

# MD - Summer Electronic Benefit Transfer (Summer-EBT)

## Change Control

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Change Version	Date	Page Version	Author(s)	Description of Change	Campus Effective Version(s)
1.0	06/12/2025		Mai Yang	Initial Document created from manual	

## Overview

### Summary, Scope, and Purpose

As part of Maryland's efforts to end summer hunger, Maryland has partnered with the U.S. Department of Agriculture, Food and Nutrition Service (USDA, FNS) to implement the Maryland Summer Electronic Benefit Transfer Program for Children (Summer-EBT) (also known as Maryland SunBucks) which officially launched in Summer 2024. The Summer-EBT program provides grocery-buying benefits to low-income families with school-aged children when schools are closed for the summer.

Under the program, families will receive \$40 per eligible child per month for the three summer months. These benefits work together with other available FNS nutrition assistance programs such as summer meal sites, Supplemental Nutrition Assistance Program (SNAP), and the Special Supplemental Nutrition Program for Women, Infants, and Children (WIC), to help ensure kids have consistent access to critical nutrition while school is out.

This data collection manual was produced by the Maryland State Department of Education (MSDE) and is intended for local education agency administrators, information technology staff, and data processing staff who are responsible for submitting Summer Electronic Benefit Transfer (Summer-EBT) student files to the MSDE Division of Assessment, Accountability, Performance Reporting & Research. This manual contains technical instructions for submitting the Summer-EBT student files and should be used with other documentation, such as webinars, phone calls, and emails, to facilitate the submission process.

### Due Date

Contents of Uploaded File

File Due Date



Student Level File Data Collection Window	May 2, 2025
2024-2025 Summer-EBT Supplemental File	May 31, 2025

## Functional Requirements

### Reporting Population and Business Rules

#	Requirement
R1	Reports all students in the selected calendars that have a FRAM Eligibility record with an Eligibility of <i>F: Free</i> or <i>R: Reduced</i>
R1.BR1	<p>Student's Enrollment must be within the Start Date and the End Date entered on the Extract Editor.</p> <p>This includes students who are:</p> <ul style="list-style-type: none"> <li>• <ul style="list-style-type: none"> <li>◦ Currently enrolled</li> <li>◦ Expected to graduate from High School this year</li> <li>◦ Dropped out</li> <li>◦ Transferred</li> <li>◦ Left the school during the academic year</li> </ul> </li> </ul>
R1.BR2	Student's FRAM Eligibility must be within the Start Date and the End Date entered on the Extract Editor by at least one day.
R1.BR3	A maximum of one record is reported per student
R1.BR3.SR1	<p>If a student has multiple FRAM records within the Extract Start and End Dates, we will use the FRAM record with the latest Start Date.</p> <ul style="list-style-type: none"> <li>• If multiple FRAM records have the same Start Date, we will use the FRAM record with the highest internal ID.</li> </ul>
R1.BR4	<p>Do not include any records that match the following exclusions:</p> <ul style="list-style-type: none"> <li>• Enrollment No Show</li> <li>• Enrollment State Exclude</li> </ul>

	<ul style="list-style-type: none"> <li>• Enrollment Grade Level Exclude</li> <li>• Calendar Exclude</li> <li>• School Exclude</li> </ul>
R2	The report can be run against a district's active year as well as any prior year.
R3	The report can be run in District Editions.
R4	The report will be generated CSV format and human-readable format (HTML). The CSV format is the State Format.
R5	<p>Naming convention: SEBT_STUD_SSSSSSSSSS_YYYYMMDD_###.CSV</p> <p>SEBT_STUD: The file submission abbreviation for the extract</p> <p>SSSSSSSSSS: School ID Number (between 8-10 characters)</p> <p>YYYYMMDD: Date when file is generated in YYYYMMDD format</p> <p>###: Number designated by the LEA to uniquely identify the individual submission</p>

	<p>Example: SEBT_STUD_12345678_20250626_001.CSV</p> <ol style="list-style-type: none"><li>1. File Submission Name: SEBT_STUD</li><li>2. School ID Number: 12345678</li><li>3. File generation date: 20250626 (June 26, 2025)</li><li>4. Submission number: 001 (pulled from File Identifier field)</li></ol>
R6	Sort by School ID first then Local Student ID

**Extract Editor Requirements**

*Path: MD State Reporting > Summer Electronic Transfer (EBT)*

**Summer Electronic Transfer (EBT)**

The Summer Electronic Transfer (EBT) extract will be used to collect data specific to the students who are partaking in the Summer-EBT program.

