



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

September 19, 2018

MEMORANDUM

TO: School Nutrition Directors, Supervisors and Coordinators

FROM: Nancy Rice, M.Ed., RD, LD, SNS *KCP*
State Director, School Nutrition Division

SUBJECT: FRL001 Report and October DE107 for Non-Provision Programs

FRL001 Report

Your FTE coordinator will soon be reporting school enrollment for PreK-12 in your system for FTE purposes on the FRL001 Report. According to state law, this data is based on the students in your system on the first Tuesday in October, which will be October 2 of this year. You should receive an email in November from the Georgia Department of Education informing you of the availability of the data transmission reporting site, which is the FRL001 Report, for free and reduced eligibility status. You will report the eligibility status of those students as of October 31 (the last school day of the month) that your FTE coordinator reported as enrolled. For example, Jane Doe was enrolled on October 3 and her eligibility status at that time was paid. However, a new application was submitted after October 3, but prior to October 31, that would change her status to free. You should report her status as a free eligible.

The collection of FTE enrollment and eligibility data on two different dates sometimes contributes to more than 100% of students being reported. If this happens to be the case in your system, the data will be rounded down to 99%. Prior to transmitting your October 31 free and reduced eligibility data, please verify that your total eligibles do not exceed the enrollment reported for the system.

Additionally, the FRL001 Report also has columns to report the number of Directly Certified students for Pre-K and grades KK-12 as of October 31, 2018. Please note the number of Directly Certified students does not automatically add to the total number of free and reduced students on the report. The number of directly certified students should be included in the number of free students reported for each school.

Lastly, in the Special Provision Status column, select None for any school not participating in CEP or Special Provision II lunch. If a school participates in Special Provision II for breakfast only please select Provision II Breakfast.

October DE107

On the October DE107, data must be entered for the School Nutrition Program in three additional text fields to report the following:

- the highest number of free and reduced eligibles during the month of October
- the number of free and reduced eligibles on October 31
- the enrollment on October 31

This data that you report on the DE107 will include Head Start students, GED students, adult Even Start and others that may not be included in the FTE count. If you serve Head Start as contracted meals, not reimbursable meals, do not include those students on the DE107 (not in enrollment or eligibles).

As always, if you have questions, please contact your school nutrition area consultant.