

Department of Social and Health Services
Olympia, Washington
EAZ Manual

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Category Emergency Food Supplements
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Summary

Provide information, clarifying information and worker’s responsibilities for Pandemic EBT Benefits



Clarifying Information - **WAC 388-437-0010**

P-EBT Eligibility

Pandemic EBT (P-EBT) Benefits are benefits for households, with school age children participating in a Free or Reduced Lunch Program ~~at school~~, in lieu of meals they would eat at school if not for ~~school~~ closures due to the COVID-19 pandemic. ~~The P-EBT~~ benefits ~~are for days of cover~~ school closures ~~between effective~~ March 13, 2020 ~~and to the end of the academic school year~~ (June 19, 2020). The reimbursement rate is \$5.70 per school day (Monday – Friday) per eligible child in the household.

- Receipt of food assistance is not a requirement for P-EBT eligibility.
~~—There is no interview requirement for P-EBT.~~

- ~~— There is no telephonic signature for a P-EBT application.~~
- ~~• No Interactive Interview Declaration is needed for a P-EBT application.~~
- ~~• There is no citizenship requirement for P-EBT. Applicants for P-EBT are not required to:~~
 - ~~○ Participate in an interview~~
 - ~~○ Provide a telephonic signature~~
 - ~~○ Complete an Interactive Interview Declaration~~
 - ~~○ Meet citizenship requirements~~
- A school age child is defined as:
 - A child 5 (as of October 1, 2019) to 17 years old; or
 - A child 18 to 21 attending high school.

~~— When conducting Basic Food applications staff will make the household aware of the Pandemic EBT program and use the OSPI P-EBT Search Website to determine eligibility for P-EBT benefits.~~

- P-EBT applications will not be accepted after August 31, 2020 at 5:00 pm.

Note: When processing an application for food assistance, make the household aware of the P-EBT program and use the OSPI Search tool to determine eligibility for P-EBT benefits. Citizenship status does not affect the eligibility of a school age child participating in the Free and Reduced Price School Lunch Program. There is no public charge for P-EBT benefits.

P-EBT Benefits for AUs Receiving Basic Food

- Active assistance units (AUs) eligible for P-EBT include households:
 - Receiving Basic Food, including SNAP, FAP, or TFA with a paid through date of 6/30/2020.
 - Eligible for the minimum \$0 allotment.
 - With a school age child as ~~listed~~ defined above coded in ACES.
- P-EBT benefits ~~will~~ were issued to the current EBT card of the active Basic Food AU.
- The P-EBT amount is determined by the date the AU became eligible for Basic Food.
- Active Basic Food AUs in March and ongoing receive a mass issuance for March, April, May and June 2020.
- Active Basic Food AUs that became eligible for Basic Food after March will receive an issuance for the remaining months.
 - If ~~the a~~ AU-child became eligible in:
 - April 2020, the AU-child is eligible for April, May and June.
 - May 2020, the AU-child is eligible for May and June.
 - June 2020, the AU-child is eligible for June only.
- Barcode ~~will~~ generated a tickle for any AU eligible for Basic Food starting April. Staff will determine the AU eligibility for additional months. ~~Staff will issue a manual P-EBT BEG if required.~~ See Worker Responsibilities below.

Example: Robert is receiving food assistance with his 1st grader Donna (6). The household is certified for Basic Food January 1st to December 30th. As he and Donna are active on food from March to June, the P-EBT benefits issued are for March – June 2020.

Example: Donna lost her job due to COVID-19 layoffs and applied for Basic Food for herself and 3 children in May. The household is eligible for Basic Food benefits. A Barcode tickle is created for staff to review P-EBT eligibility for her 3 school age children in March and April. Staff review the OSPI P-EBT Search site to verify the children's eligibility for free or reduce-priced meals in the months of March and April. The children are not found on the search site in the months of March and April. The P-EBT benefits issued are for the months of May and June.

P-EBT Mass Issuance Availability Dates

FS AU Ends In	P-EBT Benefit Available	Availability Date
1	1 day after mass issuance	June 28
2	2 days after mass issuance	June 29
3	3 days after mass issuance	June 30
4	4 days after mass issuance	July 1
5	5 days after mass issuance	July 2
6	6 days after mass issuance	July 3
7	7 days after mass issuance	July 4
8	8 days after mass issuance	July 5
9	9 days after mass issuance	July 6
0	10 days after mass issuance	July 7

P-EBT Benefits for Households Not Receiving Basic Food

- Households not receiving Basic Food but have a school age child eligible for free or reduced price school lunch program will need to contact the department to apply for P-EBT benefits.
- A household can apply for P-EBT benefits ~~by two ways~~:

- Completing an online application through the Washington Connections ; or
- ~~C~~By calling the Customer Service Contact Centers and requesting P-EBT benefits.
- Applying for Basic Food is not required to qualify for P-EBT.
 - If the household is interested in pursuing regular Basic Food in addition to P-EBT, process the Basic Food application in addition to the P-EBT.
 - Do not delay the P-EBT determination when pending Basic Food for verification.
- Staff will use the OSPI P-EBT Search site to verify P-EBT eligibility after an application is received.

