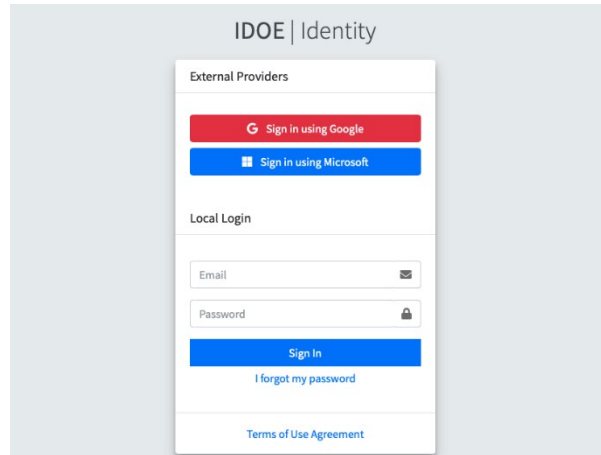# FSSA P-EBT Portal Submission Guidance v.05.1.2021

P-EBT Program and Eligibility Information can be found on the [FSSA P-EBT website](#).

P-EBT Portal Access

- Navigate to the IDOE LINK portal https://link.doe.in.gov/
- You MUST use either the "Sign in with Google" OR the "Sign in with Microsoft" option. **Do not** enter your email and password in the open fields, **do not** request a new password. If you need assistance logging in to the LINK portal, first contact your local Security Coordinator.

- Authorized school staff must have the staff type (role) of Security Coordinators and/or Data Administrators to access the P-EBT portal tile within the LINK Portal. Staff types (roles) for the LINK portal have been set by the local Security Coordinator for 2020-2021 staff access to various IDOE systems including Data Exchange and INtelligrants. To locate your Security Coordinator, please consult with your local administration. If you require further assistance with the IDOE LINK Portal, please contact link@doe.in.gov.
- Once logged in to the LINK Portal, select the FSSA P-EBT Portal tile. You will be directed to the portal webpage.

If your educational organization is not configured to access the LINK Portal, you will receive an invitation to access the P-EBT Portal. Follow the invitation directions to complete your account.

Submissions in the P-EBT Portal

- The home screen of the P-EBT Portal will display the name of the Local Education Agency (LEA) and tiles for the Eligibility Windows. The April, May, June, and Summer 2021 Collection Windows indicates that it is "Open Now."

- Click the "Start Submission Process" button to get started.

21st Century Charter Sch of Gary

Active Windows   Prior Windows

🔓 **2021 April Collection Window**
Open Now Until **05/28/2021** (24 days remaining)   [Start Submission Process]
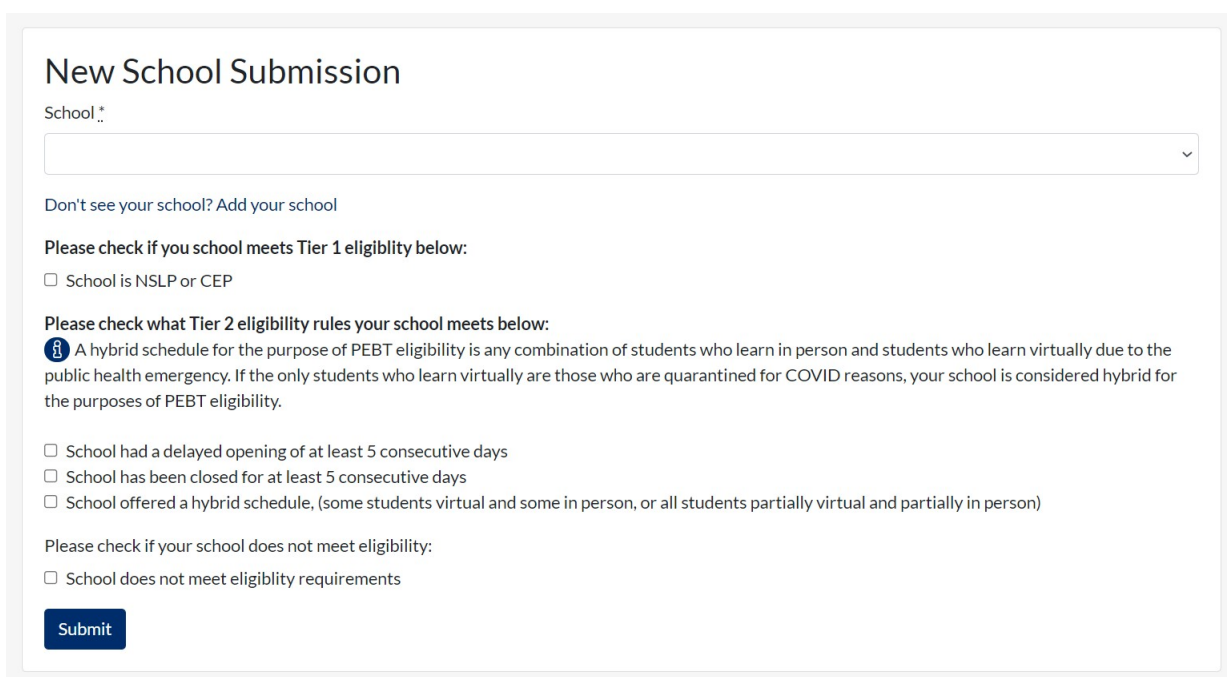
🔓 **2021 May Collection Window**
Open Now Until **05/28/2021** (24 days remaining)   [Start Submission Process]

