

**State Plan for Pandemic EBT  
Children in School and Child Care, 2022-2023**

|                               |   |
|-------------------------------|---|
| <b>Issuing Agency/Office:</b> | FNS / Child Nutrition Programs, Supplemental Nutrition Assistance Program   |
| <b>Title of Document:</b>     | State Plan for Pandemic EBT: Children in School and Child Care, 2022-2023   |
| <b>Document ID:</b>           |   |
| <b>Z-RIN:</b>                 |   |
| <b>Date of Issuance:</b>      | September 8, 2022   |
| <b>Replaces:</b>              | N/A   |
| <b>Summary:</b>               | (1) This document is a template to assist states in the development of state plans to operate Pandemic EBT for children in schools or child care during school year (SY) 2022-2023. (2) This document relates to Section 4601 of the Families First Coronavirus Response Act (P.L. 116-127) as amended by the Continuing Appropriations Act, 2021 and Other Extensions Act (P.L. 116-159), the Consolidated Appropriations Act, 2021 (P.L. 116-260), and the American Rescue Plan Act of 2021 (P.L. 117-2). |

*Additional context and background for this document can be found at State Guidance on Coronavirus P-EBT: [Click Here](#)*

*The submission of a P-EBT state plan, associated template, and related reporting obligations are addressed in OMB# 0584-0660, Pandemic Electronic Benefit Transfer (P-EBT), expiration 11/30/2023.*

**State Plan for Pandemic EBT**  
**Children in School and Child Care, 2022-2023**

**1. State:** Oregon

- 2. Primary Citations:** Families First Coronavirus Response Act (FFCRA);  
Continuing Appropriations Act, 2021 and Other Extensions Act;  
Consolidated Appropriations Act, 2021;  
American Rescue Plan Act of 2021

**3. Executive Summary:**

Please provide the following data. In addition, please include a statement indicating that you commit to informing USDA of any significant increase or decrease in these data points during the *date range*<sup>1</sup> covered by this initial plan (or subsequent amendment).

- a. The *date range* covered by this state plan or amendment
  - for children in school
  - for children in child care
- b. Estimated monthly and total *amount* of P-EBT benefits the state will issue within this plan/amendment's date range.
  - Estimated amount issued to school children in SNAP households.
  - Estimated amount issued to school children in non-SNAP households
  - Estimated amount issued to non-school children in child care
- c. Estimated total *number* of children to which the state will issue P-EBT benefits.
  - Estimated number of school children in SNAP households
  - Estimated number of school children in non-SNAP households
  - Estimated number of non-school children in child care
- d. Tentative P-EBT issuance schedule (the dates on which you will issue P-EBT benefits).
  - School children in SNAP households
  - School children in non-SNAP households
  - Children in child care
- e. Names of state agencies involved in administering this plan.

**Response:**

- a. Oregon's P-EBT plan for the 2022-2023 school year covers September 2022 through May 11, 2023, for SNAP children in child care only.
- b. Oregon estimates issuing \$5,357,952 each month for September 2022 through April 2023 and \$2,427,822 for May 2023 for a total of \$45,291,438 issued over the program period to SNAP children in child care.

Oregon commits to informing FNS of any significant increase or decrease in the monthly or program period total from what is proposed in the initial plan and any subsequent amendments.

- c. Oregon estimates 83,718 SNAP children in child care will be issued P-EBT benefits.

- d. Oregon will issue all P-EBT benefits retroactively no later than September 30, 2023.
- e. Oregon Department of Human Services (ODHS) and Oregon Department of Education Child Nutrition (ODE) will be administering the Pandemic EBT plan for school year 2022-2023.

