

Private Non-OPI-Accredited School Summer-EBT Process for Private Schools

Note: These instructions are for private schools whose students are not maintained in AIM and therefore not available for auto-match in DCA but participate in the school lunch program.

9050	Billings Central H S	100316	Saint Francis Catholic Early Childhood Education
9050	Billings Central H S	9365	St Francis Intermediate
9050	Billings Central H S	9209	St Francis Primary K-2
9050	Billings Central H S	9363	St Francis Upper 6-8
9256	Blessed Trinity Schl	9330	Holy Spirit Catholic School
9021	Loyola-Sacred Heart High	9453	St Joseph School
9199	Manhattan Christian High	9338	Manhattan Christian Schl
9180	Our Lady Of Lourdes Schl	9325	Our Lady of Lourdes Schl
9203	St Jude Thaddeus School	9247	St Jude Thaddeus School
9214	St Mary's School	9249	St Mary's School
9196	St Matthew School	9367	St Matthew School
9245	Trinity Lutheran School	9366	Trinity Lutheran School
0840	Butte Public Schools	9849	Central Elem School
0311	Kalispell Public Schools	9005	Trinity Lutheran School
9993	Nkwusm School	9981	Nkwusm
9222	St Labre Schools	100239	Pretty Eagle Catholic Academy Preschool
9222	St Labre Schools	9410	Pretty Eagle Cthlc Schl
9222	St Labre Schools	9321	St Charles Mission School
9222	St Labre Schools	9353	St Labre School
9396	Two Eagle River Schools	9951	Two Eagle River School
400	Browning Public Schools	100003	De La Salle Blackfeet School

This document covers the following steps that provide your direct certification list and free or reduced-price eligible students, so they can receive Summer-EBT benefits.

Steps:

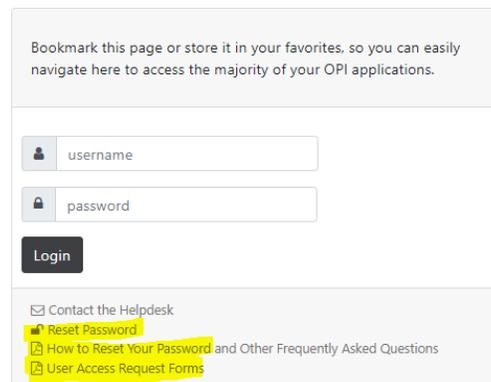
- ✓ Access DCA
- ✓ Student Upload and Match process: Find which of your students are directly certified.
- ✓ Opt in to FRAPP so families can fill out applications.
- ✓ Provide information to parents whose students are not directly certified to access FRAPP to apply for F/R meals via income eligibility.
- ✓ If you don't use FRAPP, you need to upload your free and reduced-eligible students that have been approved through application via the S-EBT upload on the DCA home page.

- ✓ Use the link to the OPI Secure Portal to access the Direct Certification Application (DCA).
 - <https://apps.opi.mt.gov/osp/>
 - Save this link as a favorite/bookmark so you can easily get back to it.
 - This is the same portal you use to access MAPS.

Access DCA

- ✓ If you haven't logged into DCA or MAPS for a while, you will likely have to **reset your password**. There are **instructions on how to reset your password**.
- ✓ If you don't have access to DCA, please fill out a **User Access Request form** and follow the directions to submit it. You will receive access within several days.

OPI Secure Portal



Bookmark this page or store it in your favorites, so you can easily navigate here to access the majority of your OPI applications.

username

password

Login

Contact the Helpdesk

- Reset Password
- How To Reset Your Password and Other Frequently Asked Questions
- User Access Request Forms

Student Upload and Match process

Private School student lists may be matched up to eligibility source programs in DCA.

This upload matches a list of private school students to referrals from SNAP, TANF, foster care, FDPIR and Medicaid programs and provides a report that lists any matches as well as the referral source.

- ✓ Upload student data to perform direct certification match.
 - There is a template to download for the upload. It is new as of February 2024. It includes parent contact and address information to use for Summer-EBT benefit issuance. You must use this version of the template.
 - Access the upload on your site page.

Steps:

1. Go to the 'Sites' Menu.
2. Select the *name* of the private school site(s).
3. Click the upload button.



9366 - Trinity Lutheran School

School Code	9366	Sponsor	9245 Trinity Lutheran School
Site Name	Trinity Lutheran School	Data Source	MAPS
Phone	(406) 697-7181	Site Type	Private
Fax		Classification	Private - Non-Profit
County	Yellowstone	Participation	Participate in Regular Program
Mailing Address	2802 Belvedere Ave	NCES	
City	Billings		

Students Student Uploads

Students

Search for...