**Extract Options**

Start Date

End Date

Run Date

File Identifier

Format

Which students would you like to include in the report?

Grade

Ad Hoc Filter

**Select Calendars**

active year

list by school

list by year

School 1

School 2

School 3

CTRL-click or SHIFT-click to select multiple

Show top  tasks submitted between  and

Batch Queue List	Report Title	Status	Download
Queued Time			

#	Editor Options	Field Type	Requirements
EE1	File Format	Drop list	Drop list will contain: <ul style="list-style-type: none"> <li>• Comma Separated (CSV)</li> <li>• HTML</li> <li>• XML (State Format)</li> </ul>
EE2	Calendar Selector	Multiple calendar selector	<ol style="list-style-type: none"> <li>1. Defaults to the Calendar selected in the Campus Toolbar</li> <li>2. At least one calendar is Required</li> </ol>
EE3	File Identifier	Text field	



EE4	End Date	Date field	
EE5	Start Date	Date field	
EE6	Run Date	Date Field	
EE7	Ad Hoc Filter	Drop list	
EE8	Grade Selector	Multi-select	
EE9	Generate Extract	Trigger button	Trigger the creation of the extract when selected
EE10	Submit to Batch Queue	Trigger button	Send extract to Batch Queue when selected

**Report Data Elements**

Provide any additional notes here concerning the report that are not captured within the Report Population or Report Data Elements below. If needed, copy the below table for different groupings of data as required by the format. If a very detailed calculation or logic is needed, consider using the Calculation Table found below and reference each calculation uniquely.

The numbers below represent the sequence the fields should appear in.

	Data Element Label	Description / Business Rules	Required (Y/N)	Data Source GUI Path	Database Field(s)	Format	Length
1	LEA_Name	<i>The name of the local school system.</i>  Report <b>Name in District Information</b>	Required for LEAs	District Information > Name			
2	LEA_Number	<i>The two-digit state designation of the local school system.</i>  Reports the <b>State District Number</b> If value is less than 2 digits justify with left padded 0.	Required for LEAs	District Information > State District Number	District .number	Numeric	2
3	School_ID	<i>The four-digit code for the school building where the student is assigned for reporting purposes.</i>  1. Reports from the Enrollment associated with the Calendar: a. If School <b>Type</b> = 99, report Enrollment <b>Providing School</b> i. If Providing School is Null 1. Then report "0000" b. Else, report from the first populated field: i. Enrollment <b>Home School</b> ii. <b>State School Number</b> If value is less than 4 digits, justify with left padded 0.	Y	System Administration > Resources > School > Type  Enrollment > Special Ed Fields > Providing School Enrollment > State Reporting Fields > Home School  System Administration > Resources > School > State School Number	EnrollmentMD .providingSchool  EnrollmentMD .homeSchool  School .number	Numeric	4
4	School_Name	<i>The name of the school building where the student is assigned for reporting purposes.</i>  Report <b>Name in School Information</b>	Y	School Information > Name			55
5	CEP_School	<i>The Community Eligibility Provision (CEP) status of the school.</i>  Report <b>Y</b> when the <b>Provision</b> is 5: CEP. Report <b>N</b> in all other situations.	Y	School Information > Provision			1
6	State_Assigned_Student_ID	<i>The valid State Assigned Student Identification Number assigned through the Unique Student Identification System (USIS). Cannot contain pseudo numbers and cannot be BLANK. This number must be the same on all data files submitted to MSDE.</i>  Report <b>Student State ID</b>	Y	Demographics > Student State ID	Person .stateID	Numeric	10
7	Local_Student_ID	<i>The unique number assigned by the local school system. May be any combination of numbers, not more than ten characters, right aligned. If fewer than ten characters, zero fill remaining positions to the left. This number must be the same on all data files submitted to MSDE.</i>  Report <b>Local Student Number</b> Zero fill remaining left	Y	Demographics > Student Number	Person .studentNumber	Numeric	10
8	Student_Last_Name	<i>The full legal last name borne in common by members of a family, as appears on the evidence of birth document. Up to twenty-five (25) characters long. Do not include punctuation.</i>  Reports the student's <b>Last Name</b> Truncate on right if name is too long.	Y	Identities > Last Name	Identity .lastName		25
9	Student_First_Name	<i>The full legal first name given to a person at birth, baptism, or through legal change, as appears on the evidence of birth document. Up to fifteen (15) characters long. Do not include punctuation.</i>  Reports the student's <b>First Name</b>	Y	Identity > First Name	Identity .firstName		15

