

Religious and Independent National School Lunch Program Data Collection Summer 2024 EBT for Religious and Independent NSLP Approved Schools – ONLY 2023-24 Form

Purpose

Beginning in Summer of 2024, New York State is implementing Summer Electronic Benefits Transfer (EBT) program, a new federal program to help low-income households with school-age children to purchase food over the summer when school is out of session and children can no longer access free/reduced price school meals. Please visit [OTDA.ny.gov/SummerEBT](https://otda.ny.gov/SummerEBT) for further information on Summer EBT.

The New York State Education Department (NYSED or the Department) is working in conjunction with the Office of Temporary and Disability Assistance (OTDA) to ensure all religious and independent schools (aka, nonpublic schools) participating in the National School Lunch Program (NSLP) have the ability to report the student and parent information for your eligible students to receive Summer EBT benefits. Only those schools who are approved in the National School Lunch Program (NSLP) may complete this form. ***If you are an NSLP school and do not complete this form, your students will not be able to receive Summer EBT benefits.*** This collection is ***the only mechanism*** for a student enrolled in a religious and independent NSLP approved school to receive a 2024 Summer EBT benefit.

NOTE: If you do not currently submit monthly NSLP Program claims, you are not an approved NSLP school, and should not complete or submit this form.

The Office of Information and Reporting Services (IRS) has created the Nonpublic NSLP Data Collection (NSLP) in the IRS Data Exchange (IDEx). Those with entitlements will have access to the “Summer 2024 EBT for Religious and Independent NSLP Approved Schools – Only 2023-24” form. The purpose of this dedicated data collection is to compile a complete list of students who had or are currently enrolled in your school during the 2023-24 school year along with the student demographic and parent contact information needed to issue benefits. Delegated users are able to access this collection on the IDEx via the [NYSED Application Business Portal](#). Please see our [IDEx webpage](#) and [IDEx Help Center](#) for more information about IDEx.

For Access

CEOs found on file in SEDREF for their BEDS Code location automatically have an account with access to the “Summer 2024 EBT for Religious and Independent NSLP Approved Schools – ONLY 2023-24 Form” in the IDEx application within the New York State Business Application Portal. Please see below for the click-through user directions.

If a CEO wants to delegate access to staff, they can use the SED Delegated Account System (SEDDAS) to create staff accounts as needed and entitle access to “National School Lunch Program” in the SEDDAS application. The default role **to select** is “submit/certify” for all

accounts. Please click on the SEDDAS support button on the left hand menu in the SEDDAS application to access the SEDDAS user guide as needed. The guide will tell you how to create accounts and entitle application access. **Please keep in mind CEOs are responsible for their location's data and the access to that data**, as per NYSED policy.

CEOs of School Food Authority (SFAs) locations **who do not have a SEDDAS account** need to send an email to Dataproduct@nysed.gov with your full name, 12 digit BEDS Code, work email address, work phone number, and your request for access to the "Summer 2024 EBT for Religious and Independent NSLP Approved Schools – ONLY 2023-24 Form." Please be sure to include the name of the form as indicated in your request so your ticket will be directly assigned to the correct support group who can respond.

User Directions

For specific assistance with the Nonpublic NSLP data collection, we have included step by step user Directions.

Steps 1 – 7 are to access the application and the Microsoft Excel report form. Please follow the directions as indicated below and **do not manipulate the MS Excel report form** in any way.

Steps 8 - 37 identify the columns within the MS Excel report form with the information that must be entered, for each student per row. Please follow the exact format and instructions indicated below. Again, **please DO NOT** modify the structure of the form in anyway. Otherwise, your form will not be successfully uploaded to the IDEX application.

You can "upload" changes as many times as needed, **as long as you do not** click "submit." Uploaded files are maintained there, in that format, until you click "submit." If you make changes, **please remember to upload a complete form**(file), otherwise the file you upload and submit **will overwrite your previous file. Clicking on "submit" makes it final** and no other changes will be accepted.

