

P-EBT DVR Corrections

Parent Request Spreadsheet

Parents may submit a support request for the 2021-2022 school year on the SDE website for P-EBT related issues. Submissions will be accepted March 13 – April 15, 2023. The collected submissions will be sent to each school district for evaluation. Below is some guidance for working with the spreadsheet.

- The spreadsheet will contain one row for each student submitted.
- It may be useful to insert a column to indicate confirmation of each student’s status for P-EBT.

M	N	O	
Address Change	PEBT Status	Student First Name	Student ID
	Qualified = No	Student 1	
	Qualified = Yes	Student 3	
	Qualified = No	Student 4	
	Qualified = Yes	Student 2	
	Qualified = Yes	Student 5	

- The student ID may or may not be accurate. Use other identifying data to locate students in your SIS if needed.
- Parents have a dropdown list to help categorize P-EBT issues. There are three categorical questions for parents to answer. The spreadsheet that is sent to you can be filtered by the responses to help organize your work.
 - My student did not get a P-EBT card for the 2021-2022 school year. I believe my student should have received a card because:
 - My student attended school virtually.
 - My student had an approved meal application (free/reduced meals).
 - My student had some distance learning days.
 - Other: _____
 - My student did get a P-EBT card for the 2021-2022 school year, but I do not believe the amount is correct because:



- Another child in my household received a larger amount.
- My student had more distance learning days than were counted.
- Other: _____

o My student did not get a P-EBT card for summer 2022. I believe my student qualifies because:

- My student was enrolled in this school during May 2022.
- My student had an approved meal application.
- Other: _____

- It is suggested that you Insert a column in the spreadsheet to help track your findings, DVR numbers, and the district response to a parent. The comments should be useful to district users and support your claim should the need arise later.

	N	O	P
changes	PEBT Status	District Action	Student First Name
	Qualified = No	Att DVR #5894	Student 1
	Qualified = Yes	Enroll DVR RVON #78921	Student 3
	Qualified = No	Sch DVR Free #15963	Student 4
	Qualified = Yes	Att DVR #14785	Student 2
	Qualified = Yes	Enroll DVR RVOFF #75369	Student 5

- DVRs may also be created for parents who contact the district directly, or for any qualifying student when incorrect data is discovered.

Verifying Student P-EBT Status

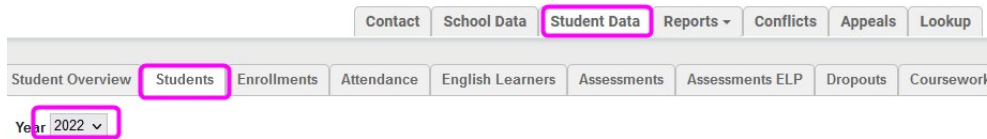
A student’s qualifying status will require verification of their free/reduced meal status, virtual or distance learning days (site-wide or individually), attendance, and the basis of admission.



Accountability

This is a primary source of the student eligibility status and qualifying days. Start the process in Accountability.

- Access the Students tab, select year 2022.



- If the student has the correct number of qualifying days and a dollar amount is displayed NO ACTION is required. No DVR is needed.

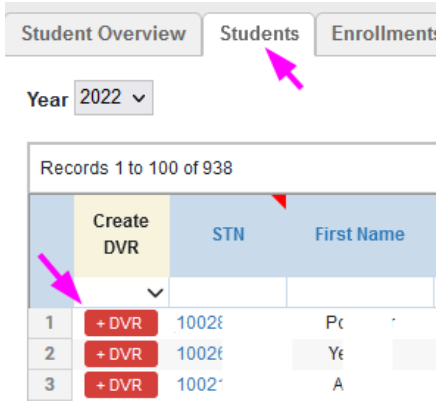
Virtual Days Attended	PEBT	Gender	Race
30.0	\$ 204.60	F	White
16.0	\$ 0.00	F	White
16.0	\$ 0.00	M	Other
16.0	\$ 0.00	F	White
16.0	\$ 109.12	F	Other

- If the student had virtual or distance learning days that are displayed correctly in the Virtual Days Attended column, but has no dollar amount showing, check the free/reduced status for the student. A **Student School DVR** is used to request a correction for a free/reduced status.

Virtual Days Attended	PEBT	Gender	Race
30.0	\$ 204.60	F	White
16.0	\$ 0.00	F	White
16.0	\$ 0.00	M	Other
16.0	\$ 0.00	F	White
16.0	\$ 109.12	F	Other



- Create a **Student School DVR** by clicking the DVR button to the left of the student record on the Student tab as shown below.



- If the student had no Virtual Days Attended and the PEBT column has no dollar amount showing, check these items:
 - Free/reduced meal status.
 - Student attendance for distance learning or virtual days.
 - Calendars for site-wide virtual days.
 - Basis of admission of blended learning for virtual learning.

Virtual Days Attended	PEBT	Gender	Race
0.0	\$ 0.00	M	Other
142.0	\$ 968.44	M	White
170.0	\$ 0.00	F	White
121.5	\$ 0.00	F	American Indian
16.0	\$ 0.00	F	American Indian
16.0	\$ 109.12	M	American Indian
0.0	\$ 0.00	M	Black
170.0	\$ 0.00	F	White

- Do **NOT** provide dollar amounts to parents. That is the responsibility of DHS. The dollar amounts displayed are estimates only.



