

SY20-21 P-EBT: Uploading Data in WINS (Non-Public NSLP Eligible School)

Working in Partnership with the Illinois Department of Human Services (DHS)

What is P-EBT?

 P-EBT (Pandemic- Electronic Benefit Transfer) is a United States Department of Agriculture (USDA) food assistance benefit available to families with students who would have received free or reduced-price lunch while attending school but are not receiving these meals in school due to COVID-19 restrictions.



P-EBT Data for Non-Public Schools

- Data for P-EBT for non-public school students will be captured in the Web-Based Illinois Nutrition System (WINS).
- Data for P-EBT includes the following for nonpublic school students:
 - Student Eligibility Nonpublic schools will be asked to create a monthly file for only eligible P-EBT students. For non-CEP schools, this will include students eligible for free or reduced-price meals. For any CEP school, as all enrolled students are P-EBT eligible, please upload all enrolled students.
 - P-EBT Eligible School Days ISBE will use the school survey data and the number of P-EBT eligible days as submitted in WINS to determine eligible P-EBT benefit days.
 - Student Mailing Address Student's current mailing address, as submitted in WINS for eligible students, will be used to mail the P-EBT card to the student directly. Please ensure that the address provided is the current mailing address for the student.



Access WINS via IWAS

Step One: Select Program School Nutrition Programs, Program Year 2021. Click Search





P-EBT Upload: Module for Non-Public Schools to Submit P-EBT Eligible Student Data



For Non-Public Schools ONLY! This link will ONLY appear if the *Illinois P-EBT Qualified* Sponsor Survey is completed.

Public Schools: Data will be pulled from the Student Information System!



P-EBT Student Upload Module

This Module has three areas:

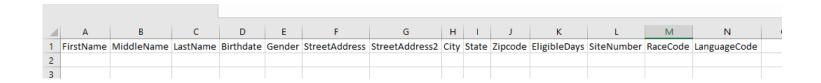
- Download Template
- Data Field Specifications
- Upload File





Upload File Template





- File must be saved as a .csv. (Comma Delimited)
- Header row text MUST be exact. NO CHANGES.
- Each Sponsor should create a NEW file for each MONTH.
- If any changes are needed to the file uploaded, the subsequent file to upload MUST be the complete data file. Any additional upload will REPLACE previously submitted data.

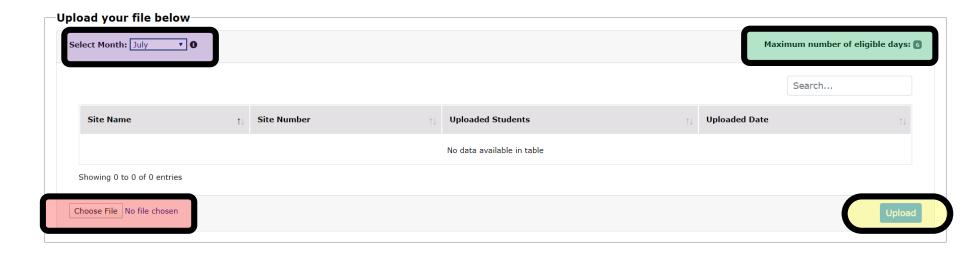


Data Required and Specifications

| Field (Order) | Fieldname Description | Data Field Specification Requirements |
|---------------|-----------------------|---|
| 1 | Student First Name | REQUIRED - Student's legal first name |
| 2 | Student Middle Name | OPTIONAL - Student's legal middle name |
| 3 | Student Last Name | REQUIRED - Student's legal last name |
| 4 | DOB (Date Of Birth) | •REQUIRED - Allowable FormatMM-DD-YYYY (01-01-2010) •MM/DD/YYYY (01/01/2010) •MM-D-YYYY (1-1-2010) •M/D/YYYY (1/1/2010) |
| 5 | Gender | •REQUIRED - Allowable valuesM - Male •F - Female |
| 6 | Street Address | REQUIRED - Student's mailing address |
| 7 | Street Address 2 | OPTIONAL - Additional address information (such as Apartment number) |
| 8 | City | REQUIRED - Student's mailing address city |
| 9 | State | REQUIRED - Allowable formats: IL |
| 10 | Zipcode | REQUIRED - Student's mailing address ZIP Code |
| 11 | Eligible Days | REQUIRED - Must be not greater than 6days |
| 12 | Site Number | REQUIRED - WINS assigned site numberMust be 5 numeric characters |
| 13 | RaceCode | OPTIONAL - Allowable values11 - Hispanic or Latino 12 - American Indian or Alaska Native 13 - Asian 14 - Black of African American 15 - Native Hawaiian or Other Pacific Islander 16 - White 17 - Two or More Races |
| 14 | LanguageCode | •OPTIONAL - Allowable values0 - English •1 - Spanish |



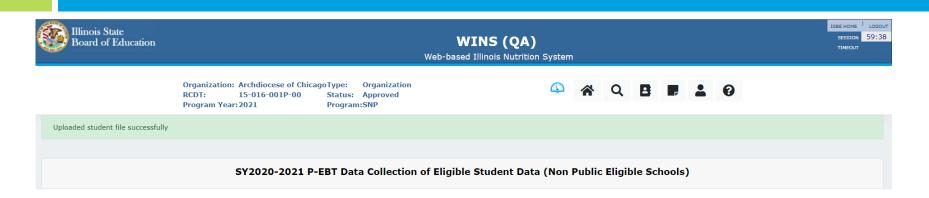
Upload File Area

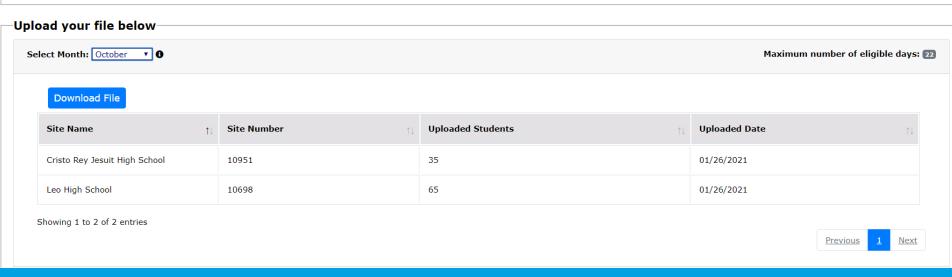


Please Note: Only months in which the *Illinois P-EBT Qualified Sponsor Survey in WINS* is completed will appear. Future months will appear once the calendar month is concluded.



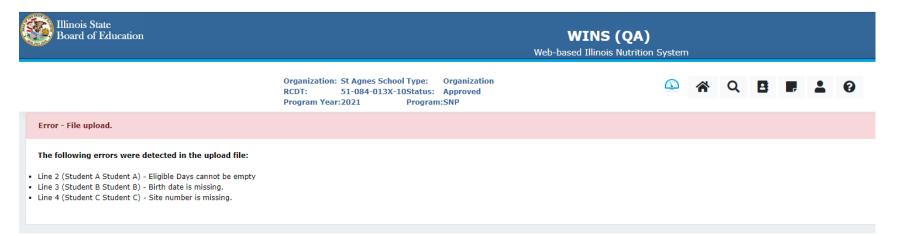
Upload File - Successful







Upload File – Contains Errors





Any Questions?

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Contact Us







