



Richard Woods, Georgia's School Superintendent
"Educating Georgia's Future"

FREE and REDUCED-PRICE MEAL - Data Entry Instructions

1. Once you have logged into the MyGaDOE portal, navigate to the *Data Collections* button and select **Free and Reduced Meals**. If you do not have the *Data Collections* menu button, select **Free and Reduced Meals** from the list of available application buttons. If you need any assistance adding the FRL application to your list of authorized applications, please put in a dticket.
2. Click on FRL002 **Data Entry**. **If you do not offer Free and Reduced Meals, please enter Zeros and Sign Off**
3. In the Special Provision Status column - next to the school, indicate the special provision status for the school. Available options are 'None' (default), 'CEP', **Provision II Both, or Provision II Breakfast**. If the school does not have a special provision, leave the default set to 'None'.
4. Enter the number of Pre-K students **directly certified**. Press the tab key.
5. Enter the number of Pre-K students **eligible** for Free Meals at the school. Press the tab key.
6. Enter the number of Pre-K students **eligible** for Reduced-Price Meals at the school. Press the tab key.
7. Enter the number of students (KK-12) **directly certified**. Press the tab key.
8. Enter the number of students (KK-12) **eligible** for Free Meals at the school. Press the tab key.
9. Enter the number of students (KK-12) **eligible** for Reduced-Price Meals at the school. Press the tab key.
10. Repeat steps 4 - 9 above for each school that is listed.
11. At the bottom of screen, you will see either **NEXT** (for large districts) or **SAVE** (for small districts). Click **NEXT** to navigate to the next page. Each time you click **NEXT**, the data on the previous page is saved. Continue entering data until there is a **SAVE** button at the bottom of the screen. Click **SAVE** to save the data/information entered.
12. If you need to change the information you entered, go to the box that has the incorrect information and click one time. Enter the new numbers. Scroll to the bottom of the page and click on **NEXT** or **SAVE**. Click on **BACK** until you are at FRL002 (Data Entry). Click one time and the new information will be saved.
13. Once all the data/information is entered for every school listed, click on **FRL003 WARNINGS & COMMENTS**. If you have any warnings, enter a comment/explanation for the warning in the comment box. The comment should provide sufficient detail related to receiving the warning. Go

to the bottom and click **SAVE**. You will receive a message indicating the comments have been saved.

14. Once you have finished entering the districts data and comments, print report *FRL001 ELIGIBILITY REPORT*. Review this report carefully to make sure the data/information is correct then Signoff.