

Pandemic EBT Data Collection of Free and Reduced Price Eligible Students

During these unprecedented times, the U.S. Department of Agriculture (USDA) has authorized Pandemic EBT (P-EBT) benefits to SNAP and Non-SNAP households with children who have temporarily lost access to free or reduced-price school meals due to pandemic-related school closures. In order to approve these P-EBT benefits for families, the Illinois Department of Human Services (DHS) needs our help to validate students that qualify to receive free and reduced-price meals. The Illinois State Board of Education (ISBE) is working in partnership with DHS to ensure that this validation is available for all National School Lunch Program sponsors.

Therefore, ISBE is asking all NSLP sponsors to assist with this data collection effort no later than April 17, 2020. Please keep this information current going forward to make sure that students who become eligible for free or reduced-price meal benefits in the future are accounted for and their families gain access to these needed extra funds.

For NSLP Participating School Without Data in the ISBE Student Information System (Mostly Non-Public Schools)

- Follow these instructions to upload the student data for students eligible for free or reduced-price meal benefits:
 1. Login to WINS via IWAS
 2. Click on the P-EBT link under Sponsor Tasks on the WINS Dashboard. (If the link does not appear, please refer to the direction below for schools with SIS data.)
 3. Access the sample upload file available on that page.
 4. Create the sample upload file with all student data that are eligible for free or reduced-price school meals.
 5. Save the file as a .CSV.
 6. Click the Choose File link.
 7. Select the saved CSV file.
 8. Click Upload.
 - a) If successfully uploaded, a green bar will appear with the message – **Uploaded student file successfully.**
 - b) If the file is not successfully uploaded, a red bar will appear with guidance on errors with the file. Update the file and upload again.
 9. If additional students become eligible for free or reduced-price meals, please upload a complete file again following the same process.
- A few upload file tips are below:
 - Only **CSV** file extension is supported
 - **Header row** with field names required
 - **First Name** is required (Cannot exceed 30 characters)
 - **Middle Name** is **not** required (Cannot exceed 30 characters)

- **Last Name** is required (Cannot exceed 30 characters)
- **Birth date** is required MM/DD/YYYY (if single digit month or day, leading zero is not required) (Cannot be a future date)
- **Gender** is required (Must be **M** or **F**)
- **WINS 5-digit site number** is required (Should contain sites belonging to the sponsor only)
- **Student Id** is **not** required

If you need assistance with this file upload in WINS, please contact the ISBE Nutrition Department team at cnp@isbe.net.

As was previously shared, Instructions for NSLP Participating Public Schools With Data in the ISBE Student Information System

If your students are already marked as FRL/Low-Income Indicator in SIS, then no action is needed. Please just verify that all students who qualify as FRL/Low-Income are marked as such in SIS, so that their families will have the opportunity to access the P-EBT. Please keep this information current going forward to make sure that students who become eligible in the future are accounted for and their families gain access to these needed extra funds.

Low-income students are students/pupils ages 0-22 who receive or live in households that receive Supplemental Nutrition Assistance Program (SNAP) or Temporary Assistance to Needy Families (TANF); are classified as homeless, migrant, runaway, Head Start, or in foster care through a local coordinator/State agency; or are living in a household where the household income meets the USDA income guidelines to receive free or reduced-price meals.

You can review your FRL/Low-Income student data in the SIS Demographics (Summary and Detail) reports by following these instructions:

1. Login to SIS via IWAS.
2. Click on **Reports** in the menu on the left.
3. Click on the (+) next to **Student** and go to the “Demographics and Enrollment” section.
4. Click on **Demographics (Summary)**.
5. Note: On the criteria page, use the current date that it automatically defaults to as the **Enrolled as of Date**.
6. Click **YES** on the **FRL/Low Income Indicator**, and then Click **Create PDF Report** to generate the report.
7. Repeat these steps to run the **Demographics (Detail)** report.
8. Verify that the reported demographic data for FRL/Low-Income Indicator is accurate.

If you need Assistance with SIS, please contact the SIS help desk at (217) 558-3600, select Option 3, and ask for a SIS technician.

*Nutrition Department, Illinois State Board of Education
100 N. First St., Springfield, IL 62777
cnp@isbe.net, www.isbe.net/nutrition*