

# Summer EBT 2026 Form for Nonpublic, Religious, and Independent School Guidance

## Essential Info for Nonpublic School CEOs

If your school participates in a National School Lunch Program (NSLP), you must submit a **full student roster** for the current 2025-26 school year for all students enrolled at your school regardless of free or reduced priced lunch (FRPL) eligibility. Please see below for the data to be submitted. More details: [OTDA.ny.gov/SummerEBT](https://otda.ny.gov/SummerEBT).

## Access Reminder for CEOs

All CEOs of NSLP-approved religious and independent schools have account access to the “Summer EBT Form 2026” in the IDEX application via the [NYSED Application Business Portal](#). Please see our [IDEx webpage](#) and [IDEx Help Center](#) for more information.

Access is tied to each school’s **BEDS Code**. A CEO overseeing multiple BEDS codes must log into each account and complete the form for each school they oversee. CEOs may delegate access through SEDDAS; assign the “submit/certify” role.

## Additional Resources

**New York City Religious and Independent Schools:** If you need additional support please contact [ONPSInfo@schools.NYC.gov](mailto:ONPSInfo@schools.NYC.gov).

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 guide.

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. **Please type “Summer EBT” in the subject line.**

## User Directions

**Steps 1 – 7** explain how to access the application and download the Microsoft Excel Summer EBT Form 2026.

**Steps 8 – 36** explain each column in the MS Excel Summer EBT Form 2026 and show what information must be entered for each student. Each row = one student.

**Steps 37 – 45** guide the user through the final upload, submission, closing, and log out process

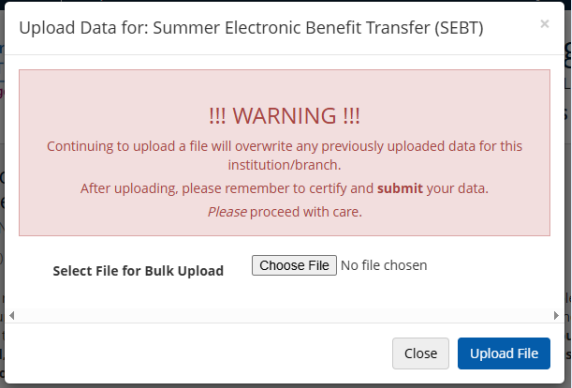
Step	Directions	Notes
1	Go to <a href="https://portal.nysed.gov/abp">https://portal.nysed.gov/abp</a>	
2	Click “Log In” at the top right corner – teal button in the dark blue banner	
3	Enter username and password	You will need to use your CEO user account as the CEO is the only user for your institution who can submit the SEBT form.
4	Click “IRS Data Exchange”	
5a	Click on “Summer Electronic Benefit Transfer (EBT)” for the current collection year  If you don’t see your form, search for it in the Search by Form box	
6	Click on “Download Template.”  This will automatically download the form in <b>your PC’s “Downloads” folder</b>	<p>Note: You must <b>download and use a new template each year</b> as the excel template changes from year to year even if the columns stay the same.</p>
7	Locate the form in your downloads folder. Open the Excel file and enter the data <b>as indicated in Steps 8-36</b>	

8	<p><b>Column A</b></p> <p>BEDS Code</p> <p><b>Required field</b></p>	<p><b>12-digit number</b></p> <p>Your school's location BEDS Code. If you do not know your BEDS code, please use <a href="#">SEDREF</a>.</p>
9	<p><b>Column B</b></p> <p>Individual Student Local ID</p> <p><b>Required field</b></p>	<p><b>9-digit maximum</b></p> <p>School Student ID</p> <p>You MUST use the same local ID for the student. Never reuse local ID numbers. OTDA uses this number for matching and deduplicating errors in student records.</p> <p>Keep the same local ID for returning students.</p> <p>If your local data system does not generate a local student ID, please see <a href="#">guidance on Datasupport</a> for creating a local ID.</p>
10	<p><b>Column C</b></p> <p>NYSSIS ID</p>	<p><b>10-digit number</b></p> <p>OTDA uses it to match and deduplicate errors in student records.</p>
11	<p><b>Column D</b></p> <p>Student's First Name</p> <p><b>Required field</b></p>	<p><b>35-character maximum</b></p> <p>Used to match student. No name, no benefits issued.</p>
12	<p><b>Column E</b></p> <p>Student's Middle Initial</p>	<p><b>1-alpha character maximum</b></p> <p>NO Punctuation. Used to match students with same First/Last name.</p>
13	<p><b>Column F</b></p> <p>Student's Last Name</p> <p><b>Required field</b></p>	<p><b>35-character maximum</b></p> <p>Used to match student. No name, no benefits issued.</p>
14	<p><b>Column G</b></p> <p>Student's Gender</p>	<p><b>1-alpha character maximum</b></p> <p>M(Male), F(Female), or N (Nonbinary)</p>
15	<p><b>Column H</b></p> <p>Student's Date of Birth</p> <p><b>Required field</b></p>	<p><b>Must be in the format MM/DD/YYYY</b></p> <p><b>If the DOB is incorrect, the student will not be able to access benefits.</b></p>
16	<p><b>Column I</b></p> <p>Student Street Address</p> <p>Physical Home Mailing Address</p> <p><b>Required field</b></p>	<p><b>35-digit and character maximum</b></p> <p>Mailing address where benefit card is mailed. <b>Benefits cards CANNOT be forwarded by US Postal Service if an address is incorrect or outdated.</b></p>

