

Urgent Bulletin

Arizona Department of Economic Security
Arizona Health Care Cost Containment System

Arizona P-EBT Pandemic School Meal Replacement Benefits

04/23/2020

Program Impact: none

This Urgent Bulletin is being issued to inform staff that the Families First Coronavirus Response Act (P.L. 116-127) (FFCRA or the Act) authorized a temporary assistance program for households with children affected by school closures during the public health emergency. This program is called the Arizona P-EBT Pandemic School Meal Replacement Benefits Program (P-EBT). The program will provide P-EBT Benefits to replace the meals the children would have received in the free or reduced price school meals program under the Richard B. Russell National School Lunch Act (42 U.S.C. 1751 et seq.) had school not been closed.

NOTE: P-EBT benefits are not Nutrition Assistance (NA) benefits. The program is not subject to NA eligibility or NA change reporting requirements.

In order to provide these children with P-EBT benefits, DTS and FAA Systems have programmed AZTECS to calculate and issue the benefits. AZTECS uses a list received from the Arizona Department of Education (ADE) which provides data for all the children on the school meals program as of the date the schools closed.

The household will receive \$69 for the month of March, \$126 for the month of April, and \$120 for the month of May for each child eligible in the school meals program.

This process will be completed in phases. The first phase matches the children on the ADE list with the children in the households currently receiving benefits on an EBT card. The P-EBT benefits will be added to the cardholder's EBT card. P-EBT benefits for the benefit months 03/2020 and 04/2020 will be issued, starting 04/23/2020, in a staggered manner using the alpha of the last name (2 letters per day) similar to Arizona's normal issuance process. P-EBT benefits for the benefit month of 05/2020 will be issued with the household's standard monthly allotment in May.

NOTE: Citizenship is not an eligibility factor for the school meals program.

The second phase analyzes the remaining children on the ADE list. Provided there is a valid address and guardian/parent, a case is created in AZTECS and a P-EBT card will be mailed to the ADE guardian/parent of record. The P-EBT card is a generic white card with P-EBT printed on it. The P-EBT cards can be used at all locations that accept EBT and can be used for the same types of food. However, the P-EBT card cannot be used for the Restaurant Meals

Urgent Bulletin

Arizona Department of Economic Security
Arizona Health Care Cost Containment System

Program. (See Allowable NA Purchases at FAA1.A11B.01 in the Cash and Nutrition Assistance Policy Manual) The P-EBT cards will be issued in batches starting 05/08/2020. Once the guardian/parent activates the card by selecting a Personal Identification Number (PIN) the benefits for the benefit months 03/2020 through 05/2020 will be available for use. The Arizona P-EBT Pandemic School Meal Replacement Program (X020) notice with card use information will be sent to the household prior to receiving the P-EBT card.

NOTE P-EBT cards are not available in FAA offices. Address changes, when needed, must be completed in AZTECS prior to the guardian/parent requesting a replacement card from the EBT Customer Service 24-Hour Hotline at (888) 997-9333.

The third phase is an online form being created to allow the guardian/parent to provide information missing from the ADE data. The third phase creates a list of the children on the ADE list that did not have one or more of the following:

- A guardian/parent name
- A valid mailing or home address

Once the missing information is provided using the online form, the following occurs:

- A P-EBT card is mailed, when needed, to the address provided
- P-EBT benefits are added to the P-EBT card

The online form is not yet complete but is expected to go live on 05/15/2020. More information will be sent to staff by another Urgent Bulletin or on the What's Changed page in the Cash and Nutrition Assistance Policy Manual when the online form is ready.

How to Identify P-EBT benefits and cases in AZTECS

P-EBT benefits are displayed on FSIH in AZTECS as a supplement for the benefit months of 03/2020, 04/2020, and 05/2020. Staff are able to identify the supplement is for P-EBT and the name of the child receiving the P-EBT benefit on FSBH in AZTECS. Each child receiving P-EBT benefits are listed individually.

Urgent Bulletin

Arizona Department of Economic Security
Arizona Health Care Cost Containment System

The following image shows *PEBT paid for Jane Doe \$69 for benefit month 03/2020 and \$126 for benefit month 04/2020.