Please note: Rearranging columns of the form will result in your file **not being accepted**. Your file will error out and the application will create an error report for every mistake (or modification to the form) found.

IMPORTANT: DO NOT "submit" until the form is complete with all student and parent information included. Once "submitted," you will not be able to upload any further changes. **Students not included in the final submitted form will be ineligible to receive benefits.**

Best data practices:

- Download and enter data in your form, save it to your local computer system (or network),
- Continue to add data to the original form using the steps below and only when your form is completed, with no further changes anticipated, "submit" the form in IDEX,

on or before the submission deadline. Otherwise, your submission will be significantly delayed and will not be included in the data extract.

- If you “submit” the form, in error, you may request a form reset via [Datasupport](#) and include your full name, 12 digit BEDS Code, work email address, work phone number, and your request to reset the “Summer 2024 EBT for Religious and Independent NSLP Approved Schools – ONLY 2023-24 Form.”

Step	Directions	Notes
1	Go to https://portal.nysed.gov/abp	
2	Click “Login” in the top dark blue banner	
3	Enter username and password	After entering your username and password the NYSED Application Business Portal landing page will refresh with the list of NYSED Business Portal Applications you are entitled to.
4	Click on the IRS Data Exchange (blue link).	This will open a new tab, “Data Collections” section.
5	Click on “Summer 2024 EBT for Religious and Independent NSLP Approved Schools – ONLY”	This will be a link in the new tab “Data Collections” section. When you click on the link it will open the collection Template (Form) section.
6	Click on Download Template.	You must check your personal computer (PC) downloads folder for the Microsoft Excel file with a similar name.
7	Open the Microsoft Excel file found in your PC downloads folder.	
8	Column A	<p>Enter your INST ID for your SFA location.</p> <p>This is a 12-digit maximum required field.</p> <p>If you do not know your INST ID, please search for your location information on file with the Department on SEDREF.</p> <p>Please note: Column A must display as a true number (not in scientific form). If it does not display as a number you must format the column as a number (with no decimal points).</p> <p>NOTE: you will see a red triangle in the top right corner of this cell. That denotes</p>

		<p>hover text. When you “hover” your cursor over the red triangle, it provides additional description of required options (or values) for a correct response.</p>
9	Column B	<p>Enter the individual student’s ID for the BEDS code location where they are fed.</p> <p>This is a 9-digit maximum required field.</p>
10	Column C	<p>Enter your SFA reporting BEDS code.</p> <p>This is a 12-digit required field. Please disregard the cell format (do not try to change or format it) as it may not display as a number if it has a leading zero.</p> <p>If you do not know this information please search for your SFA reporting BEDS Code information on file with the Department on SEDREF.</p>
11	Column D	<p>Enter your SFA location name on file in SEDREF.</p> <p>This is a 50-character maximum required field.</p> <p>If you do not know this information please search for your SFA location name information on file with the Department on SEDREF.</p>
12	Column E	<p>Enter the RA BEDS code of the location where the student is being fed.</p> <p>This is a 12-digit maximum required field.</p> <p>If you do not know your SFA location information, please search your information on file with the Department on SEDREF.</p>
13	Column F	<p>Enter the RA location name where the student is being fed on file in SEDREF.</p>

		<p>This is a 50-character maximum required field.</p> <p>If you do not know your RA location name, please search your information on file with the Department on SEDREF.</p>
14	Column G	<p>Enter the Welfare case number (SNAP or Medicaid) if available.</p> <p>This is a 10-character maximum optional field. It should only be completed for a student who has a SNAP or Medicaid welfare case number.</p>
15	Column H	<p>Enter the student's NYSSIS ID if available</p> <p>This is a 10-digit maximum optional field.</p>
16	Column I	<p>Enter the student's first name.</p> <p>This is a 35-character maximum required field.</p>
17	Column J	<p>Enter the student's middle initial, if available.</p> <p>This is a 1-character maximum optional field.</p>
18	Column K	<p>Enter the student's last name.</p> <p>This is a 35-character maximum required field.</p>
19	Column L	<p>Enter the student's date of birth with 2 digits for the month, 2 digits for the date, and 4 digits for the year separated by a slash (for example: MM/DD/YYYY)</p> <p>This is an 8-digit, 2-character maximum required field. NOTE: You must enter MM/DD/YYYY, even if it does not visually display as MM/DD/YYYY, otherwise your form will not successfully upload to the application. You must enter the date in this format, let Excel store the data the way it needs to, in order to convert the two digits</p>

