

**State Plan for Pandemic EBT  
Summer 2023  
February 16, 2023**

<b>Issuing Agency/Office:</b>	FNS / Child Nutrition Programs, Supplemental Nutrition Assistance Program
<b>Title of Document:</b>	State Plan for Pandemic EBT: Summer 2023
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<b>Replaces:</b>	N/A
<b>Summary:</b>	(1) This document is a template to assist states in the development of an approved state plan to operate Pandemic EBT for school children and for children in child care during summer 2023. (2) This document relates to Section 1101 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), the American Rescue Plan Act, 2021 (P.L. 117-2), and the Consolidated Appropriations Act, 2023 (P.L. 117-328).
<b>Disclaimer:</b>	The contents of this guidance document do not have the force and effect of law and are not meant to bind the public in any way. This document is intended only to provide clarity to the public regarding existing requirements under the law or agency policies.

*Additional context and background for this document can be found at:  
<https://www.fns.usda.gov/snap/state-guidance-coronavirus-pandemic-ebt-pebt>*

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

**State Plan for Pandemic EBT  
Summer 2023<sup>1</sup>  
February 16, 2023**

*Please note that due to the FY 2023 Consolidated Appropriations Act, states can submit a P-EBT Plan for Summer 2023 **without** a School Year 2022-2023 P-EBT Plan for School Children or Children in Child Care.*

1. **State:** Wyoming

2. **Primary Citation:** Families First Coronavirus Response Act (FFCRA), as amended.

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 summer period covered by this initial plan (or subsequent amendment).

a. Estimated total amount of P-EBT benefits the state will issue to school children within this amendment's date range.<sup>2</sup> (Consult the appropriate table in Section 4, "Benefit Levels.")

25,000 children \* \$120.00 / child = \$3,000,000.00.

b. Estimated total number of school children to which the state will issue P-EBT benefits.

25,000 children

c. Tentative P-EBT issuance schedule (the date(s) on which Summer P-EBT benefits will be issued). Assuming that the public health emergency ends on May 11 as anticipated, P-EBT funds will not be available beyond the end of fiscal year 2023. **As a result, states must issue all P-EBT benefits by September 30, 2023.** This applies to P-EBT benefits for school year 2022-2023 and summer 2023. Benefits issued by the states for the summer and school year after this date may result in liability to the state.

Wyoming tentatively plans to issue Summer P-EBT benefits to eligible children in a single issuance in August 2023. Wyoming will notify State retailers of this issuance two-weeks in advance.

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<sup>1</sup> Changes to the Summer P-EBT program contained in the Consolidated Appropriations Act, 2023 are highlighted in yellow throughout this document.

<sup>2</sup> The Biden Administration recently announced that, at present, it intends to end the COVID-19 public health emergency declaration on May 11, 2023. In the event that the public health emergency does end on May 11, prior to the start of P-EBT's covered summer period, states may not issue P-EBT summer benefits to children in child care in 2023.

- d. Names of state agencies involved in administering this plan.

Wyoming Department of Family Services (DFS) and Wyoming Department of Education (WDE)

**Response:** [please use as much space as needed]

Please see the responses above.

#### 4. Summer P-EBT for school children:

- Describe how the state will identify school children who attended an NSLP-participating school at the end of school year 2022-2023 who qualified to receive free or reduced price school meals under the NSLP or SBP. This group includes:
  - School children who attended a school that participated in the Community Eligibility Provision or Special Provisions 2 or 3 in school year 2022-2023.
  - Children who were directly certified for free school meals or who were certified by application for free or reduced price school meals during school year 2022-2023, or children who are determined newly eligible for free or reduced-price meals.

States may not issue summer 2023 P-EBT benefits to children who did not attend an NSLP-participating school at the end of the school year immediately preceding the summer (i.e. at the end of SY 22-23).

- Describe how the state will ensure that households with children eligible for free or reduced price school meals will have an opportunity to establish their eligibility by application through the end of SY 22-23 and into the summer of 2023 (*to the extent possible*). USDA understands that states that elect to keep their school meal application process open beyond the end of the school year will set a summer application deadline that allows the states to process these applications and issue benefits by September 30, 2023.

