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To: School Business Administrators; Charter School Leads; Non-Public School Administrators; Food Service Directors of Schools Participating in the National School Lunch and/or School Breakfast Programs

From: Rose Chamberlain, Director
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Date: March 26, 2025

Subject: Summer EBT 2025 Process Information, Webinar Date, and Additional Information and Resources

The Summer EBT 2025 program link will be active in SNEARS beginning Monday, April 21, 2025.

Individual student demographic information and meal eligibility data for **every enrolled student with access to meals**, is required to be uploaded via the revised Summer EBT School Reporting Template. Summer EBT student demographic, meal eligibility, and enrollment information will undergo a sequence of validation checks, before being transferred to the DHS EBT card vendor for processing and benefit card issuance.

In New Jersey, the covered Summer EBT operational period is defined as follows:

- First day of the summer operational period: June 15, 2025.
- Last day of the summer operational period: August 31, 2025.

These dates cover the majority of the summer break period for most children in New Jersey.

Below are the requirements for Summer EBT Reporting, for all School Food Authorities (SFAs) participating in the National School Lunch and/or School Breakfast Program for the 2024-2025 school year:

1. The Summer EBT School Reporting Template must include the district's entire student enrollment with access to meals. For the purpose of Summer EBT eligibility, **enrolled students mean students who are enrolled in and attending schools participating in the NSLP and/or SBP and who have access to at least one meal service (breakfast or lunch) daily.**
2. The revised [Summer EBT School Reporting Template](#) must be uploaded into the SNEARS web-based system according to the prescribed time-sensitive schedule:
 - **Mandatory Summer EBT File Upload: April 21st – May 16, 2025.** Households with students identified as eligible for Summer EBT benefits in this initial bulk file upload are projected to receive their Summer EBT benefit card(s) by the end of June.
 - **Subsequent Summer EBT File Uploads: Occur Weekly Throughout the Summer Operational Period.** SFAs must upload any newly eligible students for Summer EBT benefits, and/or any updates to student demographic information, including address changes or birthdate corrections, every week throughout the Summer operational period. Files can be uploaded any day of the week but must be received by COB on Friday. Households with students identified as newly eligible for Summer EBT benefits and/or households requiring corrections to their

information, will receive their Summer EBT benefit card(s) within two weeks.

- **Final Summer EBT File Upload: Friday, September 12, 2025.** The last day for SFAs to upload any newly eligible students (as of August 31, 2025) for Summer EBT benefits, and/or any updates to student demographic information, including address changes or birthdate corrections, is by COB on Friday, September 12, 2025. Households with students identified as newly eligible for Summer EBT benefits and/or households requiring corrections to their information in this final Summer EBT File Upload, will receive their Summer EBT benefit card(s) before the end of September.

USDA Regulations at 7 CFR 292.15(c) stipulate that Summer EBT benefits must be issued and available for households to spend at least seven (7) calendar days, and not more than fourteen (14) calendar days, before the start of the summer operational period. Given that NJDA and DHS need time to validate and process individual student demographic information and meal eligibility and enrollment data from each participating school district, it is imperative that SFAs perform the initial Summer EBT file upload in SNEARS by the deadline of May 16, 2025, in order for the majority of Summer EBT benefits to be issued and available for households to spend before the start of the summer operational period.

SFAs that do not comply with Summer EBT Program requirements will be notified by email. Failure to upload Summer EBT student demographic, meal eligibility, and enrollment information by the deadlines indicated will result in the SFA receiving a designation of “not in good standing”, which will negatively impact future SFA child nutrition program funding opportunities.

Webinar Information

The Division of Food and Nutrition will be conducting a live comprehensive webinar on the Summer EBT 2025 File Upload Process on **Wednesday, April 9, 2025, at 11AM EDT**. School officials and all school personnel responsible for student demographic, meal eligibility, and/or enrollment information are strongly encouraged to attend this training. Click here to [register for the Summer EBT Webinar](#).

After registering, you will receive a confirmation email containing information about joining the webinar. The Summer EBT Webinar will be recorded and available to view in SNEARS, under the *Training* link, after the presentation.

Additional Summer EBT Information

- Households must have the opportunity to establish eligibility for Summer EBT at any point between the start of the immediately preceding school year and the last day of the summer operational period, which will generally encompass more than an entire calendar year (e.g., **July 1, 2024 through August 31, 2025**). Therefore, SFAs must accept and process the School Meals and Summer EBT Application throughout the year.
- SFAs are strongly encouraged to communicate to households that student address information must be updated prior to the **Mandatory Summer EBT Bulk File Upload**, in order for eligible students to receive the Summer EBT benefit card prior to the start of the Summer operational period.
- Summer EBT benefits are issued to eligible children based on their enrollment at the end of the instructional year immediately preceding each summer. Instructional School Year = July 1, 2024 - June 30, 2025, for Summer EBT 2025 benefits.
- Children who receive Summer EBT benefits can still participate in other summer meal programs.
- Receiving Summer EBT benefits will not affect children or families' immigration status.
- Dual participation in the Summer EBT program is prohibited. This means that children may not receive multiple benefit allotments from the same State, or from more than one State, each summer. (For example, a child who moves in the late spring may not receive a benefit from the State they left *and*

from the State to which they moved.)

- Income eligibility for Summer EBT is based on the Federal NSLP/SBP Income Eligibility Guidelines. Therefore, only children in households at or below 185% of the Federal poverty threshold are eligible for Summer EBT. This means that students who qualify for free meals under the New Jersey Expanded Income Eligibility (NJEIE) category are **not** eligible for Summer EBT because they are considered “Federally Denied” (Paid) students.
- Summer EBT **does not** apply to Juvenile Detention Centers/Jails or schools operating Milk-Only Programs.

Summer EBT 2025 Resources

The following customizable flyers have been developed by NJDA to assist SFAs with Summer EBT messaging and outreach to families:

- NJDA Summer EBT Flyer for Regular Counting & Claiming Districts and Schools in [English](#) and [Spanish](#)
- NJDA Summer EBT Flyer for CEP Districts and Schools in [English](#) and [Spanish](#)

These flyers can be found in SNEARS Resources, under the category heading, **Summer EBT Program**.

Thank you for your cooperation with this important process to identify students eligible to receive this valuable food security benefit to reduce childhood hunger when school is out for the summer.

Questions regarding the Summer EBT process for SFAs may be submitted to the dedicated Summer EBT School Resource Email at: DFNSummerEBT@ag.nj.gov . If you have computer-related issues during the Summer EBT file upload process, please contact the SNEARS IT Help Desk at 609-341-3817.