



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 Non-Provision 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 October 1 enrollment data reported by your school system is recorded on the FRL001 Eligibility Report located within the GaDOE Portal. You will report the eligibility status of those students, as of October 31, that your FTE coordinator reported as enrolled. For example, Jane Doe was enrolled on October 1 and her eligibility status at that time was paid. However, a new application was submitted after October 1, but prior to October 31, that would change her status to free. You should report her status as a free eligible.

The collection of FTE enrollment and eligibility data on two different dates sometimes contributes to more than 100% of students being reported. If this happens to be the case in your system, the data will be rounded down to 99%. Prior to transmitting your October 31 free and reduced eligibility data, please verify that your total eligibles do not exceed the enrollment reported for the system.

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 free and reduce eligibility data.

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

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 Special Provision II for breakfast.
3. Enter the number of directly certified students in Pre-K as of October 31, 2019 in the Pre-K Direct Certification column.
4. Enter the number of directly certified students in grades KK-12 as of October 31, 2019 in the KK-12 Direct Certification column.
5. Enter the number of Pre-K free eligibles and Pre-K reduced eligibles in the Pre-K Free and Pre-K Reduced columns.
6. Enter the number of KK-12 free eligibles and KK-12 reduced eligibles in the KK-12 Free and KK-12 Reduced columns.
7. Submit the FRL001 Eligibility Report once data for all schools has been entered and checked for accuracy.

Please note the number of directly certified students does not automatically add to the total number of free and reduced students reported. The number of directly certified students should be included in the number of free students reported for each school.

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 and reduced eligibles during the month of October
- the number of free and reduced 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 count. If you serve Head Start as contracted meals, not reimbursable meals, do not include those students on the DE107 (not in enrollment or eligibles).

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