

NJ - Summer EBT

September
2025

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Version Control

Version	Date	Author(s)	Brief Description of Change
1.0		Michele Johnson	Creation of new FRD

Overview

Summary

The partner has brought forth a request from a district for an NJ SR Summer EBT report. This report is mandated by the state but is not specifically funding-related.

Due Dates

August - September

Scope and Purpose

Functional Requirements

Reporting Population and Business Rules

#	Requirement
R1	<p>Report one record for all students enrolled in the calendar(s) selected</p> <p>Schools that should not be included:</p> <ul style="list-style-type: none"> • Charter school • Choice School • FT-ACIT • Non-Public • Out of District • Pre-Enrolled • Preschool Academy • Preschool gateway • Preschool Waitlist • Sent • State Facility
R1.BR1	Data submitted includes all students enrolled in the school year
R1.BR2	Report data from the most recent Active Primary enrollment in the school year selected
R1.BR3	If student has more than one Primary enrollment, use latest start date. If start date is the same, use the highest enrollmentid.
R1.BR4	Do not report any student, or calendar that is marked as Exclude.
R1.BR5	Do not report any students that have been marked as No Show
R1.BR6	If there is no Primary enrollment, do not report Partial or Special Ed
R2	If there are multiple Households for a student, do not report multiple records, look for the first Primary Household found and report that

Report Data Elements

#	Data Element	Business Requirement/ Business Rules	Data Source/ Database Location	Format	Length
1	Student Local ID	Optional	Census > Demographics > Local Student Number	Text	50 Characters
2	Local Site ID	Required report the Food Service Site ID and if field is blank then report from the State School Number	School & district Settings > School Information> Food Service Site ID School & district Settings > School Information> State School Number	Text	200 Characters
3	Student NJSMART ID	Required for Public & Charter - Text Format leave blank for Non-Public	Census > Demographics > Student State ID	Text	
4	Student Enrollment Date	Required MM-DD-YYYY Format Enter the Date the Student Enrolled in the District Reports the oldest enrollment record End Date which is when they entered the district.	Student Information > Enrollments > Start Date	Date	
5	Student First Name	Required	Census>Demographics>First Name	Text	40 Characters
6	Student Middle Name	or Middle Initial Required if Applicable, leave blank if not collected	Census>Demographics>MiddleName	Text	
7	Student Last Name	Required	Census>Demographics>Last Name	Text	

8	Student Date of Birth	Required MM-DD-YYYY Format	Census>Demographics>Birth Date	text	40 Characters
9	Mailing Address 1 (Street Name)	If Address Line 1 and Address Line 2 are not collected separately, enter the complete address in this column Required 1. Report active Mailing Address (Include PO Boxes) 2. If student has more than one active mailing address, primary should report	Census > Households > Addresses > Address information Number, Prefix, Street, tag	Text	30 characters
10	Mailing Address 2 (Apt #, Other)	Optional Apartment numbers MUST be entered in this column Mandatory if applicable 1. If student has more than one active mailing address, primary should report	Census > Households > Addresses > Address information Apt	Text	30 characters
11	Mailing City	Required 1. If student has more than one active mailing address, primary should report	Census > People > Households > Address > City	Text	20 characters
12	Mailing State	Required 1. If student has more than one active mailing address, primary should report	Census > People > Households > Address > State	Text	2 characters

13	Mailing Zip Code (5)	Required 1. If student has more than one active mailing address, primary should report	Census > People > Households > Address > Zip	Text	5 digits
14	Mailing Zip Code Extension (4)	Required If not collected, enter 0000 1. If student has more than one active mailing address, primary should report	Census > People > Households > Address > Zip extension	Text	4 digits
15	Primary Parent /Guardian First Name	Enter only one Parent/Guardian First Name Optional 1. Report First Name of the person marked as Guardian in the primary household 2. If more than one active Guardian is available in the primary household - report the active Guardian that is marked as the first emergency priority and if there are multiple active Guardians with same emergency priority, then reports the oldest person record (lowest person ID).	Census > People > Relationships > Primary Household Relationships > Guardian Census > People > Relationships > Primary Household Relationships > Priority Census > People > Relationships > Primary Household Relationships > StartDate Census > People > Relationships > Primary Household Relationships > EndDate Census > People > Identities > Current Identity > PersonID Census > People > Identities > Current Identity > First Name	Text	50 characters

16	Primary Parent /Guardian Last Name	<p>If Primary Parent/Guardian Names are not collected separately, enter the complete Primary Parent/Guardian Name</p> <p>Required</p> <p>1. Report First Name of the person marked as Guardian in the primary household</p>	<p>Census > People > Relationships > Primary Household Relationships > Guardian</p> <p>Census > People > Relationships > Primary Household Relationships > Priority</p> <p>Census > People > Relationships > Primary Household Relationships > StartDate</p> <p>Census > People > Relationships > Primary Household Relationships > EndDate</p> <p>Census > People > Identities > Current Identity > PersonID</p> <p>Census > People > Identities > Current Identity > last Name</p>	Text	50 characters
17	Primary Parent /Guardian Email Address	<p>Enter only one Parent/Guardian Email Address</p> <p>Required if applicable or leave blank if not collected</p> <p>1. Report First Name of the person marked as Guardian in the primary household</p>	<p>Census > People > Relationships > Primary Household Relationships > Guardian</p> <p>Census > People > demographics > Personal Contact Information > Email</p>	text	150 characters

