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Washington Office of Superintendent of
PUBLIC INSTRUCTION
Chris Reykdal, Superintendent

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Action Required

Due date: N/A

Informational

BULLETIN NO. 080-21 CHILD NUTRITION SERVICES

TO: Educational Service District Superintendents
School District Superintendents
School District Business Managers

FROM: Chris Reykdal, Superintendent of Public Instruction

RE: SY 2020–21 Pandemic EBT Administrative Funds for Eligible Local Education Agencies

CONTACT: Hydie Kidd, Fiscal Supervisor, Child Nutrition Services
360-725-6287 hydie.kidd@k12.wa.us

PURPOSE/BACKGROUND

Pandemic Electronic Benefit Transfer (P-EBT), or Pandemic EBT, is a United States Department of Agriculture (USDA) program developed in response to the COVID-19 pandemic. The program provides food benefits to eligible families to replace meals that students would have received, if not for disruptions to in-person instruction or school facility closure. Washington's K–12 schools that operate the USDA National School Lunch Program, provided administrative support that was integral to issuance of P-EBT benefits for school children in School Year (SY) 2020–21.

The COVID Relief Response Act designated federal funds to be sub-awarded to Local Education Agencies (LEA) to assist with the costs associated with administrative support of P-EBT at the local level. This bulletin provides information about the distribution of P-EBT Administrative Funds to eligible LEAs.

ELIGIBLE LOCAL EDUCATION AGENCIES

Local Education Agencies eligible for this funding include those that:

- Normally operate the National School Lunch Program

- Experienced school closures or decreased hours during SY 2020–21 due to the COVID pandemic
- Provided student and school information to the Department of Social and Health Services third-party vendor, Accenture
- Have an approved agreement to operate Child Nutrition Programs

PANDEMIC EBT ADMINISTRATIVE FUNDS

The funding matrix, as determined by USDA, is based on the number of P-EBT eligible children in the LEA. Child Nutrition Services used the June 2021 data upload provided to Accenture to determine the funding amount for each eligible LEA.

# of P-EBT Eligible Children in LEA	Funding Amount per LEA
Less than 1,000	\$614
1,001–5,000	\$3,063
5,001 or more	\$5,814

The Catalog of Federal Domestic Assistance (CFDA) number for this funding is 10-649. The apportionment revenue code for this funding is 6198-10.

Allowable Costs

P-EBT Administrative Funds must be used to cover costs associated with administering the program at the local level during SY 2020–21, including the following:

- Personnel- Time and Effort
- Equipment
- System Costs
- Support Services/Contracts
- Supplies
- Indirect Costs

Local Education Agencies must keep detailed records to show how these funds were used. Unallowable costs are expenses that are not necessary or responsible for the administration of school year 2020–21 P-EBT Program and expenses already reimbursed under another federal award.

Distribution of Funds

P-EBT Administrative Funds will be distributed to eligible LEAs as early as November 2021. These funds will be distributed with the school apportionment for public schools and through the Agency Financial Reporting System (AFRS) for private schools.

INFORMATION AND ASSISTANCE

For questions regarding this bulletin, please contact Hydie Kidd, Fiscal Supervisor, at 360-725-6287 or email hydie.kidd@k12.wa.us. The OSPI TTY number is 360-664-3631.

This bulletin is also available on the [Bulletins](#) page of the OSPI website.

Tennille Jeffries-Simmons
Chief of Staff

T.J. Kelly
Chief Financial Officer
Financial Resources

Leanne Eko
Director
Child Nutrition Services

CR:ln

ASSURANCE STATEMENT

The program applicant hereby agrees that it will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq.), Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794), the Age Discrimination Act of 1975 (42 U.S.C. § 6101 et seq.); all provisions required by the implementing regulations of the Department of Agriculture; Department of Justice Enforcement Guidelines, 28 CFR Part 50.3 and 42; and FNS directives and guidelines, to the effect that, no person shall, on the grounds of race, color, national origin, sex, age, or disability, be excluded from participation in, be denied benefits of, or otherwise be subject to discrimination under any program or activity for which the program applicant receives Federal financial assistance from FNS; and hereby gives assurance that it will immediately take measures necessary to effectuate this agreement.

By accepting this assurance, the Program applicant agrees to compile data, maintain records, and submit reports as required, to permit effective enforcement of nondiscrimination laws and permit authorized USDA personnel during hours of program operation to review such records, books, and accounts as needed to ascertain compliance with the nondiscrimination laws. If there are any violations of this assurance, the Department of Agriculture, FNS, shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the Program applicant, its successors, transferees, and assignees as long as it receives assistance or retains possession of any assistance from USDA. The person or persons whose signatures appear below are authorized to sign this assurance on the behalf of the Program applicant.

OSPI provides equal access to all programs and services without discrimination based on sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation, gender expression, gender identity, disability, or the use of a trained dog guide or service animal by a person with a disability. Questions and complaints of alleged discrimination should be directed to the Equity and Civil Rights Director at 360-725-6162/TTY: 360-664-3631; or P.O. Box 47200, Olympia, WA 98504-7200; or equity@k12.wa.us.