



Eric Holcomb, Governor
State of Indiana

Division of Family Resources
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TO: Superintendents, Principals, Food Service Directors, and Data Personnel
FROM: Family and Social Services Administration/Division of Family Resources
RE: Final Day for Submission for Pandemic Electronic Benefit Transfers (P-EBT)
DATE: January 15, 2021

The Division of Family Resources (DFR) continues to partner with Indiana schools to provide Pandemic Electronic Benefits to Indiana families during this Public Health Emergency. Today is the last day of the collection window for P-EBT student data submission. Eligible student data submissions must be received via the FSSA P-EBT Portal by 11:59pm tonight, Friday, January 15, 2021. The FSSA P-EBT Portal is now accessible in the IDOE [LINK Portal](#). After the close of submissions on January 15th, schools will not be able to add students for P-EBT benefits until the April 2021 collection window. The only accepted changes between January 16th and April 5th are student address corrections.

Schools not eligible for this P-EBT distribution are still encouraged to login to the P-EBT Portal and select the “not eligible” option.

DFR has updated the FAQs based on questions received from school personnel. Please refer to the submission guidance information and parent flier on the [FSSA: DFR Pandemic EBT website](#).

Access to the FSSA P-EBT Portal

The IDOE is providing the primary access point to the FSSA P-EBT portal through the [LINK Portal](#). All public local education agencies and accredited non-public school entities may access the secure FSSA P-EBT portal. Other entity types will receive an email invitation for access to the FSSA P-EBT portal.

To access the FSSA P-EBT portal and submit student data, authorized school staff will log in via the IDOE single sign-on platform known as the [LINK Portal](#). Once logged in to the LINK Portal, authorized school staff will see a tile for the FSSA P-EBT Portal. Clicking on the tile will direct authorized staff to an FSSA-hosted site for secure submission of student data.

Authorized school staff must have the staff type (role) of Security Coordinators and/or Data Administrators to access the P-EBT portal tile within the LINK Portal. Staff types (roles) for the LINK portal have been set by the local Security Coordinator for 2020-2021 staff access to various systems including Data Exchange and INtelligrants. To locate your Security Coordinator, please consult with your local administration. If you require further assistance, please contact link@doe.in.gov.

Note: As is common practice, other individuals may be responsible for the collection and compilation of data necessary for P-EBT. The individuals responsible for compiling the necessary data for P-EBT will need to coordinate with an approved Security Coordinator or Data Administrator within their organization to submit the data to FSSA through the P-EBT Portal.



Local Security Coordinators can verify staff types (roles) and make any necessary changes through the Security tile within the LINK portal. Guidance on Setting Staff Types may be found [HERE](#). Information regarding P-EBT benefits including school and student eligibility may be found on the [FSSA: DFR Pandemic EBT website](#).