- All students in a CEP, Provision 2, or Provision 3 school should have “Y” in the Free/Reduced column.

Student Information System

Additional verification for F/R meal status, enrollment, and attendance should be done in the student information system.

- Check enrollment records to see if the student was enrolled during the time that district-wide virtual days occurred.
- Was the student blended or virtual during the year? If so, was the correct basis of admission used for the enrollment record?
- Did the student have an approved F/R meal application for the school year?
- Was the student in a CEP or Provision 2 or 3 school? All virtual students in these schools qualify for virtual attendance days.
- Review attendance records to confirm the student was present at least ½ day during scheduled virtual days or distance learning days (district-wide or individually)?

DVRs

Create a DVR in Accountability Reporting to correct a student’s eligibility status. Provide any comments you think would clarify the issue. There are four types of DVRs used to correct student data. The DVRs are specific to the type of correction requested to ensure corrections are updated for the student. Please make sure you are using the correct DVR type for the situation. Do not list multiple issues for a student on the same DVR as this will prohibit the updates for the student.

- **Calendar DVR** – use this type when a calendar day needs to be marked as a virtual/distance learning day for a site. This DVR only needs to be created for ONE student. When the correction is updated, all students associated with that calendar will be considered present in virtual/distance learning and would have a value displayed in the Virtual Days Attended column on the Student tab and in the student details, Virtual Days column as shown below.



Virtual Days Attended	PEBT	Gender
17	\$ 115.94	M
16	\$ 109.12	F
17	\$ 115.94	F
13	\$ 88.66	F
26	\$ 177.32	F
15	\$ 0.00	F

Date	Is Virtual	Virtual Attendance	Attendance DVR	Virtual Calendar Date
08/26/2021	N	Y	+ DVR	N
08/27/2021	N	Y	+ DVR	Y
08/30/2021	N	Y	+ DVR	Y
08/31/2021	N	Y	+ DVR	Y
09/01/2021	N	Y	+ DVR	Y
09/02/2021	N	Y	+ DVR	Y
09/03/2021	N	Y	+ DVR	Y
09/07/2021	N	N	+ DVR +	N

- Create a Calendar Date DVR by accessing ONE student, then click the Calendar Date DVR button for the date that should be coded virtual/distance learning “03” in the SIS calendar.
- **Attendance DVR** – Corrections to add DVAP attendance for distance learning is made with the Attendance DVR. Click the Virtual Days Attended value from the Student tab to open the student details as shown above. Then, click the Attendance DVR button for the day that needs to be corrected.
 - Corrections do not need to be made between a full day and half day virtual/distance learning attendance. A full day attendance and a half day attendance are treated the same for the purposes of P-EBT.

Date	Is Virtual	Virtual Attendance	Attendance DVR
19 09/08/2021	N	N	+ DVR +
20 09/09/2021	N	N	+ DVR +
21 09/10/2021	N	N	+ DVR +
22 09/13/2021	N	N	+ DVR +

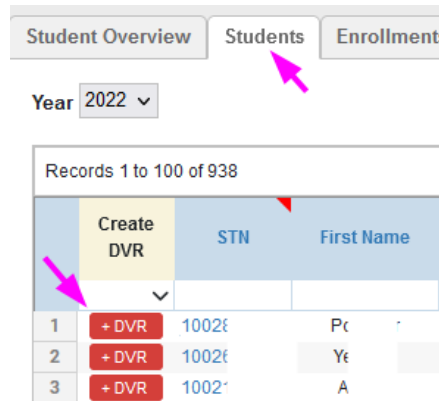
- **Enrollment DVR** – Corrections to a student’s Basis of Admission are made with the Enrollment DVR. Use the “RVON” code to indicate blended/hybrid learning partially on campus or “RVOFF” for full time virtual off campus. One DVR will allow for entry and exit dates. More than one DVR may need to be completed if there is movement in and out of these programs.

Virtual Calendar Date	Calendar Date DVR	Virtual Enrollment	Enrollment DVR
N	+ DVR	N	+ DVR
N	+ DVR	N	+ DVR
N	+ DVR	N	+ DVR
N	+ DVR	N	+ DVR





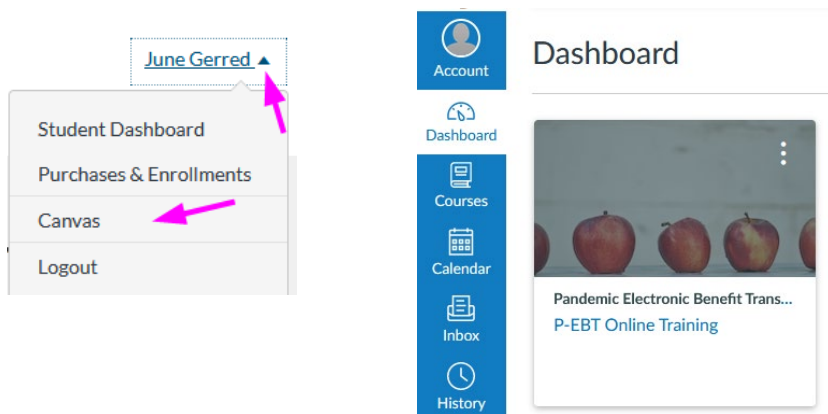
- **Student School DVR** – Corrections to a student’s free/reduced meal status is made with a Student School DVR. From the Student tab, click the DVR button to the left of the student’s record.



