



# Pandemic EBT

STUDENT EXCEPTION ANNOUNCEMENT TRAINING GUIDE FOR  
MICHIGAN SCHOOLS

# The School Survey was Completed, What's Next?

For any month(s) a school building was reported as:

- Primarily Remote – parent or guardian **will** be sent a notice regarding full benefit amount
- Primarily Hybrid – parent or guardian **will** be sent a notice regarding reduced benefit amount

**These months are all set!**

**P-EBT Eligibility Reporting**

\* = Required [How do I pick an Attendance Type?](#)

### Attendance for El Sol Elementary

REPORTING MONTH	PRIMARILY IN PERSON	PRIMARILY REMOTE	PRIMARILY HYBRID
October 2020 *	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
November 2020 *	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
December 2020 *	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
January 2021 *	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
February 2021 *	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
March 2021 *	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Attendance for Greenwood Elementary

REPORTING MONTH	PRIMARILY IN PERSON	PRIMARILY REMOTE	PRIMARILY HYBRID
January 2021 *	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
February 2021 *	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
March 2021 *	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Attendance for Linden Grove Middle School

REPORTING MONTH	PRIMARILY IN PERSON	PRIMARILY REMOTE	PRIMARILY HYBRID
March 2021 *	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Once you have answered for all months shown, you can attest and press Submit below.

I, Susan Bell, attest to having the authority to complete this report and that it is accurate to the best of my knowledge. I acknowledge I will not be able to make changes after submitting because the report will be sent for eligibility processing. \*

# The School Survey was completed, What's Next?

For any month(s) a school building was reported as:

- Primarily in-person –
  - No benefits are issued
  - No notice is sent to the parent
  - Additional steps are needed

**P-EBT Eligibility Reporting**

\* = Required [How do I pick an Attendance Type?](#)

### Attendance for El Sol Elementary

REPORTING MONTH	PRIMARILY IN PERSON	PRIMARILY REMOTE	PRIMARILY HYBRID
October 2020 *	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
November 2020 *	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
December 2020 *	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
January 2021 *	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
February 2021 *	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
March 2021 *	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Attendance for Greenwood Elementary

REPORTING MONTH	PRIMARILY IN PERSON	PRIMARILY REMOTE	PRIMARILY HYBRID
January 2021 *	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
February 2021 *	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
March 2021 *	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Attendance for Linden Grove Middle School

REPORTING MONTH	PRIMARILY IN PERSON	PRIMARILY REMOTE	PRIMARILY HYBRID
March 2021 *	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

[Back](#) [Save](#)

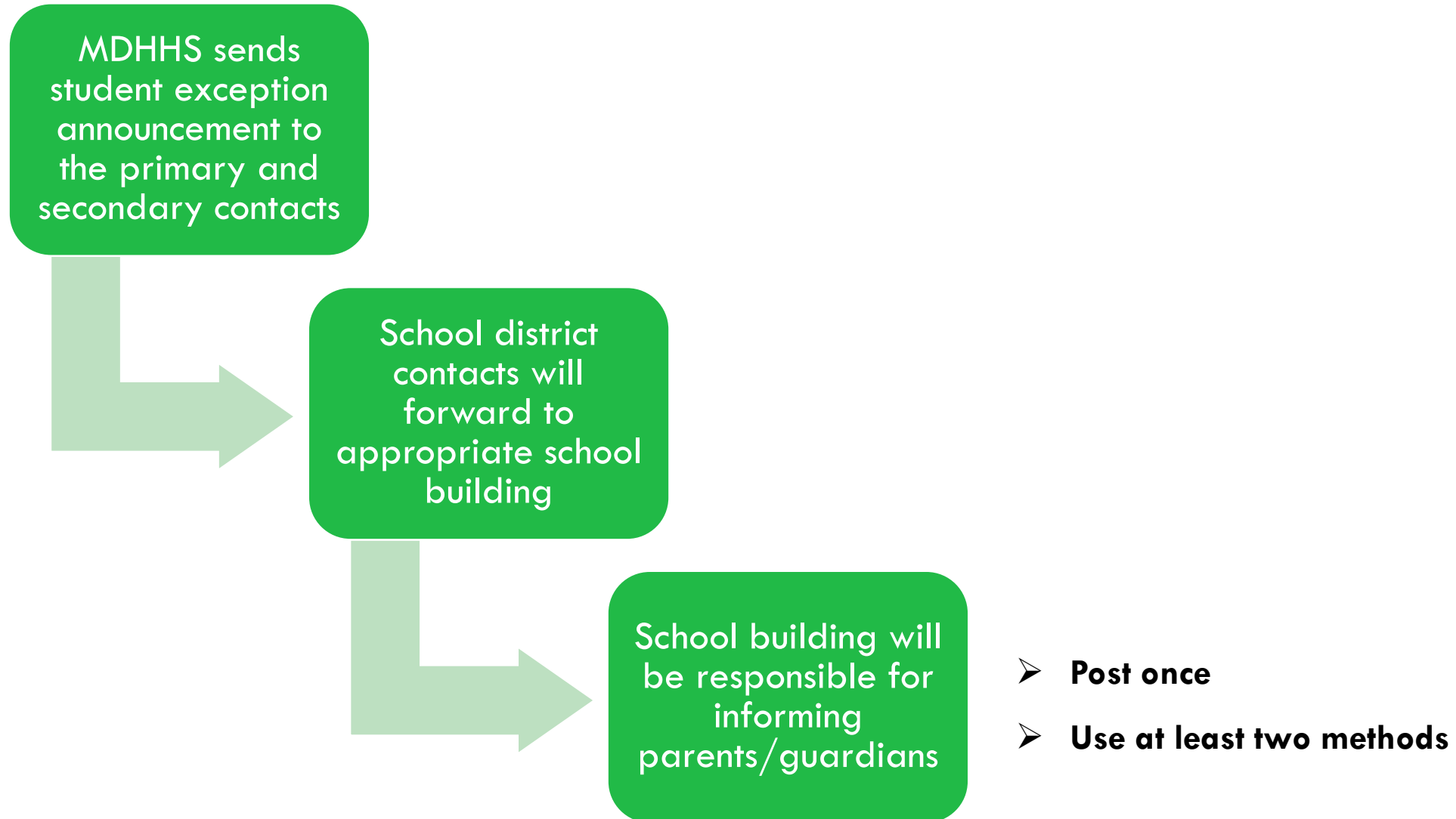
Once you have answered for all months shown, you can attest and press Submit below.

