

Reimbursement of FY 2021 P-EBT Local Level Administrative Costs

The Nebraska Department of Education Nutrition Services (NDE) is pleased to announce availability of funding to reimburse Local Education Agencies (LEAs) for administrative costs associated with the FY 2021 P-EBT program (Section 4601 of the *Continuing Appropriations Act, 2021 and Other Extensions Act* (P.L. 116-159), Sec. 721 of the FY 2021 Omnibus and COVID Relief and Response Act (P.L. 116-260)).

Under this authority, FY 2021 P-EBT Local Level Administrative Cost Grant Awards have been granted to NDE for the purpose of reimbursing LEAs for allowable administrative costs incurred in the delivery of P-EBT.

Examples of allowable reimbursable costs under this grant include limited salaries of personnel, supplies, support services (including contracts for staffing or system-related work which shows **clear allocation** to the FY 2021 P-EBT Program), or other expenses associated with the FY 2021 P-EBT program.

Other more specific examples outlined below are not meant to be exhaustive, rather they are intended to reflect possible costs local entities may incur to administer the FY 2021 P-EBT Program:

- Reporting student-level eligibility or school's classroom learning modes to NDE.
- Designated staff to respond to parent requests and questions about eligibility and student schedules.
- Collecting and processing school meal applications specifically to establish eligibility for P-EBT.

Unallowable costs are those expenses that:

- Are not necessary or reasonable for the administration of the FY 2021 P-EBT Program or
- Expenses already reimbursed under another Federal award.

Use the enclosed (attached) Reimbursable Expenses Template to report and submit local expenses to NDE at two intervals: May 7, 2021 and August 6, 2021.

Templates submitted in May should include the initial administrative P-EBT related costs incurred by the LEA through March & April 2021 and reimbursements will be distributed in June 2021.

Templates submitted in August should include actual and estimated total reimbursement costs **incurred and anticipated through September 30, 2021**. These estimates will be used to request funding from USDA to provide reimbursement of the Administrative Costs submitted by LEAs. The reimbursements will be distributed once all supporting documentation has been submitted to NDE (see details later in this document).

All program related costs must be documented and supportable. The supporting documentation, Reimbursable Expenses spreadsheet, and form 28-003 [Report of Expenditures and Estimated Requirements of Grant Funds](#) must be submitted for LEAs to receive reimbursement payments.

Submission for Reimbursement of FY 2021 P-EBT Local Level Administrative Costs

By May 7, 2021 submit these documents for costs incurred March – April 2021 to NDE at: nde.nsweb@nebraska.gov

1. Completed Reimbursable Expenses Template
2. Completed 28-003 [Report of Expenditures and Estimated Requirements of Grant Funds](#)
3. Supporting documentation
 - a. Time certification for personnel costs associated with P-EBT activities.
 - b. Invoice for system upgrades and/or equipment purchases.
 - c. Ledger entries indicating incurred expenses.

Given the short time frame to meet the first submission deadline of May 7th, LEAs may elect to submit all cost information on August 6th, 2021. The one submission would include all costs incurred March through August and estimated costs through September 30, 2021.

By August 6, 2021 submit expenses (actual and estimated) through September 30, 2021 on the Reimbursable Expenses Template to NDE to nde.nsweb@nebraska.gov. The NDE will use this information to request funding from USDA to provide reimbursement of the Administrative Costs.

By November 30, 2021 once all costs associated with FY21 P-EBT program are finalized, submit supporting documents to NDE at: nde.nsweb@nebraska.gov

1. Completed Reimbursable Expenses Template (actual costs)
2. Completed 28-003 [Report of Expenditures and Estimated Requirements of Grant Funds](#)
3. Supporting documentation
 - a. Time certification for personnel costs associated with P-EBT activities.
 - b. Invoice for system upgrades and/or equipment purchases.
 - c. Ledger entries indicating incurred expenses.

All requests for reimbursement and the supporting documentation must be received by November 15, 2021 in order to distribute funds within grant timelines.