




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: October 15, 2024

Subject: Free & Reduced Lunch (FRL) Eligibility Report and October DE107 Instructions for Non-Provision 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. 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 1, 2024. 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 1 is recorded on Data Collection's FRL Report. The report is located within the Georgia Department of Education (GaDOE) portal. The SNP should report the free and reduced status, as of October 31, 2024, for the students the LEA reported as enrolled on October 1.

For example, Jane Doe was enrolled on October 1 and had an eligibility status of paid. However, a new application was submitted after October 1, but prior to October 31, which changed the eligibility status to free. Therefore, Jane Doe's 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. In this case, the data will be rounded down to 99%. Prior to transmitting October 31 free and reduced eligibility data, please verify the total eligibles do not exceed the enrollment reported for the system.

The transmission of 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 all non-Provision schools.

1. Select “None” from the dropdown in the Special Provision Status column for schools **not** participating in a Provision Program.
2. Select “Provision II Breakfast” from the dropdown in the Special Provision Status column for schools participating only in Provision II for breakfast.
3. 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 the number of Pre-K students directly certified as reduced by Medicaid and extended Medicaid reduced eligibles.
4. Enter the total number of Pre-K free eligible students as of October 31 in the Pre-K Free column and the total number of Pre-K reduced eligible students as of October 31 in the Pre-K Reduced column.
 - The total number of Pre-K free eligibles includes Pre-K students approved as free by meal application, directly certified SNAP/TANF, directly certified as free by Medicaid, extended free eligibles, homeless, migrant, Head start, and foster without application.
 - Total number of Pre-K reduced eligibles includes Pre-K students approved as reduced by meal application, directly certified as reduced by Medicaid, and extended reduced eligibles.
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 the number of KK-12 students directly certified as reduced by Medicaid and extended Medicaid reduced eligibles.

6. Enter the total number of KK-12 free eligible students as of October 31 in the KK-12 Free column and the total number of KK-12 reduced eligible students in the KK-12 Reduced column.
 - The total number of KK-12 free eligibles includes KK-12 students approved as free by meal application, directly certified SNAP/TANF, directly certified as free by Medicaid, extended free eligibles, homeless, migrant, Head start, and foster without application.
 - Total number of KK-12 reduced eligibles includes KK-12 students approved as reduced by meal application, directly certified as reduced by Medicaid, and extended reduced eligibles.
7. Verify the data is accurate and click the Save button.
8. 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.
9. Submit the FRL Eligibility Report on or before **November 19, 2024**.

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

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.