State Id	Local Id	Name	DOB	Gender	Grade	Enrollment Start	DC Source
No data available in table							

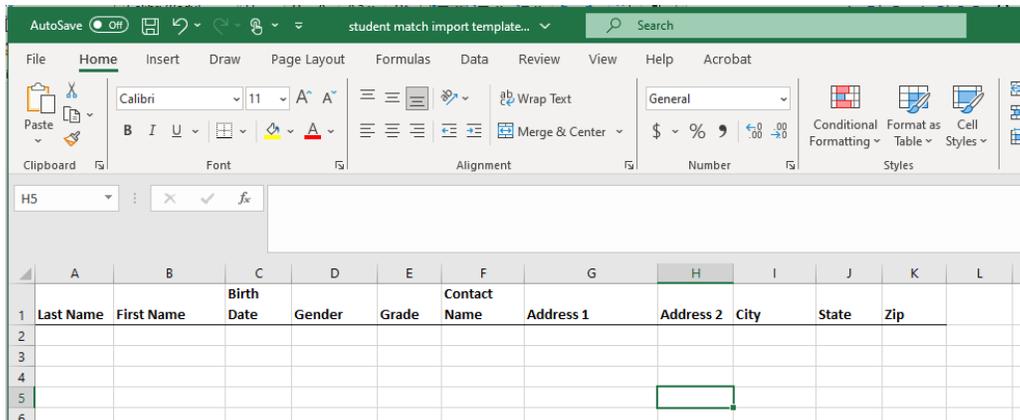
Showing 0 to 0 of 0 entries

4. Follow the steps/instructions on the page that appears.
 - Download the Private School Student import template. There is a new one as of 2/22/2024.
 - Populate the template with enrolled student data for this school site and save.
 - Remember where you saved it. 😊
 - Upload the saved populated student data by choosing the file location and click 'upload'.

9247 - St Jude Thaddeus School Upload Students

Upload Private School Students to match against DCA Referrals

Step 1 Download the Private School Student import template. Download a copy of the Private School Student import template .	Step 2 Populate the template. Populate the template with the unmatched Student data sent to you from the school.	Step 3 Upload the populated template. Upload your populated template here: <input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>
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- Repeat this process for each separate private school site (repeat steps 1-4).

5. The match process will run over night and may be retrieved the next day. However, you can view the status of your upload as soon as you complete the upload steps.

- Select the 'Student Uploads' tab for the selected site.
- The Type of file is listed, followed by Status, user that uploaded the file, date/time it was uploaded, a link to the file itself, and a row count. Row count should match the number of students you uploaded.
- If it fails due to an incorrect template, you see Load failed. If you hover over the 'i' icon, you'll see the error message.

9366 - Trinity Lutheran School

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Site Name	Trinity Lutheran School	Data Source	MAPS
Phone	(406) 697-7181	Site Type	Private
Fax		Classification	Private - Non-Profit
County	Yellowstone	Participation	Participate in Regular Program
Mailing Address	2802 Belvedere Ave	NCES	
City	Billings		

Students Student Uploads

Type	Status	Uploaded By	Uploaded On	File	Row count
Private School	Complete	cp3321 - Draur, Bitsey (BDraur@mt.gov)	3/15/2024 10:46:48 AM	student match import templatev3 (1) (3).xlsx	11
Private School	Complete	cp3321 - Draur, Bitsey (BDraur@mt.gov)	3/15/2024 10:43:17 AM	student match import templatev3 (1).xlsx	11
Private School	Complete	cp3345 - Larsen, Kelley (klarsen2@mt.gov)	3/8/2024 3:02:57 PM	TEST_student match import templatev3.xlsx	3
Private School	Complete	cp3321 - Draur, Bitsey (BDraur@mt.gov)	3/7/2024 5:42:15 PM	student match import templatev3 (1).xlsx	11
Private School	Complete	cp3321 - Draur, Bitsey (BDraur@mt.gov)	3/5/2024 3:13:36 PM	student match import templatev3 (1).xlsx	11
Private School	Complete	cp3345 - Larsen, Kelley (klarsen2@mt.gov)	2/21/2024 2:02:53 PM	trinity student upload#1.xlsx	1
Private School	Complete	dca9 - Test09, DCA (klarsen2@mt.gov)	2/20/2024 5:27:24 PM	Private match Butte Trinity Lutheran.xlsx	1
Private School	Complete	dca9 - Test09, DCA (klarsen2@mt.gov)	2/20/2024 5:24:10 PM	Private match Butte Trinity Lutheran.xlsx	1
Private School	waiting to match	cp3321 - Draur, Bitsey (BDraur@mt.gov)	2/15/2024 3:58:53 PM	student match import templatev2.xlsx	0
Private School	Load failed	cp3321 - Draur, Bitsey (BDraur@mt.gov)	2/15/2024 3:55:11 PM	DCAUuploadedstudentmatchimportJan24.xlsx	0

The file (DCAU)uploadedstudentmatchimportJan24.xlsx is not a valid student import template.

