



**Commonwealth of Massachusetts
Executive Office of Health and Human Services
Department of Transitional Assistance**

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**Online Guide Transmittal 2023-45
June 22, 2023**

To: Department of Transitional Assistance Staff
From:  Sarah Stuart, Associate Commissioner for Change Management
Re: Cross Programs: P-EBT School Year 2022-2023

Overview

The Families First Coronavirus Response Act established the option for states to administer Pandemic EBT (P-EBT) benefits. Massachusetts has received federal approval to provide P-EBT benefits for School Year (SY) 2022-2023. This is the last issuance of school year P-EBT benefits as the federal public health emergency ended on May 11, 2023.

For SY 2022-2023, P-EBT benefit amounts for students eligible for free/reduced-price meals are determined by the number of eligible COVID-related absences a student has in a month. On June 25, 2023, eligible Massachusetts families will receive a retroactive P-EBT payment for COVID-related absences for the period of September 2022 through May 11, 2023.

P-EBT Notices and Forms

Individuals will receive a P-EBT Benefit Information notice for benefits received for SY 2022-2023. This notice will inform the client of the:

- child’s name;
- month for which the COVID-related absences are being paid;
- number of reported COVID-related absences;
- number of days for which a P-EBT benefit was paid;
- date the benefit was issued; and
- total amount issued.

With this notice, individuals will also receive a Request to Review P-EBT Amount form. **If a caregiver reports that the P-EBT benefits they were paid are incorrect for any month, they must complete the Request to Review P-EBT Amount form and return it to the child’s school by August 1, 2023.**

DTA cannot adjust a P-EBT allotment if a caregiver calls to dispute the benefit amount. Families must be directed to follow-up with their child’s school on any disputes regarding the P-EBT amount received. P-EBT calls are not to be directed to Project Bread, and clients are not to be directed to their local TAO.

Purpose

The purpose of this Online Guide Transmittal is to advise staff of the processing and issuance of P-EBT benefits for School Year 2022-2023.

New Online Guide Pages

Book: COVID-19
Book: P-EBT
Page: P-EBT Eligibility and Amounts SY 2022-2023

Revised Online Guide Pages

Book: COVID-19
Book: P-EBT
Page: P-EBT Communications and Support

Book: COVID-19
Book: P-EBT
Page: P-EBT Issuance

Questions

If you have any policy or procedural questions, after conferring with the appropriate TAO personnel, please have your Systems Information Specialists or TAO management email them to [DTA.Procedural Issues](#). Systems issues should be directed to the Systems Support Help Desk.
