

Email sent to all Food Service Directors and Authorized Representatives on 5/12/2020

Good morning School Nutrition Authorized Representatives and Food Service Directors,

As previously shared, Wisconsin has been approved to issue temporary food benefits, called Pandemic EBT or P-EBT due to COVID-19. P-EBT is for all children approved for free and reduced-price meals who are enrolled at schools participating in the National School Lunch Program (NSLP). These benefits are in addition to the free meals being served to students at 447 sites throughout Wisconsin. The P-EBT benefits do not impact schools supplying meals to students. Students can still receive free meals from their schools at this time through the Seamless Summer Option (SSO) or Summer Food Service Program (SFSP).

The Wisconsin Department of Health Services issued P-EBT benefits by May 10 to families whose information is on file and can be verified. Families whose information is not on file or cannot be verified will need to apply for the benefits. **We need your help notifying these families.**

An updated communication regarding this should have been sent to your district administrator. In this email, it was requested that the administrator, "Please share [this email text](#), which contains information on the application process, with schools that participate in the National School Lunch Program. Schools are encouraged to copy the text, add their contact information, and share with the families who would normally receive free or reduced-price school meals."

What You Need to Do:

Please work with the necessary staff members in your School Food Authority (SFA) to send the [email text](#) information to all households who are eligible for free or reduced-price meals. This includes all students that attend Community Eligibility Provision (CEP) schools. The link to the P-EBT application is included in the email text link.

Guidance for Schools Contacted by Households:

If a household contacts the SFA and states their P-EBT application could not be verified, the school can verify with the household that the student information they are entering in the application exactly matches the information in the school's enrollment database. It is very important that the information provided on the P-EBT application, for each child who usually gets free or reduced-price school meals, exactly matches the information the school has on file. The Wisconsin Department of Health Services will look at that information to make sure the child(ren) can receive the P-EBT benefits. More information about P-EBT can be found on the [Department of Health Services website](#).

If the household is entering the correct student information and still cannot be verified, please record the names of the students, birthdates, and the name of the school the students attend. Send this information to snt.pebt@dpi.wi.gov with a brief description of

the situation. The DPI School Nutrition Team (SNT) will then take steps to validate the students' eligibility and report to DHS if the student(s) is eligible for P-EBT.

Benefit Issuance List Request:

The DPI School Nutrition Team will be requesting the list of students who are currently approved for free or reduced-price meals at your School Food Authority (SFA), also known as the Benefit Issuance List (BI List). ***SFAs that are CEP district-wide will not be receiving a request to submit a BI list.*** Within the next few days, you will receive an email allowing access to Kiteworks, a secure portal we are using to send and receive confidential information. This email will come from the address sft@dpi.wi.gov -- please do not delete the email and do not send anything directly to the sft@dpi.wi.gov address. Within the email will be instructions on how to fulfill this request.

We appreciate your help and thank you for your patience.

- *DPI School Nutrition Team*