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[Submit](#)

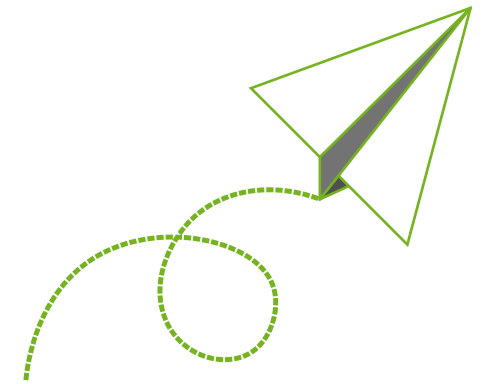
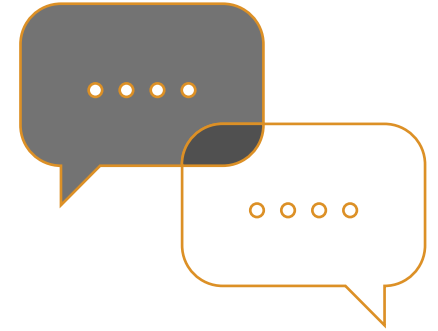
# Additional Steps

When a school building reported any month as primarily in-person:



# Suggested Notification Methods

Website	Post the entire message on the building homepage
Facebook	Share on your Facebook page
Twitter	Post on your Twitter page
Building Newsletters	Send information via your E-newsletter
Parent Notification System	Send an e-mail to all building parents or robocall
Printed postcard/flyer	Distribute to parents
Building Posting	Post on entrance doors

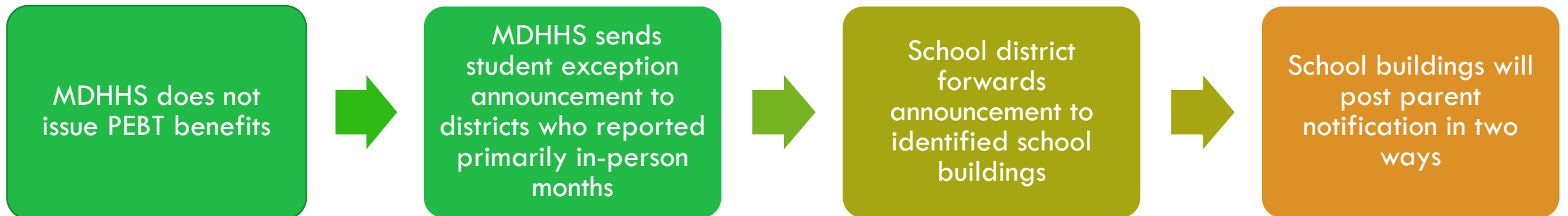


# P-EBT Student Exception Announcement Activities

For months that a school reported primarily in-person, a parent/guardian has the option to request an individual review of their student's circumstances. This process is called a reconsideration.

Example - Building began the 2020/2021 school year on Sept 8 with fully in-person learning. With news of COVID 19 cases increasing, one student opted to learn fully remote beginning Sept 16:

- Building reports primarily in-person modality for September



# Pandemic EBT

Important information for parents or guardians of student's eligible for Free and Reduced Lunch at <insert name of school>.

## What is the Pandemic-EBT Program?

The Pandemic-EBT (P-EBT) Program gives food benefits to families with children who were not able to get free or reduced-price school meals due to COVID. You may hear about this benefit from other schools or in the media.

