

Pandemic Electronic Benefit Transfer (P-EBT) Report

User Guide

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Introduction

This guide is meant to assist users navigate the P-EBT Report. The P-EBT report will contain School Year 2021 data. This guide **will not** detail FAQ information provided in a September 16, 2021 newsletter. To learn more about this newsletter, [click here](#).

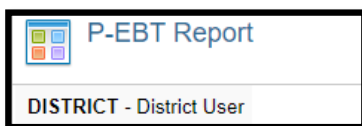
Changes will not be made in this application. The information visible is for review purposes only. Later, details will be given explaining the how districts can request for updates through the Accountability Report application in Single Sign On.

How to get to the P-EBT Report

1. Start by going to the Single Sign On (SSO) website:
<https://sdeweb01.sde.ok.gov/SSO2/>
2. In the list of applications find the one labeled “P-EBT Report”



3. Click “DISTRICT – District User” to open the report.

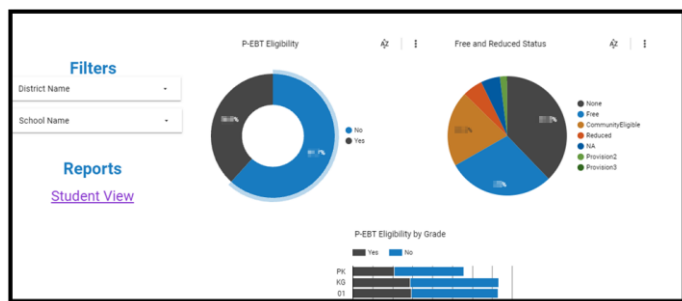


If an SSO account has access to multiple districts due to a district code change between years, select the district code associated with the school year 2020-21 from the application selector screen on SSO.

Commented [LS1]: Will it show as two apps or one with two lines with each district code to click on?

Commented [EF2R1]: 2 lines

4. Once in the “P-EBT Report”, a page like below should be visible.



Contacts and Websites

- P-EBT Website: <https://sde.ok.gov/pebt>
- How to use the P-EBT cards: DHS (405) 522-5050.

Process For P-EBT Review

This section will detail the process that will be taken by districts and OSDE staff to ensure accurate P-EBT information is sent to DHS for School Year 2021.

1. Districts review data previously sent to DHS for inconsistencies in expectation
2. Districts note the adjustments that need to be made
3. Districts wait for notice from OSDE that the request window is open for data updates
4. Districts submit the requests for data updates
 - a. The parent form responses submitted through the SDE website will be available for districts to review in the Accountability Reporting application.
 - b. Districts are not required to change data after reviewing parent form responses
 - c. Districts should request changes to the data when there are data inconsistencies. This should be done whether a parent submitted a response or not.
5. Districts wait for OSDE to review those data update requests
6. OSDE will validate the data that districts submit to ensure consistency
7. OSDE submits updated P-EBT data to DHS
8. DHS processes the updates
9. DHS sends out payments

Commented [EF3]: Thoughts?

Commented [LS4R3]: Made a few changes but it looks good.

P-EBT Report Home Page

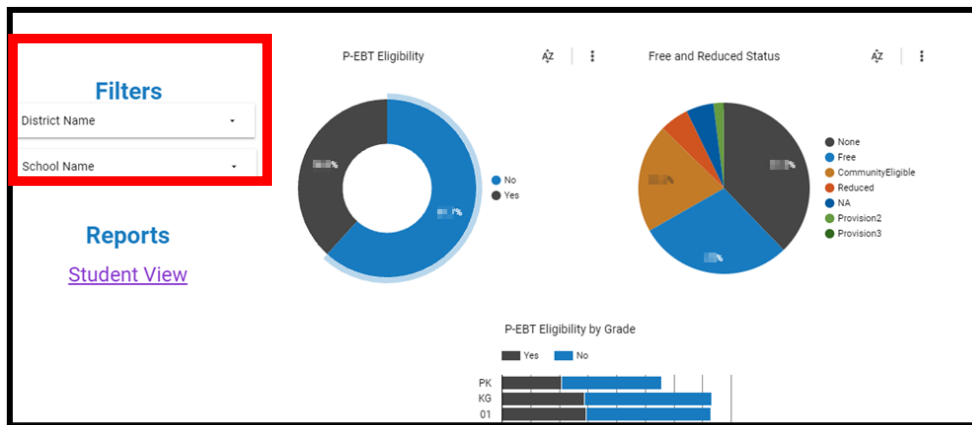
The next section of the guide will go through the Home page of the P-EBT Report.