🔓 **2021 June Collection Window**
Open Now Until **05/28/2021** (24 days remaining)   [Start Submission Process]

- On the next screen click "Start First School Submission" to begin.

  <mark>NOTE: Each school will require its own submission regardless of eligibility status.</mark> A submission is a collection of eligible students from one eligible school. Users may provide as many submissions as needed during the open collection window. For example, a school corporation with 10 eligible schools would create at least 10 submissions during each open Collection Window. An eligible charter school would create at least one submission during the open collection window.

New School Submission

School *

[⌄]

Don't see your school? Add your school

Please check if you school meets Tier 1 eligiblity below:
☐ School is NSLP or CEP

Please check what Tier 2 eligibility rules your school meets below:
ℹ A hybrid schedule for the purpose of PEBT eligibility is any combination of students who learn in person and students who learn virtually due to the public health emergency. If the only students who learn virtually are those who are quarantined for COVID reasons, your school is considered hybrid for the purposes of PEBT eligibility.

☐ School had a delayed opening of at least 5 consecutive days
☐ School has been closed for at least 5 consecutive days
☐ School offered a hybrid schedule, (some students virtual and some in person, or all students partially virtual and partially in person)

Please check if your school does not meet eligibility:
☐ School does not meet eligiblity requirements

[Submit]

- On the "New School Submission" page, use the dropdown menu to select the school for which you are submitting student records. Please read the text on this screen carefully to verify the school's Tier 1 of program eligibility AND select the appropriate Tier 2 eligibility boxes. If a school is not eligible, select "My school does not meet eligibility requirements." Click submit to proceed.
  - o If the selected school meets eligibility requirements, you will be directed to a page to start your submission.
  - o If the selected school does not meet eligibility requirements, you will be directed back to your LEA's collection window page

- The school submission page will display the school name, LEA, submission number, and the user's email. A progress bar is displayed across the top of the screen.

< Back to Submissions

Test School A, YOUR LEA HERE

Submisson # 59

◯ fssapebt@mailinator.com

Started

1   Please download the template here: Download Template

2   Make sure the data passes validations:

Field (Order)	Field Name Description	Data Field Specification Requirements
1 (A)	Student Testing Number	**REQUIRED** Official Student Test Number (STN) assigned to student STN must be exactly 9 alphanumeric characters STN can only occur once for a given eligibility
2 (B)	Student First Name	**REQUIRED** Student's legal first name
3 (C)	Student Middle Name	**OPTIONAL** Student's legal middle name/initial
4 (D)	Student Last Name	**REQUIRED** Student's legal last name

Step 1: Download and Complete the Submission Template
- Click the "Download Template" button to get started.
- Complete the template following the data field specifications in the chart below.

Field Order	Fieldname Description	Data Field Specification Requirements
1 / A	STN	**REQUIRED** Official Student Test Number (STN) assigned to student, must match the STN from the App Center STN must be exactly 9 alphanumeric characters STN can only occur once for a given eligibility *Ensure column is formatted as "text" to maintain leading zeros*
2 / B	Student First Name	**REQUIRED** Student's legal first name
3 / C	Student Middle Name / Initial	**OPTIONAL** Student's legal middle name/initial
4 / D	Student Last Name	**REQUIRED** Student's legal last name Must match student's last name from STN App Center
5 / E	Street Address	**REQUIRED** Student's mailing address Less than 30 characters in length Can't contain a comma. Please split out Apt, Lot, Unit, Trlr into Street Address 2 column
6 / F	Street Address 2	**OPTIONAL** Additional address information (such as Apartment number, Unit, Lot, Trlr) Less than 30 characters in length Can't contain a comma. Do not include other address components in this field such as a PO box or second address.
7 / G	City	**REQUIRED** Student's mailing address city
8 / H	State	**REQUIRED** Allowable formats: Indiana or IN Must be an Indiana address

9 / I	ZIP Code	**REQUIRED** Student's mailing address zip code
10 / J	DOB (Date of Birth)	**REQUIRED** Allowable format: MM-DD-YYYY (02-04-2015)
11 / K	School Number	**REQUIRED** State Assigned School ID Must be 4 alphanumeric characters *Note: School name is NOT required.
12 / L	Eligible Days	**REQUIRED** Must be between 1 – (max days by month) *Note: submissions for the 2021 Summer P-EBT window will not have an eligible days requirement*

BEFORE UPLOADING THE TEMPLATE:
- Verify all required fields contain data.
- Do not edit the header row or add additional data beyond the requirements.
- Save the template in comma delimited format (csv). The csv format is strongly recommended, however, excel files will be accepted. Do not save multiple files as a zip file.