---- ALLOWABLE DEDUCTIONS ----																
HOUSEHOLD	GROSS	STD	EXCESS		DEP	CHLD	SHELT	BEN			NET	ISS				
MON	SIZ	TYP	SR	CTB	INC	DED	%DED	MED	CARE	SUPP	COST	TYPE	AMT	RCP	BEN	IND
0420		*PEBT			PAID FOR JANE			DOE					126	0	126	PD
0320	03	ECE	Y		860	167	172	0	0	0	0	RE	352	0	352	MO
0320		*PEBT			PAID FOR JANE			DOE					69	0	69	PD
0320	03	ECE	Y		860	167	172	0	0	0	0	RE	352	0	352	MO

IMPORTANT

Do not count P-EBT benefit amounts when determining supplements for NA benefits. P-EBT benefits are not NA benefits. P-EBT benefits should not be included when determining whether a household received the maximum allotment for the months of 04/2020 and 05/2020.

CADO is autopopulated as follows:

```
042020 *PEB :  
PANDEMIC SCHOOL MEAL REPLACEMENT (P-EBT)  
BENEFIT PAID 04/20/20  
SEE FSBH HOUSEHOLD TYPE = *PEBT
```

ACHI is documented as follows:

ACTION	ACTION	SECURITY	ACTION	SCREEN	BEN	PRGM	CURRENT	NEW
DATE	TIME	KEY	TYPE	ID	MONTH	TYPE	SITE	SITE
042020	13:26:15		ADD	*PEB	0320	FS	113	
041020	07:28:33	0030410	ENROLL	0401			113	

Cases created during the second phase which include children not in an active case in AZTECS) have a P-EBT case created in AZTECS. Do not use P-EBT cases when adding Cash Assistance (CA) or NA applications.

Urgent Bulletin

Arizona Department of Economic Security
Arizona Health Care Cost Containment System

P-EBT cases are identified on CAP1 as follows:

- Site Code 940 Unit 9

```
SITE CODE: 940 UNIT: 9
```

- *PEB in the last action field

```
TRIBAL TANF:  
LAST ACTION: ADD *PEB 042020
```

- The PE Referral Source Code in the FS Ref SRCE field next to all members of the household

```
REF SRCE  
AF FS MA  
  
PE  
PE  
PE
```

What if there are questions?

Households receiving P-EBT cards have a dedicated telephone number to Conduent staff, (844) 841-3802, printed on the X020 notice. However, in the event FAA staff are contacted by a P-EBT customer, the information on this Urgent Bulletin has been provided to assist.

Urgent Bulletin

Arizona Department of Economic Security
Arizona Health Care Cost Containment System

The P-EBT cards and benefits are issued based on information from the ADE. In the event a household contacts the FAA office stating they did not receive P-EBT benefits or received P-EBT benefits for only a portion of their children on the school meals program, complete the following:

- Locate the P-EBT customer in AZTECS using the child's name, date of birth, or any available information the guardian/parent provides. A Social Security Number (SSN) search may not be productive because SSNs were not provided with each child on the ADE list.
- When the case is found in AZTECS complete the following:
Have the customer confirm the address. Make changes to the address when needed.
Identify which child received P-EBT benefits by reviewing the FSBH screen in AZTECS.

IMPORTANT

Be sure that information on cases with NA and CA benefits is kept confidential.

- When the customer needs a new P-EBT card, the customer must contact the EBT Customer Service 24-Hour Hotline at (888) 997-9333. P-EBT cards are not available in the FAA offices.

NOTE Do not provide EBT cards as replacement cards for P-EBT cards.

- When the case cannot be found in AZTECS or P-EBT benefits were only received for fewer children than the P-EBT customer expected, complete the following:

Inform the customer that the information that FAA received came from the school records from the Arizona Department of Education (ADE). The record may not have had a valid address or guardian/parent name attached.

An online form will be available shortly which will allow the customer to enter the missing information.

Watch social media and press releases to find when the online form is available.

Please contact the FAA Policy Support Team by phone at **(602) 774-5523** or by e-mail at **FAAPolicyMgmt@azdes.gov** with any questions or concerns regarding this broadcast.

Please consider the environment before printing this broadcast.

(20-0642)