



## 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 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 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 data reported by the school system on October 3 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, 2023, for the students the LEA reported as enrolled on October 3.

For example, Jane Doe was enrolled on October 3 and had an eligibility status of paid. However, a new application was submitted after October 3, 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 that your total eligibles do not exceed the enrollment reported for the system.

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 “None” in the Special Provision Status column for schools **not** participating in a Provision Program.
2. Select “Provision II Breakfast” 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\*
  - 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
4. Enter the number of Pre-K free eligible students as of October 31 in the Pre-K Free column and the number of Pre-K reduced eligible students as of October 31 in the Pre-K Reduced column.
5. 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
6. Enter the number of KK-12 free eligible students as of October 31 in the KK-12 Free column and the number of KK-12 reduced eligible students in the KK-12 Reduced column.
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 does not automatically add to the total number of free and reduced students. The number of directly certified students should be included in the number of free and reduced students reported for each school. Not including the number of directly

certified students in the number of free and reduced eligible students reported will result in an inaccurate free and reduced percentage for the school.

### **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.