17	<b>Column J</b> Student Address Line 2	<b>35-digit and character maximum</b> For example: Apt 2B, Suite 101, Floor 3, Room 205, Unit 5C, P.O. Box 123, Department 45 or any additional information that specifies a specific location within a larger building or address. <b>Benefits cards CANNOT be forwarded by US Postal Service if an address is incorrect or outdated.</b>
18	<b>Column K</b> Student City <b>Required field</b>	<b>45-character maximum</b> City name of student's physical mailing address. <b>Benefits cards CANNOT be forwarded by US Postal Service if an address is incorrect or outdated.</b>
19	<b>Column L</b> Student State Abbreviation <b>Required field</b>	<b>2-letter state abbreviation</b> If the state is New York, you <b>must enter NY</b> as there are many schools on borders of states that have students physically residing in the neighboring state.
20	<b>Column M</b> Student ZIP Code <b>Required field</b>	<b>15-digit and/or character maximum</b> For example: the <b>5-digit ZIP code</b> , the <b>5-digit ZIP code plus 4-digits</b> , OR <b>non-U.S. ZIP code</b> if physical address is outside of the United States.
21	<b>Column N</b> Student Enrollment Start Date <b>Required field</b>	<b>Must be in the format MM/DD/YYYY</b> First date of enrollment for the current school year.
22	<b>Column O</b> Student Enrollment End Date <b>Required field</b>	<b>Must be in the format MM/DD/YYYY</b> Last date of enrollment for the current school year.
23	<b>Column P</b> Free or Reduced Price Eligibility	<b>1-character maximum</b> Enter <b>Y</b> if student is <b>Free or Reduced-Price Lunch eligible</b> . Exclude any students determined economically disadvantaged with an alternate income form, those are reported in column T.  Enter <b>N</b> if student is <b>not Free or Reduced-Price Lunch eligible</b> . <b>Blank or Null</b> cells will be considered <b>"Not Free or Reduced- Price Eligibility Status"</b>  <b>NOTE: Students enrolled in a Provision 2 (P2) non-base year or CEP may be reported as FRPL eligible (Y) ONLY when confirmed through DCMP, residing in the same household as a DCMP student, is Migrant, Homeless, Runaway, or has Foster Care Status.</b>

24	<p><b>Column Q</b> Migrant Education</p>	<p><b>1-character maximum</b></p> <p>Enter Y if student is a child of a migrant family. Enter N if student is not a child of a migrant family. <b>Blank or Null cells will be considered “Not Migrant”</b></p> <p>Migrant students <b>are not Immigrants</b>. A migrant student is a <b>child whose family moves to find seasonal or temporary work in agriculture, dairy, or fishing and is receiving migrant educational services</b>. Migrant students <b>are streamlined certified</b> to receive SEBT benefits. Leaving <b>blank or N will result in no benefits received</b>.</p> <p>If entering a Y here, you must enter a Y in column P (Free or Reduced Price Eligibility)</p>
25	<p><b>Column R</b> Student in Foster Status</p>	<p><b>1-character maximum</b></p> <p>Enter <b>Y if student is in Foster Care Status</b>. Enter N if student is not in Foster Care Status. <b>Blank or Null cells will be considered “Not in Foster Care Status”</b></p> <p>Students in Foster Care Status <b>are streamlined certified</b> to receive SEBT benefits. <b>Leaving it blank or N will result in no benefits received</b>.</p> <p>If entering a Y here, you must enter a Y in column P (Free or Reduced Price Eligibility)</p>
26	<p><b>Column S</b> Homeless Status</p>	<p><b>1-character maximum</b></p> <p>Enter Y if student is homeless. Enter N if student/child is not homeless. <b>Blank or Null cells will be considered “Not homeless”. A child in a state of homelessness at any point during the school year are to be reported as Y for summer EBT benefits</b>.</p> <p>If entering a Y here, you must enter a Y in column P (Free or Reduced Price Eligibility)</p>
27	<p><b>Column T</b> FRPL Eligibility Type (School Program)</p>	<p><b>1-character maximum</b></p> <p>Enter <b>Y if student is enrolled in a P2 or CEP school and an alternate form was used to determine economically disadvantaged (poverty) status</b>.</p>

