

## Upload S-EBT file

- ✓ If you don't use FRAPP, you need to upload your application-based free/reduced students using the S-EBT upload process on the DCA home page. We also ask that you send best addresses for your homeless/runaway, migrant and FDPIR students.

1. Click on 'Home'.



1. Click on the 'Upload a new S-EBT Student List' hyperlink on the bottom right of the page.



2. Follow the steps/instructions on the page that appears.
  - Select a sponsor if you have more than one sponsor. If you only have one, it will default to it.
  - Download the S-EBT Student import template.
  - Populate the template with free and reduced student data for all of your schools in one sheet. There is no need to use a separate sheet for each school. Please include homeless, runaway, FDPIR, and migrant students as you're likely to have the best address for those students. All fields are required. \*Exception: Non-OPI-accredited private sponsors do not enter StateID since students don't have a state identification number.
  - You MUST enter a State Id for all students. In the rare case where a district has a mix of non-OPI-accredited schools, along with OPI-accredited schools, you must enter NA for the State ID for any students that do not have a State ID.

\*DO NOT INCLUDE THOSE DIRECTLY CERTIFIED BY SNAP, TANF, MEDICAID, OR FOSTER CARE AS THEY WILL BE PICKED UP FOR S-EBT BENEFIT DISBURSEMENT AUTOMATICALLY.

- Remember where you saved it. 😊
- Upload the saved populated student data by choosing the file location and click 'upload'.

**Upload SEBT Students**

- Select the sponsor.
- Download a student import template.
 

Download a copy of the [S-EBT Student import template](#).
- Populate the template.
 

Populate the template with your Student data.
- Upload the populated template.
 

Choose File

No file chosen

Upload

AutoSave On | SEBT student import templat... | Saved to this PC | Search

File Home Insert Draw Page Layout Formulas Data Review View Help Acrobat

Clipboard | Font | Alignment | Number | Styles | Cells | Edit

A2

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Last Name	Middle Initial	First Name	StateID	Birth Date	Free/Reduced Status	Contact Name	Address 1	Address 2	City	State	Zip	
2													
3													
4													
5													

- If your file does not load properly, you will receive an error message and row-by-row details of issues found in the file.

An error occurred

Some records in your file had errors and need to be corrected and re-uploaded. Please go back to the Home page to upload your corrected file.

Search:

Student Identifier	Last Name	Middle Initial	First Name	Date of Birth	F/R Status	Contact	Address	Row Status
8888888	Another		Kid	9/1/2013	Reduced	Contact Name	123 Some Street Helena, MT 98272	
123456	SomeTest	X	Kid	9/1/2013	Free	Contact Name	123 Some Street	City is a required value.

Showing 1 to 2 of 2 entries Previous **1** Next

- You must correct the file and re-upload until it is successful. You know it's successful when there are no pink error message splashed on your page or next to your individual students.

**S-EBT file**

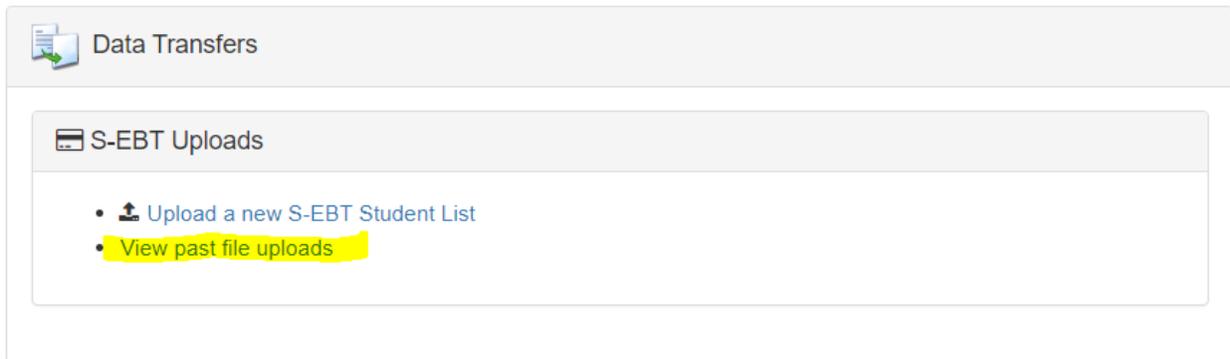
Sponsor	Uploaded By	Uploaded On	Record Count	Status	Uploaded File
9245 - Trinity Lutheran School	dca9	2/22/2024	2	Complete	<a href="#">SEBT students for DCA9 - TrinityLutheran (1).xlsx</a>

Search:

Student Identifier	Last Name	Middle Initial	First Name	Date of Birth	F/R Status	Contact	Address	Row Status
8888888	Another		Kid	9/1/2013	Reduced	Contact Name	123 Some Street Helena, MT 98272	
123456	SomeTest	X	Kid	9/1/2013	Free	Contact Name	123 Some Street Helena, MT 83773	

Showing 1 to 2 of 2 entries Previous **1** Next

3. Repeat this process for each sponsor for which you're the determining official.
4. Review your uploads if you wish by selecting 'View past file uploads'.



- Click on the date/time stamp of the file you wish to review.

The screenshot shows a table titled 'S-EBT Uploads' with a search bar and a table of upload records. The table has columns for 'Uploaded On', 'Uploaded By', 'Sponsor', 'File', 'Record Count', and 'Status'. A single entry is shown with a date/time stamp of 2/22/2024 9:20:28 AM.

Uploaded On	Uploaded By	Sponsor	File	Record Count	Status
2/22/2024 9:20:28 AM	dca9	9245 - Trinity Lutheran School	SEBT students for DCA9 - TrinityLutheran.xlsx	2	Complete

Showing 1 to 1 of 1 entries

Previous 1 Next

You will see the file contents displayed on the page either with or without errors, based on the specific upload's results.

You will need to upload several times throughout the summer to assure that all eligible students receive S-EBT benefits. If you use FRAPP for your free and reduced applications, you do not need to use this upload, as FRAPP applications, once processed, will be picked up for S-EBT benefit disbursement automatically.