

Pandemic Emergency EBT (P-EBT) Collection

Secure File Transfer Instructions

Data Procedures

Superintendents should have already assigned a person responsible for managing P-EBT for their school food authority (SFA). This person has already been working to gather the required information. They should compile this information into the [P-EBT Data Excel template](#). There are two tabs in the excel workbook. The “Info sheet” provides the data specifications to be used. The other tab “Data Template” provides the header row for the data collection.

Once the person responsible for managing P-EBT (likely a food service director, business manager or determining official) has completed the template, it will need to be provided to the data manager to submit it to AOE through the AOE secure file server. The data manager should follow these instructions to submit the file to AOE. This data should not be emailed to AOE via regular email under any circumstances.

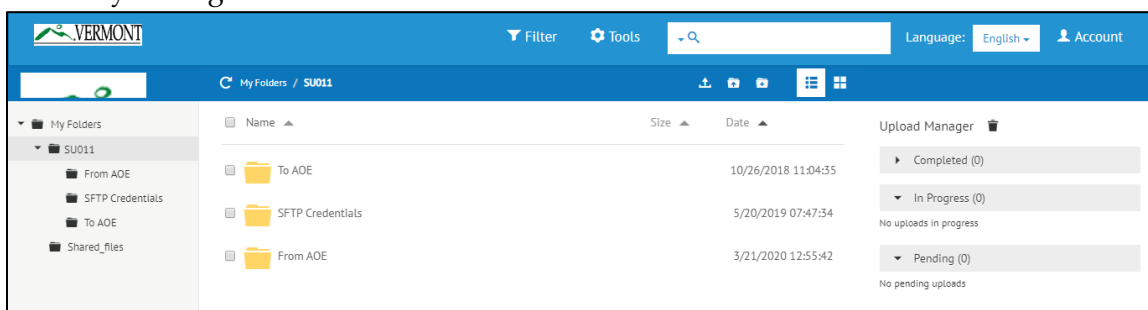
Data Specifications

Please refer to the “Info sheet” tab of the template for data types and lengths. The column “Restrictions” will be particularly important for your consideration as you prepare your data submissions.

To Upload

Once you have completed your work with the data template, please make sure it is named edu-p-ebt-datatemplate.xlsx. Then, you will need to upload the file to the AOE secure file server. The files for SU/SD’s will be the SLDS VR folders that the SLDS data managers have access to. The independent schools who participate in the National School Lunch Program will receive a separate email about what credentials to use at the secure server site.

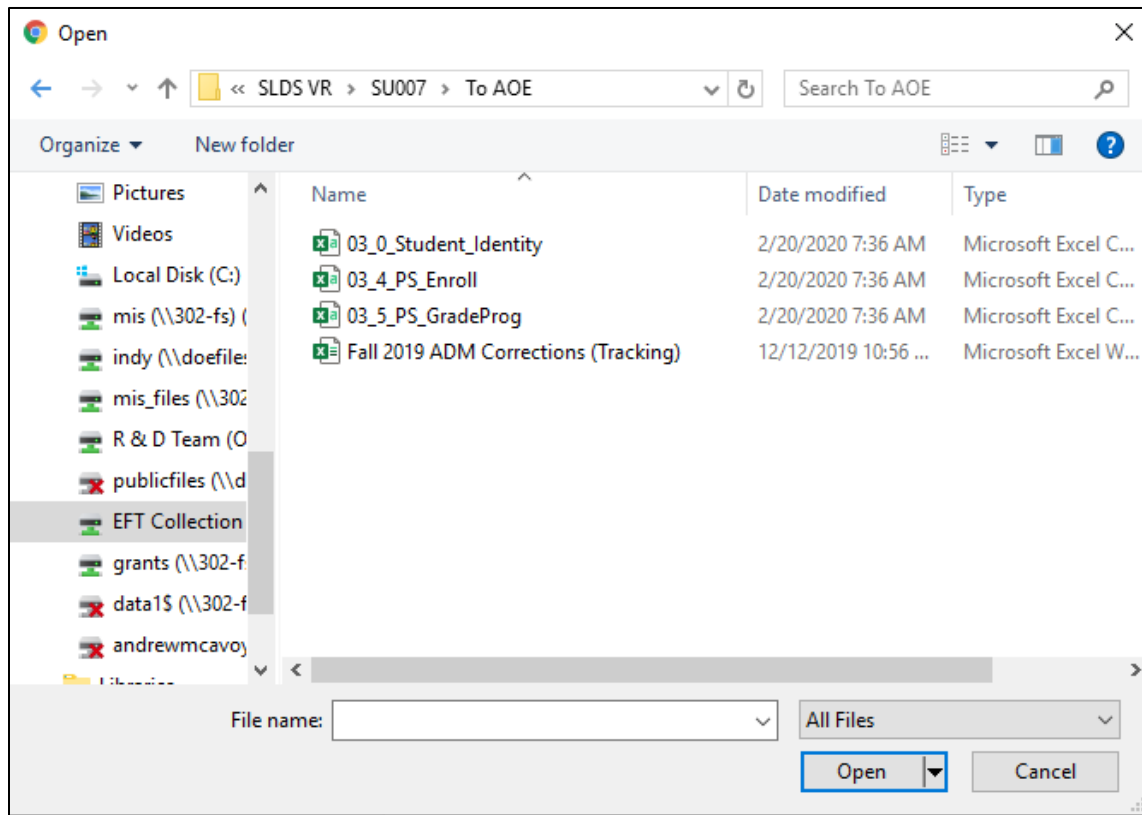
1. Go to the [Globalscape Secure EFT website](#).
2. Enter your username and password.
3. Click in your organization’s folder and then the “To AOE” folder.



Contact Information:

If you have questions about this document or would like additional information please contact:
AOE Data Management & Analysis Team at AOE.SLDSsupportGroup@vermont.gov

- Click on the upload button in the toolbar or click on File then Upload.
- A window will appear. Find your file, select it and press open.



- Please email AOE.SLDSSupportGroup@vermont.gov to confirm your submission.

Contact Us

There are two methods for contact the AOE Help Desk:

Email: AOE.SLDSSupportGroup@vermont.gov

Phone: (802) 279-7025