

## 2021-2022 Pandemic Electronic Benefit Transfer (P-EBT) File Upload

Please submit one or more comma separated value (.csv) files **for each month** as needed, within the P-EBT File Upload application. These files are collected to enable students' families to qualify for the P-EBT benefits program managed by the Nebraska Department of Health and Human Services (DHHS).

The file(s) should contain only students **who qualify for free or reduced-price lunch**, and who were not in the classroom **(students were absent or learning remotely) for any number of instructional days during the month.**

Please do not submit any data for students that do not qualify. Only submit one row per student per month that contains the total number of days missed for the month. Student enrollment and food program data will be verified for qualifications at the time of issuance.

Upload your files using the column format below, which is also available in the [template file](#) downloaded through the P-EBT File Upload application in the NDE Portal:

Column Number	Name	Data Format	Notes
1	Parent/Guardian First Name	Alphanumeric	Name of primary parent/guardian who will be issued the benefit
2	Parent/Guardian Last Name	Alphanumeric	
3	Primary Language Spoken	Alphanumeric (optional)	Home language spoken by family for contact from DHHS, if available
4	Address Line 1	Alphanumeric	Home address of primary parent/guardian, required to issue benefits
5	Address Line 2	Alphanumeric (optional)	
6	City	Alphanumeric	
7	State	Alphanumeric (2 letters)	
8	Zip Code	Alphanumeric	5 digits preferred
9	Parent Phone Number	Alphanumeric (xxx-xxx-xxxx) (optional)	Home phone of primary parent/guardian for contact from DHHS, if available
10	Parent E-mail Address	Alphanumeric (optional)	Email of primary parent/guardian for contact from DHHS, if available
11	Student First Name	Alphanumeric	The eligible student, as described above

12	Student Last Name	Alphanumeric	
13	Student Birth Date	Alphanumeric (yyyy-mm-dd or m/d/yyyy)	Required for benefit issuances
14	NDE Student ID	Numeric (10 digits)	NDE's unique state student ID, required for data verification
15	NDE School Agency ID	Alphanumeric (xx-xxxx-xxx)	The 11-digit NDE agency ID of the school the student is enrolled at within your district
16	Days Absent or Remote from COVID	Numeric (up to 3 decimals xx.xxx)	The total number of instructional days the student was not in the classroom (absent or remote learning) due to COVID during the month. Districts may sum up partial day amounts.