



## Memorandum

**To:** School Nutrition Directors, Coordinators, and Manager Supervisors  
**From:** Dr. Linette Dodson, Ph.D. RD LD SNS FAND  
State Director School Nutrition Division  
**Date:** September 22, 2022  
**Subject:** FRL001 Eligibility Report & October DE107 Instructions for CEP Schools

### FRL001 Report

Local Education Agencies (LEAs) will soon be reporting school enrollment for grades PreK-12 to the State agency for Full-Time Equivalent (FTE) purposes. According to state law, the data is based on the number of students enrolled in the school system on the first Tuesday in October. This year the first Tuesday is October 4, 2022. 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 Georgia Department of Education (GaDOE) portal. The transmission of eligibility data begins on November 1, 2022. Final transmission and sign-off must be completed by November 17, 2022. The sign-off does not require Superintendent approval. Therefore, it is critical that the eligibility data submitted by SNP is accurate and complete.

To ensure accuracy in reporting 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 October 31, 2022, in the **Pre-K Direct Certification** column.
3. Enter the number of directly certified students in grades KK-12 as of October 31, 2022, in the **KK-12 Direct Certification** column.

4. Calculate the number of free eligibles for Pre-K using the formula:
  - $\text{Pre-K Free Eligibles} = \text{Pre-K Enrollment on FRL Report} \times \text{Free Claiming Percentage}$
  - Enter this number in the **Pre-K Free** column.
5. Calculate the number of free eligibles for KK-12 using the formula:
  - $\text{KK-12 Free Eligibles} = \text{KK-12 Enrollment on FRL Report} \times \text{Free Claiming Percentage}$
  - Enter this number in the **KK-12 Free** column.
6. There will be no reduced eligibles to report. Enter zero (0) in the **Pre-K Reduced** and **KK-12 Reduced** columns for all CEP schools.
7. Verify the data entered for each school is accurate.
8. Submit the FRL001 Eligibility Report on or before November 17, 2022.

### **October DE107**

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

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

The Highest Number of Free Eligibles in October = Highest Number of Enrolled Students in October x Free Claiming Percentage

The Number of Free Eligibles on October 31 = October 31 Enrollment x Free Claiming Percentage

The data reported on the DE107 must include all students with access to school meals, such as Head Start students, General Education Diploma (GED) students, Adult Even Start, and others that may not be included in the FTE Enrollment.

Do not include students receiving meals as contracted services in the enrollment or number of eligibles on the DE107.

If you have questions, please contact your Area Consultant.