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**Richard Woods, Georgia's School Superintendent**  
*"Educating Georgia's Future"*

September 4, 2019

**MEMORANDUM**

**TO:** School Nutrition Directors, Supervisors and Coordinators

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

**SUBJECT:** Reporting of SY 20 Free and Reduced Data for CEP Programs

**FRL001 Report**

All Local Education Agencies (LEAs) will soon be reporting school enrollment for grades PreK-12 to the state agency for FTE purposes. According to state law, the data is based on the number of students enrolled in a school system on the first Tuesday in October, which will be October 1 of this year. Many of the programs and services provided by the LEA to students are funded according to free and reduce eligibility data reported annually by the local School Food Authority (SFA). It is each SFA's responsibility to report the data accurately and within the required timeframe.

The enrollment data reported by your school system is recorded on the FRL001 Eligibility Report located within the GaDOE Portal. A notification email from Georgia Department of Education will be released in early November when the FRL001 Eligibility Report is open in the GaDOE Portal for transmission of eligibility data. It is critical that the data submitted by the SFA is accurate and complete.

To ensure accuracy in reporting of data, please follow these steps for all CEP schools in your system.

1. Select "CEP" in the Special Provision Status column for all CEP schools or programs listed on the FRL001 Report.
2. Enter the number of directly certified students in Pre-K as of October 31, 2019 in the Pre-K Direct Certification column.
3. Enter the number of directly certified students in grades KK-12 as of October 31, 2019 in the KK-12 Direct Certification column.

4. Calculate the number of free eligibles for Pre-K. Use the following formula, based on reported enrollment and free claiming percentage, for the calculation. Enter this number in the Pre-K Free column.
  - Pre-K Enrollment on FRL Report (A) x Free Claiming Percentage (B) = Number of Pre-K Free Eligibles (C)
  - $A \times B = C$
5. Calculate the number of free eligibles for KK-12. Use the following formula, based on reported enrollment and free claiming percentage, for the calculation. Enter this number in the KK-12 Free column.
  - KK-12 Enrollment on FRL Report (A) x Free Claiming Percentage (B) = Number of KK-12 Free Eligibles (C)
  - $A \times B = C$
6. There will be no reduced eligibles to report. Enter zero (0) in the Pre-K Reduced column and KK-12 Reduced column for all CEP schools.
7. Submit the FRL001 Eligibility Report once data for all schools has been entered and checked for accuracy.

#### **October DE107**

On the October DE107, data must be entered for the School Nutrition Program in three additional text fields to report the following:

- the highest number of free eligibles during the month of October
- the number of free eligibles on October 31
- the enrollment on October 31

The data that you report on the DE107 will include Head Start students, GED students, adult Even Start and others that may not be included in the FTE Enrollment. If you serve Head Start as contracted meals, not reimbursable meals, do not include those students on the DE107 (not in enrollment or eligibles).

Use the following calculation to determine the highest number of free eligibles:

- Highest Number of Enrolled Students in October (D) x by Free Claiming Percentage (B) = Highest Number of Free Eligibles in October (E).
- $D \times B = E$
- There will be no reduced eligibles to report.

Use the following calculation to determine the free eligibles on October 31:

- October 31 Enrollment (F) x Free Claiming Percentages (B) = Number of Free Eligibles on October 31 (G).
- $F \times B = G$
- There will be no reduced eligibles to report.

As always, if you have questions, please contact your school nutrition area consultant.