



## 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 15, 2024

**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. 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 schools implementing Provision II for breakfast and lunch in a non-base year 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 all schools operating Provision II for breakfast and lunch in a non-base year.

1. Select "Provision II Both" from the dropdown 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
  - 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.
3. Enter the number of Pre-K free eligible students in the Pre-K Free column and the number of Pre-K reduced eligible students in the Pre-K Reduced column.
    - Use the “Non-Base Year FTE Eligibility Calculator” to determine the number of Pre-K free and reduced eligibles for each Provision II school.
    - In the eligibility calculator enter the Pre-K enrollment and number of free and reduced Pre-K students from the base year. Also, enter the current year Pre-K enrollment as reported on the FRL. The calculator will determine the number of free and reduced Pre-K eligibles to report on the FRL based on changes in enrollment from the base year to the current year.
  4. 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.
  5. Enter the number of KK-12 free eligible students in the KK-12 Free column and the number of KK-12 reduced eligible students in the KK-12 Reduced column.
    - Use the “Non-Base Year FTE Eligibility Calculator” to determine the number of KK-12 free and reduced eligibles for each Provision II school.
    - In the eligibility calculator enter the KK-12 enrollment and number of free and reduced KK-12 students from the base year. Also, enter the current year KK-12 enrollment as reported on the FRL. The calculator will determine the number of free and reduced KK-12 eligibles to report on the FRL based on changes in enrollment from the base year to the current 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 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

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.