

Free and Reduced Lunch Data Collection Data Entry Instructions



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

FREE and REDUCED Lunch Data Collection

The Free and Reduced Lunch Data Collection (FRL) is a required data collection for all state-funded local educational agencies (LEAs). The FRL data reported is used as an economic indicator for the students in an LEA. Many of the programs and services provided annually by the LEA to students are funded according to free and reduced eligibility data reported by the local School Nutrition Program (SNP). Programs such as the e-rate program, the Stafford teacher loan cancelation program, the CCRPI economically disadvantaged sub-group, and many Federal Programs (like Title I) are also dependent on the percentage of students in a school who are eligible for a free or reduced-price meal.

The e-rate program provides discounts to assist schools with high rates of economically disadvantaged students to obtain affordable telecommunications and internet access. Under the Stafford Teacher Loan Forgiveness Program, if a teacher teaches full-time for five complete and consecutive academic years in a school with high rates of economically disadvantaged students, and meet other qualifications, they may be eligible for forgiveness of Federally supported student loans. Title I is a program to distribute funding to schools and school districts with a high percentage of students from low-income families, with the intention to create programs that will serve economically disadvantaged students.

All districts, even virtual school districts and those without a school lunch program, must submit data in the Free and Reduced Lunch Data Collection. It is the SNP's responsibility to report the data accurately and within the required timeframe.

Data Entry Instructions in FRL001 for Schools without a CEP or Provision II Status

There are three sets of instructions below: Instructions for entering data for school with no school-wide lunch program, instructions for entering data for a CEP school (Community Eligibility Provision of the National School Lunch Act), and instructions for entering data for a Provision II school.

Entering Data for a School without a CEP or Provision II Program

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.

Entering Data for CEP Schools in FRL001 Report for a Non-Base Year

According to state law, the Free and Reduced Meal count data is based on the number of students enrolled in a school system on the first Tuesday in October. Many of the programs and services provided annually by the LEA to students are funded according to free and reduced eligibility data reported by the local School Nutrition Program (SNP). It is the SNP's responsibility to report the data accurately and within the required timeframe.

The free and reduced eligibility data will be recorded on Data Collection's FRL001 Eligibility Report. The report is located within the GaDOE Portal. Transmission of eligibility data begins on the first Tuesday in November. Final transmission and sign off is two weeks later. The sign off does not require Superintendent approval. Therefore, it is critical the eligibility data submitted by SNP is accurate and complete.

To ensure accuracy in reporting of eligibility data, follow these steps for all CEP schools.

1. Select "CEP" in the **Special Provision Status** column for CEP schools or programs listed on the FRL001 Eligibility Report.
2. Enter the number of directly certified students in Pre-K as of the last school day in October in the **Pre-K Direct Certification** column.
3. Enter the number of directly certified students in grades KK-12 as of the last school day in October in the **KK-12 Direct Certification** column.
4. Calculate the number of free eligible students for Pre-K using the following formula:
 - Pre-K Enrollment on FRL Report x Free Claiming Percentage = Number of Pre-K Free Eligibles
 - Enter this number in the **Pre-K Free** column.
5. Calculate the number of free eligible students for KK-12 using the following formula:
 - KK-12 Enrollment on FRL Report x Free Claiming Percentage = Number of KK-12 Free Eligibles
 - Enter this number in the **KK-12 Free** column.
6. There will be no reduced eligible students to report. Enter zero (0) in the **Pre-K Reduced** column and **KK-12 Reduced** column for all CEP schools.
7. Submit the FRL001 Eligibility Report after data is checked for accuracy.

Entering Data for Provision II Schools in FRL001 Report for a Non-Base Year

According to state law, the Free and Reduced Meal count data is based on the number of students enrolled in a school system on the first Tuesday in October. Many of the programs and services provided annually by the LEA to students are funded according to free and reduced eligibility data reported by the local School Nutrition Program (SNP). It is the SNP's responsibility to report the data accurately and within the required timeframe.

The free and reduced eligibility data will be recorded on Data Collection's FRL001 Eligibility Report. The report is located within the GaDOE Portal. Transmission of eligibility data begins on the first Tuesday in November. Final transmission and sign off must be completed two weeks later. The sign off does not require Superintendent approval. Therefore, it is critical the eligibility data submitted by SNP is accurate and complete.

Systems participating in Non-Base Year Special Provision II Lunch should follow the steps below to calculate the number of free and reduced eligible students to report on the FRL001 Eligibility Report and the October DE107.

1. Select "Provision II Both" in the **Special Provision Status** column for all schools participating in a Non-Base Year.
2. Enter the number of directly certified students in Pre-K as of the last school day in October in the **Pre-K Direct Certification** column.
3. Enter the number of directly certified students in grades KK-12 as of the last school day in October in the **KK-12 Direct Certification** column.
4. Use the "Non-Base Year FTE Eligibility Calculator" (posted on the Data Collections, Free and Reduced Price Meal Eligibility webpage) to assist in calculating the number of free and reduced eligibles for Pre-K, based on enrollment and eligibility data from the base year. Enter the numbers in the **Pre-K Free** and **Pre-K Reduced** columns for each school.
5. Use the "Non-Base Year FTE Eligibility Calculator" to assist in calculating the number of free and reduced eligibles for KK-12, based on enrollment and eligibility data from the base year. Enter the number in the **KK-12 Free** and **KK-12 Reduced** columns for each school.
6. Submit the FRL001 Eligibility Report after data is checked for accuracy.

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.

If you have questions, please contact your School Nutrition Area Consultant.