

# SY 20-21 P-EBT Data Clean-Up Process

Throughout School Year 2020-2021, the Illinois State Board of Education (ISBE) gathered data for purposes of P-EBT benefit issuances by the Illinois Department of Human Services (DHS). The FINAL data deadline was Aug. 25 for SY 20-21 and Summer 2021. With that said, based on continued contact by school district staff and known eligible student households, ISBE will work with IDHS to extend the period of time for SY 20-21 data cleanup for the specific reason to issue P-EBT benefits.

## P-EBT Eligible Public Schools

If you are notified by a household of concerns with the issuance of P-EBT for an SY 20-21 enrolled student, there is a P-EBT specific report in the Student Information System (SIS) that schools and districts can run to see the data entered and how P-EBT benefits will be provided. (Click **“Report,” “Student,” “Nutrition,” then “P-EBT.”**) This report in SIS will help you identify which students are eligible for benefits and for which months. With this data, parent questions can be addressed with accurate information.

If AFTER you review the P-EBT report available in SIS you determine an error in student data (low income indicator, mailing address, or attendance days), please follow the guidance below to update the SIS student data. Once the update is made in SIS, please complete the [SY 20-21 P-EBT Data Clean-Up template file](#) and submit to [pebt@isbe.net](mailto:pebt@isbe.net). **PLEASE NOTE:** Only student data for SIS IDs reported to ISBE in the SY 20-21 P-EBT Data Clean-Up template will be shared with DHS per the schedule below.

**Both the update in SY20-21 SIS AND the Template File submission to [pebt@isbe.net](mailto:pebt@isbe.net) is required for any SIS updates impacting P-EBT benefits AFTER the Aug. 25 data share with DHS.**

## SIS Student Data Update Guidance

### Entering Student Attendance in SIS online/manually:

1. Search and select a student.
2. From the **Student Enrollment** tab, select a current school year enrollment.
3. Click the **Student Attendance – View Details** tab and hover over the month and add the total number of days.
  - Updates can be made to In Person Instruction, Absence – Excused, Absence – Unexcused, Medically Homebound, Hospitalized, E-Learning, and Remote Learning.
  - SIS displays a message if the total number of days In Person Instruction, Absence - Excused, Absence - Unexcused, Medically Homebound, Hospitalized, E-Learning, and Remote Learning exceeds the total enrollment days (including weekends and holidays).
  - Click **Submit**.

### Update attendance via batch in SIS (New Templates are posted to the SIS website)

- Ensure you have the student(s) correct enrollment date, RCDTS for Home and RCDTS for Serving in your file that matches what is in SIS.
- Using a SIS Template (<https://www.isbe.net/Pages/Excel-Templates-for-student-data-input-into-SIS.aspx>), select the **Student Attendance** batch file template, download, copy your district’s student attendance data and use paste special values, and then upload into SIS under Batch Files, Uploads/Downloads.

### Entering the Students Address into SIS online/manually:

1. Search and select a student.
2. From the **Student Demographics** tab, select the **Student Address** Link.
3. Select Active and Primary
4. Complete the Address Details and click **Submit**

Please note, if you have the current 2022 school year enrollment for the student you are able to add in the address. The district with the 2022 enrollment can add in the address. If there is no 2022 enrollment for the student in SIS and no address, please contact ISBE SIS team.

The [SIS User Manual](#) includes information on how to update the required data elements. Any questions specific to data elements within SIS, please reach out to our SIS team with the ISBE Help Desk: (217) 558-3600, Option 3, or [help@isbe.net](mailto:help@isbe.net).

## P-EBT Eligible Non-Public Schools

If you are notified by a household of concerns with the issuance of P-EBT for an enrolled student, please review the previously uploaded student data for that calendar month. Non-public schools can view each month's uploaded student data under the P-EBT Upload link in WINS. If an error is found, correct the error, and then follow the instructions found at <https://www.isbe.net/Documents/pebt-nonpublic-Instructions.pdf> to upload a complete file for that calendar month. Only upload a calendar month in which there is a known student data error.

## SY 20-21 and Summer P-EBT Data Clean-Up Deadlines

Data will be pulled based on the schedule below. Please note that any updates AFTER the Oct. 25 deadline will not be eligible for P-EBT issuances. It is IMPERATIVE that you take action now.

ISBE Deadline for SY20-21 and Summer P-EBT Data	DHS to Process and Issue SY20-21 and Summer P-EBT Benefits
Sept. 27, 2021	October 2021
Oct. 25, 2021 (FINAL)	November 2021

## SY 21-22 P-EBT Update

The U.S. Department of Agriculture (USDA) released guidance to state agencies on Aug. 26, 2021, for SY 21-22 P-EBT. Illinois staff at ISBE and DHS is currently reviewing the guidance. If it is determined that Illinois can meet the requirements for SY 21-22 P-EBT, a detailed plan will be submitted to USDA for their review and approval. If this occurs and Illinois is approved for SY 21-22 P-EBT benefit issuances, the P-EBT parameters will be shared with eligible schools. At this time, all eligible P-EBT schools should continue to follow all ISBE guidance specific to student data entry in the Student Information System to ensure that accurate data is available for such purposes of P-EBT issuances. Per the USDA guidance, as more schools return to full-time-in-person learning and at school meal service operations, USDA anticipates fewer students will be eligible for P-EBT benefits than in the prior school year.

Due to the current call volumes, we encourage schools to review posted information at [www.isbe.net/pebt](http://www.isbe.net/pebt). ISBE's role with P-EBT is to support school's efforts to submit accurate data.

Families should be directed to IDHS for assistance with P-EBT benefits should the school be unable to assist them with the P-EBT benefit questions. Families can review information at [www.DHS.Illinois.gov/PEBT](http://www.DHS.Illinois.gov/PEBT), including the frequently asked questions. They may also contact the DHS toll-free P-EBT Helpline number at (833) 621-0737 or submit a [P-EBT General Inquiry Request](#).

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