

SRG6010 - Pandemic Electronic Benefit Transfer (P-EBT)

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This report provides a report and extract for P-EBT Fall and Spring, 2022-2023 school year. The extract is used to submit the information for students that qualify for the P-EBT benefit. Districts must use the file generated using the **Preview** button and submit their file electronically via http://www.YourTexasBenefits.com.

NEW for 2022-2023: Only 1 file is required by TEA instead of 2.

- The file should contain last year students and this year students and should use the file name convention of 123456_2022_S3_File1.csv.
- Multiple files can be uploaded if needed with the designation _File1, _File2, _File3, etc.
- The NEFile1 naming convention is no longer valid.

To code a student that should appear on this report to submit in the P-EBT submission, the following is required:

- The district must set up a new local **Program Code** called **PBT** on *Registration > Maintenance > District Profile > Local Program Codes*.
- The campus must add the **PBT Program Code** on *Registration > Maintenance > Campus Profile > Campus Local Program Codes*.
- Individual students must be coded with the local program code for the Fall and Spring semester separately on *Registration > Maintenance > Student Enrollment > Local Programs*.
- Ensure that the students who qualify have an **Eco Disadvan** code of 01 : Eligible for Free Meals or 02 : Eligible for Reduced-Price Meals on *Registration > Student Enrollment > Demo1* for the semester indicated. **If the campus is a CEP or P2 campus, the students do not need to have an Eco Disadvan code of 01 or 02.**
- Columns **Change_Indicator** and **#_of_days_eligible_for_P-EBT** in an extracted .csv file will not be populated. Districts must add information to these columns after they have extracted.

Semester 2 Timeline and Reminders:

- The Texas Health and Human Services Commission (HHSC) opened the portal Monday, May 23rd, one week earlier than previously communicated. Files will not be processed for benefit issuance until after July 15th.
- If an LEA has new Semester 1 students that were not uploaded during the first upload period (April 4 to April 15), they may be uploaded during the second upload period between May 23 and July 15. For Semester 1 students who were already submitted and received benefits, but had additional absences that were not reported, the parent must go through the RFR process. LEAs cannot re-submit Semester 1 students that have already received benefits. Refer to the Issuance Status reports to determine if a student has already received benefits.

Do not add Semester 1 absences to Semester 2 files. All Semester 1 absences must be uploaded in a Semester 1 file (123456_2022_S1_File1.csv). For Semester 1 files, change the file name so numbers are not reused. (For example: use 123456_2022_S1_File2.csv if 123456_2022_S1_File1.csv was previously uploaded.)

Run the report:

Parameter	Description
Ending School Year (YYYY)	Type the four-digit **ending** school year.
NSLP	Type the three-digit campus ID, or click ⋮ to select the campus. Use a comma to separate campus IDs when entering more than one three-digit code (ex: 001, 002, 042).
P2	Type the three-digit campus ID, or click ⋮ to select the campus. Use a comma to separate campus IDs when entering more than one three-digit code (ex: 001, 002, 042).
CEP	Type the three-digit campus ID, or click ⋮ to select the campus. Use a comma to separate campus IDs when entering more than one three-digit code (ex: 001, 002, 042).
Student ID	Type the six-digit student ID number, including all leading zeros, or click ⋮ to select multiple students.


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