#### 4. P-EBT for School Children (see Q&As #7-25)

##### A. Eligible Children

*Standard for P-EBT Eligibility*

A child is eligible for P-EBT benefits if two conditions are met:

1. The child would be eligible for free or reduced-price meals if the National School Lunch Program and School Breakfast Program were operating normally. This includes children who are:
  - a. directly certified or determined “other source categorically eligible” for SY 2021-2022, *or*
  - b. certified through submission of a household application processed by the child’s school district for SY 2021-2022, *or*
  - c. enrolled in a Community Eligibility Provision school or a school operating under Provisions 2 or 3, *or*
  - d. on the school’s most current prior year list of directly certified children, children determined other source categorically eligible, or children certified by application *and* the school district has not made a new school meal eligibility determination for the child in SY 2021-2022.
2. The child does not receive free or reduced-price meals at the school because the school is closed or has been operating with reduced attendance or hours for at least 5 consecutive days in the current school year. Once the minimum 5 consecutive day threshold is met, children are eligible to receive P-EBT benefits for closures or reductions in hours due to COVID-19.

- Describe how the state will identify eligible school children for P-EBT. Please describe separately for the subset of children enrolled in non-NSLP-participating fully virtual institutions or homeschooling who may be eligible for P-EBT (see Q&As #16 and #25). Also describe what measures the state will take to prevent the issuance of benefits to school year 2021-2022 graduates and other non-students.
- How will the state determine and/or confirm each child’s eligibility for free or reduced-price meals?<sup>2</sup> Please describe separately for SNAP-recipient and non-SNAP-recipient children, children in public and non-public schools, new students (such as kindergarteners and transfer students), children who become eligible during the school year, and the subset of children enrolled in non-NSLP-participating fully virtual institutions or homeschooling who may be eligible for P-EBT.
- How will the state confirm each child’s lack of access to meals at school? Please describe separately for children in public and non-public schools.
- If the state’s schools will continue to impose temporary virtual or hybrid schedules, describe the process that the state will use to update each child’s in-person and virtual schedules (see Q&A #12). How frequently will that information be updated? (Note that this information must be updated no less frequently than every other month.)
- Describe the process that the state will use to identify individual students’ COVID-related absences or virtual learning days, including the process to identify, confirm and monitor the enrollment status of children in non-NSLP-participating fully virtual institutions or homeschooling.

---

<sup>2</sup> The burden associated with National School Lunch Program applications is covered under OMB Control # 0584-0026, 7 CFR Part 245 - *Determining Eligibility for Free & Reduced Price Meals and Free Milk in Schools*, expiration date 7/31/23.

- Describe the roles and responsibilities of each state agency or other partners involved in P-EBT (e.g., which agency is responsible for confirming eligibility).
- Describe any simplifying assumptions the state proposes to use and the justification for using those simplifying assumptions. **Please address both in detail.** In addition, please describe any proposed measures that the state will take to address program integrity when using the proposed simplifying assumptions. *(Please review Q&A #25 on simplifying assumptions regarding fully virtual schools and homeschooling.)*

**Response:**

Oregon is not pursuing a P-EBT school year 2022-2023 state plan for school children.

**School Status**

*Standard for P-EBT Eligible School Status*

Children are eligible for P-EBT benefits if they are eligible for free or reduced price meals, but are unable to receive those meals at school due to the operating status of their schools as outlined below:

1. The school is closed (including any delayed start or early closure to the school year), or the school is operating with reduced attendance or hours.
2. School closures do not include weekends, or days when the school is closed due to a holiday or regularly scheduled break (Thanksgiving, New Year's Day, Spring Break, etc.).
3. The period of closure or reduced attendance or hours must meet the current school year minimum 5 consecutive day threshold before any child is eligible for P-EBT benefits. Once the minimum 5 consecutive day threshold is met, children are eligible to receive P-EBT benefits for closures or reductions in hours and/or attendance due to COVID-19.

- Describe how the state will identify, confirm and monitor the status of individual schools. Also describe how the state will identify the period of duration of the closure, reduced hours, or reduced attendance of the state's schools.
- How will the state confirm that the child's school has been closed or is operating with reduced attendance or hours for a minimum of 5 consecutive days?
- Describe how this information will be obtained and how often the state will collect updated information from schools. (Note that this information must be updated no less frequently than every other month.)
- Describe any simplifying assumptions the state proposes to use and the justification for using those simplifying assumptions. Please address both in detail. In addition, please describe any proposed measures that ensure program integrity when using the proposed simplifying assumptions.

**Response:**

Oregon is not pursuing a P-EBT school year 2022-2023 state plan for school children.

