



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: Submission Window Open for Pandemic Electronic Benefit Transfers (P-EBT)  
DATE: March 5, 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. The next collection window for January and February 2021 P-EBT student data submission will **open on Monday, March 8, and remain open until April 16.**

Corporations and schools must submit eligibility data for January and February 2021 during this period through the FSSA P-EBT Portal, accessible via the [IDOE LINK Portal](#). Student data corrections for October to December 2020 will also be accepted through the portal during this period, for **eligible day count and date of birth only.**

Please refer to the submission guidance information and parent flyer on the [FSSA: DFR Pandemic EBT website](#). DFR has also updated the submission guidance document to reflect updates to the portal, please read it carefully to understand the changes to the submission process.

Additionally, DFR will be hosting two training webinars to explain the process of submitting corrections, and to review the changes made to the data submission process. **Please join us on Thursday, March 11 from 2-3pm EST, or on Friday, March 12 from 10-11am EST. [RSVP to one of these sessions using this link.](#)**

### **Changes to P-EBT Portal Submission Process**

The P-EBT portal has been updated to streamline the data submission process and ensure that accurate data is provided. Data submitters will no longer add schools to their account. Instead, they can simply choose the schools associated with their account from a list. Users will also be able to change a school's eligibility status at any time. To ensure accuracy with card distribution, an address validating tool will check submissions and make suggestions for corrections, which may require manual approval. Finally, users will be shown a confirmation screen to verify their submission and provide a download of their final submission file for reuse or record keeping.



### **October 2020 – December 2020 Corrections**

Users will have the opportunity to submit student data corrections directly through the P-EBT Portal for the eligibility window of October 2020 – December 2020. Acceptable corrections include a student's eligible days, adding a missed student, and updating a student's date of birth. A guidance document for the corrections process along with instructions for updating a student's address can be found 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](mailto: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](#).