28	<u><b>Column U</b></u> SNAP (Supplemental Nutrition Assistance Program)/Medicaid (DCMP)	<b>1-character maximum</b> Enter <b>Y</b> if the school used the <b>DCMP (Direct Certification Management Process)</b> to determine the student's <b>FRPL eligibility</b> . <b>Blank or Null cells will be treated as N.</b>  If entering a Y here, you must enter a Y in column P (Free or Reduced Price Eligibility)
29	<u><b>Column V</b></u> Food Distribution Program on Indian Reservations (FDPIR)	<b>1-character maximum</b> Enter <b>Y</b> if the school used the <b>FDPIR status</b> to determine the student's <b>FRPL eligibility</b> . <b>Blank or Null cells will be treated as N.</b>  If entering a Y here, you must enter a Y in column P (Free or Reduced Price Eligibility)
30	<u><b>Column W</b></u> Head Start	<b>1-character maximum</b> Enter <b>Y</b> if student is <b>participating in Head Start at any point during the current school year.</b>  If entering a Y here, you must enter a Y in column P (Free or Reduced Price Eligibility)
31	<u><b>Column X</b></u> Primary Parent or Guardian full name <b>Required field</b>	<b>70-character maximum</b> Enter the primary guardian's full name <b>(first and last name)</b>  This must match the parent/guardian's name on file to receive ANY type of customer service. If someone calls the SEBT Helpline inquiring about benefits <b>and the name of the caller does not match the parent/guardian's name on file, they will not be able to access any information on the account.</b> New benefit cards for the student are mailed to the attention of the primary guardian.
32	<u><b>Column Y</b></u> Primary Parent/Guardian Phone #	<b>15-digit maximum</b> OTDA uses the primary parent or guardian phone number <b>to contact households when benefits have been issued and to deliver updated program information.</b>
33	<u><b>Column Z</b></u> Primary Parent/Guardian Email	<b>100-character maximum</b> OTDA uses the primary parent or guardian email <b>to notify households that benefits were issued, or to deliver updated program information when possible.</b>

34	<p><b>Column AA</b></p> <p>Secondary Parent or Guardian full name</p>	<p><b>70-character maximum</b></p> <p>Enter the secondary guardian’s full name (first and last name)</p> <p>OTDA uses when the call center must match the parent/guardian’s name on file to receive ANY type of customer service. If someone calls the SEBT Helpline inquiring about benefits and the name of the caller does not match the parent/guardian’s name on file, they will not be able to access any information on the account. New benefit cards for the student are mailed to the attention of the primary guardian.</p>
35	<p><b>Column AB</b></p> <p>Secondary Parent/Guardian Phone #</p>	<p><b>15-digit maximum</b></p> <p>OTDA uses the secondary parent or guardian phone number to contact households when benefits have been issued and to deliver updated program information.</p>
36	<p><b>Column AC</b></p> <p>Secondary Parent/Guardian Email</p>	<p><b>100-character maximum</b></p> <p>OTDA uses the secondary parent or guardian email to notify households that benefits were issued, or to deliver updated program information when possible.</p>
37	<p>Save your MS Excel file</p>	<p>Click “Save” and save this file to your local PC. <b>Close the MS Excel file.</b> You can rename the file after as needed.</p> <p>Please do not use “Save As” because it can unintentionally change the file type and create errors.</p>
38	<p>In IDEX, click on the “Bulk Upload” Button which will open a pop-up window for you to select your saved file</p>	
39	<p>Select the file you saved in step 37 to upload</p>	<p>Click “open” to see it selected onscreen in the application. This is the MS Excel file you saved to your own network.</p>
40	<p>Click “Upload File”</p>	<p>After selecting your file, click the blue button “Upload File”</p>

41 **Scenario 1 – Upload Success:**  
 If your upload is successful, the pop-up window will close and you will see “This form is in the process of Bulk Loading.”

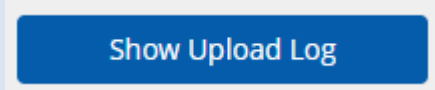
That means that the validations have passed (your template is in the correct format) and it is completing the Bulk Upload process.

**Scenario 2 – Errors:**  
 If there are any errors in your form, it will NOT upload and you will see one or more error messages “One or more institutions in your file cannot be submitted by your institution ID”

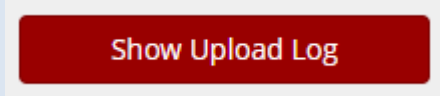
**Note:** if your file uploads but the validations (formats in a cell) are incorrect you will receive an error message.

You may have to wait a few moments depending on how long your file is. Once the upload has finished, the button “Show Upload Log” will become active.