The P-EBT report homepage will display information related to the district associated with the signed in users SSO account.

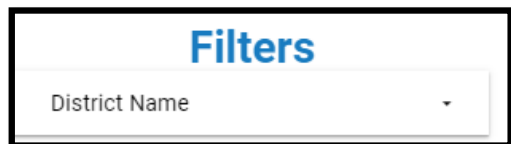
For ease of review, filters are found on the top left side of the report.

Filters

Filters are found on the top left side of the report and currently there are two available.



Filters - District Name



By default, the "District Name" filter will display the name of the district associated with your SSO account.

If an SSO account has access to multiple districts due to a district code change between years, select the district code associated with school year 2020-21 from the application selector screen on SSO.

Filters - School Name

Filters

District Name: ADA PUBLIC SCH... (1) ▾

School Name

🔍 Type to search

OSDE HS

OSDE MS

OSDE ES

By default, you will have to pick the school site you would like to review.

Even if your district has only 1 site, you must pick that site from the “School Name” drop down.

Reports

To view the list of students by district or site(s), click the “Student View” button below Filters.

Filters

District Name ▾

School Name ▾

Reports

[Student View](#)

P-EBT Eligibility

● No
● Yes

Free and Reduced Status

- None
- Free
- CommunityEligible
- Reduced
- NA
- Provision2
- Provision3

P-EBT Eligibility by Grade

■ Yes ■ No

Grade	Yes (%)	No (%)
PK	~10	~90
KG	~10	~90
01	~10	~90

After clicking “Student View” under Reports you will be taken to a screen similar to below.

The screenshot shows the 'Student View' report interface. At the top, there are four filter fields: 'STN' (text input), 'Month' (dropdown), 'Last Name' (text input), and 'Grade Level' (dropdown). A 'Back' link is located in the top right corner. Below the filters is a table with the following columns: STN, First Name, Last Name, BOA, Grade, Entry, Exit, Free Reduced Status, Month Year, and Number of Eligible Days. The table contains four rows of data.

STN	First Name	Last Name	BOA	Grade	Entry	Exit	Free Reduced Status	Month Year	Number of Eligible Days
100			RVOFF	12	Oct 1, 2020	Oct 28, 2020	NA	Oct 2020	0
100			R	12	Sep 8, 2020	Sep 30, 2020	CommunityEligible	Sep 2020	0
100			R	07	Sep 3, 2020	May 26, 2021	None	May 2021	0
100			R	07	Sep 3, 2020	May 26, 2021	None	Apr 2021	0

Reports - Filters

The top left side of the Student View report will allow you to filter by STN, Last Name, Month, or Grade Level by entering in the information or using the dropdowns.

The Month and Grade Level filters are dependent on what data is available for the site(s).

This is a close-up of the filter section of the Student View report. It shows the 'STN' text input field, the 'Month' dropdown menu, the 'Last Name' text input field, and the 'Grade Level' dropdown menu.

If a record matches the information entered, you will need to press Enter on your keyboard or click anywhere for the report to refresh.

If no records are found that match the information entered, you will see a blank page that says “No Data”

The screenshot shows a table with two columns, 'Entry' and 'Exit'. The table is empty, and the text 'No data' is centered in the table area.

Entry	Exit
No data	

Reports - Back



The screenshot shows a 'Student View' form with four input fields: STN, Month, Last Name, and Grade Level. A 'Back' button is located in the bottom right corner of the form, highlighted with a red rectangular box. Below the form is a header bar with the following labels: STN, First Name, Last Name, BOA, Grade, Entry, Exit, Free Reduced Status, Month Year, and Number of Eligible Days.

To go back to the home page of the P-EBT Report click the “Back” button to the right of the Student View.

Reports – Definitions

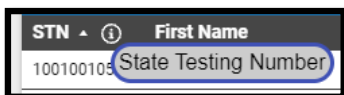
Along the column headers to get a definition of an acronym used throughout the Student View, hover over the (i) to the right of a word.



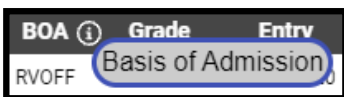
A horizontal bar containing the following column headers: STN, First Name, Last Name, BOA, Grade, Entry, Exit, Free Reduced Status, Month Year, and Number of Eligible Days.

