



**THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE  
STATE OF NEW YORK / ALBANY, NY 12234**

Office of P-20 Education Policy

Child Nutrition Program Administration

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**To:** School Food Service Directors/Managers

**From:** Child Nutrition Program Administration

**Date:**

Tuesday, February 8, 2022 **Subject:** FY 2021 P-EBT Local Level Administrative Cost Grant Awards

Under Section 4601 of the Continuing Appropriations Act, 2021 and Other Extensions Act, the Food and Nutrition Service (FNS) of the United States Department of Agriculture (USDA) is providing funds to extend new FY 2021 P-EBT Local Level Administrative Cost Grant Awards to Child Nutrition (CN) State agencies with the purpose of reimbursing School Food Authorities (SFA) for administrative costs incurred in support of P-EBT.

## SFA Eligibility

SFAs that submitted 2019-2020 school year P-EBT rosters to the New York State Education Department (NYSED) and are currently participating in Child Nutrition Programs are eligible to receive the FY 2021 P-EBT Local Level Administrative Cost Grant.

## Amount of Reimbursement

SFAs will be awarded a specified dollar amount based on the number of P-EBT eligible students for each Recipient Agency (RA). NYSED has calculated the individual allocated funding for all eligible SFAs based on the number of National School Lunch Program free and reduced-price eligible children as reported on the February 2020 claim for reimbursement.

The amount of funds that SFAs will receive will based on the following:

Number of Free and Reduced-Price Eligible Children by RA	Funding Amount per RA
1,000 or Less	\$601
1,001 - 5,000	\$3,050
5,001 - 1,000,000+	\$5,801

The list of eligible SFAs and their corresponding funding amount can be found in [EXCEL](#) or [PDF](#).

## How to Receive the Payments

All payments will be automatically distributed through the Child Nutrition Management System (CNMS) in the same manner as all Child Nutrition reimbursement. An email notification will be sent to eligible SFAs School Business Officials when payments have been released. SFAs can log into CNMS to verify the payment amount and status by following the steps below:

1. Log into [CNMS](#).
2. On the blue task bar select Claims and then choose Payment.
3. Select P-EBT Grant under the Program Name dropdown.
4. Click Find.

The payment amount will be displayed on the screen as well as the status of the payment. There are no additional steps needed by eligible SFAs.

## Payment Usage

SFAs that receive the P-EBT Local Level Administrative Cost Grant may use the funds to reimburse allowable P-EBT activities. Activities associated with P-EBT that are eligible to be reimbursed include but are not limited to reporting student-level or school level learning models to the NYSED, fielding questions from the community, and collecting and processing applications solely for the purpose of P-EBT. Any funds placed in a SFA's nonprofit school food service account should be governed by the 7 CFR 210 regulations, which define how funds in that account may be used. P-EBT Administrative funds are recorded under the Catalog of Federal Domestic Assistance (CFDA) number 10.649.

Please [contact](#) your Child Nutrition Program representative with any questions about the FY 2021 P-EBT Local Level Administrative Cost Grant Awards.