		Truncate on right if name is too long.					
10	Student_Middle_Name	<p>The student's full legal middle name, if available, given to a person at birth, baptism, or through legal change, as appears on the evidence of birth document. Up to fifteen (15) characters long. Do not include punctuation. Report as indicated as per official birth documentation.</p> <hr/> <p>Reports the student's <b>Middle Name</b></p> <p>Truncate on right if name is too long.</p>	N	Identities > Middle Name	Identity .middleName		15
11	Student_Date_of_Birth	<p>The four-digit year, two-digit month, and two-digit day (YYYYMMDD) on which the student was born. (Example: September 7, 2024, is 20240907).</p> <hr/> <p>Reports the <b>Date of Birth</b></p>	Y	Identities > Birth Date	Identity .birthDate	YYYYMMDD Must be 0-padded (e.g. "8" would be "08")	8
12	Directly_Certified_Student	<p>Is the student directly certified?</p> <hr/> <p>Reports <b>Y</b> when the <b>Source</b> is <b>Direct</b></p> <p>Reports <b>N</b> in all other situations</p>	Y	Eligibility Detail > Source			1
13	FARMS	<p>Is the student eligible for Free or Reduced meals?</p> <hr/> <p>Report <b>Y</b> when the <b>Eligibility</b> is <b>Free</b> or <b>Reduced</b></p> <p>Reports <b>N</b> in all other situations</p>	Y	Eligibility Detail > Eligibility			1
14	Homeless_Status	<p>The homeless status of the student.</p> <hr/> <p>Reports <b>Y</b> when the student has a "<b>Y: Yes</b>" for <b>Homeless</b></p> <p>Reports <b>N</b> in all other situation</p>	Y	Enrollments > State Reporting Fields > Homeless			1
15	Foster_Care_Status	<p>The Foster Care Status of the student.</p> <hr/> <p>Reports <b>Y</b> when the student has a <b>Foster Care</b> record that falls within the reported period</p> <p>Reports <b>N</b> in all other situations</p>	Y	State Program > Foster Care			1
16	Student_Street_Address_1_Line1	<p>Number and Street Name or P.O. Box.</p> <hr/> <p>Reports the appendage of <b>Number, Prefix, Street, Tag, and Direction</b> of the most current active address in <b>Address Information</b></p>	Y	Census > Addresses > Address Information			100
17	Student_Street_Address_1_Line2	<p>Address 1 Line 2</p> <hr/> <p>Reports <b>Apt</b> of <b>Student_Street_Address_1_Line1</b> in <b>Address Information</b></p>	Y	Census > People > Membership in Households Census > Addresses > Address Information			20
18	Student_City_1	<p>City of Address</p> <hr/> <p>Reports <b>City</b> of <b>Student_Street_Address_1_Line1</b> in <b>Address Information</b></p>	Y	Census > Addresses > Address Information			45
19	Student_State_1	<p>State of Address</p> <hr/> <p>Reports <b>State</b> of <b>Student_Street_Address_1_Line1</b> in <b>Address Information</b></p>	Y	Census > Addresses > Address Information			2
20	Student_Zip_Code_1	<p>Zip Code of Address</p> <hr/> <p>Reports the <b>Zip Code</b> of <b>Student_Street_Address_1_Line1</b> in <b>Address Information</b></p>	Y	Census > Address > Address Information			5
21	Student_Street_Address_2_Line1	<p>Number and Street Name or P.O. Box</p> <hr/> <p>Reports the appendage of <b>Number, Prefix, Street, Tag, and</b></p>	N	Census > Addresses > Address Information			100