Step 2: Template Upload, Errors, and Failed Records
- Click "Choose File" and select the saved file. Then click "Upload File."

- The file will process the submissions and display the results on the next page.

Errors
- NEW: **If your file contains errors, you will be notified via email and in-app notification** after processing has completed. An error is an issue with the format of the field specification.

- An Error Summary will display the specific errors.

- To correct errors, click the "Download File with Errors" button and the file will download. This file will only include the records that contain errors.
- Open the file and review the column titled "Error Messages" to resolve errors with the records. Make the necessary corrections directly in this file and save the file.

Example Error File

- Back on the Errors page, click "Upload File" and select the saved error file with corrections. The number of successful and erroneous records will update. If needed, download the new error file, make corrections, and upload the corrected error file.
- Continue this process until all errors are resolved.
- Should you need assistance with an error, note the "Error ID" from the first column of the download file.

Step 3: Review and Confirmation Screen
- Once all records are accepted, the progress bar will turn green and indicate "Submitted." You will be redirected to the confirmation screen.

Confirmation

Address Confirmation

Please review and determine if you want to use the system suggested address. **This is not mandatory.** If you wish to use all your submitted addresses, please disregard this section.

> ⌀ We couldn't confirm 1 addresses. Cards will still be sent to these students.   **View addresses**

Address Suggestion

767797W12 - CRUICKSHANK
1230 N Delaware St, Indianapolis, IN 46202-2531 → 1230 N Delaware St, Indianapolis, IN 46202   Accept

42V664160 - JENKINS
111 Monument Cir, Ste 100, Indianapolis, IN 46204-5410 → 111 Monument Cir, Ste 100, Indianapolis, IN 46204   Accept

‹ Prev   **1**   Next ›

Accept All Address Recommendations

⬇ Download Students For Review

☐ **By clicking the box, I am confirming the data submitted is accurate and the total record count of 4 students matches the schools expected count of students.**

Complete 21st Century Charter Sch of Gary's Submission

Want to start over?

I would like to start over on this submission for 21st Century Charter Sch of Gary

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- **NEW**: Address Validations
  - On this screen, you will be notified if any addresses you submitted could not be validated with the USPS. Please click the "View Addresses" button in the red box to view these addresses.

Uncofirmed Addresses ✕

Please Note: These cards will still be sent! This information is based on a USPS search. It does not mean the card won't be delivered, but deliverability may be impacted.

Address Message Meanings

- **We can't confirm address:** The system can't locate that specific address.
- **We can't confirm this Apt, Lot, Trlr or Unit:** The system found the address, but couldn't find the secondary address information.
- **The Apt, Lot, Trlr or Unit is missing:** The system found the address, but the secondary address information appears to be missing.

Student	Message
8104813N2-METZ 111 Fake St. Way, Louisville, IN 46184	We can't confirm this address.

- o If you are certain these addresses are correct, no further action is required. **Cards will still be sent to these addresses.**
- o If you discover incorrect addresses, please update them on your submission template. Close the Unconfirmed Addresses pop up and use the red "I would like to start over" button at the bottom of the prior screen to start this school's submission over and resubmit with the updated template.

Address Suggestion	
42V664160 - JENKINS 111 Monument Cir, Suite 100, Indianapolis, IN 46204-5410 → 111 Monument Cir, Ste 100, Indianapolis, IN 46204	Accept
0195X8728 - REICHERT 1200 W Washington St, Indianapolis, IN 46222-4552 → 1200 W Washington St, Indianapolis, IN 46222	Accept
767797W12 - CRUICKSHANK 1230 N Delaware St, Indianapolis, IN 46202-2531 → 1230 N Delaware St, Indianapolis, IN 46202	Accept

‹ Prev | 1 | Next ›

Accept All Address Recommendations

- • Valid addresses are compared to the USPS recommended address format, and any suggested changes are presented in the table on the confirmation screen.

