



Department of Human Services
 311 West Saratoga Street
 Baltimore MD 21201

FIA ACTION TRANSMITTAL

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**TO: DIRECTORS, LOCAL DEPARTMENTS OF SOCIAL SERVICES
 DEPUTY/ASSISTANT DIRECTORS FOR FAMILY INVESTMENT,
 FAMILY INVESTMENT SUPERVISORS AND ELIGIBILITY STAFF**

FROM: LA SHERRA AYALA, EXECUTIVE DIRECTOR

**RE: CHILDCARE AND SUMMER PANDEMIC ELECTRONIC
 BENEFIT TRANSFER (P-EBT)**

**PROGRAM IMPACTED: PANDEMIC ELECTRONIC BENEFIT TRANSFER
 (P-EBT), SUPPLEMENTAL NUTRITION
 ASSISTANCE PROGRAM (SNAP)**

ORIGINATING OFFICE: OFFICE OF PROGRAMS

SUMMARY

The Department of Human Services (DHS), in collaboration with the Maryland State Department of Education (MSDE), has begun to issue P-EBT benefits. Maryland is approved by the federal government to implement P-EBT for SNAP-enrolled children under six years old and Summer Benefits to school-aged children. Maryland has not obtained approval to issue P-EBT benefits to school children who were absent from school during School Year (SY) 2022-2023 due to COVID.

This Action Transmittal is being issued to ensure all Local Department Social Services (LDSS) staff have been properly updated regarding P-EBT benefits this year. LDSS staff will play a critical role of answering questions from clients and issuing Over the Counter (OTC) EBT cards to customers who have lost or misplaced P-EBT cards previously issued to them. Visit www.dhs.maryland.gov/p-ebt for more program information including access to Frequently Asked Questions and Answers.

POLICY DETAILS

Child Care P-EBT

Under federal rules, a child is eligible for Childcare P-EBT benefits if he or she is under the age of six and participates in the Supplemental Nutrition Assistance Program (SNAP). Benefits will be issued to eligible households automatically. DHS used SNAP case records to identify children.

Most children under six years old will not be eligible for Summer P-EBT benefits- this is because the childcare eligibility provision was tied to the Public Health Emergency, which ended on May 11, 2023. Under limited circumstances, a child under six will be eligible for summer benefits if he or she was enrolled in school during the SY 2022-2023 and was eligible for free or reduced-price school meals.

Under the childcare provision, children will receive P-EBT benefits only for the months in which they were eligible for SNAP. This means that the amount of benefits that the children will receive will vary depending on the number of months in which they were on SNAP between September 2022 and May 2023.

For the period of September 2022 through January 2023, the children will receive \$46.53 per month in which they were on an active SNAP case. The benefit amounts for February, March, April, and May have not been determined. Below is a tentative issuance schedule, which is based on currently available information.

Child Care P-EBT Issuance Schedule		
Eligible Months	P-EBT Issuance Month	Up To
Sept. 2022- Nov. 2022	June	\$139.59
Dec. 2022- Jan. 2022	July	\$93.06
Feb. 2023- May 2023	August	TBD

Summer P-EBT

Students who were eligible to receive free or reduced-price school meals will receive P-EBT benefits in the summer of 2023- this includes children under six who were enrolled in schools that participate in the National School Lunch Program. DHS, MSDE, and Local Education Agencies are working together to identify eligible students. Families do not have to apply for these benefits.

The total Summer P-EBT benefit amount is \$120. The amount will be issued in two equal installments as shown in the table below.

Summer P-EBT Issuance Schedule		
Issuance Month	Amount Benefits	
	School-Aged Children	SNAP-Enrolled Children Under Six
July	\$60.00	Not Eligible
August	\$60.00	Not Eligible

The benefits will be issued on a P-EBT card in the child’s name. If a child previously received P-EBT benefits and were mailed a card, the benefits will be issued on that card. If the child’s P-EBT card is lost, the parent or guardian may call the Maryland EBT Customer Service at 1-800-997-2222 or go to www.ConnectEBT.com to order a replacement card. If the student never received P-EBT benefits before, a new card will be mailed by the end of July 2023.

REQUIRED ACTION

LDSS EBT Trainer/EBT Manager (Custodian):

It is anticipated that there will be a surge in clients requesting OTC (Vault) EBT cards - the requests will come from clients who have lost or misplaced their EBT cards. Individuals who were issued a new card which is delayed or is undeliverable due to bad addresses may also

choose to seek an OTC card at the nearest LDSS office. EBT Trainers must follow the following procedures to issue the cards:

- EBT Trainer will confirm P-EBT benefits have been issued by using the following steps:
 - Log into EPPIC.
 - Look the child(ren) up in EPPIC using the children's first and last name.
 - Verify the child's name, address, apt number, DOB.
- LDSS EBT Trainer will request a photo Identification Document (ID) from the individual picking up the card (usually a parent or guardian of the child).
- LDSS EBT Trainer will make a copy of the photo ID.
- LDSS EBT Trainer will then complete traditional Vault EBT card paperwork.
- LDSS EBT Trainer will document, on the Vault EBT card paperwork, the name, address, telephone number, and email address of the individual who picks up the card.
- LDSS EBT Trainer will issue a Vault EBT Card to the person whose information was captured on the paperwork.
 - Once a Vault EBT card is received, the parent/guardian must sign the Vault EBT card log attesting that he or she received the child's P-EBT card.
- LDSS standard process for the separation of duties for EBT should be followed.
 - The EBT Trainer should retain the referral form and related parent/guardian information for two years.
 - EBT Manager (Custodian) please verify the customer's latest EBT card issuance in EPPIC before the customer's scheduled appointment.
 - EBT Manager (Custodian) please instruct the customer to keep their newly issued vault EBT card for potential future P-EBT issuance for school age children.

Verification

At minimum the parent/guardian must provide the child's name and date of birth along with a photo ID for themselves. (the LDSS does not have to confirm the relationship.)

Monthly Procedures

EBT Manager (Custodian) will be required to complete an independent count of EBT cards issued for P-EBT recipients for the end of the month. The P-EBT count is noted on a separate inventory log/sheet detailing: date, month, year, physical count, and signature of the case manager. This count is to be kept in the front of the EBT Log Binder in the LDSS office.

Reporting

A P-EBT Vault EBT Card Log must be created by the EBT Coordinator. The EBT Coordinator should follow current reporting procedures for EBT Vault Cards. P-EBT count should be included in the final EBT count. However, Vault cards issued to P-EBT recipients must be clearly marked as P-EBT.

Expungement of P-EBT Benefits

In accordance with federal rules, P-EBT benefits will be expunged after 274 days of inactivity of the card. It is important the card is used at least once every 9 months to prevent the benefits from being expunged. Clients should be advised of this rule.

Resources:

- [Pandemic Electronic Benefit Transfer \(P-EBT\) Program](#)
- Pandemic EBT program during SY 2022-23
 - [P-EBT Summer Plan](#) | [Plan Approval](#) 3/29/2023
 - [P-EBT Child Care Program Plan](#) | [Plan Approval](#) 5/15/2023

INQUIRIES:

Please direct policy questions to FIA Policy by completing the [FIA Policy Information Request Form](#) found on Knowledge Base or via email at fia.policy@maryland.gov for Montgomery County only.

For systems questions, please email fia.bsdm@maryland.gov.

cc: DHS Executive Staff
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