- Once you have a successful load, the Student Uploads tab will display the status as 'waiting to match' until the process has completed the next day.



9366 - Trinity Lutheran School

School Code 9366
Site Name Trinity Lutheran School
Phone (406) 697-7181
Fax
County Yellowstone
Mailing Address 2802 Belvedere Ave
City Billings

Sponsor 9245 Trinity Lutheran School
Data Source MAPS
Site Type Private
Classification Private - Non-Profit
Participation Participate In Regular Program
NCES

Students **Student Uploads**

Student Uploads

Type	Status	Uploaded By	Uploaded On	File	Row count
Private School	waiting to match	dca9 - Test09, DCA (KLarsen2@mt.gov)	2/20/2024 5:27:24 PM	Private match Butte Trinity Lutheran.xlsx	1
Private School	waiting to match	dca9 - Test09, DCA (KLarsen2@mt.gov)	2/20/2024 5:24:10 PM	Private match Butte Trinity Lutheran.xlsx	1
Private School	waiting to match	cp3321 - Draur, Bitsey (BDraur@mt.gov)	2/15/2024 3:58:53 PM	student match import templatev2.xlsx	0
Private School	Load failed	cp3321 - Draur, Bitsey (BDraur@mt.gov)	2/15/2024 3:55:11 PM	DCAUploadedstudentmatchimportJan24.xlsx	0
Private School	Complete	cp3345 - Larsen, Kelley (klarsen2@mt.gov)	2/9/2024 11:21:37 AM	student match import templatev2(2)(1).xlsx	322

6. Return the following day to see the completed report.

- Select the 'Student Uploads' tab for the selected site.
- The Type of file is listed, followed by Status, user that uploaded the file, date/time it was uploaded, a link to the file itself, and a row count.
- Click on the "Complete" link to pull up the report. You'll see a report like the one below with student data in it.



9366 - Trinity Lutheran School Students uploaded by Larsen, Kelley on 2/9/2024 11:21:37 AM

First	Last	Birth Date	Gender	Grade	DCA Source ID	DCA State ID	DCA Case Number	DCA Current DC Source	DCA Current DC Source Start	DCA Earliest SY Program	DCA Earliest SY Program Start	Contact Name	Address	S-EBT Opt Out
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- If some of your records failed, you will see an error message and details on each row of what failed. You must correct your data and re-upload the file.

9366 - Trinity Lutheran School Students uploaded by Draur, Bitsey on 3/15/2024 10:46:48 AM

An error occurred

Some records in your file had errors and need to be corrected and re-uploaded. Please go back to the Home page to upload your corrected file. We have captured the records that are not in error, so you only need to re-upload the corrected records.

First	Last	Birth Date	Gender	Grade	DCA Source ID	DCA State ID	DCA Case Number	DCA Current DC Source	DCA Current DC Source Start	DCA Earliest SY Program	DCA Earliest SY Program Start	Contact Name	Address	S-EBT Opt Out
Bob	Smith	1/1/2018	M	1								Mom	123 Main Suite 100 Helena, MT 59601	<input type="checkbox"/>
Bob	Smith	1/2/2018	M	2								Mom	124 Main Helena, MT 59602	<input type="checkbox"/>
Bob	Smith	1/3/2018	M	3								Mom	125 Main Helena, MT 59603	<input type="checkbox"/>
Bob	Smith		M	4								Mom	126 Main Helena, MT 59604	<input type="checkbox"/>

- Successful matches result in DCA providing any information it has on a student that it matches to those in the template you uploaded.
- You provided First Name, Last Name, Birth Date, Gender, Grade, Contact Name, and Contact Address.
- The batch job looks for student matches and displays, if found:

- DCA Source ID: This is the referral; ID associated with the current DC referral linked to this student. It could be SNAP, TANF, Medicaid, FDPIR, or Foster Care.
- DCA State ID: This is the ID assigned by the state's student information system if the student was previously at a state-accredited school. If it is blue, it is a link, and you can click on it to view the student detail record.
- DCA Case Number: This is the case number associated with the current DC referral linked to this student. It could be SNAP, TANF, Medicaid, FDPIR, or Foster Care.
- DCA Current DC Source: This is the current source of direct certification for the student SNAP, TANF, Medicaid, FDPIR, or Foster Care. There is a hierarchy for direct cert. SNAP trumps all, then TANF, FDPIR, Foster Care, Medicaid Free, Medicaid Reduced. For example, if a student is first certified for the school year as foster care and is linked to an active SNAP program, the current DC source is SNAP. It doesn't matter in what order the programs become active; the hierarchy automatically populates this report.
- DCA Current DC Source Start: This is the program start date of the current DC source.
- DCA Earliest SY Program: This is the program that first directly certified the student for this school year.
- DCA Earliest SY Program Start: This is the date the earliest program for the school year was active. For example, if the TANF program has been open since November of 2014 and never closed, the student would have a DC start date for the school year of the first day of school. If it started October 9th of the current school year, the direct certification for free meals for the year has a start date of October 9th. If a SNAP active program comes in from DPHHS, the start date for DC remains the same; the earliest SY source remains TANF, but the current source will be SNAP.
- S-EBT Opt Out: This checkbox will be used by the State Agency to mark students that wish to opt out of the S-EBT benefit program. It is visible, but not editable, to sponsors. There will be a hover over message for any checkbox that has been checked or unchecked with details about the change. If a parent wants to opt a student(s) out, the parent needs to contact the S-EBT Hotline at (406) 444-0044 or email S-EBT@mt.gov.

Provide information to Parents

Once you have completed your comparison report, those families without a current direct certification need to be notified to fill out a free or reduced application if they haven't done so for the year and wish to receive free or reduced meals during the school year and Summer-EBT benefits in the summer.

Sample Email:

Dear Parent or Guardian,

In Summer 2024, the OPI School Nutrition Programs will be participating in the federal Summer-EBT program. In this program, families with children who qualify for free or reduced meals through NSLP (National School Lunch Program) may receive \$120 on a preloaded card per eligible child to spend on groceries over the summer.

The Summer-EBT Program requires individual income determination for each student. Your child(ren) have not been determined as directly certified via SNAP, TANF, FDPIR, Foster Care, or Medicaid. Please fill out an application to apply for Summer-EBT benefits.

To apply, please complete an *Application for Free and Reduced-Price School Meals (FRAPP)*, available here [INSERT SCHOOL HYPERLINK]. Be sure to provide a current address when filling out your application to receive Summer-EBT benefits.

For more information on [Summer-EBT](#) or for [instructions](#) on completing the application, please visit MT OPI's website: <https://opi.mt.gov/Leadership/Management-Operations/School-Nutrition/Summer-EBT>.

Thank you,
School District

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. **fax:**
(833) 256-1665 or (202) 690-7442; or
3. **email:**
Program.Intake@usda.gov

This institution is an equal opportunity provider.

Opt in to FRAPP – OPI’s On-line Free and Reduced Application system

- ✓ Use FRAPP for other students to apply for free or reduced meals. You can enter paper applications into the system as well.
- ✓ If you don’t use FRAPP, you need to upload your application-based free/reduced students using the S-EBT upload process on the DCA home page. More on this later in this document.

1. Click on “Sponsors.”



2. Click on the “Use Online Free/Reduced Applications” hyperlink.

 0966 - Billings Public Schools

Sponsor Number	0966	Determining Official	Craig Van Nice
Sponsor Name	Billings Public Schools	Email	vannicec@billingspublicschools.org
Address	415 North 30th Street	Use Online Free/Reduced Applications	
City	Billings		
Zip Code	59101-1252		
County	Yellowstone		
Phone	(406) 281-		

- You may now use a direct link for your district, as shown below that will lead directly to your district’s application welcome page.

Free/Reduced application opt-in

Use the online Free/Reduced application?

Frequency of email notifications

The link for your Free/Reduced application is: <https://dcatetest.opi.mt.gov/FRApp?sponsorNum=0366>

Ok Cancel



Home Students ▾ Eligibility Sources ▾ **Sponsors** Sites Reports

 **0966 - Billings Public Schools**

Sponsor Number	0966	Determining Official	Craig Van Nice
Sponsor Name	Billings Public Schools	Email	vannicec@billingschools.org
Address	415 North 30th Street	Use Online	✓
City	Billings	Free/Reduced Applications	The link you can use to direct parents to your Free/Reduced application is: https://dcatetest.opi.mt.gov/FRApp?sponsorNum=0966
Zip Code	59102		
County	Yellowstone		
Phone	(406) 281-5116		
Fax	(406) 281-6179		
Email	vannicec@billingschools.org		

- Your district will now also appear as an option in the Dropdown when accessing the application via the OPI website link, [here](#).