**Response:** [please use as much space as needed]

- 1) The Wyoming Department of Family Services (DFS) will issue P-EBT benefits to eligible students based on student-level data available in the WDE-684. The Wyoming Department of Education (WDE) plans to use all school year collections, Fall (October), Spring (March), and End-of-Year (June), to determine P-EBT eligibility for the 2022-2023 School Year. The June collection will be used to identify students eligible for Summer P-EBT benefits by confirming that each student attended an NSLP-participating school, including Provisional/CEP schools, in May 2023, which was the last month of the 2022-2023 school year in Wyoming.

- 2) See above answer. The WDE-684 includes all children eligible for F/RP meals, including those who attended school in-person throughout the 2022-2023 School Year.
- 3) School nutrition staff will process applications submitted through the end of the 2022-2023 School Year and that data will be included in the End of Year 684 report. The final date for accepting applications will be dependent on the closing date at each school site. It will be the responsibility of each school site and respective district to include the updated F/RP status in the End of year 684 report in order for students to be considered for Summer P-EBT benefits. Applications that are received through the summer months will not be processed until the beginning of the 2023-2024 school year therefore, it is not feasible for any students newly identified as eligible for F/RP after the end of the 2022-2023 school year to be included in the P-EBT issuance for Summer 2023. A manual data collection process that has been completed in the past is not feasible to collect, analyze, and prepare issuance determinations prior to the allocation date of September 2023.

The requirement for applications to be processed and the F/RP status to be included in the End of Year 684 report will be communicated to districts in all instructions regarding the Summer P-EBT initiative as well as published on the DFS website for both districts and families.

## 5. Benefit Levels

### Summer 2023 P-EBT Benefit

*Please note that this new benefit from the Consolidated Appropriations Act, 2023 has changed from the level for Summer 2022 P-EBT benefits.*

Summer 2023 P-EBT Benefit	
Contiguous U.S.	\$120
Alaska	188
Hawaii, Guam, Virgin Islands, Puerto Rico, American Samoa, Commonwealth of the Northern Mariana Islands	139

## 6. Implementation Timeline, EBT Processing, and Benefit Issuance

Please provide an implementation timeline for summer 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.

- If the PHE ends on or before September 30, 2023, states must issue all P-EBT benefits by September 30, 2023.
- 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:** [please use as much space as needed]

- [Receive 684 End of Year Data from WDE - Jul 12, 2023](#)
- [Complete analysis to determine eligible students - Jul 28, 2023](#)
- [Receive address information for eligible students - Aug 4, 2023](#)
- [Incorporate address data and prepare demographic and benefit files for P-EBT benefit issuance - Aug 18, 2023](#)
- [Benefits Issued - August 21-23, 2023](#)

If the family is a current SNAP recipient, P-EBT benefits will be added to their existing SNAP card. Non-SNAP children who previously received P-EBT benefits in previous issuances will receive 2023 Summer benefits on the same white P-EBT card. Children who have not received P-EBT benefits in the past will receive a new P-EBT card in the mail.

Wyoming's regular SNAP benefits are issued with a type of "FS" with no subtype. For P-EBT and D-SNAP, a unique subtype is added. P-EBT's subtype code is "SL" and D-SNAP is "ND"

Wyoming's draw/spend authority is P-EBT, D-SNAP, then SNAP

Wyoming will follow the same expungement rules that are currently followed for SNAP with the exemption of sending notices. Families will be notified of the expungement rules in the information provided with the card mailer. The current expungement is 274 days due to the Farm Bill requirements.

Wyoming will access an undeliverable report for returned cards. These will be monitored regularly for ways that the State can resend cards. FIS disposes of any returned card, so when we find an up-to-date address for a family, a new card will be resent. Wyoming plans to send new P-EBT cards to any non-SNAP household who didn't already receive a new P-EBT card.

See response above. New P-EBT cards will only be issued to children who are not enrolled in SNAP and did not receive a P-EBT card for any of the previous issuances. Wyoming will inform all P-EBT households through a mailed postcard of how to request a new card through FIS if they no longer have their SNAP or P-EBT card. This information is also available on DFS' P-EBT website and is regularly communicated to callers to DFS' P-EBT Hotline.

