



STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING

GRETCHEN WHITMER  
GOVERNOR

MICHAEL F. RICE, Ph.D.  
STATE SUPERINTENDENT

**MEMORANDUM**

**DATE:** March 22, 2021

**TO:** Intermediate School District Superintendents  
Great Start Readiness Program Grantees and Head Start Grantees

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

**SUBJECT:** Identifying Pandemic EBT Contact Person(s)

The Michigan Department of Education (MDE) and the Michigan Department of Health and Human Services (MDHHS) are looking forward to partnering with Great Start Readiness Program (GSRP) grantees and Head Start grantees to provide pandemic EBT (P-EBT) benefits to Michigan children and help reduce food insecurities in our communities. Information on P-EBT can be found at the [Pandemic-EBT \(P-EBT\)](#) webpage.

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

Each grantee must identify the following three individuals:

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

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

Thank you for responding by March 26, 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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