



Memo

To: School Nutrition Directors, Coordinators and Manager Supervisors

From: Dr. Linette Dodson, PhD RD LD SNS FAND 
State Director School Nutrition Program

Date: September 23, 2020

Subject: FRL001 Eligibility Report & October DE107 Instructions for CEP
Schools

FRL001 Report

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. This year the first Tuesday is October 6, 2020. 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 free and reduced eligibility data will be recorded on Data Collection's FRL001 Eligibility Report. The report is located within the GaDOE Portal. Transmission of eligibility data begins on November 3, 2020. Final transmission and sign off must be completed by November 19, 2020. The sign off does not require Superintendent approval. Therefore, it is critical the eligibility data submitted by SNP is accurate and complete.

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

1. Select "CEP" in the **Special Provision Status** column for CEP schools or programs listed on the FRL001 Eligibility Report.
2. Enter the number of directly certified students in Pre-K as of October 31, 2020 in the **Pre-K Direct Certification** column.

3. Enter the number of directly certified students in grades KK-12 as of October 31, 2020 in the **KK-12 Direct Certification** column.
4. Calculate the number of free eligibles for Pre-K using the following formula:
 - Pre-K Enrollment on FRL Report x Free Claiming Percentage = Number of Pre-K Free Eligibles
 - Enter this number in the **Pre-K Free** column.
5. Calculate the number of free eligibles for KK-12 using the following formula:
 - KK-12 Enrollment on FRL Report x Free Claiming Percentage = Number of KK-12 Free Eligibles
 - Enter this number in the **KK-12 Free** column.
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 after data is checked for accuracy.

October DE107

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

- 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 reported on the DE107 will include Head Start students, GED 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.

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

- Highest Number of Enrolled Students in October x Free Claiming Percentage = Highest Number of Free Eligibles in October
- There will be no reduced eligibles to report.

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

- October 31 Enrollment x Free Claiming Percentages = Number of Free Eligibles on October 31
- There will be no reduced eligibles to report.

If you have questions, please contact your Area Consultant.