

Pandemic-EBT (P-EBT) Local Level Administrative Cost Grant Frequently Asked Questions

1. Can you provide guidance on how these funds can be spent?

The amount of money received is intended to reimburse expenses incurred for work related to P-EBT from Fiscal Year 2021. Although not exhaustive, some examples of allowable reimbursable costs under this grant include:

- salaries of staff that reported student-level or school-level learning models to the Michigan Department of Health and Human Services (MDHHS)
- salaries of staff designated to respond to parent requests and questions about eligibility and student schedules
- salaries of staff that collected and processed school meal applications used to establish eligibility for P-EBT
- salaries of staff that report student-level free and reduced-price eligibility to the Center for Educational Performance and Information (CEPI)
- supplies or other equipment used to collect and process school meal applications, respond to parent requests and questions, or report to DHHS or CEPI

2. Do we need to have any documentation to support the amount of grant money received from the Michigan Department of Education (MDE) for the P-EBT Local Level Administrative Cost Grant?

For audit purposes, the only documentation necessary to support the award amount received is the Grant Award Notification (GAN) attached to the email from the Grant Electronic Monitoring System/Michigan Administrative Review System (GEMS/MARS) system dated November 10, 2021. Please be sure to check email trash or spam for the email.

3. Who applied for this grant? This appears to be a reimbursement to the district for costs incurred last year. Is this correct?

There was no application for this grant. The award was based on how many P-EBT eligible students were reported to the Center of Educational Performance and Information (CEPI) for School Year 2020-2021. The award should be accounted for in Fiscal Year 2022.

4. How will these funds be paid?

The grant money will go through NexSys Accounting System, and funds will not have to be drawn down, they will just be paid out.

5. Is the P-EBT Local Level Administrative Cost Grant federal funds? If so, what grant code should we use?

The P-EBT Local Level Administrative Cost Grant is a federal award (CFDA#10.649). The grant code information is as follows:

- Grant Code 664 was established for expenditure accounting/reporting
- Major Class 414, Suffix 0110 on the revenue side
- MDE Program ID#210980

6. Is the P-EBT Local Level Administrative Cost Grant considered restricted funds?

Yes, the P-EBT Local Level Administrative Cost Grant funds are restricted. All Office of Management and Budget (OMB) Uniform Grant Guidance cost principals apply.

7. Can the grant award go to the General Fund, or must it go to the Nonprofit School Food Service Account?

The award should go to the fund that incurred the most expenses from administering P-EBT at the local level in School Year 2020-2021. MDE recognizes the award was for activities in Fiscal Year 2021, but it will be accounted for in Fiscal Year 2022. In Fiscal Year 2022, the funds should be coded in an equal amount to similar expenditures in whichever fund incurred costs in Fiscal Year 2021.