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SY21-22 P-EBT and Summer 2022:
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.

- Summer 2022 P-EBT issuance is $391 per eligible student.

- SY21-22 P-EBT payment is $7.10 per P-EBT eligible day.

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**
  - **Student Mailing Address**
  - **Summer 2022 P-EBT**
  - **P-EBT Eligible School Day**

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P-EBT Data for nonpublic school students

- **Student Eligibility** – Nonpublic schools will be asked to create a file for only eligible P-EBT students.
  - For non-CEP schools in SY 21-22, this will include students eligible for free or reduced-price meals.
  - For SY21-22 CEP approved schools, as all enrolled students are P-EBT eligible, please upload all enrolled students for SY 21-22.

- **Student Mailing Address –** Student's current mailing address, as submitted in WINS for eligible students, will be used if a P-EBT card is needed to be mailed to the student directly. Please ensure that the address provided is the current mailing address for the student.

- **Summer 2022 P-EBT-** There is a column titled "Enrolled in May/June". You will enter "Y" for yes and "N" for no. This will determine if the student is eligible for Summer 2022 P-EBT.

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NON-CEP Approved Schools - Student Eligibility for SY21-22

- If your school was NOT CEP approved in SY21-22, then only students that met socioeconomic criteria will be potentially eligible for SY21-22 or Summer 2022 P-EBT Benefits.

- Students must be determined eligible to receive free or reduced-price lunch for the 2021-22 school year
  - if eligibility was NOT collected in SY21-22. the school must use the most recent SY eligibility for ALL enrolled students
    - (SY20-21 first, then if not available, SY19-20)
  - Using data from multiple school years is not allowed.
  - This excludes new students in eligible schools.

- The deadline to apply for SY21-22 meal benefits was July 15, 2022, per the USDA.

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P-EBT Eligible Day and Covid-related Absence

- Students are P-EBT eligible on school days in which a reimbursable meal was not provided to the student to consume at school due to covid-related reason.

- COVID related absences for purpose of P-EBT eligibility for all Illinois schools will be defined as:

  - Any absence where the school directs students to stay home for a COVID-related reason. This would include a school-ordered quarantine of a student, a group of students, a classroom, or a school. It would also include any other stay-at-home order mandated by the school, whatever its duration, if it is part of the school's or the state's protocol for managing COVID outbreaks, positive tests, and/or potential exposure.

  - An absence initiated by the parent that is recognized and accepted by school officials as COVID-related. At the discretion of the school or the state, this could include a parent's decision to keep their child home after a positive test or possible exposure to COVID. It could also include, again at the discretion of the school or the state, a parent's decision to keep their child home after exposure at school in cases where the school does not direct the child to stay home.

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Access WINS via IWAS

Step One: Select Program *School Nutrition Programs,* Program Year *2023.* Click *Search*

WINS
Web-based Illinois Nutrition System

Sponsor Lookup

Name / RCDT / City / Address / Zip	Program	Program Year	
	School Nutrition Programs ▾	2023 ▾	Search

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

Non-Public Schools: This link will ONLY appear for Non-Public Schools!

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

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P-EBT Student Upload Module

This Module has three areas:

- Download Template

- Data Field Specifications

- Upload File

PEBT Student Upload

Download Template

Please download the template here   Download Template

Upload File Template

↑ 📂 Desktop

PebtFile Template

CSV (Comma delimited) (*.csv)   ▼   📝 Save

More options...

- File must be saved as a .csv. (Comma Delimited)
- Header row text MUST be exact. NO CHANGES.
- **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.**

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File Template Format

- You will notice this file looks different from the previous years. This year you will enter the eligible days for each student, for the entire school year, just once on one document. This is why you see each month in the header row. You will enter the eligible days for each student under the corresponding month.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
FirstName	MiddleNa	LastName	Birthdate	Gender	StreetAdd	StreetAdd	City	State	Zipcode	August202	Septembe	October20	Novembe	December

P	Q	R	S	T	U	V	W	X	Y	
January20	February2	March202	April2022	May2022P	June2022F	Enrolled i	SiteNumb	RaceCode	LanguageCode	

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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 Format • MM-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 values • M - 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 - Allowable formats: • 12345 • 12345-1234 • 123451234

Data Required and Specifications

11	August 2021 - June 2022	**REQUIRED** - • Enter number of pebt eligible days
12	Enrolled in May/June 2022 (Y / N)	**REQUIRED** - • Y - Yes • N - No
13	Site Number	**REQUIRED** - WINS assigned site number Must be 5 numeric characters
14	RaceCode	**OPTIONAL** - Allowable values • 11 - 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
15	LanguageCode	**OPTIONAL** - Allowable values • 0 - English • 1 - Spanish

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Upload File Area

Upload your file below

Search…

Site Name	Site Number	Uploaded Students	Uploaded Date
		No data available in table	

Showing 0 to 0 of 0 entries

Choose File | No file chosen

Upload

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Upload File - Successful

Upload File – Contains Errors

Error - File upload.

The following errors were detected in the upload file:

- Line 14 ██████████ - Site number is missing.
- Line 19 (████████████) - Site number is missing.
- Line 21 (████████████) - Birth date is missing.
- Line 33 ████████ - Birth date is missing.

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P-EBT Household Contact Information

The Department of Human Services (DHS) will handle ALL household contacts regarding P-EBT for SY21-22 and Summer 2022 P-EBT issuances.

Please direct households to the following for assistance:
https://www.dhs.state.il.us/pebt
(833) 621-0737, a Toll-free P-EBT Helpline number available from 8:30 am to 5:00 PM, Monday thru Friday, excluding state holidays.

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Any Questions?

Nutrition Department
Illinois State Board of Education

Telephone: 800/545-7892 in Illinois only
                   217/782-2491
Email: pebt@isbe.net
Website: www.isbe.net/pebt

Contact Us