



Eric Holcomb, Governor  
State of Indiana

***Indiana Family and Social Services Administration***

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TO: Superintendents, Principals, Food Service Directors, and Data Personnel  
FROM: Family and Social Services Administration/Division of Family Resources  
RE: Updated information for Pandemic Electronic Benefit Transfer (P-EBT)  
DATE: December 29, 2020

DFR continues to partner with Indiana schools to provide Pandemic Electronic Benefits to Indiana families during this Public Health Emergency. This communication provides information regarding the data submission process, information that can be shared with parents, along with additional card issuance guidance. DFR has also updated the FAQs based on questions received from school personnel.

DFR hopes you find this updated information helpful and beneficial as we prepare to provide nutrition benefits to eligible students and families.

## **Informational Flyer for Parents**

The informational flyer explains:

- What is P-EBT?
- School and student eligibility requirements
- How benefits are calculated
- Estimated Benefit Issuance Schedule

## **Data Submission**

The Data Submission Informational Webinar includes:

- P-EBT portal submission process
- How to navigate through the portal
- Confirming school eligibility for each school
- Guidelines for uploading student records



- Updating and validating student records
- Identifying and resolving errors AND
- Updating current and previous submissions

Schools are able to update and modify student data during the data submission timeframes identified below:

School Data Submission Timeframe	Estimated Issuance Month
January 4-15, 2021	January 31, 2021
April 5-16, 2021	April 30, 2021
July 5-16, 2021	July 31, 2021
TBD	September 30, 2021

Student data cannot be modified outside of the submission timeframe. Student changes, corrections, and additions can occur during the next submission period. If the wrong address for the student was submitted to DFR an “Address Change Form” can be submitted to correct the address outside of the submission timeframe.

***Note: Data Submission portal will be available no later than January 4, 2021 for the first submission.***

We encourage schools to educate parents and staff by sharing the informational flyer. It is essential to inform all stakeholders as early as possible to set expectations and decrease the number of potential inquiries the school and DFR may receive. Please refer parents and staff to the DFR website for the most updated information. DFR will refer parents back to their respective school when parents inquire if their child was determined eligible and information if their child’s data was submitted. We strongly recommend that school personnel answering calls have a clear understanding of the P-EBT Program, can verify student eligibility and if the student’s data submitted to DFR, or know who can provide this information to parents.

If a student’s data was not submitted in error, the school can include the omitted student(s) information and their data with the next data submission.

## **Card Issuance**

DFR has also received further guidance from our federal partners that clarifies some of the questions regarding card issuance. The P-EBT card issued for each eligible student at the end of January 2021 will be the only card(s) sent to parents. It is critical parents keep this card, as all benefits issued during the approved P-EBT issuance timeframe (October 2020 – September 2021) will be issued on this initial card. This is a change from the previous P-EBT issuances where new cards were mailed with each P-EBT issuance. The informational flyer states for parents to “Keep this card”. If you communicate with parents, please highlight this significant change.

## **Accessing Resources**

The Informational Flyer for Parents, Data Submission Informational Webinar, Data submission timeframe, P-EBT issuance timeframes, address change form and updated FAQ are posted on the DFR website at the link below:

<https://www.in.gov/fssa/dfr/dfr-policy-changes-and-actions/pandemic-ebt/>

***Note: All dates related to issuance and data submission are estimated.***