Welcome!

This is the State of Montana OPI's electronic application for **free and reduced-price meals** for the **USDA's** National School Lunch & School Breakfast Programs. This application will also be used to issue benefits for the **Summer Electronic Benefits Transfer (S-EBT)** that will provide \$120 per eligible child in the form of preloaded cards that your family can use to purchase groceries. Children must be directly certified or income eligible to qualify. The program is intended to help fulfill hunger gaps when children are not in school. Please contact the hot-line at (406) 444-0044 or email SEBT@mt.gov if you wish to opt out of the S-EBT program benefits.

This interactive application will guide you through the application process.

You cannot save and return to this application after you have started it. You will receive an application number for reference once you have submitted the application. The time it will take you to finish this application depends on your household circumstances and the information you have on hand when you begin. You will need to provide information regarding DOBs, grades, schools, and income information for children and adults in your household, as well as case numbers for SNAP, TANF, or FDPIR assistance programs. When you are ready to apply, select the school district in which you are applying to begin.

You are submitting this application on or before June 30th. If you are deemed eligible based on your income, you will receive school meal benefits for the remainder of the current school year as long as school is in session (through June 30th) and Summer-EBT benefits for the current summer (June - August). **You need to fill out another application on July 1st or after to be evaluated to see if your children are eligible to receive free/reduced meals for next school year and Summer-EBT benefits next summer.**

Note: Students attending a CEP school will continue to receive school meals at no cost during the regular school year even if deemed reduced-price eligible or denied Summer-EBT benefits via this application.

Please see the OPI Summer EBT webpage for more details.

If you're unable to fill this application out on-line, [a paper application](#) is available for you to print and return to your school.

If the school district your child attends is not in the below list, your school will provide information to you on how you should submit a free and reduced application.

▼

Process Submitted Applications

- Submitted applications will be visible in the middle of your “Home” screen. Click on the date hyperlink beneath “Date.”

Id	Date	Application Status	Sponsor	Transferred Out	Transferred In	Household Members	Number of Students	Annual Household Income	Household Status	SNAP Case	TANF Case	FDPIR Case	Contact
20663	7/12/2023		0978 Broadview Public Schools			3	2	\$23,340.00	FREE				
22053	8/7/2023		0595 Clinton Elementary			5	1	\$24,976.00	FREE				

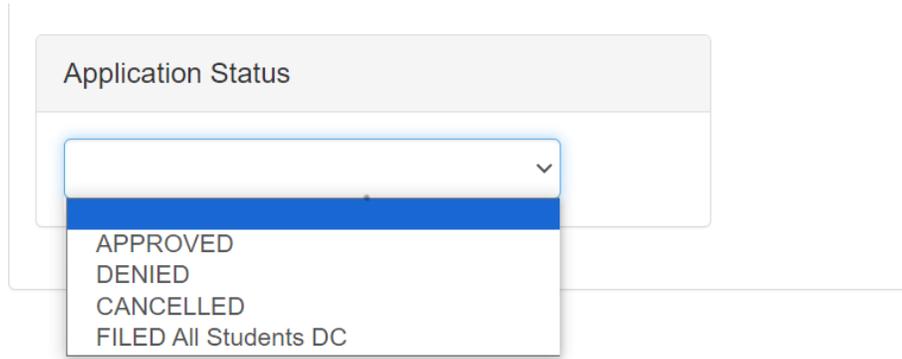
- Underneath “Household Status” the application’s eligibility status will be stated based on Household’s Income and the USDA Free and Reduced Thresholds. These include:
 - Free
 - Reduced
 - Does not qualify

Original from the Application							
App Id	Date	Children in Household	Adults in Household	Estimated Monthly Household Income	Assistance Programs		
1116	7/17/2020	2	2	\$2,710.00			
Revisions							
Revision Date	Children in Household	Adults in Household	Calculated Yearly Household Income	USDA Annual Free Threshold	USDA Annual Reduced Threshold	Household Status	
There are no revisions	2	2	\$32,520.00	\$34,060.00	\$48,470.00	FREE	

- There may still be children who qualify even if the Household (HH) does not. Check each child’s eligibility status before determining the final status of the application as a whole. Further instructions are provided in the detailed additional resources provided in this section.
- If an application modification is necessary, click the options to add or edit in the upper righthand corner of each section. An audit note of your change will be recorded on the page.