## Who is eligible?

Being eligible for this program will depend on what school your student attends. Eligibility for the Pandemic-EBT (P-EBT) Program can be different between schools within the same district.

## What makes a school eligible for P-EBT?

A school building is eligible only if the building has had 5 school days in a row of reduced in-person hours due to COVID.

## What could make my student eligible for P-EBT?

- 1) If the school they attend is eligible for P-EBT **and**
- 2) If your student normally gets free and reduced meals at school **and**
- 3) If your student is not getting instruction in-person for some or all the month.

The Michigan Department of Health and Human Services (MDHHS) issues P-EBT benefits based on:

- How each school building reports their eligibility
- How most of the students attend school during the month

There may be months when your student's attendance was different from what the school reported. In that case, you may be able to have your student's benefit level reconsidered. Your request to be reconsidered must be submitted by June 30, 2021. In the month(s) below your school reported primarily in-person. Your student(s) may be P-EBT eligible if they attended class on-line, for some time or all the time in the following month(s): **September 2020 January 2021**

For more information, visit [Michigan.gov/PEBT](https://Michigan.gov/PEBT) or call 1-833-905-0028.



# Sample Student Exception Announcement

There may be months when your student's attendance was different from what the school reported. In that case, you may be able to have your student's benefit level reconsidered. Your request to be reconsidered must be submitted by June 30, 2021. In the month(s) below your school reported primarily in-person. Your student(s) may be P-EBT eligible if they attended class on-line, for some time or all the time in the following month(s): **September 2020 January 2021**

Note: Notice is only sent to parent/guardian once for each issuance period. Specific months the student can request reconsideration will be at the bottom of the notice.

# Guiding parents/guardians

## When should a parent or guardian request reconsideration?

If they have a free/reduced lunch student who attended class partially or fully virtual in a month shown on their notice

## What information will a parent or guardian need from the school?

A parent or guardian will need to provide proof that shows how their student received instruction for the month(s) on the notice. We call this a proof document. It will need to contain the following information:

- Student's name
- The month(s) for which the parent is requesting a reconsideration
- A statement about how the student received instruction for that month
- Name of the school employee filling out the document
- The school employee's title, e-mail, and telephone number
  - Can be completed by teacher, aide, secretary, counselor

## Where can a parent or guardian find the form for a reconsideration?

The reconsideration form is at [www.michigan.gov/pebt](http://www.michigan.gov/pebt)



# Additional Resources

- More information can be found at [michigan.gov/pebt](http://michigan.gov/pebt)
- The website is frequently updated with new information
- Listed there are both parent and school resources, with FAQ documents, worksheets, the reconsideration form, and past training materials

**MDHHS**  
Michigan Department of Health & Human Services

Search

Assistance Programs | Adult & Children's Services | Safety & Injury Prevention | Keeping Michigan Healthy | Doing Business with MDHHS | Inside MDHHS

Assistance Programs

Cash Assistance

Child Care Assistance

Children's Special Health Care Services

Emergency Relief: Home, Utilities & Burial

Food Assistance

Application Process

Eligibility

Forms and Publications

Payment

Supplemental Nutrition Assistance Program Education

Buy Food Online

**Pandemic-EBT**

Restaurant Meal Program

Health Care Coverage

Help from Other Programs

Medicaid

Migrant Services

Housing and Homeless Services

Refugee Assistance

Universal Caseload Action Plan

Women, Infants & Children

MDHHS / ASSISTANCE PROGRAMS / FOOD ASSISTANCE / PANDEMIC-EBT

## Pandemic-EBT (P-EBT)

P-EBT provides supplemental food assistance benefits to students who have temporarily lost access to free or reduced-price school meals due to the COVID-19 pandemic. The goal of the program is to make sure no child goes hungry by missing out on school meals.

The Michigan Department of Health and Human Services (MDHHS) and Michigan Department of Education (MDE) partnered during the 2019-2020 school year to provide these critical benefits to over 900,000 students. We are excited to be partnering again for the 2020-2021 school year to provide these benefits to students to help reduce food insecurity.

**Pandemic EBT**

**WHO IS ELIGIBLE?**

**PARENT RESOURCES**

**SCHOOL RESOURCES**

[5-Day Threshold Worksheet](#)

[Attendance Type Worksheet](#)

[School Administrator FAQs](#)

**+ School Information**

The attached notice, regarding pandemic EBT (P-EBT) for school year 20-21, was shared by Michigan Department of Education (MDE) with Local and Intermediate School District Superintendents and Public School Academy Directors. MDHHS has not received approval from our federal partners on our state plan. At this time, we cannot answer case specific inquires. Once we have the approval, we anticipate that the process will move quickly. We will share more information as it becomes available.

[P-EBT School Communication](#)

# Still have questions?

School administrators or the designated contact can email us at:

[MDHHS-PEBT@michigan.gov](mailto:MDHHS-PEBT@michigan.gov)

This presentation and other reference materials are available at:

[www.michigan.gov/pebt](http://www.michigan.gov/pebt)