		<b>Direction</b> of the second most current active address in <b>Address Information</b>																																		
22	<b>Student_Street_Address_2_Line2</b>	<i>Address 1 Line 2</i> <hr/> Reports <b>Apt</b> of <b>Student_Street_Address_2_Line1</b> in <b>Address Information</b>	N	Census > People > Membership in Households Census > Addresses > Address Information		20																														
23	<b>Student_City_2</b>	<i>City of Address</i> <hr/> Reports <b>City</b> of <b>Student_Street_Address_2_Line1</b> in <b>Address Information</b>	N	Census > Addresses > Address Information		45																														
24	<b>Student_State_2</b>	<i>State of Address</i> <hr/> Reports <b>State</b> of <b>Student_Street_Address_2_Line1</b> in <b>Address Information</b>	N	Census > Addresses > Address Information		2																														
25	<b>Student_Zip_Code_2</b>	<i>Zip Code of Address</i> <hr/> Reports the <b>Zip Code</b> of <b>Student_Street_Address_2_Line1</b> in <b>Address Information</b>	N	Census > Address > Address Information		5																														
26	<b>Date_of_Enrollment_in_School</b>	<i>The student's first enrollment day in the school</i> <hr/> Reports the <b>Start Date</b> of <b>Enrollment</b>	N	Enrollment > Start Date	YYYYMMDD Must be 0-padded (e.g. "8" would be "08")																															
27	<b>Student_Primary_Language</b>	<i>Indicates the primary language used by the student. It is useful for selecting the appropriate language when sending mailers to parents.</i> <hr/> Reports the <b>Code</b> associate with the <b>Home Primary Language</b> in the table below <table border="1" data-bbox="562 816 718 1279"> <thead> <tr> <th>Code</th> <th>Language</th> </tr> </thead> <tbody> <tr><td>AR</td><td>Arabic</td></tr> <tr><td>CH</td><td>Chinese</td></tr> <tr><td>EN</td><td>English</td></tr> <tr><td>FR</td><td>French</td></tr> <tr><td>GR</td><td>German</td></tr> <tr><td>IT</td><td>Italian</td></tr> <tr><td>JP</td><td>Japanese</td></tr> <tr><td>KR</td><td>Korean</td></tr> <tr><td>PG</td><td>Portuguese</td></tr> <tr><td>RN</td><td>Russian</td></tr> <tr><td>SP</td><td>Spanish</td></tr> <tr><td>TK</td><td>Turkish</td></tr> <tr><td>OT</td><td>Other</td></tr> <tr><td>UN</td><td>Undetermined</td></tr> </tbody> </table> <div data-bbox="562 1295 957 1414" style="border: 1px solid green; padding: 5px; margin-top: 10px;"> <p><span style="color: green;">✔</span> <b>Note:</b>  Undetermined = "Undetermined" is selected for the primary language.  Other = A primary language is selected in the UI that is not listed in the table above and not "Undetermined."</p> </div>	Code	Language	AR	Arabic	CH	Chinese	EN	English	FR	French	GR	German	IT	Italian	JP	Japanese	KR	Korean	PG	Portuguese	RN	Russian	SP	Spanish	TK	Turkish	OT	Other	UN	Undetermined	N	Demographics > Person Information		2
Code	Language																																			
AR	Arabic																																			
CH	Chinese																																			
EN	English																																			
FR	French																																			
GR	German																																			
IT	Italian																																			
JP	Japanese																																			
KR	Korean																																			
PG	Portuguese																																			
RN	Russian																																			
SP	Spanish																																			
TK	Turkish																																			
OT	Other																																			
UN	Undetermined																																			
28	<b>Date of FARMS Eligibility</b>	<i>The student's FARMS eligibility date.</i>	N	Eligibility > Start Date	YYYYMMDD																															

		Reports the <b>Start Date</b> in <b>Eligibility</b>				Must be 0-padded (e.g. "8" would be "08")	
29	<b>Update_Date</b>	<i>Date when the record was updated in the SIS.</i> Reports the <b>Modified Date</b> in <b>FARMS Eligibility</b>	N	FRAM > Application Processing > Eligibility		YYYYMMDD Must be 0-padded (e.g. "8" would be "08")	
30	<b>Submission_Date</b>	<i>Date the file was submitted to the MSDE.</i> Reports <b>Run Date</b> from extract editor	Y			YYYYMMDD Must be 0-padded (e.g. "8" would be "08")	
31	<b>Parent_or_Guardian_1_Last_Name</b>	<i>The last name of the student's Primary Parent/Guardian.</i> Reports the <b>Last Name</b> of the Primary Parent/Guardian  <div style="border: 1px solid green; padding: 5px; width: fit-content;">✔ If multiple primary households pull based on guardian with lowest personID</div>	Y	Census > People > Relationships > Primary Household Relationships > Guardian Identities > Current Identity > Last Name			
32	<b>Parent_or_Guardian_1_First_Name</b>	<i>The first name of the student's Primary Parent/Guardian.</i> Reports the <b>First Name</b> of the Primary Parent/Guardian	Y	Census > People > Relationships > Primary Household Relationships > Guardian Identities > Current Identity > First Name			
33	<b>Parent_or_Guardian_1_Phone</b>	<i>The phone number of the student's Primary Parent/Guardian.</i> Reports the <b>Phone Number</b> of the Primary Parent/Guardian	N	Census > People > Membership in Households Households > Households Information			
34	<b>Parent_or_Guardian_1_Email</b>	<i>The email of the student's Primary Parent/Guardian.</i> Reports the <b>Email</b> of the Primary Parent/Guardian	N				
35	<b>Parent_or_Guardian_2_Last_Name</b>	<i>The last name of the student's Secondary Parent/Guardian.</i> Reports the <b>Last Name</b> of the Secondary Parent/Guardian  <div style="border: 1px solid green; padding: 5px; width: fit-content;">✔ If multiple primary households exist, pull based on guardian with second lowest personID</div>	N	Census > People > Relationships > Primary Household Relationships > Guardian Identities > Current Identity > Last Name			
36	<b>Parent_or_Guardian_2_First_Name</b>	<i>The first name of the student's Secondary Parent/Guardian.</i> Reports the <b>First Name</b> of the Secondary Parent/Guardian	N	Census > People > Relationships > Primary Household Relationships > Guardian Identities > Current Identity > First Name			
37	<b>Parent_or_Guardian_2_Phone</b>	<i>The phone number of the student's Secondary Parent/Guardian.</i> Reports the <b>Phone Number</b> of the Secondary Parent/Guardian	N	Census > People > Membership in Households Households > Households Information			
38	<b>Parent_or_Guardian_2_Email</b>	<i>The email of the student's Secondary Parent/Guardian.</i> Reports the <b>Email</b> of the Secondary Parent/Guardian	N				
39	<b>Gender</b>	<i>The gender identity of the student.</i> Reports based on the student's <b>Gender</b> : • Reports 1 when <b>Gender</b> is <b>Male</b> • Reports 2 when <b>Gender</b> is <b>Female</b> • Reports X when <b>Gender</b> is <b>Non-Binary</b>	Y	Demographics > Gender	1, 2, or X	Alphanumeric	1