		(month and day) when the bulk file upload is done.
20	Column M	<p>Enter the student's physical home street address (line 1).</p> <p>This is a 35-digit and character maximum required field.</p>
21	Column N	<p>Enter the student's physical home street address (line 2), if applicable. For example, an apartment number.</p> <p>This is a 35-digit and character maximum optional field.</p>
22	Column O	<p>Enter the student's physical home city.</p> <p>This is a 15-character maximum required field.</p>
23	Column P	<p>Enter the student's two letter acronym for the United States state (or country outside of the US) for their physical address.</p> <p>NOTE: you will see a red triangle in the top right corner of this cell. That denotes hover text. When you "hover" your cursor over the red triangle, it provides additional description of required options (or values) for a correct response.</p> <p>This is a 2-character maximum required field.</p>
24	Column Q	<p>Enter the student's zip code for the physical address in the United States state (or country if outside the United States)</p> <p>This is a 15-digit/character required field.</p>
25	Column R	<p>Enter the student's home phone number if available (any phone number used as the home phone contact number may be entered. It does not have to be a landline).</p> <p>This is a 20-digit maximum optional field.</p>
26	Column S	<p>Enter the student's guardian email address.</p>

		This is a 100-character maximum optional field.
27	Column T	<p>Enter the student's guardian full name (first name and last name).</p> <p>This is a 70-character maximum optional field.</p>
28	Column U	<p>Enter the student's guardian physical home address, if different than the student's physical home address.</p> <p>This is a 35-digit/character maximum optional field.</p>
29	Column V	<p>Enter the student's guardian physical city if different than the student's physical city home address.</p> <p>This is a 15-character maximum optional field.</p>
30	Column W	<p>Enter the student's guardian two letter acronym for the physical home address United States state (or country if outside of the US) if different than the student's physical state (or country) home address.</p> <p>NOTE: you will see a red triangle in the top right corner of this cell. That denotes hover text. When you "hover" your cursor over the red triangle, it provides additional description of required options (or values) for a correct response.</p> <p>This is a 2-character maximum optional field.</p>
31	Column X	<p>Enter the student's guardian zip code for the physical home address (state or country) if different than the student's physical zip code home address.</p> <p>This is a 15-digit maximum optional field.</p>

32	Column Y	<p>Enter the student’s beginning enrollment date for the current school year as MM/DD/YYYY.</p> <p>This is an 8-digit, 2 -character maximum required field. NOTE: You must enter MM/DD/YYYY, even if it does not visually display as MM/DD/YYYY, otherwise your form will not successfully upload to the application. You must enter the date in this format, let Excel store the data the way it needs to, in order to convert the two digits (month and day) when the bulk file upload is done.</p>
33	Column Z	<p>Enter the student’s ending enrollment date for the current school year as MM/DD/YYYY. NOTE: If the student is no longer enrolled, enter the date the student ended enrollment. If the student is still enrolled, enter the last day of the current school year.</p> <p>This is an 8-digit, 2 -character maximum required field. NOTE: You must enter MM/DD/YYYY, even if it does not visually display as MM/DD/YYYY, otherwise your form will not successfully upload to the application. You must enter the date in this format, let Excel store the data the way it needs to, in order to convert the two digits (month and day) when the bulk file upload is done.</p>
34	Column AA	<p>Enter Y or N to indicate the student was income eligible participant in the Free and Reduced Price lunch program during the current school year.</p> <p>NOTE: you will see a red triangle in the top right corner of this cell. That denotes hover text. When you “hover” your cursor over the red triangle, it provides additional description of required options (or values) for a correct response.</p>

