

## School Distribution of Summer Electronic Benefit (S-EBT) Cards

When the S-EBT card distribution method chosen is “School,” student benefit cards will arrive at the school site where the student is enrolled. The cards will arrive over the course of two weeks during each benefit issuance period. They will come individually in white envelopes with the student name appearing on the outside of the envelope. There is no need to open the envelope. Consider the following best practices.

### Maintain an S-EBT card-tracking log

You may export a list of students in the S-EBT portal to use as the start of a tracking log. Retain the log until June 30, 2025. The log should include:

- Date received at the school.
- Name of employee logging the receipt.
- Student name on the envelope.
- Date card is picked up, delivered or returned to the Minnesota Department of Human Services (DHS).
- Recipient of the card – Printed Name and Signature.

### Develop a plan to keep S-EBT cards secure

Handle the S-EBT cards as you would cash received at the school. Card security should include:

- Determining the employee(s) responsible for maintaining the log.
- Designating a locked drawer, cabinet or safe where the cards will be stored.
- Ensuring that daily mail received from the U.S. Postal Service (USPS) is kept in a safe location immediately upon receipt.
- Keeping cards under lock and reconcile to the log nightly.

### Develop a plan for distributing cards

You may distribute cards in any of the following ways:

#### Parent or guardian pick-up

- Communicate with household multiple times in a few different methods to let them know the card is available for pick-up at the school.
- Establish location and hours that cards can be picked up. Summer options will need to be considered to allow families to pick-up cards once available.
- Ensure the individual is from the student’s household (e.g., ask them to provide the child’s birthdate or other identification information).

## **Distribute to student**

- Document if the parent requests the student be given the card.
- Follow up with the parent the day the card was given to the student.
- Prevent overt identification of meal benefit status – only students with a free or reduced-price status will receive a card.
- Consider the age of the student.

## **School employee delivery**

- Card should be signed out on the log by the employee and either confirmed as delivered or signed back in on the log.
- Nutrition staff can assist in this process.

## **Other Considerations**

### **Card activation**

- In the case of cards mailed to the school, the zip code of the school is required for the parent to activate the card, along with the student's full name and date of birth.
- Schools should help confirm the student name on file to assist in card activation in case student goes by a nickname that is not the name on file.
- Attaching a note to the card with the above information is helpful for the activation of the card.
  - Example: When activating this card, you will need to use the schools zip code: 55555.

### **Lost cards**

If a card is lost, parents or guardians should call EBT Customer Service at 1-888-997-2227 for a replacement. The replacement will be shipped to the address where the first card was mailed. If they want to change the address for delivery, contact the S-EBT Hotline at 651-431-4608.

### **Privacy**

The names of students receiving S-EBT cards are considered private information. Schools are responsible for maintaining privacy and keeping S-EBT cards secure.

### **Unclaimed cards**

If parents or guardians fail to pick-up S-EBT benefit card(s) by February 1, 2025, return unclaimed cards to the following address:

Minnesota Department of Children, Youth and Families  
EBT Section  
PO Box 64965  
St. Paul, MN 55164-0965