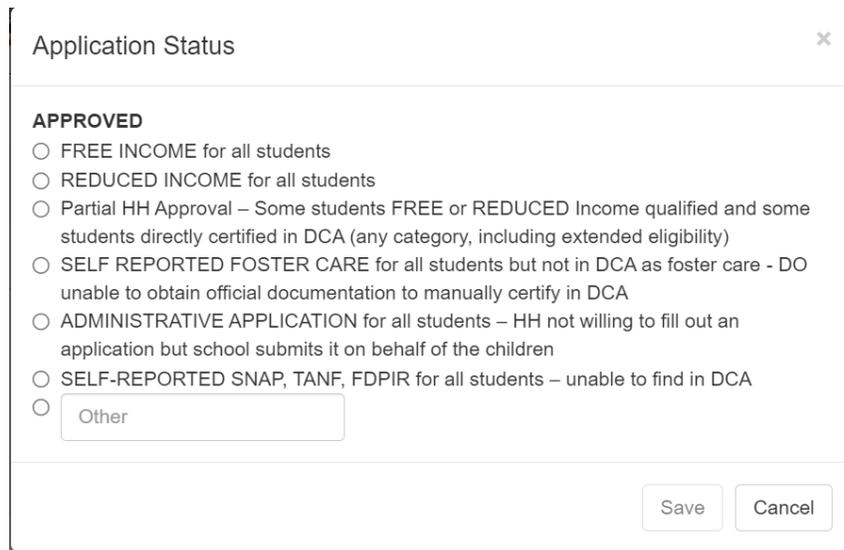
All Children in the household 												
Found in DCA	Eligibility Status	First Name	Middle Name	Last Name	Birth Date	Gender	School	Grade	Homeless	Runaway	Migrant	Foster Care
	FREE-Income	Duey		Duck	3/15/2010	M	Big Sky Elementary	05				
	FREE-Income	Huey		Duck	1/24/2006	M	Billings West High School	09				

- At the bottom of this page, select the “Application Status” from the Dropdown.



The screenshot shows a form field titled "Application Status". A dropdown menu is open, displaying four options: "APPROVED", "DENIED", "CANCELLED", and "FILED All Students DC". The "APPROVED" option is currently selected and highlighted with a blue background.

- If you select **APPROVED**, the application will ask for a reason for your status selection. Select the appropriate sub-reason code.

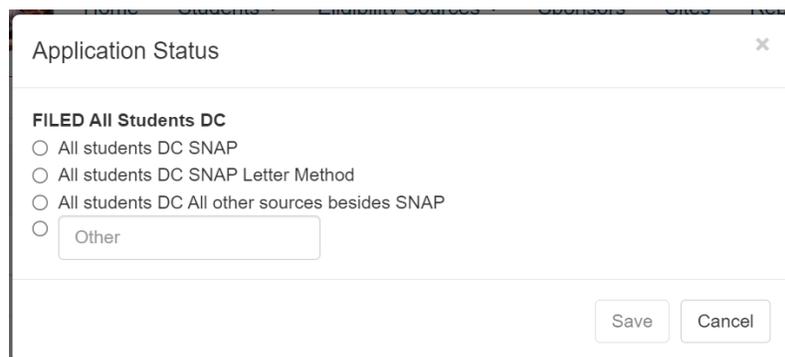


The screenshot shows a dialog box titled "Application Status" with a close button (X) in the top right corner. Under the heading "APPROVED", there are six radio button options:

- FREE INCOME for all students
- REDUCED INCOME for all students
- Partial HH Approval – Some students FREE or REDUCED Income qualified and some students directly certified in DCA (any category, including extended eligibility)
- SELF REPORTED FOSTER CARE for all students but not in DCA as foster care - DO unable to obtain official documentation to manually certify in DCA
- ADMINISTRATIVE APPLICATION for all students – HH not willing to fill out an application but school submits it on behalf of the children
- SELF-REPORTED SNAP, TANF, FDPIR for all students – unable to find in DCA

Below these options is an "Other" label next to a text input field. At the bottom right of the dialog box are "Save" and "Cancel" buttons.

- Select **FILED All Students DC** if all students on the application are directly certified. Select the sub-reason code.



The screenshot shows a dialog box titled "Application Status" with a close button (X) in the top right corner. Under the heading "FILED All Students DC", there are four radio button options:

- All students DC SNAP
- All students DC SNAP Letter Method
- All students DC All other sources besides SNAP
- Other

Below these options is an "Other" label next to a text input field. At the bottom right of the dialog box are "Save" and "Cancel" buttons.

- If you select **CANCELLED**, you must select the sub-reason why the application is being withdrawn.

Application Status ✕

CANCELLED

HH declined benefit

More than one application for same students – split HH or accidental double submittal.