## P-EBT for Children in Child Care (see Q&As #26-33)

### *Standard for P-EBT Eligibility*

A child enrolled in a covered child care facility is eligible for P-EBT if:

1. The child is a member of a household that is enrolled in SNAP in the benefit month.
2. The child is enrolled in a covered child care facility. (Note that under the FFCRA, USDA deems all children under the age of 6 to be enrolled in a covered child care facility.)
3. During a public health emergency designation, the child's child care facility is closed or is operating with reduced attendance or hours for at least 5 consecutive days, resulting in the child's inability to attend the facility; or one or more schools in the area of the facility, or in the area of the child's residence, is closed or is operating with reduced attendance or hours.

There are no changes for P-EBT for children in child care from SY 2021-2022. USDA encourages states to refer to their **approved** SY 2021-2022 child care plan to complete this section. Please describe:

- how the state will identify eligible children and confirm their eligibility consistent with the above standard,
- how the state will set benefit levels for children,
- the roles and responsibilities of each state agency or other partners involved in P-EBT and
- any simplifying assumptions the state proposes to use and the justification for using those simplifying assumptions.

If the state will establish a reduction in access to child care using the CACFP data method, we recommend that the state respond to all points as described in their **approved** SY 2021-2022 child care plan, such as:

- The state will confirm that there has been a statewide reduction in access to child care for each of the months of the current school year relative to the same months immediately prior to the pandemic, and will share this data and calculations with USDA before issuing benefits for any months.
- The state will use the sum of CACFP lunch claims for child care centers and family day care homes as reported by the state on the FNS-44<sup>3</sup>. The state will exclude at-risk lunches and adult lunches.
- The state will set an average monthly P-EBT child care benefit using the reduction in aggregate lunch claims over a designated period of time, the average number of school instructional days over the course of the current school year, and the SY 2022-2023 P-EBT benefit per day.
- The designated period over which the state will set the average monthly benefit (e.g., a separate average monthly benefit for the fall semester and the spring semester).
- The state will monitor CACFP lunch claims through the end of the school year (or through the end of the public health emergency, as applicable) and will only issue

<sup>3</sup> The burden associated with state reporting of CACFP meal claims via the FNS-44 form is covered under OMB Control number 0584-0594, *Food Programs Reporting System (FPRS)*, expiration date July 31, 2023.

benefits for months where lunch claims remain below claims for the most recent same month prior to the pandemic.

USDA will continue to support states with their calculations for the above approach.

If the state will establish a reduction in access to child care using a different approach, such as individual children's eligibility or proximity to area schools, then please describe below what the state will do and how this approach will be consistent with the above standard, such as:

- How will the state determine that a child's residence is in the area of one or more schools that is closed or is operating with reduced attendance or hours? (See Q&A #30)
- For children whose residence is *not* in the area of one or more closed schools or schools operating with reduced attendance or hours, how will the state determine those children's eligibility? (See Q&A #32-33). Specifically, how will the state determine that:
  - the child's child care facility is closed or is operating with reduced attendance or hours, or
  - the child's child care facility is in the area of one or more schools that are closed or operating with reduced attendance or hours?
- Are there any state or local public health ordinances that limit the capacity of child care facilities in response to COVID-19 in your state? If yes, describe how you will use those to find that all SNAP-participant children under age 6 are eligible for P-EBT in those areas?
- Describe the process that the state will use to update and re-establish each child's continued P-EBT eligibility and benefit level consistent with changes in the operating status of the child care facility or area schools? How frequently will that information be updated? (Note that this information must be updated no less frequently than every other month.)

**Response:**

**Responsible state agencies**

The following agencies are responsible for the development of this plan and will share responsibility for administration of the plan:

ODHS is responsible for:

- Issuing P-EBT benefits to eligible children
- Securing necessary technology for benefit delivery.
- Securing necessary EBT contract change orders.
- Customer service support.
- Issuing replacement EBT cards as requested.

ODE is responsible for:

- Confirming the accuracy of Child and Adult Care Food Program (CACFP) lunch claims data.