- In the example above, you may notice that the system recommended a corrected ZIP Code for the addresses provided, as well as using the USPS-recommended abbreviation for "Suite".
- For each address, the system defaults to using the user-provided addresses. However, if you see that the system's suggestions are correct, you may click "Accept" next to the correction, or use the "Accept All Address Recommendations" button.
- If you do not wish to make any adjustments, you do may ignore this section.

- After reviewing any address concerns, you must click the box to confirm your uploads are correct and select "Complete Submission", as circled in the "Confirmation" screenshot above.
- You may download your final, accepted submission by clicking the green "Download Students for Review" to make a final review or save the file for your records.
- The portal will now display "Completed" and list the accepted submissions, as seen below.

Completed

Here are the results of Submission #141:

✓ Successful

4

Successful P-EBT Submissions   🗁 Download Students

Student Testing Number	Student Name	Actions
8104813N2	MARIANO METZ	View Student Submsission
767797W12	CAREY CRUICKSHANK	View Student Submsission
0195X8728	ZONA REICHERT	View Student Submsission
42V664160	LANE JENKINS	View Student Submsission

‹ Prev **1** Next ›

Want to start over?

I would like to start over on this submission for 21st Century Charter Sch of Gary

- All submissions for the LEA will be displayed with the school name, submission number, user, and status of submission.
- Click "Back to submission" at the very top of the page to return to the main page for this Collection Window.

- For additional submissions in this Collection Window, select "New School Submission" and repeat the process.
- You must complete this process for all schools for the April Collections Window.
- When submissions are complete, logout of the portal.

Updating a Submitted Student Record During the Open Collection Window

If you need to make changes to a small number of student records **for the current collection window(s)**, follow the process below. If you need to correct mistakes in about 10 or more students, or you notice missing or extra students, it is recommended to clear your submission and reupload your data with corrections, as it is possible that there were further issues with your submission.

- Student records may ONLY be updated during the open collection window.
- From the submission page, locate the school submission you wish to update. Click the "View Submission" button.
- Locate the student record in the table. Select "View Student Submission" and the student's submission will be displayed.

Student Testing Number	Student Name	Updated?	Actions
863429213	Darin DeForrest	No	View Student Submsission
106877826	Daniel Holder	No	View Student Submsission
537679375	Josh Arnold	No	View Student Submsission
364459654	Megan Baily	No	View Student Submsission
719821952	Josh Wakefield	No	View Student Submsission
420574459	Mark Pugh	No	View Student Submsission
388686151	Cristian Cawell	No	View Student Submsission
625303885	Aaron Arnold	No	View Student Submsission
215429971	Connor Norwood	No	View Student Submsission
141417236	Jess Carter	No	View Student Submsission

- To update or edit the student submission, click the blue "Edit Student's Submission" button.

- Make the necessary changes and scroll down to click "Update Student's Submission." The student's submission will be updated

The student's submission record will now display the new information and will display both the date the record was created and the day it was updated in the Tracking Information box.

Updating a School's Eligibility Status During the Open Collection Window

If you need to update your school's eligibility status after your have made a submission, you can do so by navigating to your submissions page and selecting Update Eligibility Status, as seen below.

On the next screen, change the appropriate values and save the changes. This will update your school's eligibility status.

Changing Between School Systems

If you have multiple LEAs associated with your portal account, you can switch between them by navigating to Home and selecting a school. If you have multiple portal accounts for separate LEAs, you must completely log out of the P-EBT portal, out of the LINK portal, and out of your school account. Then, log into each again with the correct school accounts.

Common Problems with Submissions

Below are some common issues with submissions and potential solutions to the errors.

- **STN must be 9 digits**
    - If a student's STN has leading zeros, they may be dropped if the STN column is converted to a number. Ensure that your submission template and data source file have the STN column formatted as a text field, and that Excel does not automatically change it as you copy data.

- **Invalid Column Errors**
    - If you receive an error message about invalid columns, it is possible that you modified the column headers. The submitted file's headers must exactly match the template's default headers. Try copying the column headers from a blank template onto your completed version and resubmitting.
    - If you still receive an error message, it is possible that you inadvertently added columns with whitespace to the template. These columns will need to be deleted but can be difficult to find. To easily remove them, try saving your template file as a .CSV file and copying it back into an Excel file. This will strip

any whitespace columns.

- **Issues with Date of Birth format**
  - The only acceptable format for the Date of Birth column is MM/DD/YYYY. The months, days, and years <u>must</u> be separated by a forward slash (/). A dash will not be accepted.

<u>Help Contact Information</u>
- **Help with access to the LINK Portal**: https://help.doe.in.gov/
- **P-EBT Mailbox:** PEBTQ@fssa.in.gov
- **Help with submission in the P-EBT portal**: Select "Need Help?" from the P-EBT Portal navigation bar and complete the form.
- **Help with P-EBT Eligibility**: FSSA P-EBT website