

## SAMPLE LETTERS TO FAMILIES

### Sample Letter to Families: General

Dear {INSERT SCHOOL/SYSTEM NAME} Families,

Louisiana has received federal approval to issue Pandemic Electronic Benefit Transfer (P-EBT) benefits for the 2020-21 school year. If your child normally receives free or reduced-price school meals and has been participating in virtual or hybrid learning due to the pandemic, that child is eligible for the benefits listed below. These benefits will be retroactive from August 1, 2020 to cover meals that were missed for the full 2020-2021 school year. If a student's learning schedule changes, their benefit level will change accordingly as reported by their school.

- Eligible students in hybrid learning (mix of in-person and virtual): \$48.23 per month
- Eligible students in fully virtual learning: \$120.71 per month

What's different for P-EBT this school year?

- There is no application for P-EBT. Benefits will be issued based on information schools will provide to the Department of Children and Family Services.
- If your child is eligible for benefits, you will receive a new P-EBT card in the mail this summer.
- You will receive a P-EBT card for each eligible child, in that child's name.
- If you received P-EBT benefits in the 2019-20 school year, do not request a new P-EBT card.
- Benefit amounts will be based on whether your child was fully virtual or had a hybrid learning schedule that did not allow them to receive free or reduced lunch during the school year.

Each child's card will be mailed to the address provided by the child's school or district. Please ensure the contact information on file with your school is up-to-date.

Due to the number of cards being issued, it may take several weeks for you to receive your child's card. Please be patient and do not request a new card, as that would delay delivery. Cards will be issued as DCFS receives information from each school. Therefore, families with more than one child may receive their children's cards at different times, according to when each child's school submitted their information.

Activation instructions will be mailed with each card. A social security number is not needed for activation or eligibility. When prompted for the last four digits of a social security number during the activation process, families should enter the last four digits of that child's student identification number.

We understand families will have additional questions. DCFS has created a website dedicated to answering questions and keeping families informed of this important benefit. This website is located at [www.pebt-la.org](http://www.pebt-la.org). Here you can find a list of frequently asked questions, information on activating your card and resources to share within your community.

**Sample Letter to Families: Schools offering some hybrid and/or virtual**

Dear {INSERT SCHOOL/SYSTEM NAME} Families,

Louisiana has received federal approval to issue Pandemic Electronic Benefit Transfer (P-EBT) benefits for the 2020-21 school year. Because our school operated in a {INSERT SITUATION} this school year, all children at our school who normally receive free or reduced-price school meals are eligible for the benefits listed below. These benefits will be retroactive from August 1, 2020 to cover meals that were missed for the full 2020-2021 school year. Eligible students will receive the following benefits based on the months they were not involved in in-person instruction.

- Eligible students in hybrid learning (mix of in-person and virtual): \$48.23 per month
- Eligible students in fully virtual learning: \$120.71 per month

What's different for P-EBT this school year?

- There is no application for P-EBT. Benefits will be issued based on information our school will provide to the Department of Children and Family Services.
- If your child is eligible for benefits, you will receive a new P-EBT card in the mail this summer.
- You will receive a P-EBT card for each eligible child, in that child's name.
- If you received P-EBT benefits in the 2019-20 school year, do not request a new P-EBT card.
- Benefit amounts will be based on whether your child was fully virtual or had a hybrid learning schedule that did not allow them to receive free or reduced lunch during the school year.

Each child's card will be mailed to the address provided by the child's school or district. Please ensure the contact information on file with your school is up-to-date.

Due to the number of cards being issued, it may take several weeks for you to receive your child's card. Please be patient and do not request a new card, as that would delay delivery. Cards will be issued as DCFS receives information from each school. Therefore, families with more than one child may receive their children's cards at different times, according to when each child's school submitted their information.

Activation instructions will be mailed with each card. A social security number is not needed for activation or eligibility. When prompted for the last four digits of a social security number during the activation process, families should enter the last four digits of that child's student identification number.

We understand families will have additional questions. DCFS has created a website dedicated to answering questions and keeping families informed of this important benefit. This website is located at [www.pebt-la.org](http://www.pebt-la.org). Here you can find a list of frequently asked questions, information on activating your card and resources to share within your community.

**Sample Letter to Families: Fully virtual or hybrid school**

Dear {INSERT SCHOOL} Families,

Louisiana has received federal approval to issue Pandemic Electronic Benefit Transfer (P-EBT) benefits for the 2020-21 school year. Because our school operated in a {INSERT: FULLY VIRTUAL/HYBRID/ETC} this entire school year, all children at our school who normally receive free or reduced-price school meals are eligible for the benefits listed below. These benefits will be retroactive from August 1, 2020 to cover meals that were missed for the full 2020-2021 school year.

- Eligible students in hybrid learning (mix of in-person and virtual): \$48.23 per month
- Eligible students in fully virtual learning: \$120.71 per month

What's different for P-EBT this school year?

- There is no application for P-EBT. Benefits will be issued based on information our school will provide to the Department of Children and Family Services.
- If your child is eligible for benefits, you will receive a new P-EBT card in the mail this summer.
- You will receive a P-EBT card for each eligible child, in that child's name.
- If you received P-EBT benefits in the 2019-20 school year, do not request a new P-EBT card.
- Benefit amounts will be based on whether your child was fully virtual or had a hybrid learning schedule that did not allow them to receive free or reduced lunch during the school year.

Each child's card will be mailed to the address provided by the child's school or district. Please ensure the contact information on file with your school is up-to-date.

