



STATE OF ALABAMA
DEPARTMENT OF EDUCATION



Eric G. Mackey, Ed.D.
State Superintendent of Education

March 31, 2021

MEMORANDUM

TO: City and County Superintendents of Education

FROM: Eric G. Mackey *EGM*
State Superintendent of Education

SUBJECT: School System Pandemic Electronic Benefits (P-EBT)

The Alabama State Department of Education (ALSDE) continues to partner with the Alabama Department of Human Resources (DHR) to provide Pandemic Electronic Benefits (P-EBT) to Alabama families during this public health emergency.

Alabama proposes to resume its previously approved P-EBT plan that issued P-EBT benefits for the months of March, April, and May 2020 while incorporating new revisions to the operating procedures for eligibility determination, household data transfer, and benefit issuance.

Eligibility determination is based on these criteria:

1. Enrolled free or reduced priced participant in the National School Lunch Program
2. School's instruction delivery method is either virtual or hybrid

The tentative P-EBT issuance schedule is as follows:

- o August - December 2020: EBT cards will be issued in May 2021
- o January - May 2021: EBT cards will be issued in July 2021

Household data transfer information will be pulled from INOW and ALSDE Identity Management (AIM) applications. LEAs will need to conduct the following processes:

➤ **Update INOW**

- o If a student is in virtual status due to parent choice:
 - Make sure "COVID Parent Held" boxed in INOW is **checked** under Non-Traditional School Type
- o Student address is current
- o Custodian contact information is accurate

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- **Identify school systems instruction delivery method for each month of eligibility**
To process the individual school's instruction delivery method, the ALSDE has created an Instruction Delivery Method portal accessed through AIM.

Separate deadlines are listed below for submitting your monthly instruction delivery methods. Please note that these critical cut-off dates ensure timely release of benefits.

Eligible Timeframe	Submission Deadline	Tentative Issuance Month
August – December 2020	April 16, 2021	May 31, 2021
January – May 2021	June 1, 2021	July 31, 2021

Access to Instruction Delivery Method Portal

Access to AIM applications are controlled by Application Access roles.

Users from the Education Directory (Ed Dir) positions below have been assigned the Application Access role ***“Student Data application user that can edit Instruction Delivery system data.”***

- Superintendent
- Assistant Superintendent
- Superintendent Secretary
- Student Attendance
- Elementary Curriculum/Instruction
- Middle Curriculum/Instruction
- Secondary Curriculum/Instruction

Any new user added to the Ed Dir positions above must be manually assigned the Application Access role in Ed Dir by their local Ed Dir administrator.

If you have any questions regarding the new round of P-EBT benefits, please contact Mrs. Angelice Lowe at (334) 694-4656 or via email at cnp@alsde.edu.

EGM/BP/AL

cc: Child Nutrition Directors
Mr. Andy Craig
Dr. Brandon Payne
Mrs. Angelice Lowe

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