



STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING

GRETCHEN WHITMER  
GOVERNOR

MICHAEL F. RICE, Ph.D.  
STATE SUPERINTENDENT

**MEMORANDUM**

**DATE:** January 21, 2021

**TO:** Local and Intermediate School District Superintendents  
Public School Academy Directors

**FROM:** Kyle L. Guerrant, Deputy Superintendent KG  
Finance and Operations

**SUBJECT:** Identifying Pandemic EBT Contact Person(s) – Memo #COVID-19-152

The Michigan Department of Education (MDE) and the Michigan Department of Health and Human Services (MDHHS) are looking forward to partnering with districts to provide vital pandemic EBT (P-EBT) benefits to Michigan students and help reduce food insecurities in our communities (see [PDF flyer](#) for more information).

To support this program, school districts must provide quarterly information about each school building. An electronic data collection tool will be available at different times throughout the year. An identified person at each district will log on and answer a short list of questions for each building in the district. Training and assistance will be provided by MDE, MDHHS, the Michigan Association of Intermediate School Administrators (MAISA), and intermediate school districts (ISDs).

Each district must identify the following three individuals:

1. **Primary contact** who is responsible for completing district information.
2. **Secondary contact** in the event the primary contact is unavailable.
3. **District administrator** who can address any questions or concerns.

[Click here](#) to complete the above information for your district.

Thank you for responding by January 29, 2021. This information is essential to the success of the Pandemic EBT program. Questions may be directed to [MDHHS-PEBT@michigan.gov](mailto:MDHHS-PEBT@michigan.gov).

cc: Michigan Education Alliance  
Confederation of Michigan Tribal Education Directors

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