If your upload was successful, the button will be blue.



If not, it will be red.



If the “Show Upload Log” button is red, you MUST correct the errors in your file, save it, and return to step #39.

Step 42 goes into more detail on this.

42 Click on “Show Upload Log” and refer to the first row in the list. This is your most recent upload.

Status History for: Summer Electronic Benefit Transfer (SEBT)

Show 10 entries Search:

Username	Status	Date	File
michaela.burns6	Bulk Upload Complete	2026-02-27 9:51:13	SEBT_2025-2026_for_testing.xlsx
michaela.burns6	Bulk Upload Started	2026-02-27 9:51:13	SEBT_2025-2026_for_testing.xlsx
michaela.burns6	Validation Passed	2026-02-27 9:51:13	SEBT_2025-2026_for_testing.xlsx
michaela.burns6	Validation Started	2026-02-27 9:51:12	SEBT_2025-2026_for_testing.xlsx
michaela.burns6	Server Error	2026-02-27 9:44:08	SEBT_2025-2026_for_testing.xlsx

Showing 1 to 5 of 5 entries Previous 1 Next

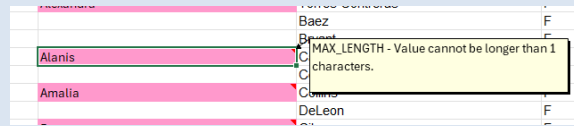
Close

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**Scenario 1 – 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 in the form (second sheet/tab) you need to update.

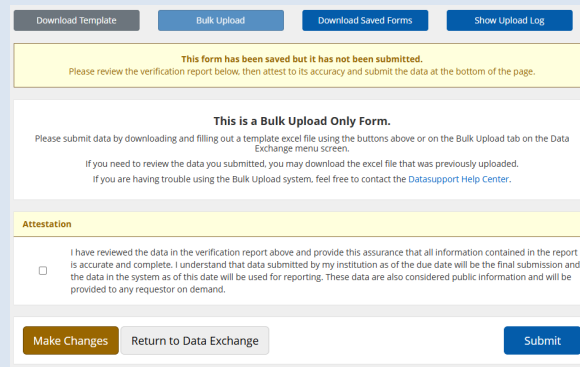
**Note:** In the error file, a pink box with a red triangle in the top right corner of a cell indicates an error. Hover over it to see how to fix it.



Then “Save As” the original file name (DO NOT save as the “error-file” name). Go Back to step #38 and repeat.

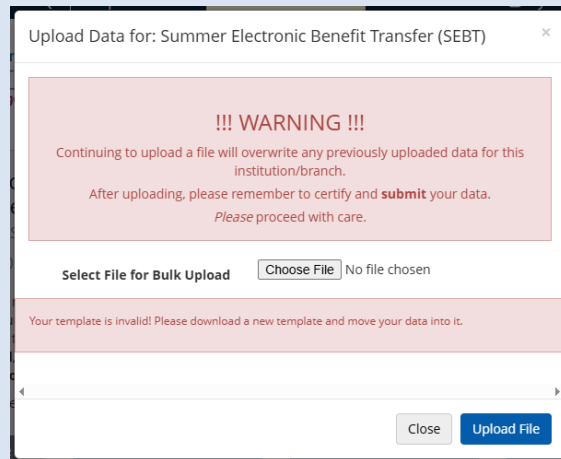
**Scenario 2 – Bulk Upload Complete:**

You are almost done! You have uploaded your file, but you have not submitted your file. Scroll down and you will see an attestation box and a blue SUBMIT button. Check the attestation box and then click SUBMIT.



**Scenario 3 – Server Error:**

Please email [datasupport@nysed.gov](mailto:datasupport@nysed.gov) with “SUMMER EBT” + your BEDS Code in the subject and describe your error or provide a screenshot of the server error message. We will assist with how to proceed.



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Exit out (click “X”) of the Status History page.

Click on the “x” in the top right corner of the Status History page.

45	<p>If FINAL, click "Submit"</p> <p>CAUTION: Once you click "submit" you will no longer be able to upload any additional forms.</p> <p>If you submit by mistake, request a form reset through <a href="#">Dataspport</a>. Include your full name, 12-digit BEDS code, work email, work phone, and your request to reset the "Summer EBT" form.</p>	<p>Click "submit" only when you are absolutely certain the file is complete and correct.</p> <p>Note: You may upload as many times as needed, until you click "submit." Each upload must include the entire updated File, not just changes.</p> <p>You are finished only when you scroll down to see "submission successful" in IDEX.</p> <div data-bbox="760 499 1495 562" style="border: 1px solid #ccc; background-color: #e6f2e6; padding: 5px; text-align: center;"><p><small>This form has been successfully submitted. The submitted data can be reviewed below.</small></p></div>
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