### **Identifying SNAP Enrolled Children**

- ODHS will identify children who began school year 2022-2023 under the age of six and were part of a household that receives SNAP.
- Children under the age of 6 issued benefits for P-EBT SY 22-23 plan will not receive benefits for Summer 2023 plan.
- Consistent with P-EBT's authorizing statute, all children under the age of six are deemed enrolled in a covered child care facility.
- The state will make the reasonable simplifying assumption that children who began receiving SNAP benefits as a five-year-old earlier in school year 2022-2023 remain enrolled in a covered child care facility through the end of the Public Health Emergency on May 11, 2023, as long as the household continues to receive SNAP.
- Children under 6 who become newly eligible for SNAP between May 1-May 11 are eligible to receive P-EBT Childcare benefits. Children who are part of a household that applied for SNAP benefits between May 1-May 11, and are approved for SNAP based on that application, are eligible for P-EBT benefits for the month of May. Oregon will identify such children and ensure they receive P-EBT benefits while excluding children from P-EBT if the household applied for SNAP on May 12 or later.
- The state understands that a child's eligibility for P-EBT child care benefits ends when a child's SNAP enrollment ends.

### **Establishing a Reduction in Access to Child Care Using the CACFP Data Method**

CACFP lunch claims confirm that there has been a statewide reduction in access to child care for each of the months of the current school year relative to the same months immediately prior to the pandemic.

For purposes of this plan, Oregon will use the sum of CACFP lunch claims for child care centers and family day care homes as reported by the state on the FNS-44. The state will exclude at-risk lunches and adult lunches.

Oregon will monitor CACFP lunch claims through the end of the school year and will only issue benefits for months where lunch claims (to the extent that preliminary data are available) remain below claims for the most recent same month prior to the pandemic.

### **Setting Benefit Levels Using the CACFP Data Method**

For the benefit amount, Oregon proposes to use the percentage reduction of CACFP lunch data compared to 2019/2020 as the basis of a child care P-EBT benefit amount. This monthly benefit amount assumes an average 20-day monthly attendance in child care (180 school days required each school year/9 months). The state will multiply this percentage reduction in claims by the 20-day monthly attendance figure and the \$8.18 benefit per day to arrive at a monthly P-EBT child care benefit.

**SY 22-23 Benefit:** The monthly benefit for September through May will be based on the sum of CACFP lunches served September 2019-February 2020 and March or April 2019 (depending on availability of data at the time of issuance) compared to the sum of lunches served September 2022 through March or April 2023.

Oregon commits to updating USDA on:

- Whether Oregon is eligible to issue child care P-EBT benefits based on the most current CACFP data available as of the end of each benefit month showing a reduction in the number of meals served in child care settings compared to the same month in 2019/2020.
- The child care P-EBT benefit amount for that month is based on the most recently available data. As a simplifying assumption, Oregon proposes that for each month that CACFP data shows an overall reduction in the number of meals served in child care settings, all children in Oregon under 6 years of age as of September 1, 2022, and in a household receiving SNAP benefits at any time during the plan period September 1, 2022, through May 11, 2023, will be eligible for the child care P-EBT benefit for that month. ODHS will determine and confirm a child’s receipt of SNAP benefits in accordance with the relevant SNAP privacy requirements through the use of the state’s eligibility system.
- Before calculating the monthly SY 22-23 P-EBT benefit, Oregon commits to sharing its data and calculations with USDA. The state will also confirm that CACFP claims for all available months remain below CACFP claims for the same months immediately prior to the pandemic before issuing benefits for any of those months.

