

# Summer EBT (Virginia)

Last Modified on 04/10/2026 9:43 am CDT

Tool Search: Summer EBT

The Summer EBT extract generates a report of students and their Free and Reduced-Priced eligibility for Virginia's summer food program.

screenshot

## Editor Fields

Field	Description	Image <i>Click to enlarge</i>
<b>Instructions</b>		
The Virginia Summer EBT (SUN Bucks) extract collects student enrollment, demographic, household, and eligibility data for submission to the Virginia Department of Education.		
<b>Setup</b> <i>At least one calendar must be selected to report.</i>		
<b>Search Calendars</b>	Enter text to narrow search results for calendar and school selection. Results dynamically change as each character is entered.	
<b>Show Active Year Only</b>	When toggled on, only the active year calendars display. Otherwise, all calendars from all schools display based on tool rights access.	
<b>Expand All Collapse All</b>	Opens or closes all available calendars and structures. The calendar selected in the Campus toolbar is automatically marked.	
<b>Report Options</b>		
<b>File Submission Type</b> <i>Required</i>	The type of collection window for the report. Options include: <ul style="list-style-type: none"> <li>• 1st Collection Window</li> <li>• 2nd Collection Window</li> <li>• 3rd Collection Window</li> <li>• 4th Collection Window</li> </ul>	
<b>Ad hoc Filter</b>	The selection of a pre-existing filter narrows report results to only students within that filter. See the <a href="#">Filter Designer</a> article for additional information.	

Field	Description	Image <i>Click to enlarge</i>
<b>Output Options</b>		
<b>Report Processing</b>	Choose when to generate the report. The options are <b>Generate Now</b> or <b>Submit to Batch Queue</b> .  Additional <b>Queue Options</b> display when Submit to Batch Queue is selected. Submit to Batch Queue is useful when generating reports for several calendars or larger amounts of reported data. When selected, users can view report generation progress in the Batch Queue Results section. See the <a href="#">Batch Queue</a> article for more information.	
<b>Format Type</b>	Determines in which format the report is generated. Options are: <ul style="list-style-type: none"> <li>• CSV (State Format)</li> <li>• Fixed Width</li> <li>• Tab Separated</li> <li>• HTML</li> </ul>	

## Generate Report

1. Mark the checkbox next to each **School** and/or **Calendar** you want to include in the report. Marking a school year or school automatically marks all calendars within that expanded folder.
2. Select the **File Submission Type** from the dropdown.
3. Optional: select an **Ad Hoc Filter** to narrow report results.
4. Select when to generate the report. Options are **Generate Now** or **Submit to Batch Queue**.
5. When Submit to Batch Queue is selected, enter additional **Queue Options**, including **High Priority**, and/or **Keep Until Delete**, and the **Queue Start Date and Time**.
6. Select the **CSV (State Format)** option when generating a report submitted to the state or the **Fixed Width, Tab Separated, or HTML** option when auditing data.
7. Click **Generate**.

## Report Population, Logic, and Layout

Click the [Summer EBT \(April 2026\)](#)  PDF link for report population, logic, and layout details.