Currently this feature is available in two places:

1. STN: State Testing Number



2. BOA: Basis of Admission



Reports – Sorting



A horizontal bar containing the following column headers: STN, First Name, Last Name, BOA, Grade.



A horizontal bar containing the following column headers: Entry, Exit, Free Reduced Status, Month Year, Number of Eligible Days.

The Student Level Report by default will list students in order of STN, lowest to highest. To sort by other column names, click the name.

Currently you can sort by these columns:

1. STN
2. BOA
3. Free Reduced Status
4. Month Year
5. Number of Eligible Days

Depending on the number of students in a district or site(s) it may take longer than expected to refresh and reload the list of students.

Reports – Student View Layout

The Student Level Report by default will list students in order of STN, lowest to highest. You can sort by other columns, review [Reports – Sorting](#) for more detail.

You will see students repeat if you are not filtered by month. Each line represents another month the student was eligible. DHS will pay **by month** so it is important to review the information by month and not all at once.

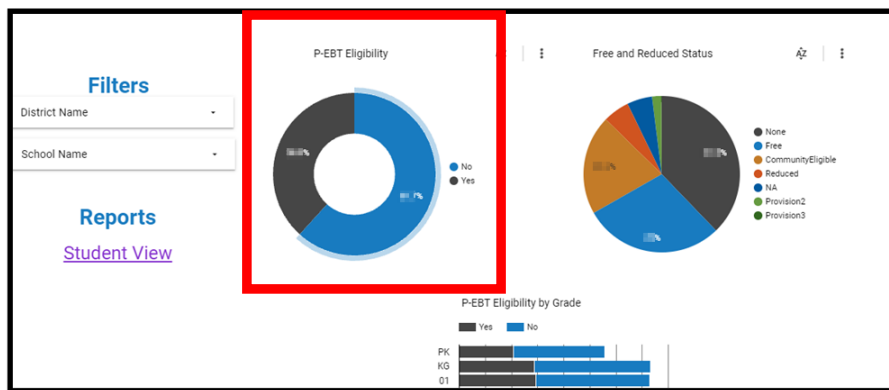
You will see the word “null” in the Exit column if the student hasn’t.

For details on what makes a student eligible for P-EBT, [click here](#).

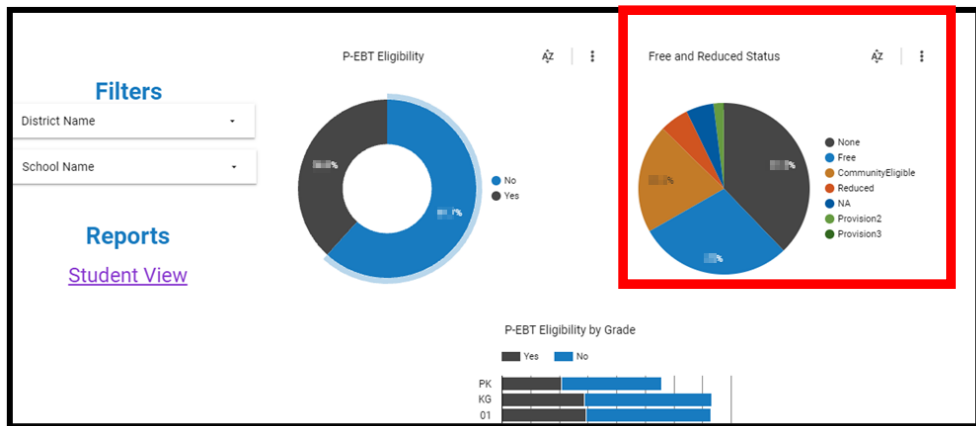


P-EBT Eligibility

Next to the filters are the overall percentage of students that do or do not qualify for P-EBT. For details on what makes a student eligible for P-EBT, [click here](#).



Free and Reduced Status



The top right-hand side of the screen shows a multi-colored pie chart showing the percentage of students by Free or Reduced category.

Hover over a slice of the pie to get more detail.

The Free Reduced Categories are:

- Valid Values:
 - Free
 - Reduced
 - Provision2
 - Provision3
 - CommunityEligible
 - NA
 - None

None = Students that are eligible for Free/Reduced lunch but are refusing services

Provision2, Provision3, CommunityEligible = School sites that have been identified as provision 2, provision 3, or Community Eligible schools where students are not individually identified as Free/Reduced.

NA = Refers to students who DO NOT have access to a meal.

P-EBT Eligibility

The final section of the homepage is the P-EBT home page is the number of students that are eligible for P-EBT by grade.