**Table 1: Reduction in CACFP Lunch Claims—SY 22-23**

| CACFP lunch claims pre-pandemic months |                    | CACFP lunch claims current school year months |                  | Percent Change<br><br>To be applied to daily rate and number of school instructional days per month. |
|--|--------------------|---|------------------|--|
| September 2019                         | 375,838            | September 2022                                | 248,632          |  |
| October 2019                           | 500,034            | October 2022                                  | 280,454          |  |
| November 2019                          | 385,437            | November 2022                                 | 230,054          |  |
| December 2019                          | 356,247            | December 2022                                 | 205,219          |  |
| January 2020                           | 438,918            | January 2023                                  | 280,529          |  |
| February 2020                          | 423,041            | February 2023                                 | 232,147          |  |
| March 2019                             | 415,955            | March 2023                                    | 275,498          |  |
| April 2019                             | 512,987            | April 2023                                    | TBD              |  |
| <b>Total</b>                           | <b>2,895,470**</b> | <b>Total</b>                                  | <b>1,752,533</b> | <b>-39.5%*</b>   |

\*Subject to change prior to final issuance



\*\*Does not include April 2019 lunch claims

### 5. Benefit Levels

*Standard for Benefit Levels*

1. The full daily benefit level for each eligible child is equal to the free reimbursement for a breakfast, a lunch, and a snack for school year 2022-2023. The benefit is multiplied by the number of days that the eligible child’s status makes them eligible for P-EBT benefits.

| SY 2022-2023<br>July 1, 2022 - June 30, 2023 | Free Reimbursements<br>USDA School Meal Programs |           |        |               |
|--|--|-----------|--------|---------------|
|  | Lunch  | Breakfast | Snack  | Daily Total   |
| Contiguous U.S.                              | \$4.43   | \$2.67    | \$1.08 | <b>\$8.18</b> |
| Alaska                                       | 6.87   | 4.21      | 1.75   | <b>12.83</b>  |
| Hawaii, Guam, Virgin Islands, Puerto Rico    | 5.10   | 3.09      | 1.26   | <b>9.45</b>   |

**Notes:**

1. Lunch rates include the 8 cent performance-based reimbursement and the extra 2 cents per meal received by school food authorities in which 60 percent or more of the lunches served during the second preceding school year were served free or at a reduced price.
2. Breakfast rates are those received by "severe need" schools.
3. Snack rates are those for afterschool snacks served in afterschool care programs
4. The figures include the temporary additional funding for school lunch and school breakfast authorized under Section 2 of the Keep Kids Fed Act of 2022.

Source: <https://www.federalregister.gov/documents/2022/07/26/2022-15892/national-school-lunch-special-milk-and-school-breakfast-programs-national-average-paymentsmaximum>

- Describe the benefit levels proposed, including how days of eligibility will be determined. What simplifying assumptions does the state propose? Why must the state make those simplifying assumptions? Please address both of these questions in detail.

**Response:**

For the benefit amount, Oregon proposes to use the percentage reduction of CACFP lunch data compared to 2019 as the basis of a child care P-EBT benefit amount. This monthly benefit amount assumes an average 20-day monthly attendance in child care (180 school days required each school year/9 months). The state will multiply this percentage reduction in claims by the 20-day monthly attendance figure and the \$8.18 benefit per day to arrive at a monthly P-EBT child care benefit.

**P-EBT SY 22-23 Child Care Calculation Table:**

| Child Care Calculation    | Percent Change in CACFP Lunch Claims | Average # of Operating Days per Month | Number of Months in SY | Daily Benefit Amount | Average Monthly Benefit |
|---------------------------|--------------------------------------|---------------------------------------|------------------------|----------------------|-------------------------|
| September 2022-April 2023 | 39.5%*                               | 20                                    | 8                      | \$8.18               | \$64.00*                |
| May 1- May 11, 2023       | 39.5%*                               | 9                                     | 1                      | \$8.18               | \$29.00*                |

\*Subject to change prior to final issuance

**5. Implementation Timeline, EBT Processing, and Benefit Issuance**

Please provide an implementation timeline for SY 2022-2023 with estimated dates for major milestones in your plan.

- States should develop their timeline cooperatively, including input from its EBT processor and all state agencies involved in implementing P-EBT. Instead of using specific dates, describe important milestones and realistic durations between them. USDA suggests that states build their timelines from the date USDA approves the state’s plan (Day #0).
- The timeline must include the state’s tentative issuance dates. In past years, most states issued in phases, and on a rolling basis thereafter. For example: issuance to SNAP households Day #10, to non-SNAP households on Day #15, and to newly identified cases from Day #16 onward. This is a best practice, which we encourage states to continue.
- Examples of other possible milestones include, but are not limited to:
  - State Education agency provides student data to SNAP state agency (Day #5)
  - P-EBT hotline becomes active (Day #9)
  - Public notice campaign begins (Day #10), etc.

