

UNOFFICIAL TRANSLATION OF *INSTRUCTIONS FOR SCHOOL DIRECTORS FOR THE VALIDATION OF STUDENT DEMOGRAPHIC DATA IN POWER DE*

The DEPR, in accordance with the current collaborative agreement between agencies, will provide ADSEF with a list of students enrolled in DEPR public schools who meet the requirement. The DEPR's Assistant Secretary for Transformation, Planning, and Performance (SAPTRE) will obtain the data to be shared with ADSEF from the Power DE student information system.

On this occasion, parents, voluntarily, will be able to review the demographic data of the students to ensure they are correct before the benefit payment is issued. It is important to note that any discrepancies found in the students' demographic data may cause the benefit payment to not be processed.

A link has been provided for parents or guardians to voluntarily verify the demographic data to ensure its accuracy. The process is as follows:

1. Go to the SRX platform (srx.dde.pr);
2. Click on the "EBT data" link;
3. Enter the student's basic information;
4. If the system identifies discrepancies, the parent will be notified immediately;
5. If discrepancies are identified, click the "request verification" window;
6. The director will receive an email notifying them that a new data review request has been created;
7. The director will proceed to review the data and make changes if necessary in Power DE.

If the school does not have the document, the parent will be contacted to provide evidence of the information requested for modification. Recommended evidence includes but is not limited to: a copy of the birth certificate, a copy of the social security card, enrollment movement form, certified letters, among others.

The school director is the only authorized person in their school to make these changes. If the school director is unavailable, the parents should visit the corresponding Regional Education Office (ORE) to file their change request. The information that the parent can review includes:

- Name;
- Last name;
- Date of birth;
- Social security number;
- Student number.

It is important to note that changes made in the student information platform are not immediately reflected, so it is recommended to wait at least 24 hours before making the inquiry.

SAPTRE will send an updated list to ADSEF with the data. This data will reflect the changes in the student information system resulting from claims addressed by school directors. If the corresponding changes are not made in the official student information platform, the data will not be shared with the Department of Family, which will affect the disbursement of benefits.

This process is subsidized by federal funds, so evidence of any amendments made in Power DE as a result of parent change claims should be retained for audit purposes.

For any questions regarding Power DE, please contact Griselle Lugo Montalvo or Deliluz V. López González at the following email addresses: lugo_g@de.pr.gov or lopezgd@de.pr.gov.