TO: Superintendents, Principals, Food Service Directors, and Data Personnel
FROM: Family and Social Services Administration/Division of Family Resources
RE: Portal, Policy, and Support Updates
DATE: April 2, 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. Currently, the submission window is open for data submissions for January, February, and March 2021, along with accepting corrections for October to December 2020. **Data collection for March 2021 opened on April 1st and will be available until April 16th.** Please note that, due to changes in federal regulations, data must now be submitted by month. See the table below for more information.

Eligible Timeframe	School Data Collection Timeframe	Issuance Month	Potential Eligible Days
January 2021	March 8 - April 16, 2021	April 30, 2021	20
February 2021	March 8 - April 16, 2021	April 30, 2021	20
October-December 2020 Corrections	March 8 - April 16, 2021	April 30, 2021	58
March 2021	**April 1 – April 16, 2021**	**April 30, 2021**	**23**

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 can be found under "P-EBT Resources" on the FSSA: DFR Pandemic EBT website along with instructions for updating a student's address for previously submitted incorrect addresses as well as changes in address.

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.

Data Submission Office Hours

To aid with the submissions process, DFR will be hosting office hours twice weekly on Tuesdays at 2-3 PM (EST) and Thursdays from 9-10 AM (EST)**.** These are informal sessions for data administrators to join as needed to ask questions regarding the data submission process and/or eligibility and program information. For the link to join these Office Hours sessions, please [register using this link](#)**.**

If your school is unable to attend these sessions, please feel free to email the PEBT support for schools at PEBTQ@fssa.in.gov. This email is for school personnel only.

Important Updates to Tier-2 Eligibility

Another important update is a change to the Tier-2 Eligibility requirements for schools. Under the new guidelines, **there is no 5 day minimum to meet Tier-2 eligibility status**. That is, if a school was closed for one or more days due to the PHE, delayed opening by one or more days, or offered a hybrid model (between remote and in-person learning), the school will quality as Tier 2 Eligible. These eligibility changes include the October-December 2020 window. If your school is now eligible based on October 2020-December 2020, that eligibility covers the entirety of the 2020-2021 school year.

In addition, if even a single student participated in virtual learning due to the PHE, or missed school because they had to quarantine due to COVID-19, the school qualifies as a hybrid model and therefore qualifies as Tier-2 Eligible.

Please review your schools' data as you begin the data submission process. If needed, you may also change your schools' eligibility status at any point during the submission window by selecting "Update Eligibility Status" on a school's submission overview page.

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.