



May 14, 2021

The Montana Office of Public Instruction 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 provided to OPI for the purpose of reimbursing participating LEAs for allowable administrative costs incurred in the delivery of P-EBT benefits.

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 are not meant to be exhaustive, rather they are intended to reflect possible costs that LEAs may incur to administer the FY 2021 P-EBT Program:

- Reporting student-level eligibility or classroom learning modes to the Montana Department of Public Health and Human Services.
- 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 expenses that are not necessary or reasonable for the administration of the FY 2021 P-EBT Program; and expenses already reimbursed under another Federal award.

Please use the attached Sponsor P-EBT Admin Expenses spreadsheet to report and submit expenses to OPI by August 1, 2021.



The Sponsor P-EBT Admin Expenses spreadsheet should include estimated total reimbursement needs for costs incurred through September 30, 2021. These estimates will be used to request funding from USDA to cover the Administrative Costs submitted by LEAs. The reimbursements will be distributed once all supporting documentation has been submitted to the OPI.

All program related costs must be documented and supportable. The supporting documentation and the Sponsor P-EBT Admin Expenses spreadsheet must be submitted for the LEA to receive reimbursement payments.

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

By August 1, 2021 submit expenses (actual and estimated) through September 30, 2021 to the OPI at: lwetherall@mt.gov

1. Sponsor P-EBT Admin Expenses spreadsheet
2. 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.

Once all administrative costs associated with FY21 P-EBT program are finalized, submit supporting documentation to the OPI at lwetherall@mt.gov.

Please contact Leona Wetherall at 406-444-0751 or lwetherall@mt.gov with questions.