



Memorandum

To: School Nutrition Directors, Coordinators, and Manager Supervisors

From: Dr. Linette Dodson, Ph.D. RD LD SNS FAND *Dr. Linette Dodson*
State Director School Nutrition Division

Date: October 2, 2023

Subject: Free & Reduced Lunch (FRL) Eligibility Report & October DE107 Instructions for Provision II Breakfast and Lunch (Both) Schools in a Non-Base Year

FRL Eligibility 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 3, 2023. 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 and eligibility data will be recorded on Data Collection's FRL Report. The report is located within the Georgia Department of Education (GaDOE) portal. The transmission of eligibility data begins on **November 1, 2023**. Final transmission and sign-off must be completed by **November 16, 2023**. 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 "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*
 - Directly certified with SNAP and/or TANF in the Pre-K SNAP/TANF column
 - Directly certified with Free Medicaid in the Pre-K Free Medicaid column
 - Directly certified with Reduced Medicaid in the Pre-K Reduced Medicaid column

3. Determine the number of free and reduced students for Pre-K using the “Non-Base Year FTE Eligibility Calculator”. Enter the number of free students in the Pre-K Free column and the number of reduced students in the Pre-K Reduced column. (The eligibility calculator uses enrollment and eligibility data from the base year to determine the number of free and reduced students in a non-base year.)
4. Enter the number of directly certified students in grades KK-12 as of October 31*
 - Directly certified with SNAP and/or TANF in the KK-12 SNAP/TANF column
 - Directly certified with Free Medicaid in the KK-12 Free Medicaid column
 - Directly certified with Reduced Medicaid in the KK-12 Reduced Medicaid column
5. Determine the number of free and reduced students for KK-12 using the “Non-Base Year FTE Eligibility Calculator”. Enter the number of free students in the KK-12 Free column and the number of reduced students in the KK-12 Reduced column. (The eligibility calculator uses enrollment and eligibility data from the base year to determine the number of free and reduced students in a non-base year.)
6. Verify the data is accurate and click the Save button.
7. Return to the FRL Main Menu page.
 - If the status of the FRL Report is *Ready to Sign Off*, click the link and submit the report.
 - If the status of the FRL Report is *Warning Requiring Comments*, click *FRL004 Warnings* and enter an explanation for each warning. The report can be submitted after all explanations are approved and the status of the FRL Report is *Ready to Sign Off*.
8. Submit the FRL Eligibility Report on or before **November 16, 2023**.

* The data entered for the number of directly certified students with SNAP/TANF, Free Medicaid, and Reduced Medicaid is for the current year and should be as of October 31. The DC data entered in these fields does not impact the data entered for free and reduced.

October DE107

SNP data must be entered in three additional data fields on the October DE107

- The number of free eligible students on October 31
- the number of reduced eligible students on October 31
- the enrollment on October 31

Use the "Monthly Eligibility Calculator Non-Base Year" to determine the number of free and reduced eligible students 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, High School Equivalency 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 eligible students on the DE107.

If you have questions, please contact your Area Consultant.