



Memorandum

To: School Nutrition Directors, Coordinators, and Manager Supervisors

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

Date: October 15, 2024

Subject: Free & Reduced (FRL) Eligibility Report & October DE107 Instructions for Community Eligibility Provision (CEP) Schools

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. 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 for all CEP schools and within the required timeframe.

The LEA enrollment and SNP 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 SNP eligibility data begins on **November 1, 2024**. Final transmission and sign-off must be completed by **November 19, 2024**. 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 schools participating in CEP.

1. Select "CEP" from the dropdown in the Special Provision Status column for all schools participating in CEP.
2. Enter the number of directly certified students in Pre-K as of October 31
 - In the Pre-K SNAP/TANF Direct Certification column enter the number of Pre-K students directly certified with SNAP and/or TANF, homeless, migrant, foster without application, Head start, and extended SNAP/TANF.
 - In the Pre-K Medicaid Free column enter the number of Pre-K students directly certified as free by Medicaid and extended Medicaid free eligibles.

- In the Pre-K Medicaid Reduced column enter zero.
3. Enter the number of Pre-K free eligible students in the Pre-K Free column.
- Each school's Individual Student Percentage (ISP) from the CEP Determination Worksheet is required to calculate the number of free eligible students.
 - School's ISP x 1.6 (CEP factor) = School's Free Claiming Percentage
 - School's Free Claiming Percentage x Pre-K Enrollment Reported on FRL = Number of Free Students for Pre-K

School Name	School Number	GaDOE Only % ISP	GaDOE Only - Claiming Percentage for Free	GaDOE Only - Claiming Percentage for Paid
ACHS	103	41.25%	80.07%	19.93%
ACMS	195	51.95%	80.07%	19.93%
ACES (includes ACPS SY23)	177	61.67%	80.07%	19.93%
AES	1050	39.39%	80.07%	19.93%
FDES	5050	35.29%	80.07%	19.93%
		#DIV/0!	80.07%	19.93%
		#DIV/0!	80.07%	19.93%
		#DIV/0!	80.07%	19.93%
District Totals		50.04%	80.07%	19.93%

Individual school's ISP x 1.6 yields the individual school's free claiming percentage.

ACHS Example: $41.25\% \times 1.6 = 66.00\%$ free claiming

Free and Reduced Lunch (FRL) Data Entry									
School Name	Special Provision Status	KK-12 SNAP/TANF Direct Certification	KK-12 Medicaid Free	KK-12 Medicaid Reduced	KK-12 Enrollment	KK-12 Free	KK-12 Reduced	Total Enrollment	Total Free + Reduced
0103 Appling County High School	CEP	250	100	0	1,060	700	0	1,060	700

Free claiming percentage x Enrollment = Number of free eligible students

ACHS Example: $66.00\% \times 1060 = 700$ free eligible students

4. Enter zero in the Pre-K Reduced column.
5. Enter the number of directly certified students in grades KK-12 as of October 31
- In the KK-12 SNAP/TANF Direct Certification column enter the number of KK-12 students directly certified with SNAP and/or TANF, homeless, migrant, foster without application, Head start, and extended SNAP/TANF.

- In the KK-12 Medicaid Free column enter the number of KK-12 students directly certified as free by Medicaid and extended Medicaid free eligibles.
 - In the KK-12 Medicaid Reduced column enter zero.
6. Enter the number of KK-12 free eligible students in the KK-12 Free column.
 - Each school's Individual Student Percentage (ISP) from the CEP Determination Worksheet is required to calculate the number of free eligible students.
 - School's ISP x 1.6 (CEP factor) = School's Free Claiming Percentage
 - School's Free Claiming Percentage x KK-12 Enrollment Reported on FRL = Number of Free Students for KK-12
 - See example calculation in Step 3.
 7. Enter zero in the KK-12 Reduced column.
 8. Verify the data is accurate and click the Save button.
 9. 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.
 10. Submit the FRL Eligibility Report on or before **November 19, 2024**.

October DE107

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

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

The number of free eligibles on October 31 is calculated by multiplying the free claiming percentage by the October 31 enrollment of each CEP school. Enter the sum of each school's number of free eligibles on October 31 on the October DE107.

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 eligibles on the DE107.

If you have questions, please contact your Area Consultant.