## 7. Customer Service

*To complete Section 7, we encourage states to use language from their previously approved SY 22-23 plans, if applicable.*

- 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 to 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:** [please use as much space as needed]

To serve families who believe they should have been issued a P-EBT benefit for the 2023 Summer, Wyoming will use a dedicated number for a P-EBT hotline (307-777-6082), staffed by state employees or approved temporary staff who have access to the EBT system and can assist with student-specific concerns.

Wyoming will also do the following to ensure directly issued P-EBT benefits reach families with potential access barriers:

- Continue to operate a P-EBT hotline for families without internet access who cannot access information via DFS' website;
- Utilize Language Line as a translation service for callers to the P-EBT hotline with limited English proficiency;
- Publicize that families who have moved or are unstably housed can call the P-EBT hotline to report a new mailing address and/or identify a local SNAP office or community-based organization where their P-EBT card can be mailed;
- Partner with a community-based organization (Wyoming Afterschool Alliance) to help explain P-EBT to eligible families and address any access barriers that may arise; and
- Work directly with school leadership in Wyoming's tribal schools to ensure P-EBT cards reach eligible children who do not have a U.S. postal service address.

Wyoming will post information about P-EBT on the DFS website and Facebook page. This will include information to clarify benefit amounts for Summer 2023, as well as general information. The Wyoming Afterschool Alliance, a community partner, will also support the State to help publicize P-EBT information.

Families will be notified as part of the P-EBT card mailing how to dispose of the benefits if they do not wish to use them. Families can also decline P-EBT benefits by contacting the P-EBT hotline and the staff will walk them through how to properly dispose of their card.

For SNAP and non-SNAP families that are directly issued P-EBT benefits, a mailer will be sent out including the following information:

- 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; and
- Information regarding a hotline, helpdesk, or website/portal that participants can reach out to, if they have questions or need assistance (i.e. setting up a PIN).

Due to the public health emergency ending on May 11, 2023, DFS will operate the hotline but only to address questions about the Summer 2023 P-EBT issuance. Parents will not have the opportunity to apply for P-EB if they feel the direct issuance missed their child.

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

*To complete Section 8, we encourage states to use language from their previously approved SY 22-23 plans, if applicable.*

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:** [please use as much space as needed]

As a general rule, Wyoming will not pursue claims against minors, as the P-EBT cards are issued directly to eligible children. Wyoming will contact USDA whenever it identifies an issuance error and will provide a description of the error, the number of children involved, and the value of the over-issuance before the state issues a corrected benefit to a different household and before the state attempts to reclaim benefits from anyone.

Wyoming will mitigate over-issuances by using a direct issuance strategy, retroactively issuing benefits for the Summer 2023, and ensuring de-duplication so no child receives more than one (1) P-EBT benefit for the entire summer. Any P-EBT issuances identified as incorrect will be rectified by not issuing additional P-EBT benefits. Additionally, DFS will ensure their vendor is conducting thorough quality review of the data files before sending them to FIS for issuance processing. Since all Summer 2023 benefits will be delivered in a single issuance, corrective action to prevent reoccurrence is not relevant. DFS has and will continue to constantly revise the collection, analysis and issuance process from P-EBT inception to current practices to ensure any historical errors resulting in overissuance are not repeated. DFS will work with FNS regarding procedures for overpayments related to suspected fraud should any be reported or identified through the P-EBT hotline. DFS will utilize the spreadsheet provided by the FNS Regional Office to capture any overissuance data.

## **9. 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.

## **10. 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. 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 10 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.

### **11. 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."

### **12. 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.

### **13. Administration of State P-EBT Plan**

The state will administer P-EBT according to the terms of its approved state plan. In general, conditions related to benefit issuance reporting, administrative funding, and release of information remain in effect for the covered summer period. 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.

### **Reminder**

If the state needs to make any significant changes to its Summer 2023 plan after approval, the state needs to submit an amendment to USDA that describes the change and its impact on operating summer P-EBT. USDA will review the amendment and approve allowable amendments.

**Signatures and Titles of Requesting SNAP and Child Nutrition State Agency Officials:**

Korin A. Schmidt  
Director, Wyoming Department of Family Services

Dicky Shanor  
Chief of Staff, Wyoming Department of Education

**Date of Request: 02/21/2023**