		This is a 1-character maximum required field.
35	Column AB	<p>Enter Y or N to indicate the migrant student status.</p> <p>NOTE: you will see a red triangle in the top right corner of this cell. That denotes hover text. When you “hover” your cursor over the red triangle, it provides additional description of required options (or values) for a correct response.</p> <p>This is a 1-character maximum required field.</p>
36	Column AC	<p>Enter Y or N to indicate a student in foster care status.</p> <p>NOTE: you will see a red triangle in the top right corner of this cell. That denotes hover text. When you “hover” your cursor over the red triangle, it provides additional description of required options (or values) for a correct response.</p> <p>This is a 1-character maximum required field.</p>
37	Column AD	<p>Enter Y or N to indicate a homeless student status.</p> <p>NOTE: you will see a red triangle in the top right corner of this cell. That denotes hover text. When you “hover” your cursor over the red triangle, it provides additional description of required options (or values) for a correct response.</p> <p>This is a 1-character maximum required field.</p>
38	Save your MS Excel file	Click “Save As” and save this file to your local Personal Computer (PC). Close the MS Excel file.
39	In IDEX, click on the “Bulk Upload” button	

40	Choose the file you wish to upload	This is where you select your saved file you want to upload. Click “open” to see it selected onscreen in the application. This is the closed MS Excel file you saved in step 38 above.
41	READ NOTES (next column) in their entirety before completing this task.	<p>If you have more updates, please use the same MS Excel file you saved on your PC (step #38 above), add the additional information to what is existing and repeat steps #38-41.</p> <p>IMPORTANT: DO NOT download a new template, you MUST make changes on the form that is in the bulk upload status (the MS excel file you saved to your PC) and make your change(s) to that file. The second (and any other subsequent) file bulk upload(s) will overwrite the first file bulk upload. Bulk uploading a subsequent file is a purge and replace process. It will purge the previous bulk file upload and replace it with the last bulk file upload.</p> <p>Please ensure your final bulk file upload includes your complete student population.</p> <p>You should continue to step 42, ONLY when you are completely done with providing updates for the current school year.</p> <p>Click “Upload file.”</p>
42	Click on Show Upload Log	<p>This will allow you to see the current status of your school’s file.</p> <p>If you see the status as “Error File Created” click on the link in the “file” column to view the error report. Open the first sheet (tab), “ERRORS_INDEX,” find the error (link). Click on the link and it will automatically bring you to the field you need to update. “Save As” the original file</p>

		<p>name created (not as the “error-file” name). Then repeat step #41.</p> <p>If you see “Bulk Upload Complete” that means you have uploaded your file, but you have not submitted your file.</p> <p>If you see “Server Error” close out (“x”) the Status History Page and upload your file again.</p> <p>You must check your “show upload log” to confirm its current status (step 42).</p>
43	Exit (x) out of the Status History page	Click on the “x” in the top right corner of the Status History page.
44	<p>CAUTION: <i>Once you click submit you will no longer be able to upload any additional forms.</i></p> <p>If FINAL, Click “Submit”</p>	NOTE: when you click “submit” you cannot upload any new files. <i>Please click submit only when you are completely certain the file is complete and correct.</i>
45	Close screen	Click the “x” to close screen.
45	Log out	Click the log out button on the top right corner of the NYSED business portal application.

If you have any questions regarding the EBT program, please go to the [OTDA Summer EBT Website](#). If you have any questions regarding form submission, please use the links provided in this guidance. If further assistance is needed, please reach out to the Office of Information and Reporting Services via [Datasupport](#). Datasupport is the NYSED Office of Information and Reporting Services online help desk that allows all inquiries to be directly routed to the data subject matter expert who is best suited to respond in the quickest manner possible.

New York City Religious and Independent Schools: If you need additional support please contact ONPSInfo@schools.NYC.gov.