a given month this will be reported with reporting code 01 for yes. Leave zero filled for 'no'.

File Submission to CSI

Once you've extracted a 21-22 P-EBT file from your SIS, upload the file to your FileZilla Submissions/P-EBT/SY21-22/Files to Run folder. Email submissions_csi@csi.state.co.us to let us know there is a P-EBT file to process.

Troubleshoot and Resolve Data Errors

Schools will be expected to make changes in their SIS (PowerSchool or IC) if needed to resolve errors.

- Error reports will be loaded to FileZilla under P-EBT/SY 21-22/Error Reports.
- Use the [P-EBT Troubleshooting Spreadsheet](#), using CTRL+ F to search by error number.
- Do a final check that all the data being reported is accurate by opening your final file and reviewing the data.

Complete Assurance Form

CDE requires a district level data accuracy assurance along with submission of the 21-22 Fall Semester P-EBT data (August-December). ALL schools are required to complete [this assurance form](#) verifying the type of data set being submitted (Full or Partial), or the option to opt out of submitting data (only available for schools not participating in the National School Lunch Program).

Before completing this assurance form, schools should carefully review P-EBT email communications and [CSI P-EBT website resources](#) to understand the complexity of data reported in this collection.

Please fill out this form once you've submitted final, error free data.

Questions from families

Once benefits start getting awarded you may receive questions from families. If schools are contacted by families about benefits, it's recommended that you continue to ask them to contact the Support Center.

- Households can call **1-800-536-5298**, Monday – Friday 8 am – 7:30 pm, Saturday 8am – noon
- Households can also email cdhs_pebtcolorado@state.co.us
- Support center cannot accept custody documentation or parent/guardian documentation
- Ability to talk to the parent/guardian on file only

CDE and CDHS Resources

[FAQ](#)

[Eligibility Benefit Flowchart](#)

[CDE School Meal Eligibility webpage](#)

[Colorado Department of Human Services P-EBT webpage](#)