



NC DEPARTMENT OF  
**HEALTH AND  
HUMAN SERVICES**

**ROY COOPER** • Governor

**KODY H. KINSLEY** • Secretary

**SUSAN G. OSBORNE** • Assistant Secretary for County Operations  
for Human Services

**Date:** January 24, 2022

**Dear County Directors of Social Services:**

**Attention:** Food and Nutrition Services Managers and Supervisors

**Subject:** Pandemic Electronic Benefit Transfer (P-EBT) School Year 2021-2022 Special Conditions

**Priority:** Information and Action Required

## **I. GENERAL INFORMATION**

For students to be eligible for P-EBT, the United States Department of Agriculture (USDA) requires the school to have had reduced attendance due to COVID-19 for a minimum of five consecutive days this school year. This year, a single student with five consecutive days of quarantine or virtual instruction can meet the requirement for the entire school. School closures or divided schedules (e.g., A/B schedules) are also valid for meeting the requirement. Once the requirement has been met, it is met for the entire year. Most schools have already met this requirement.

The first Student P-EBT issuance for the 2021-22 school year was completed last week for students eligible between September 2021 and November 2021. Special conditions affecting student benefits emerged following this issuance. Please familiarize yourself with this information should you receive questions from parent/guardians related to these special conditions.

## **II. POLICY PROCEDURES**

### **A. Special Condition #1: USDA Five Consecutive Day Requirement**

Some schools have not yet met the five consecutive day requirement to receive P-EBT. A student must be absent from school for five or more consecutive days due to COVID related circumstances. In this case, the student will expect to receive benefits but will not since the school has not meet the five consecutive day requirement for the month. If the school is able to meet all federal P-EBT requirements, then students could be eligible in future months this school year

1. Depending on when the school updates data used for eligibility it may cause a delay in P-EBT issuance for eligible students.

**NC DEPARTMENT OF HEALTH AND HUMAN SERVICES • DIVISION OF SOCIAL SERVICES • ECONOMIC AND FAMILY SERVICES**

LOCATION: 820 S. Boylan Avenue, McBryde Building, Raleigh, NC 27603  
MAILING ADDRESS: 2420 Mail Service Center, Raleigh, NC 27699-2420  
www.ncdhhs.gov • TEL: 919-five27-6300 • FAX: 919-334-126five

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- If the school has not yet met the five consecutive day requirement or if the date is after the student's absences, then the student will not be able to receive P-EBT unless a later correction is made (for this student or any other student in that school) that makes the school eligible before the student's absences.

To confirm if the student's school has met the requirements, check the BIRT report. The BIRT report has a field for the date the school met the requirements. If a student appears eligible for P-EBT (based on the COVID related absences) but has not received it, check this field to see if/when the school met the requirements.

Follow the steps below to retrieve the BIRT report.

➤ Step-by-Step Instructions:

1. Navigate to the O&M Reports page
  - a. Click the Reports tab.
  - b. Click the toggle to expand the Shortcuts panel.
  - c. The Shortcuts panel expands. Click the O & M Reports folder.
  - d. The PEOT O & M Reports page displays. Click the PEOT tab.
  - e. The PEOT O & M Reports page displays. Select the applicable report.
2. Should you receive questions from parent/guardians regarding this special condition as of why their student(s) did not receive P-EBT:
  - **Inform parent/guardian:** Although your student's school participates in the National School Lunch Program (NSLP), there are some specific P-EBT requirements set by the federal government that your child's school has not yet met for this school year. At this time, students enrolled in your student(s) school are not eligible for P-EBT. If the school is able to meet all federal P-EBT requirements, then students could be eligible in future months this school year.
  - **Inform the parent/guardian to call the school:** If they say the COVID related absences (quarantine or virtual) the student experienced amounted to five or more consecutive days, then they should contact the child's school to make sure the student's absences are coded correctly regards to P-EBT.

## **B. Special Condition #2: Free / Reduced Price Lunch Eligibility Date in Community Eligibility Provision (CEP) Schools**

Schools taking part in the CEP are able to provide healthy breakfasts and lunches each day at no charge for all students enrolled in the school without completing an application.

CEP eligible students with quarantine and/or virtual instruction days in September and/or October did not receive these benefits during the January 10<sup>th</sup> issuance. This will be corrected, and the missing benefits will be issued by the end of January 2022.

Should you receive questions from parent/guardians regards to this special condition as of why their student(s) did not receive P-EBT. To confirm if the student's school has met the requirements, check the BIRT report. Follow steps above regards to how to retrieve the BIRT report.

- **Inform parent/guardian:** If your student(s) did not receive P-EBT and was eligible for September 2021 and/or October 2021, benefits will be issued by January 31<sup>st</sup>. We apologize for any inconvenience.

### III. IMPLEMENTATION INSTRUCTIONS

This policy is effective upon receipt for all active FNS households and all non-active FNS households matched from the Department of Public Instruction. Submit any questions regarding this information to the DHHS Operational Support Team (OST) at [DSS.Policy.Questions@dhhs.nc.gov](mailto:DSS.Policy.Questions@dhhs.nc.gov).

Sincerely,



Carla West, Senior Director for Economic Security  
Division of Social Services, Economic and Family Services Section

CLW/vd

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