

EES Policy No. 20-05-04 (Phase 2)	RE: Pandemic-EBT (P-EBT)
Policy Memo	Contact Persons: Janelle Harper
From: Sandra Kimmons	
Date: May 29, 2020	
Primary DCF Areas Affected: Food Assistance	Where Posted on Web: http://content.dcf.ks.gov/EES/KEESM/Policy_Memo/policy_memo_list.html

The Families First Coronavirus Response Act of 2020 authorized the USDA to approve states plans to issue Pandemic EBT or 'P-EBT' benefits. P-EBT provides additional food benefits to families that include children eligible for free or reduced-price school meals. In Kansas, the Department for Children and Families in partnership with the Kansas State Department of Education (KSDE) developed a plan to offer the P-EBT benefits and the plan was approved by USDA on April 25th.

P-EBT is a state option to provide food benefits in the event of school closures lasting 5 days or more to all children age 5-18 who would have otherwise received a free or reduced-price meal at school. Governor Laura Kelly closed all schools in Kansas for the remainder of the school year on March 18, 2020.

Families will receive up to \$291 in total P-EBT benefits per child, based on months the child was eligible for free or reduced-price meals. A full benefit would be for 51 days out of school at \$5.70/day. The benefits will be provided in a one-time lump sum payment for closed school days in March, April and May 2020. The benefit is prorated based on the month of eligibility. For example, if a child's eligibility for free or reduced-price meals or other DCF benefits started in May they would not receive March or April P-EBT.

- March - \$57 (10 days out of school)
- April - \$120 (21 days out of school)
- May - \$114 (20 days out of school)

DCF partnered with KSDE to obtain a list of free or reduced school meals recipients from the 2019-2020 school year, also known as the Benefits Issuance list. All schools in Kansas that participate in the National School Lunch Program will upload their most recent Benefits Issuance list to a DCF secure district portal. The Benefits Issuance list received from the schools also includes children that are not direct certified. This information will be used to help determine eligibility in KEES. The P-EBT benefits will be added to the household's

existing EBT card. DCF will provide households with an EBT card if they do not already have an active EBT account. P-EBT benefits will be issued in a phased approach as listed below.

Auto Enrollment Criteria for Phase 1 and Phase 2:

- Child must be between age 5 and 18 as of August 31, 2019
- Child’s discontinuance status reason cannot be:
 - State Residence OR
 - Whereabouts Unknown OR
 - Out of the Home
- Child must have a Household Status record of “In the Home”
 - Cannot have the status of “Added in Error”
 - Cannot be “Permanently Out of the Home”
- Child must not have a deceased date
- Child must not have a living arrangement that is high dated with the type of “Incarcerated”

Note: If the primary applicant of the case is deceased or has a high dated Living Arrangement record with the type of Incarcerated, a P-EBT block will not be automatically created.

P-EBT program considerations:

- The P-EBT program block is added to the case with an application date of May 1, 2020.
- The P-EBT program block will continue to show Active, staff do not need to take action. A batch will discontinue this program at a future date. **Staff should not manually discontinue this program by running EDBC.**
- A child can only receive this benefit on one case, not once on mom’s case and once on dad’s case or half of the amount on mom’s case and half of the amount on dad’s case.

Phase 1:

- Child is currently receiving FA or TANF benefits as a Member with an application date before or equal to March 31, 2020 and is still active.
- Child was receiving FA or TANF benefits as a Member anytime between the dates of August 1, 2019 and March 31, 2020
- A notice will not be sent to these households.

- These benefits will be issued on a staggered issuance schedule as seen below:

If the clients last name starts with:	The consumer will get their benefits after 6:00am on the:
A or B	5/21/2020
C or D	5/22/2020
E, F, or G	5/23/2020
H, I or J	5/24/2020
K or L	5/25/2020
M	5/26/2020
N, O, P, Q or R	5/27/2020
S	5/28/2020
T, U or V	5/29/2020
W, X, Y or Z	5/30/2020

Phase 2:

- Households will be auto enrolled using the information provided from the school districts compared to children known to KEES. Below is the details used to determine a match.
 - Child First Name, Last Name and Date of Birth matches between the files that DCF received from the Kansas School Districts for those children that received Free and Reduced School Lunches and compare them to clients in KEES.
 - If a match is found, an Other Program Assistance record for the 'National School Lunch Program' is created and if a case meets the criteria, a P-EBT program block created and benefits issued.
 - If a match is found, an Other Program Assistance record for the 'National School Lunch Program' is created, but if case does not meet the criteria, a P-EBT program block will not be created and the parent will need to register through the parent portal.
 - If no match is found, the parent will register through the parent portal and eligibility will be determined for P-EBT through that means.
- The P-EBT benefits will be issued on their existing EBT card or a new EBT card will be mailed to the households.
- A notice will be sent.
- These benefits began issuing May 28th and will continue through June 5th.

Phase 3

- TBA

Staff will begin seeing P-EBT programs in KEES starting May 18, 2020. At a high level here are the system changes:

- P-EBT will be a program
- P-EBT will be its own program block
 - Only the children will be included in the program block
- Other Program Assistance Detail Page
- EDBC
- Issuance History

P-EBT does not require an application through DCF. If schools have questions on how to provide student information, they will contact KSDE. For households who have questions about P-EBT benefits will contact DCF. Change of address caused by P-EBT will be addressed at next IR or Review.

Undelivered EBT card process for KEES cases with active P-EBT program only

For eligibility cases with P-EBT program activity only, a revised process is needed for undelivered EBT card tasks. When an Undelivered EBT card task is reviewed:

- Review the case in KEES to determine if Food Assistance, TANF, or Child Care are open.
- If Food Assistance, TANF, or Child Care is **not** open, disregard and delete the task.
- Follow normal processes to update the address in KEES if the case head contacts the agency at a later date.

For ongoing cases with food assistance, TANF, or Child Care, follow the standard Undelivered EBT card process outlined of the **Undelivered Card Process Deskaid**.

<http://dcfnet.dcf.ks.gov/EES/Documents/EBT/Undelivered%20Card%20Process.pdf>