40	<b>American_Indian_or_Alaska_Native</b>	<p>A person having origins in any of original peoples of North and South America (including Central America), and who maintains cultural identification through tribal affiliation or community attachment.</p> <p>Reports <b>1</b> when <b>American Indian or Alaska Native</b> is checked. Reports <b>0</b> when <b>American Indian or Alaska Native</b> is not checked.</p>	Y	Demographics > Person Information		Numeric	1
41	<b>Asian</b>	<p>Indicates whether the person has origins in any of original peoples of the Far East, Southeast Asia, or the Indian Subcontinent. This area includes Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, Philippine Islands, Thailand, and Vietnam.</p> <p>Reports <b>2</b> when <b>Asian</b> is checked. Reports <b>0</b> when <b>Asian</b> is not checked.</p>	Y	Demographic > Person Information		Numeric	1
42	<b>Black_or_African_American</b>	<p>Indicates whether the person has origins in any of the black racial groups of Africa.</p> <p>Reports <b>3</b> when <b>Black or African American</b> is checked. Reports <b>0</b> when <b>Black or African American</b> is not checked.</p>	Y	Demographic > Person Information		Numeric	1
43	<b>Native_Hawaiian_or_Other_Pacific_Islander</b>	<p>Indicates whether the person has origins in any of original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.</p> <p>Reports <b>4</b> when <b>Native Hawaiian or Other Pacific Islander</b> is checked. Reports <b>0</b> when <b>Native Hawaiian or Other Pacific Islander</b> is not checked.</p>	Y	Demographic > Person Information		Numeric	1
44	<b>White</b>	<p>Indicates whether the person has origins in any of the original peoples of Europe, Middle East, or North Africa.</p> <p>Reports <b>5</b> when <b>White</b> is checked. Reports <b>0</b> when <b>White</b> is not checked.</p>	Y	Demographic > Person Information		Numeric	1
45	<b>Hispanic_or_Latino_Ethnicity</b>	<p>This includes individuals of Mexican, Puerto Rican, Salvadoran, Cuban, Dominican, Guatemalan, and other Central or South American or Spanish culture or origin.</p> <p>Reports <b>Y</b> when <b>Hispanic/Latino Ethnicity</b> is <b>Yes</b> Reports <b>N</b> when <b>Hispanic/Latino Ethnicity</b> is <b>No</b></p>	Y	Demographic > Person Information		Y or N	1
46	<b>Grade</b>	<p>The two-digit number of the grade in which the student is placed.</p> <p>Reports the <b>State Grade Level Code</b> associated with the Grade</p>	Y	Enrollments > Grade	Enrollment .grade GradeLevel .stateGrade	Alphanumeric	2





## Appendix A

Consider using this area to provide ancillary information in support of this document (copies or links of state documents, excel templates, etc.). Please identify each item uniquely and cross reference it within the document.

### State Documentation

	Documentation	Year
1		24-25