



ASCENDER 6.0380

Release Date: 12/X/21 **ASCENDER Update:** 6.038

Registration > Reports > Registration Reports > Student Report Group

☐ Modified the SRG6000 - Pandemic Electronic Benefit Transfer (P-EBT) (2021 Summer) report with the following:

- Added an underscore to the **District_ID** header
- Added programming so that **Campus_ID** will extract the 9 digits (County ID, District ID, Campus ID) required by the Texas Health and Human Services Commission. (HHSC)

After setting up the local program PEB for the campus and adding the local program PEB to students, users will navigate to Registration > Reports > Registration Reports > Student and click on SRG6000 - Pandemic Electronic Benefit Transfer (P-EBT) (2021 Summer). The user then enters Ending School Year 2022 and Local Program Code PEB. To get the district extract that will be uploaded to www.YourTexasBenefits.com, the user has two options:

1. Click on Preview. A file called PEB_File.csv will automatically be downloaded which contains all the students that were coded with PEB local program code for the district. A second window will also open with the SRG6000 report preview. The top right corner of the report preview has two icons. One icon is to download a PDF version of the SRG6000 report, and the second icon is to download an Excel version of the SRG6000 report. Note that the Excel icon produces a csv that is not called PEB_File.csv, instead the name starts with "DRptSrg6000PEBT...". DRptSrg6000PPEBT should not be used to upload into www.YourTexasBenefits.com since characters such as "=" and "+" are being inserted into the file that is causing the file to be rejected. Only use the file called to PEB_File.csv to submit to HHSC.
2. Click on PDF. A file called PEB_File.csv will automatically be downloaded which contains all the students that were coded with PEB local program code for the district. A second window will also open with the SRG6000 report that can be downloaded as saved as PDF report. Only use the file called to PEB_File.csv to submit to HHSC.

The "DRptSrg6000PEBT..." csv file is for informational purposes only (it may insert character that may cause upload errors) and contains students in the district with the local program code of PEB.

The PEB_File.csv file should be used to submit to www.YourTexasBenefits.com and contains students in the district with the local program code of PEB.

IMPORTANT: The district should inspect the file before uploading to HHSC to ensure that all mandatory fields are there for every student. For example, if the student does not have a zip code in the system, the information will not extract to PEB_File.csv for that student. In turn, this would cause the file to be rejected by HHSC. The file should be inspected by making a copy of the file and inspecting the copy, leaving the original that will be submitted to HHSC intact, thereby, preventing data from getting distorted. If there is missing data for any particular student in any

column, the district can go back to ASCENDER and input the data in the appropriate screen and re-run the extract.



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