Submitted without income – unable to verify categorical eligibility – requested new application

New application overrides previous application eligibility determination

Other

- If you select **DENIED** because the household does not qualify, select the reason.

Application Status ✕

DENIED

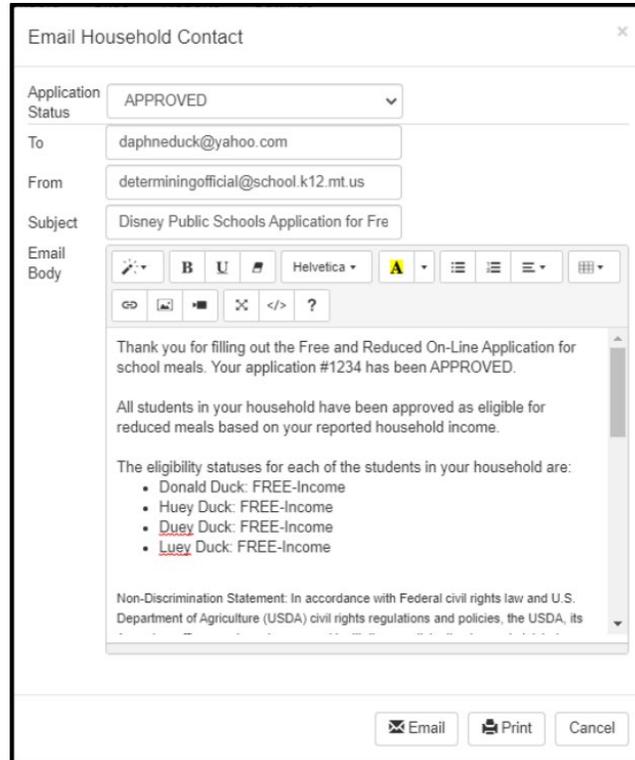
PAID INCOME for all students

Partial HH Denial – Some students PAID Income and some students directly certified in DCA (any category, including extended eligibility)

Other

- Send correspondence to the household regarding their application’s determination.
 - After selecting Application Status, an email icon appears next to the email address provided.
 - If you click on this icon, an email regarding their status will be displayed for you with the option to edit. When complete, click email or print to send the household their notice of determination.

Contact Info ✕										
First Name	Middle Name	Last Name	Mailing Address	Apt #	City	State	Zip	Phone	Email	Last 4 SSN
██████	██████	██████	████████████████	██████	██████	██	██████	4064656831	afakeEmail@mt.gov	██████



- Once processed, students and their eligibility status will be listed under the Free/Reduced/Paid Students tab on the “Sponsor” page. Those with free and reduced eligibility status will receive Summer-EBT benefits.

Additional Resources:

- **Webinars**
 - [On-Line F/R Applications Introduction](#)
 - [On-Line F/R Applications Dashboard in DCA](#)
 - [On-Line F/R Applications Detail Page Features](#)
 - [On-Line F/R Applications App Transfer to Another Sponsor](#)
 - [On-Line F/R Applications Reports](#)
- **[F/R Application Processing Manual](#)**

If you have further questions, please contact the hot-line at (406) 444-0044 or email s-ebt@mt.gov.

Upload S-EBT file

- ✓ If you don't use FRAPP, you need to upload your application-based free/reduced students using the S-EBT upload process on the DCA home page. We also ask that you send best addresses for your homeless/runaway and migrant students.

1. Click on 'Home'.



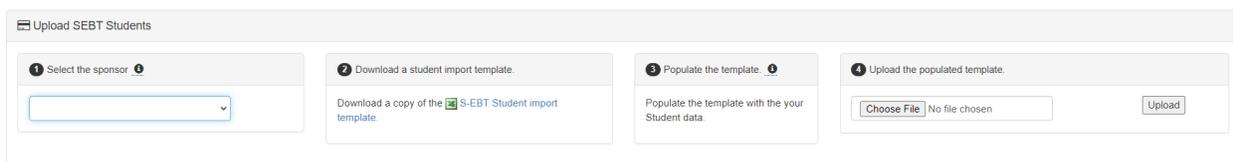
2. Click on the 'Upload a new S-EBT Student List' hyperlink on the bottom right of the page.

