



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 21, 2022
Subject: FRL001 Eligibility Report & October DE107 Instructions for
Non-Provision 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 enrollment data reported by the school system on October 4 is recorded on Data Collection's FRL001 Eligibility Report. The report is located within the Georgia Department of Education (GaDOE) portal. The SNP should report the eligibility status of those students as of October 31, 2022, that the LEA reported as enrolled.

For example, Jane Doe was enrolled on October 4 and her eligibility status at that time was paid. However, a new application was submitted after October 4, but prior to October 31, which changed her status to free. Therefore, her eligibility status should be reported as 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.

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, please follow these steps for all non-Provision schools.

1. Select “None” in the **Special Provision Status** column for schools **NOT** participating in a Provision Program.
2. Select “Provision II Breakfast” in the **Special Provision Status** column for schools participating only in Special Provision II for breakfast.
3. Enter the number of directly certified students in Pre-K as of October 31, 2022, in the **Pre-K Direct Certification** column. *
4. Enter the number of directly certified students in grades KK-12 as of October 31, 2022, in the **KK-12 Direct Certification** column. *
5. Enter the number of Pre-K free eligibles and Pre-K reduced eligibles as of October 31, 2022, in the **Pre-K Free** and **Pre-K Reduced** columns.
6. Enter the number of KK-12 free eligibles and KK-12 reduced eligibles as of October 31, 2022, in the **KK-12 Free** and **KK-12 Reduced** columns.
7. Verify the data entered for each school is accurate.
8. Submit the FRL001 Eligibility Report on or before November 17, 2022.

* The number of directly certified students does not automatically add to the total number of free and reduced students reported. The number of directly certified students should be included in the number of free students reported for each school.

October DE107

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

- 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

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.