18	Primary Parent /Guardian Cell/ Mobile Phone Number	Enter only one Parent/Guardian Cell/Mobile Phone # Required XXXXXXXXXXXX or (XXX)-XXX-XXXX	Census > People > Relationships > Primary Household Relationships > Guardian Census > People > demographics > Personal Contact Information > Cell Phone number	Text	14 characters XXXXXXXXXXXX or (XXX)-XXX-XXXX
19	Secondary Parent /Guardian First Name	Enter only one Secondary Parent/Guardian First Name Optional 1. Report First Name of the second person marked as the student's Guardian.	Census > People > Relationships > Primary Household Relationships > Guardian Census > People > Relationships > Primary Household Relationships > Priority Census > People > Relationships > Primary Household Relationships > StartDate Census > People > Relationships > Primary Household Relationships > EndDate Census > People > Identities > Current Identity > PersonID Census > People > Identities > Current Identity > First Name	Text	50 characters

20	Secondary Parent /Guardian Last Name	<p>If Secondary Parent/Guardian Names are not collected separately, enter the complete Secondary Parent/Guardian Name</p> <p>Optional</p> <p>1. Report Last Name of the second person marked as the student's Guardian.</p>	<p>Census > People > Relationships > Primary Household Relationships > Guardian</p> <p>Census > People > Relationships > Primary Household Relationships > Priority</p> <p>Census > People > Relationships > Primary Household Relationships > StartDate</p> <p>Census > People > Relationships > Primary Household Relationships > EndDate</p> <p>Census > People > Identities > Current Identity > PersonID</p> <p>Census > People > Identities > Current Identity > Last Name</p>	Text	50 Characters
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21	Language (E or S)	<p>E for English or S for Spanish, default to English for any other language</p> <p>E or S only</p> <p>Required</p> <p>IF Home Primary Language = eng: English then report E</p> <p>IF Home Primary Language = SPA: Spanish-Castilian then report S</p> <p>IF Home Primary language is not eng: English or SPA:Spanish-Castilian then report as E</p>	Census > People > Identities > Home Primary Language	text	
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CAMPUS STATE SPECIFIC LOCALIZATIONS - NJ - SUMMER EBT

22	Federal Eligibility Indicator	<p>Utilize the same Format as NJSMART and ASSA Indicators</p> <p>Reports as one of the following (F/R/N/S):</p> <ul style="list-style-type: none"> • Non-reimbursable if selected should report N • if Free is selected then report F • If Reduced is selected, then report R • If Paid is selected, then report N • If State Qualified checked box is checked and any of the above types, then would report as S <p>Required</p> <p>F, R, N, S only</p>	FRAM > Application Processing > Eligibility	Text	
23	F/R Eligibility Start Date	<p>Required for "F" and "R" Students</p> <p>MM-DD-YYYY Format</p> <p>IF field 22 is F or R report the Start Date of the Eligibility record</p> <p>If the Federal Eligibility Indicator is N or S, then leave this field as Blank</p>	FRAM > Eligibility > Start Date	<p>Date</p> <p>MM-DD-YYYY Format</p>	

CAMPUS STATE SPECIFIC LOCALIZATIONS - NJ - SUMMER EBT

24	School Year of Eligibility	<p>Example:</p> <p>If approved from July 1, 2024 - June 30, 2025, enter 2025</p> <p>if approved July 1, 2025 - August 31, 2025, enter 2026</p> <p>Required</p>	FRAM > Eligibility > Start date and End Date	Number YYYY Format	
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CAMPUS STATE SPECIFIC LOCALIZATIONS - NJ - SUMMER EBT

25	Federal F /R Eligibility Type	<p>Example:</p> <ul style="list-style-type: none"> • If Source is Direct and Certified Type is Snap, then report DC Snap • If source is Direct and Certified type is TANF then report DC TANF • If source is Direct and Certified Type is Foster, then report DC FOSTER • Meal Application Federal Reduced <p>Required for F and R</p> <p>If the Federal Eligibility Indicator is N or S Leave this field as Blank</p>	<p>FRAM > Eligibility > Source</p> <p>FRAM > Eligibility > Eligibility</p> <p>FRAM > Eligibility > Certified Type</p>	text	100 characters
26	Opted Out of Summer EBT	<p>Reports as Blank - this is a new field, and it does not exist on the FRAM record yet, but the parent will determine if opting out and cannot be tied to a certification field.</p>	Report as Blank	text	Max 1 character

Report Design/layout

Calculations or Logic

#		
1	Identify the Report Data Elements that use this calculation.	Type calculation or logic requirements here.
2		
3		
4		
5		

Appendix A - Data Setup