Due to the number of cards being issued, it may take several weeks for you to receive your child's card. Please be patient and do not request a new card, as that would delay delivery. Cards will be issued as DCFS receives information from each school. Therefore, families with more than one child may receive their children's cards at different times, according to when each child's school submitted their information.

Activation instructions will be mailed with each card. A social security number is not needed for activation or eligibility. When prompted for the last four digits of a social security number during the activation process, families should enter the last four digits of that child's student identification number.

We understand families will have additional questions. DCFS has created a website dedicated to answering questions and keeping families informed of this important benefit. This website is located at [www.pebt-la.org](http://www.pebt-la.org). Here you can find a list of frequently asked questions, information on activating your card and resources to share within your community.

**Sample Letter to Families: CEP Schools offering some hybrid and/or virtual**

Dear {INSERT SCHOOL/SYSTEM NAME} Families,

Louisiana has received federal approval to issue Pandemic Electronic Benefit Transfer (P-EBT) benefits for the 2020-21 school year. Because our school operated in a {INSERT SITUATION} this school year, all children are eligible for the benefits listed below. These benefits will be retroactive from August 1, 2020 to cover meals that were missed for the full 2020-2021 school year. Eligible students will receive the following benefits based on the months they were not involved in in-person instruction.

- Eligible students in hybrid learning (mix of in-person and virtual): \$48.23 per month
- Eligible students in fully virtual learning: \$120.71 per month

What's different for P-EBT this school year?

- There is no application for P-EBT. Benefits will be issued based on information our school will provide to the Department of Children and Family Services.
- If your child is eligible for benefits, you will receive a new P-EBT card in the mail this summer.
- You will receive a P-EBT card for each eligible child, in that child's name.
- If you received P-EBT benefits in the 2019-20 school year, do not request a new P-EBT card.
- Benefit amounts will be based on whether your child was fully virtual or had a hybrid learning schedule that did not allow them to receive free or reduced lunch during the school year.

Each child's card will be mailed to the address provided by the child's school or district. Please ensure the contact information on file with your school is up-to-date. All of our children are eligible because we operated in a {INSERT SITUATION} and are a Community Eligibility Provision school, where every child receives free and reduced-price meals regardless of income.

Due to the number of cards being issued, it may take several weeks for you to receive your child's card. Please be patient and do not request a new card, as that would delay delivery. Cards will be issued as DCFS receives information from each school. Therefore, families with more than one child may receive their children's cards at different times, according to when each child's school submitted their information.

Activation instructions will be mailed with each card. A social security number is not needed for activation or eligibility. When prompted for the last four digits of a social security number during the activation process, families should enter the last four digits of that child's student identification number.

We understand families will have additional questions. DCFS has created a website dedicated to answering questions and keeping families informed of this important benefit. This website is located at [www.pebt-la.org](http://www.pebt-la.org). Here you can find a list of frequently asked questions, information on activating your card and resources to share within your community.

**Sample Letter to Families: Fully virtual or hybrid school**

Dear {INSERT SCHOOL} Families,

Louisiana has received federal approval to issue Pandemic Electronic Benefit Transfer (P-EBT) benefits for the 2020-21 school year. Because our school operated in a {INSERT: FULLY VIRTUAL/HYBRID/ETC} this entire school year, all children at our school who normally receive free or reduced-price school meals are eligible for the benefits listed below. These benefits will be retroactive from August 1, 2020 to cover meals that were missed for the full 2020-2021 school year.

- Eligible students in hybrid learning (mix of in-person and virtual): \$48.23 per month
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What's different for P-EBT this school year?

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- You will receive a P-EBT card for each eligible child, in that child's name.
- If you received P-EBT benefits in the 2019-20 school year, do not request a new P-EBT card.
- Benefit amounts will be based on whether your child was fully virtual or had a hybrid learning schedule that did not allow them to receive free or reduced lunch during the school year.

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**Student Information System Text Message to Families**

Louisiana has received federal approval to issue Pandemic Electronic Benefit Transfer (P-EBT) benefits for the 2020-21 school year. If your child normally receives free or reduced-price school meals and has been participating in virtual or hybrid learning (mix of in-person and virtual) due to the pandemic, that child is eligible for the benefits. These benefits will be retroactive from August 1, 2020 to cover meals that were missed for the full 2020-2021 school year. Unlike P-EBT benefits offered for the 2019-20 school year, families do not have to apply for 2020-21 P-EBT benefits. Schools will provide a list of eligible students and their learning situations directly to the state. New P-EBT cards will be mailed to eligible students in summer 2021. For more information, visit [www.pebt-la.org](http://www.pebt-la.org). Here you can find a list of frequently asked questions, information on activating your card and resources to share within your community.

**Facebook or Instagram Message to Families**

Louisiana has received federal approval to issue P-EBT benefits for this school year. If your child normally receives free or reduced-price school meals and has been participating in virtual or hybrid learning (mix of in-person and virtual) due to the pandemic, that child is eligible for benefits. Unlike P-EBT benefits offered for the 2019-20 school year, families do not have to apply for 2020-21 P-EBT benefits. Schools will provide a list of eligible students and their learning situations directly to the state. New P-EBT cards will be mailed to eligible students in summer 2021. For more information, visit [www.pebt-la.org](http://www.pebt-la.org). Here you can find a list of frequently asked questions, information on activating your card and resources to share within your community.

**Twitter Message to Families**

P-EBT benefits are approved for this school year. If your child receives free or reduced-price meals & has been participating in virtual or hybrid learning, they are eligible. Families do not have to apply for 2020-21 benefits. [www.pebt-la.org](http://www.pebt-la.org)