



To the Administrator Addressed

Commissioner Mike Morath

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DATE:	September 30, 2021
SUBJECT:	Summer 2021 P-EBT: Student Upload Information
CATEGORY:	Action Needed
NEXT STEPS:	Share with appropriate staff

Summer 2021 P-EBT will require school districts, open-enrollment charter schools (collectively, public schools), and private schools to upload student data for newly eligible National School Lunch Program (NSLP) students to a secure Texas Health and Human Services (HHS) portal.

Newly eligible students are those who submitted a household application for free and reduced-price meals (NSLP form) between July 1, 2021, and August 28, 2021, and were certified for NSLP for your school/district. These forms should have been processed by September 13, 2021. Students with forms returned to schools after August 28, 2021, are not eligible for summer 2021 P-EBT benefits. Schools should ensure that only students determined to be newly eligible with household applications submitted during this time period are included in the data upload. To see all eligibility requirements and how students will receive benefits, see the [summer P-EBT FAQ page](#).

[Attached is a spreadsheet](#) that shows the data requested for each eligible student in the summer 2021 P-EBT upload. Providing more complete student data will increase the opportunities for students to be matched correctly and may reduce the need for additional information to be provided by schools. Public schools and private schools will be able to upload this data in the HHS portal in November. HHS will provide training to all public and private schools on how to use the portal. More information, including registration information for the training, will be available closer to the opening of the HHS portal.

The PEIMS coordinator at each district and an identified point of contact at each private school will receive an email about how to create an account. In order to ensure accounts are created for the appropriate point of contact, Education Service Center (ESC) specialists may contact districts with NSLP-eligible schools to confirm and/or collect the appropriate information for each point of contact by October.

Information regarding topics such as eligibility criteria and what is needed to prepare data for submission will be provided to ESC specialists in the near future. HHS will provide assistance with technical issues experienced during the upload process.