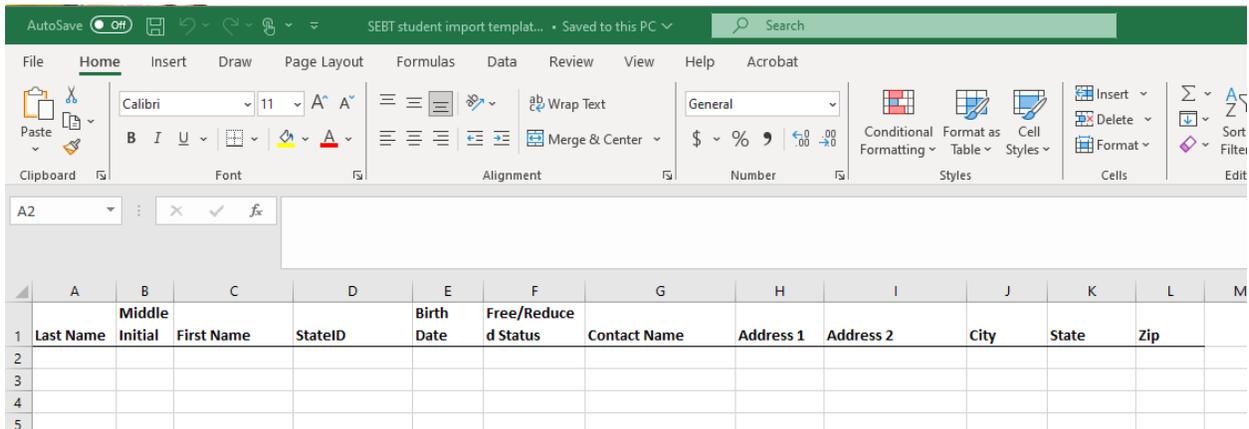


3. Follow the steps/instructions on the page that appears.
 - Select a sponsor if you have more than one sponsor. If you only have one, it will default to it.
 - Download the S-EBT Student import template.
 - Populate the template with free and reduced student data for all of your schools in one sheet. There is no need to use a separate sheet for each school. Please include homeless, runaway, FDPIR, and migrant students as you're likely to have the best address for those students. All fields are required.
 - **Non-OPI-accredited private sponsors MUST enter NA for the StateID since students don't have a state identification number.**

***DO NOT INCLUDE THOSE DIRECTLY CERTIFIED BY SNAP, TANF, MEDICAID, OR FOSTER CARE AS THEY WILL BE PICKED UP FOR S-EBT BENEFIT DISBURSEMENT AUTOMATICALLY.**

- Remember where you saved it. 😊
- Upload the saved populated student data by choosing the file location and click 'upload'.





- If your file does not load properly, you will receive an error message and row-by-row details of issues found in the file.

An error occurred

Some records in your file had errors and need to be corrected and re-uploaded. Please go back to the Home page to upload your corrected file.

Search:

Student Identifier	Last Name	Middle Initial	First Name	Date of Birth	F/R Status	Contact	Address	Row Status
8888888	Another		Kid	9/1/2013	Reduced	Contact Name	123 Some Street Helena, MT 98272	
123456	SomeTest	X	Kid	9/1/2013	Free	Contact Name	123 Some Street	City is a required value.

Showing 1 to 2 of 2 entries

Previous 1 Next

- You must correct the file and re-upload until it is successful. You know it's successful when there are no pink error message splashed on your page or next to your individual students.

S-EBT file

Sponsor	Uploaded By	Uploaded On	Record Count	Status	Uploaded File
9245 - Trinity Lutheran School	dca9	2/22/2024	2	Complete	SEBT students for DCA9 - TrinityLutheran (1).xlsx

Search:

Student Identifier	Last Name	Middle Initial	First Name	Date of Birth	F/R Status	Contact	Address	Row Status
8888888	Another		Kid	9/1/2013	Reduced	Contact Name	123 Some Street Helena, MT 98272	
123456	SomeTest	X	Kid	9/1/2013	Free	Contact Name	123 Some Street Helena, MT 83773	

Showing 1 to 2 of 2 entries

Previous 1 Next

4. Repeat this process for each sponsor for which you're the determining official.

5. Review your uploads if you wish by selecting 'View past file uploads'.

 Data Transfers

 S-EBT Uploads

- [Upload a new S-EBT Student List](#)
- [View past file uploads](#)

- Click on the date/time stamp of the file you wish to review.

 S-EBT Uploads

Search:

Uploaded On	Uploaded By	Sponsor	File	Record Count	Status
2/22/2024 9:20:28 AM	dca9	9245 - Trinity Lutheran School	SEBT students for DCA9 - TrinityLutheran.xlsx	2	Complete

Showing 1 to 1 of 1 entries

Previous **1** Next

You will see the file contents displayed on the page either with or without errors, based on the specific upload's results.

You will need to upload several times throughout the summer to assure that all eligible students receive S-EBT benefits. If you use FRAPP for your free and reduced applications, you do not need to use this upload, as FRAPP applications, once processed, will be picked up for S-EBT benefit disbursement automatically.