Please also address each of the following:

- Will the state issue P-EBT benefits on a unique P-EBT card design? If so, who will receive these cards, non-SNAP households only? Or also SNAP households?
- How will the state distinguish P-EBT from SNAP and D-SNAP issuances? USDA strongly encourages the use of a sub-benefit type, even if your state did not do so in P-EBT issuances for previous school years. This will greatly facilitate the states’ ability to report and USDA to maintain accountability for P-EBT.
- What will be your draw/spend priority for P-EBT, SNAP, and D-SNAP? USDA suggests making P-EBT first on your draw/spend priority.

- How will the state handle expungement of P-EBT benefits? USDA recommends that states follow the same expungement rules that the state currently follows for SNAP.
- How will you and your EBT processor handle returned P-EBT cards? How will you handle the need to issue replacement cards in these cases?
- Will you issue *new* P-EBT cards to existing P-EBT households?
  - If so, who will receive these cards? Non-SNAP households only? Or also SNAP households?
  - If not, how will you handle cases where the P-EBT household no longer has their P-EBT card?

**Response:**

**Milestone Timeline:**

Prior to State Plan Submission:

- Change request submitted to contractor to issue P-EBT benefits as a one-time payment.
- Request data for all SNAP children aged six and under during each month of the P-EBT program period.

By May 31, 2023:

- Validate SNAP data.
- Develop communications plan.
- Set dates for benefit issuances.

By July 31, 2023:

- Notify households of P-EBT benefit.
- Issue benefits for school year period.

By August 30, 2023:

- Issue final distribution of benefits, including households that were missed during the initial issuance.

To allow for necessary programming changes and system testing for both vendors, the following benefit issuance schedule is proposed for P-EBT SY 2022-2023:

|                  |                               |
|------------------|-------------------------------|
| 1st Distribution | No later than July 31, 2023   |
| 2nd Distribution | No later than August 31, 2023 |

Please note the second distribution is intended to issue benefits to eligible children who were missed in the first distribution. This includes newly eligible children determined eligible for SNAP between May 1 – May 11 that were missed during the initial issuance.

**EBT Processing and Benefit Issuance:**

- P-EBT benefits will be issued to active SNAP EBT cards.

- The system is programmed to differentiate between other benefit issuance types using specific program and assistance codes.
- P-EBT will be programmed as the first draw/spend priority.
- P-EBT benefits will be expunged after issuance in alignment with the SNAP benefit expungement process.
- Any requests for Fair Hearings or reports of potential P-EBT Fraud will continue to be directed through the ODHS processes currently used for SNAP.

## 6. Customer Service

### *Recommended Standard for Household Support*

USDA strongly encourages states to develop a customer service plan that anticipates common questions from households of children that are eligible and potentially eligible to participate in P-EBT, and that ensures that all who are eligible are able to receive and use their P-EBT benefits.

1. USDA strongly encourages states to provide a means to resolve disputes and answer questions from actual or potential P-EBT households.
2. USDA strongly encourages states to provide relevant program information to actual and potential P-EBT households.

***To complete Section 8, we encourage states to use language from their approved plan from SY 2021-2022 with all necessary updates.***

- How will the state resolve disputes or issuance errors (incorrect benefit amount, denied benefits, etc.)? Based on the large number of such inquiries received by USDA, the states, and EBT processors, USDA suggests a phone number (hotline) staffed by personnel empowered to research and address such cases.
- Please describe how the state will serve groups with potential access problems, for example: homeless children, foster children, children without social security numbers, children and caregivers with limited English proficiency, households without internet access, and people living with disabilities.
- Describe the state’s public information campaign. That is, the information you will provide to the general public (i.e., ***not directly*** to P-EBT participants), and how you will provide that information (i.e., print or broadcast advertising, social media, mailers to the general population).
- Describe what information you will provide for households that do not want the P-EBT benefit that is directly issued to them. How dispose of the card, etc.
- Describe the information you will provide ***directly*** to P-EBT participants (this is different than the information you provide to the general public), and how you will provide that information. For example:
  - What will you provide to explain the purpose of P-EBT and how to use the benefit? Based on the large number and wide variety of public inquiries that USDA, states, and EBT processor call centers received regarding P-EBT in over the past year, USDA recommends it include:
    - A description of P-EBT

