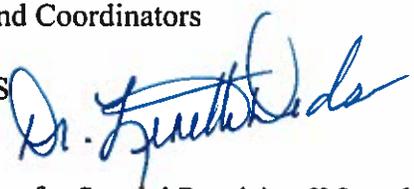


Richard Woods, Georgia's School Superintendent
"Educating Georgia's Future"

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 Special Provision II Lunch 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.

Systems participating in Non-Base Year Special Provision II for lunch are to follow these instructions for the current year for determining the number of eligibles to be reported for FTE purposes on the FRL001 Report and on the October DE107.

1. Select "Provision II Lunch" 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, 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. Use the "Non-Base Year FTE Eligibility Calculator" to assist in calculating the number of free and reduced eligibles for Pre-K, based on enrollment and eligibility data from the base year. Enter this number in the Pre-K Free and Pre-K Reduced columns.
5. Use the "Non-Base Year FTE Eligibility Calculator" to assist in calculating the number of free and reduced eligibles for KK-12, based on enrollment and eligibility data from the base year. Enter this number in the KK-12 Free and KK-12 Reduced columns for each school.
6. Submit the FRL001 Eligibility Report once data for all schools has been entered and checked for accuracy.

To save the Eligibility Calculators to your computer, in the "save as type" area on the EXCEL save screen, select the "template.xlsx" option, then choose where you want to save it. Saving the original as a template will allow you to open it, use it, and save it under another name without overwriting the original. The calculators should only be used for systems and or schools that are participating in Special Provision II for lunch and are not in a base year.

The other attached calculator, "Monthly Eligibility Calculator Non-base Year" may be used for determining the eligibles on the DE107 each month. To use this calculator, enter data in the orange shaded areas.

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

This 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).

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