

SRG6010 - Pandemic Electronic Benefit Transfer (P-EBT)

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This report provides a report and extract for P-EBT Fall and Spring, extension of the 2021-2022 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- The NEFile1 naming convention is no longer valid.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:

- Local education agencies (LEAs) will upload 2021-2022 students that were enrolled in a NSLP eligible campus and are economically disadvantaged (‘01’ or ’02’) or they were identified as homeless, foster care or migrant. In this same file they will also load all students enrolled at a CEP or P-2 eligible campus during the 2021-2022 school year.
- LEAs will upload students that became newly eligible for free or reduced-price meals between July 1-August 29, 2022. Newly eligible will also include any 2022-2023 new, first year participating NSLP, CEP, or P-2 campus with students that submitted a newly eligible qualifying application between July 1, 2022, and August 29, 2022.

    - 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*.

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 2021-2022 for 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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