



School Administrator Frequently Asked Questions

Eligibility

1. How do I know if our district/school is eligible?

- Each school building within the district is considered for eligibility separately.
- To be eligible, a school must meet all the following criteria.
 - Be closed or have reduced in person learning for 5 consecutive weekdays in the current school year AND
 - Be a provider of the National School Lunch Program and/or School Breakfast Program.

2. What is the 5-Day Threshold?

- For the school building to be eligible they must have 5 consecutive days of reduced in-person learning days, refer to the [5-day threshold work sheet](#).
- The 5-day threshold is only met one time in the school year.

3. What is Attendance Type?

- Refer to the [Attendance Type Worksheet](#).

4. How do I know which students are eligible?

- Eligibility starts if the student was:
 - Enrolled at a school that met and submit the 5-day threshold and attendance type on the P-EBT Eligibility Reporting portal AND
 - Enrolled to receive free or reduced lunch program meals at their school (including directly certified students and CEP schools) AND
 - Did not receive instruction in-person for some or all of the month OR
 - If fully in-person meals were not provided and eaten at school during the instruction day.

5. My school is a CEP school, are these students eligible?

- Students at a CEP school are eligible once the school building meets the 5-day threshold and the student receives reduced in-person instruction.

6. My school reported primarily in-person, but some students attend virtual. Are the virtual students eligible?

- Once the school building meets the 5-day threshold, and the building reports primarily in-person, a parent may request a reconsideration, more information coming soon on this process.

7. Is special milk only school eligible?

- No

8. Are students that resided in a residential childcare institution eligible?

- No

Reporting

1. How do I know which months I should be reporting for?

- When you are instructed to access the reporting tool you will see the months for which we are collecting data.
 - The first reporting window, for school attendance from September 2020 – January 2021, will open in February 2021 with payments issued in March 2021.
 - The second reporting window, for attendance in February – March 2021, will open in April 2021 with payments issued in May 2021. (dates are tentative and subject to change)
 - The third reporting window, for school attendance in April – June 2021, will open in June 2021 with payments issued July 2021. (dates are tentative and subject to change)

2. I submitted my report and need to update it, what do I do now?

- If you discover an error within 24 hours of submission, you can email MDHHS PEBT Customer service at MDHHS-PEBT@michigan.gov. Please include “PEBT Reporting Issue” in your subject line. Errors discovered more than 24 hours, are not likely able to be fixed.

3. We had a student left off the list last year. How do we know the student is on the list this year?

- Review your MSDS record for the student. Ensure that the student(s) address and FRL status is entered correctly.
 - If not, your will need to do a student record maintenance (SRM) and update the information.

4. My entire school district is CEP, do I still have to report?

- Yes, all districts will need to report and provide the information for each school building. Student eligibility cannot be determined for any district that fails to report on the P-EBT Eligibility Reporting portal

Free and Reduced-Price Eligibility and Michigan School Data System (MSDS)

1. Address line one in MSDS is for residential addresses only, how will this effect mailing benefits?

- Students who are on FAP assistance will receive benefits on the EBT card for the FAP case
- For children on Medicaid (MA), the address associated with their Medicaid case will be used. For all other, the MSDS address will be used.
- For purposes of P-EBT all data in address line 1 of the personal demographic data in MSDS must have the appropriate mailing address.

2. When is the MSDS data pull taking place?

- Data will be pulled from the MSDS at least three times on a cycle that corresponds with the P-EBT benefit delivery process discussed above. Please note there may be a delay in benefit delivery for some students based on availability of data in the MSDS.

- 3. Who should I contact with questions about the school eligibility in the National School Lunch Program and/or School Breakfast Program?**
 - Information on National School Lunch Program is available at: Michigan.gov/SchoolNutrition.
- 4. Our Fall Collection data had two addresses for Homeless Students, is it too late to update with an SRM?**
 - It is never too late to update the MSDS with correct address data. Even if it is after the initial data drop from MDE to MDHHS that updated address data may be used later to change address information at MDHHS.
- 5. Will there be a data validation check on the addresses used from the MSDS?**
 - MDE is doing some checks on address accuracy, but unfortunately MDE is unable to catch everything. Work with your pupil accounting staff to ensure the address data provided is the best possible information.

Miscellaneous

- 1. Who do I contact with questions?**
 - Please email MDHHS-PEBT@michigan.gov.
- 2. Is there a way to view and change our district contact person?**
 - If you have questions about your district contact person, please email MDHHS-PEBT@michigan.gov, Please include “PEBT District Contacts” in your subject line.
- 3. Where should we direct parents who have not received last school year’s P-EBT benefits?**
 - Please have the parent contact the PEBT helpdesk at 833- 905-0028, option 2.
- 4. How will benefits be issued?**
 - Any eligible student already on a Food Assistance case will receive their P-EBT benefits on that EBT/Bridge card.
 - All other eligible students will receive a P-EBT card in the mail. A separate card will be sent for each eligible student.
 - If the student is active on a Medicaid case, the card will be mailed to the address on that case. Be sure to keep your address updated with both MDHHS and your school.
- 5. For students who received PEBT card last year, will they reuse last school year’s card?**
 - No, they will receive a new card.
- 6. Will there be an explanation of benefits to parents?**
 - Yes, a notice will be sent to all parents/guardians to students that receives a benefit.
 - MDHHS will send a notice to districts for all school building(s) to publish to parents/guardians for any school buildings where there is no issuances. The notice would provide instructions for how a parent /guardian could request a reconsideration if their student received instruction in a different method than what was reported by the district.