

P-EBT Checklist and Resources for Illinois Public and Non-Public Schools

In case you missed it, a [recording of the “P-EBT SY 20-21 Basic Overview and Question & Answer” webinar](#) is now available online. A [PDF of the PowerPoint presentation](#) is also available for review.

The Illinois State Board of Education is currently collecting data from all eligible schools. We need your immediate attention and help to ensure students and families receive this much needed assistance. Here is a checklist to assist with the process.

Public Schools

- Review the [initial communication sent to sponsors](#) on Jan. 22, the [P-EBT Update](#) on Jan. 29, and the Feb. 3 webinar above.
- Complete the Illinois P-EBT Qualified Sponsor Survey in WINS
 - [Instructions](#)
 - [Recorded Training \(PowerPoint\)](#)
- Ensure Student FR Indicator in the Student Information System (SIS) is current. This may require outreach to households with Household Eligibility Applications and checking Direct Certification.
- Update attendance data in SIS and maintain on a monthly basis.
 - [Public School Instructions to Update P-EBT Data in SIS](#)
- Input students’ current mailing address in SIS. Please reach out to families to ensure the latest address on file is correct.
 - Sample Notice to Households
 - [CEP Schools \(Spanish\)](#)
 - [Non-CEP Schools \(Spanish\)](#)

Non-Public Schools

- Review the [initial communication sent to sponsors](#) on Jan. 22, the [P-EBT Update](#) on Jan. 29, and the Feb. 3 webinar above.
- Complete the Illinois P-EBT Qualified Sponsor Survey in WINS
 - [Instructions](#)
 - [Recorded Training \(PowerPoint\)](#)
- Create a monthly file for eligible P-EBT students to upload in WINS. (CEP schools include all enrolled students, non-CEP schools include students eligible for free or reduced meals)
 - [Non-Public Schools Instructions to Update P-EBT Data in WINS](#)
 - [Recorded Training \(PowerPoint\)](#)
- Include students’ current mailing address in the WINS upload. Please reach out to families to ensure the latest address on file is correct.
 - Sample Notice to Households
 - [CEP Schools \(Spanish\)](#)

- [Non-CEP Schools \(Spanish\)](#)

One common question we want to address is:

Q: Are the enrolled students in my school eligible to receive P-EBT benefits if my school is currently operating under the Summer Foods Service Program (SFSP)? (Due to the pandemic and the USDA flexibilities, most schools are participating in SFSP to utilize the flexibilities and receive higher rates of reimbursement.)

A: If the school currently operating SFSP was a participating National School Lunch Program school as of February 2020 and the students are eligible for free or reduced price meals or enrolled in a CEP approved school, then the students may be eligible for P-EBT benefits on a P-EBT eligible day.

For additional questions about P-EBT, please email pebt@isbe.net. All of the above resource links are available on ISBE's P-EBT webpage, www.isbe.net/pebt. The SIS User Manual is available for public schools at <https://www.isbe.net/Documents/sis-training.pdf>.

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