



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 Special Provision 2
Breakfast and Lunch Schools in a Non-Base Year

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 Special Provision 2 Breakfast and Lunch Schools in a Non-Base Year.

1. Select "Provision II Lunch" 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 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. Use the “Non-Base Year FTE Eligibility Calculator” to calculate 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 calculate the number of free and reduced eligibles for KK-12, based on enrollment and eligibility data from the base year. Enter the numbers in the **KK-12 Free** and **KK-12 Reduced** columns for each school.
6. Verify the data entered for each school is accurate.
7. 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 and reduced eligibles during the month of October
- the number of free and reduced eligibles on October 31
- the enrollment on October 31

Use the "Monthly Eligibility Calculator Non-Base Year" to determine the number of free and reduced eligibles to report on the DE107 each month.

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.