- Instructions for PINing a P-EBT card
  - Explanation of where benefits can be used
  - Explanation of how benefits can and cannot be used (i.e., eligible foods and non-eligible items)
  - Explanation of violations and penalties, such as trafficking
  - An indication that benefits are non-transferable
  - Instructions for destroying the card, if they want to decline benefits
  - Information regarding a hotline, helpdesk, or website/portal that participants can reach out to, if they have questions, need assistance (setting up a PIN, for example)
- How will you provide P-EBT information to non-SNAP households? How will you provide P-EBT information to SNAP households?
    - Will you provide information via mailers? Will the mailer(s) be a flyer/brochure, buck slip, letter, or some other alternative? USDA recommends flyers/brochures, because these can be used more flexibly than buck slips.
    - Will you provide information via e-mail, text messages, social media, website, robo-call, and/or other electronic means?

**Response:**

**Customer Service and Communication:**

SNAP children in child care are supported through regular communication channels:

- ODHS branch office and phone inquiries utilizing bilingual staff. Limited English proficiency callers will be assisted in their preferred language using the Language Line interpreting service.
- Email answered by bi-lingual ODHS central P-EBT staff: [ebt.schoolmeals@odhsoha.state.or.us](mailto:ebt.schoolmeals@odhsoha.state.or.us)
- Up to date program information displayed on web: <https://www.oregon.gov/dhs/assistance/food-benefits/pages/p-ebt.aspx>

To best serve and ensure accessibility to P-EBT:

- All communications will be available in multiple languages and alternate formats.
- Notices are available in 12 languages including: Arabic, Chinese (Simplified), Chinese (Traditional), Chuukese, English, Karen, Nepali, Russian, Somali, Spanish, Ukrainian and Vietnamese.
- ODHS webpage will be available in English and Spanish.
- Alternate format requests will be supported.

|  |
|--|
| Public Information Campaign (not limited to the following) |
| Community Partners   |
| Updated ODHS P-EBT Webpages                                |

Oregon will also work with our EBT vendor, FIS, to ensure that support for P-EBT is also maintained through EBT edge and other FIS-related communication supports for the duration of the program.

## 7. Over-issuance of P-EBT benefits

*To complete Section 9, we encourage states to use language from their approved plan from SY 2021-2022 with all necessary updates.*

states should outline a process to recover or adjust P-EBT payments to correct errors on previous issuances. states cannot simply apply their existing SNAP benefit claim process to P-EBT. Accordingly, states should develop P-EBT-specific rules and procedures and include those in their state plans. states must also consider the capability of their SNAP systems to distinguish P-EBT from SNAP benefits.

The process should take into consideration that many households received their benefits, without application, through an automated match process that relied on the state's own administrative data. Reclaiming benefits under those circumstances calls for a process that weighs the equity of the claim, the burden on affected households, and the likelihood and costs of recovery. Given those considerations, a state's P-EBT plan should consider reasonable thresholds for taking action to recover over-issued benefits. states that establish a process for benefit recovery must provide clear notice to beneficiaries of the circumstances under which the state may attempt to recover benefits or reduce a future issuance. Under no circumstances may the state reduce a SNAP benefit to settle a P-EBT claim.

Finally, the states recognize that USDA is responsible for ensuring accountability of funds for P-EBT purposes. As part of its oversight responsibilities, USDA may hold state agencies liable for aggregate over-issuances or improper payments. USDA's course of action is to pursue P-EBT over-issuance claims in the aggregate where USDA believes such action is merited, based on the nature of the error that gave rise to the over-issuance, the size of the error, and whether such action would advance program purposes.

Please describe how your state will manage P-EBT payment errors.

