



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 Provision
2 Breakfast and Lunch Schools in a Non-Base Year

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.

Systems participating in Non-Base Year Special Provision II Lunch should follow the steps below to calculate the number of free and reduced eligibles to report on the FRL001 Eligibility Report and 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 30, 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. 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 the numbers in the **Pre-K Free** and **Pre-K Reduced** columns for each school.
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 the numbers in the **KK-12 Free** and **KK-12 Reduced** columns for each school.
6. Submit the FRL001 Eligibility Report after data is 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.xltx" 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:

- 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 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.

If you have questions, please contact your Area Consultant.