P-EBT Benefit Amounts:

- The daily amount is \$5.70 per eligible child.
- The total for all four months (March to June 2020) is \$399 per eligible child.

Month	Days of School	Dollars per child
March 2020	12	\$68.40
April 2020	22	\$125.40
May 2020	21	\$119.70
June 2020	15	\$85.50

Example: Tim and his three children, Betsy (15), Stan (15) and Nancy (19) applied for and started receiving Basic Food in April 2020. Tim and Nancy are not in school. ACES issues P-EBT of \$661.20 for Betsy and Stan. Barcode will generate a tickle. Staff will determine if the children qualify for P-EBT benefits for March by using the OSPI P-EBT Search site to verify eligibility for free or reduced meals at school.

Worker Responsibilities – **WAC 388-437-0010**

Confirming automatic mass issuance:

- On the evening of June 27, 2020, ACES ~~will~~performed the one-~~time~~ issuance ~~and will find to~~ active (or closed with a paid thru date of 6/30/20) Basic Food AUs containing at least one P-EBT eligible child.

- Staff can confirm the automatic issuances by reviewing Benefit Issuance history in Aces.Online. The issuances for each month will display as *FS/EBT – Pandemic EBT Supplement (862)*.
- Existing households who started receiving Basic Food after March will get a partial issuance. A Barcode tickle will generate for staff to screen a second Basic Food AU for P-EBT approval or denial for the missing months. Process Barcode ticklers using the procedures explained in CSD Procedures –Handbook.

Manual BEG:

Starting June 29, 2020, staff may need to use a new BEG type **School Supplement - SS** to issue P-EBT benefits manually for newly approved Basic Food households in the following two situations:~~will issue a Manual BEG while processing P-EBT benefits when a new:~~

- ~~1. P-EBT application is received through Washington Connection or the CSD Customer Services Contact Center; or,~~
- ~~2. Basic Food household is approved and the school age child in the household is matched with information on the OSPI P-EBT Search site.~~

~~Staff will use a new BEG type **School Supplement – SS** to issue P-EBT benefits manually for P-EBT benefits.~~

1.-If the child is **not** found on the OSPI Search Site, then create a manual SS BEG based on Basic Food begin date using the newly approved Basic Food AU.

Example: Tomas submitted an application for Basic Food on June 15th for himself and his 9 year old son, Angel. Tomas in interviewed on July 1st and approved on Basic Food from June 15th to May 31st. Angel is not found on the OSPI search site as a recipient of free/reduced lunch.

The worker will create a manual SS BEG for the month of June to provide the household the P-EBT benefit.

2. If the child **is** found on the OSPI Search Site:
 - a. Create manual SS BEG based on Basic Food begin date using the newly approved Basic Food AU **AND**
 - b. Staff will need to screen in a second FS AU for P-EBT only prior to Basic Food approval **(DO NOT ISSUE A BEG)**

Example: Juanita and her 11 year old twins complete a telephonic interview on June 30th for Basic Food. The household is approved for Basic Food from June 30th to May 31st. The twins are found as recipient of free/reduced lunch back to September 2019 using the OSPI search site.

The worker will create a manual SS BEG for the month of June using the newly approved Basic Food AU **AND** create a separate FS AU for P-EBT only approval for March, April, and May, which will process in overnight batch.

NOTE: If an application is being reconsidered, carefully review the Basic Food begin date. If the application goes back to the month of May, an SS BEG should be reviewed for May and June.

Letters:

Letters will not generate when the **BEG School Supplement – SS** is released.

- We do not require an approval letter for P-EBT benefits.
- Staff will create a [General Correspondence letter when a P-EBT request is denied](#) ~~denial on a general correspondence letter using~~ and add the appropriate canned text.
 - The canned text is specific to the reason for the denial. The two reasons to deny P-EBT applications are:
 - The student's information is not on the OSPI P-EBT Search site; and,
 - P-EBT benefits previously issued to the household.

EBT Card:

- Staff will review Barcode EBT transactions to verify the household has an EBT card and they have used it within the past 60 days.
 - Staff will not manually issue an EBT card if transactions occurred on an EBT account within the past 60 days unless the household states they no longer have the EBT card.
 - Follow [COVID-19 Temporary Procedures](#) to issue EBT cards for those households that:
 - Do not have an EBT card,
 - Have not used one the past 60 days, or
 - Are requesting a new EBT card.