### **Response:**

ODHS will model the overpayment approach after the established SNAP claims management plan. SNAP benefits will not be reduced to settle a P-EBT claim. In consideration that households are not submitting an application for P-EBT benefits, each child will be considered as one household and each month is reviewed individually. In accordance with the states' approved SNAP overpayment cost effective determination a threshold of \$200 will be used for claim considerations.

Oregon commits to informing USDA of any over-issuance prior to taking any action to recover benefits or reduce future payments to households. In this notification, Oregon will describe the reason for the error, the number of children affected, and the dollar amount. This includes

commitment to filling out the spreadsheet for over-issuances including a thorough explanation of the corrective action that Oregon will take or has taken to prevent recurrence of the error, in addition to the other information including description of the error, number of children involved, and value of the over-issuance.

## **8. Benefit Issuance Reporting**

The state agrees to complete the FNS-292 form as well as all other normally recurring SNAP reporting, including the FNS 46, 388, and 778 reports, on a timely basis in accordance with requirements.

### **Response:**

Oregon will complete the FNS-292, FNS 46, 388 and 778 on a timely basis in accordance with requirements.

## **9. Administrative Funding**

A separate grant to cover state level administrative costs associated with the administration of P-EBT will be awarded to the SNAP state agency within each state, for the period of performance October 1, 2022 through September 30 2023. As the authorized grantee, the SNAP state agency will be granted access to the associated letter-of-credit in which the administrative grant funds will be placed. As P-EBT related state administrative costs may be incurred by state agencies other than the SNAP state agency, the SNAP state agency will be responsible for entering into interagency agreements in the form of a Memorandum of Understanding, or document of similar construct, with all other respective state agencies responsible for delivering P-EBT benefits. The SNAP state agency will be responsible for reimbursing the administrative costs of all associated agencies accordingly.

Prior to USDA releasing the grant for administrative funding, each SNAP state agency will be required to submit a P-EBT Budget Plan using the FNS-366(a) Program and Budget Summary Statement. Funds will not be released to the SNAP state agency's letter-of-credit until this plan is submitted and approved. The SNAP state agency's Budget Plan should include the estimated administrative costs for all state agencies that will be handling P-EBT.

As noted in Item 9 above, the SNAP state agency will be also responsible for reporting all administrative expenditures on a separate FNS-778, Supplemental Nutrition Assistance Program, Federal Financial Report designated specifically for P-EBT. The expenditures on the FNS-778 should align with those outlined in the FNS-366(a), Program and Budget Summary Statement. The forms associated with P-EBT will be modified accordingly.

### **Response:**

Oregon intends to submit a P-EBT Budget Plan using the FNS-366A Program and Budget Summary Statement including the estimated administrative costs. Oregon will report all administrative expenditures on the FNS-778 SNAP Federal Financial Report as outlined in the FNS-366a.

**10. Release of Information**

Per Section 1101(e) of the Families First Coronavirus Response Act: Notwithstanding any other provision of law, the Secretary of Agriculture may authorize state educational agencies and school food authorities administering a school lunch program under the Richard B. Russell National School Lunch Act (42 U.S.C. 1751 et seq.) to release to appropriate officials administering the supplemental nutrition assistance program such information as may be necessary to carry out this section.”

**Response:**

Oregon will continue to comply with civil rights requirements including providing equal access to individuals with disabilities and individuals who are limited English proficient.

**11. Civil Rights Statement**

The state will continue to comply with civil rights requirements by not discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. The state will also provide meaningful access to its programs and activities for individuals who are limited English proficient, and provide equal access to individuals with disabilities.

**Response:**

Oregon intends to administer P-EBT according to the terms of its approved State plan and will notify USDA of any necessary modifications for review and approval.

**12. Administration of State P-EBT Plan**

The state will administer P-EBT according to the terms of its approved state plan. If the state wishes to change any of the terms of its plan, the state shall first notify USDA and will, if requested by USDA, submit a plan amendment for USDA review and approval.

**Signature and Title of Requesting SNAP and Child Nutrition State Agency Officials:**

\_\_\_\_\_  
Signature  
Print Name and Title

\_\_\_\_\_  
Signature  
Print Name and Title



**Date of Request:** \_\_\_\_\_