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*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 *KCR*  
State Director, School Nutrition Division *NR*

**SUBJECT:** FRL001 Report and October DE107 for Provision II Breakfast and Lunch 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

Systems participating in Special Provision II for lunch are to follow these instructions for the current year for determining the number of eligibles to be reported for FTE purposes on the FRL001 Report and on the October DE107.

The enrollment increase or decrease since the base year is divided by the enrollment for the base year to determine the percentage of change. Example: If base year enrollment was 800 and enrollment is now 1,000, you take the difference which is 200 and divide it by the base year enrollment which is 800; therefore,  $200 \div 800 = .25$  or 25%. Apply the percentage of change to the free, reduced and paid eligible counts from the base year to determine the number of eligibles for the current year. Example: If 500 students were eligible for free meals in the base year,  $500 \times .25 = 125$ .  $500 + 125 = 625$ , so there are 625 free eligibles in the current year. Make sure the total of the three categories (free, reduced and paid) does not exceed the enrollment.

We have attached two spreadsheet-based calculators that may be useful. The "FTE Eligibility Calculator Non-base Year" will assist in calculating the eligibles that should be reported for FTE purposes, based on enrollment and eligibility data from the base year. To use the calculator, fill in the blue shaded area. The rest of the fields are calculated fields that are locked.

The other attached calculator, "Monthly Eligibility Calculator Non-base Year" may be used for determining the eligibles on the DE107 each month. To use this calculator, enter data in the orange shaded areas.

To save the Eligibility Calculators to your computer, in the "save as type" area on the EXCEL save screen, select the "template.xlsx" option, then choose where you want to save it. Saving the original as a template will allow you to open it, use it, and save it under another name without overwriting the original. The calculators should only be used for systems and or schools that are participating in Special Provision II for lunch and are not in a base year.

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.

Lastly, please select Provision II in the Special Provision Status column for all schools participating in Special Provision II for lunch.

#### **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 Enrollment. 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.