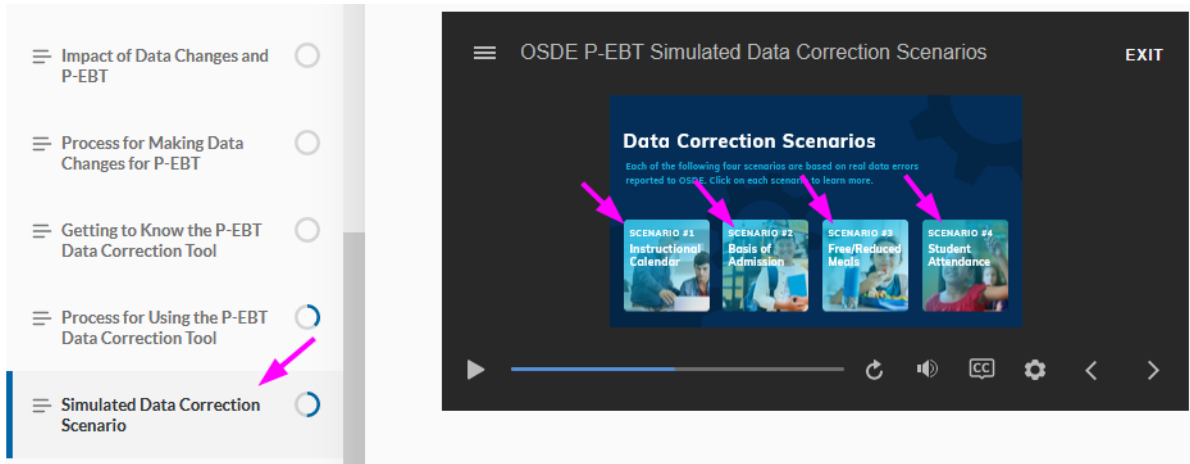
P-EBT Training

The Child Nutrition Department has provided an in-depth online training course to explain how P-EBT works, what conditions need to be present for a student to be eligible, scenario examples, and DVR guidance.

- [Click here](#) to access the P-EBT Online Training course. If you do not already have a SDE Canvas account, you will be asked to create one before you can access the training. This course is ONLY for district use. It is NOT to be shared with parents.
- After completing the enrollment process, sign in and access the course from the menu. The course should be displayed in the Canvas Dashboard.



- The course may be completed in its entirety or locate the modules that are needed. The module that addresses the DVR process is located here.



Need Help?

[Jennifer Weber](#) – (405) 522-5048

[Shannon Nakvinda](#) – (405) 521-3327

Continue for DVR FAQs.....



P-EBT DVR FAQs

1. Do I create a DVR if a parent never received a P-EBT card?

If the information displayed for the student is correct on the Student tab in Accountability Reporting, no DVR is needed. All information will be sent to DHS at the end of May. If the student was never issued a card, it will be at that time.

If the information in is not correct, then, “Yes” a DVR is required for corrections.

2. Do I create a DVR if a card was lost or stolen?

Parents should reach out to DHS directly. There is a link on the [OSDE P-EBT website](#) to assist the parent.

3. Do I create a DVR if there was an address change on the parent submission form?

No, it is not necessary. OSDE will send the address corrections directly to DHS.

4. How do I know the when to create an attendance, enrollment , or a calendar DVR?

Detailed guidance was provided within this document. This graphic may also prove useful:

▼ [MORE INFORMATION](#)

My student did not get a P-EBT card for the 2021-2022 school year. I believe my student should have received a card because:

- My student attended school virtually. [enrollment DVR \(basic of admission\)](#)
- My student had an approved meal application (free/reduced meals). [school DVR \(update F/R status\)](#)
- My student had some distance learning days. [attendance DVR \(DVAPs\)](#)
- Other

My student did get a P-EBT card for the 2021-2022 school year, but I do not believe the amount is correct because:

- Another child in my household received a larger amount. [possible attendance DVR](#)
- My student had more distance learning days than were counted. [possible attendance DVR](#)
- Other

My student did not get a P-EBT card for summer 2022. I believe my student qualifies because:

- My student was enrolled in this school during May 2022. [no DVR needed](#)
- My student had an approved meal application. [no DVR needed](#)
- Other



5. Are we supposed to create DVRs for all the students listed on the spreadsheet?

Only create DVRs for corrections to student data. Not all responses on the parent submission file will result in a correction for the student.

6. Are we required to contact all the parents on the spreadsheet?

This is a local District decision. Your administration should provide guidance for you in this regard. However, it would benefit the district to have a paper trail of communication with the parent to support the action or inaction taken for the student. This is a financial benefit for families.

