




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 2, 2023

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. 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 "CEP" 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*
 - 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
3. **(NEW)** Determine the number of free eligible students for Pre-K using the following calculations. Please note each school's Individual Student Percentage (ISP) from the

CEP Determination Worksheet is required to calculate the number of free eligible students. Enter the number of Free eligible students in the Pre-K Free column.

- 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%

For the FRL Report, must use each school's ISP x 1.6 to determine the 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 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
5. **(NEW)** Determine the number free eligible students for KK-12 using the following the following calculations. Please note each school's Identified Student Percentage (ISP) from the CEP Determination Worksheet is required to calculate the number of free eligible students. Enter the number of free students in the KK-12 Free column.
 - 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 calculations above
6. There will be **no** reduced eligible students to report. Enter zero (0) in the Pre-K Reduced and KK-12 Reduced column for all CEP schools.
 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 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 submitted as of October 31 reporting. 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 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 eligible students on October 31 = October 31 enrollment x free claiming percentage

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.