

NYSED Guidelines for Fact Extract for Food Service Vendors

NYSED is using the SIRS (Student Information Repository System) as the official source of district and public school Free and Reduced Priced Lunch data for the purpose of allocating State Aid to districts, for other analyses, for use in Report cards and other public reports¹.

Districts across NYS must provide individual student data records to SIRS with start and end dates of ²eligibility for all students who were eligible to receive Free/Reduced Lunch during the school year. Of critical importance is the start and end dates that span BEDS Day. BEDS Day is the first Wednesday in October.

If students were eligible for Free/Reduced priced lunch in the prior year their eligibility carries over for 30 operating days into the new school year or until a new eligibility determination is made, whichever comes first. The new eligibility determination, either approved or denied, supersedes the carryover eligibility.

Please refer to the excerpts below from the SIRS Manual:

Link to SIRS Manual: <http://www.p12.nysed.gov/irs/sirs/>

“Each academic year, every Program Service Code applicable to a student must be recorded and must also have a Program Service Entry Date. Program Services that were not exited in the previous academic year should be recorded with a July 1 entry date. Program Services that end during the academic year also require a Program Service Exit Date.”

“Carryover of previous year’s free or reduced price lunch eligibility is for up to 30 operating days into the current school year or until a new eligibility determination has been made, whichever is first. If a new eligibility determination for the current school year has not been made by BEDS day and a student is within the 30- day carryover period, the student should be reported as qualifying for either free or reduced-price lunch.”

“Students who have met the eligibility requirements for the **federal Free Lunch Program** must be reported with *Program Service Code 5817: Free Lunch Program*. Students who have met the eligibility requirements for the **federal Free Breakfast Program and/or the federal Free Milk Program** must also be reported with *Program Service Code 5817: Free Lunch Program*.

“Students who have met the eligibility requirements for the **federal Reduced-Price Lunch Program** must be reported with *Program Service Code 5806: Reduced-Price Lunch Program*. Students who have met the eligibility requirements for the **federal Reduced-Price Breakfast Program** must also be reported with *Program Service Code 5806: Reduced-Price Lunch Program*. Include students whose participation is as a result of the 30-day carryover provision.”

For districts participating in the **Community Eligibility Provision (CEP)**, actual current eligibility determinations must be made for BEDS reporting purposes. This can be done by conducting the Direct Certification Matching Process (DCMP) with Child Nutrition Program SNAP and Medicaid data along with the collection of family income from an alternate eligibility form. NOTE: Districts may not report that all students in a CEP site are free solely because they are attending a CEP participating school. If you have previous year eligibility determinations for students in schools participating in CEP, you may use that eligibility during the 30-day carryover period for BEDS reporting.”

¹ Official FRPL counts for Charter Schools will be taken from BEDS online for use in Report Cards and other public reporting.

² For State Reporting purposes, Free/ Reduced Price Lunch Programs Fact records should extract based on a student’s *eligibility* for Free or Reduced priced lunch (either by Direct Certification, categorical eligibility, income verification or carryover) not based on whether the student uses their Free/Reduced lunch benefit.

Programs Fact Extract Guidelines:

Link to SIRS Extracts: <http://www.p12.nysed.gov/irs/vendors/templates.html>

Each time a Programs Fact extract is run, students eligible for free lunch or reduced price lunch (according to the definitions in the SIRS Manual) at any time during the school year, should be included in the Programs Fact extract file. Extracts must include start and end dates of eligibility. Even students who were not enrolled for the entire school year must be included if they were enrolled and eligible to receive either a free or reduced price lunch on BEDS Day. Eligibility dates should not be overwritten by subsequent Direct Certification or Medicaid imports from NYS that continue current year eligibility. Extracts must include at least one eligibility type.

For Students eligible because of the 30-day carryover window: the 5817- Free lunch/ or 5806- Reduced Price Lunch-program service record should extract with a start date on or before the beginning of school, end date should be determined as follows:

If the student is determined to be *eligible*, there should be no end date.

If the student is determined to be *ineligible*, the end date of the record should be the date the student was determined to be ineligible.

For newly determined Free/Reduced Price Lunch Eligible Students:

The 5817- Free lunch/ or 5806- Reduced Price Lunch- program service records should extract with a start date of the initial current year eligibility decision.

For Students who have had a change in eligibility status (i.e., Free Lunch to Reduced Priced Lunch):

The program service end date on the initial eligibility record and program service start date on the subsequent eligibility record *must not* overlap and cannot be the same date.

***Please note:**

- Students who were eligible because of the 30-day carryover window or were newly determined eligible in the current year and **have subsequently left the district** should continue to have their 5817- Free Lunch / or 5806 – Reduced Price Lunch program service record extracted.
- Districts need to have the ability to change a student’s program eligibility start and/or end date retroactively and have those modified records be included in their Programs Fact extract.
- Free/Reduced Priced Program service eligibility start or end dates cannot be future dates.
- In the event that a parent declines FRPL benefits after being directly certified (DCMP), their child’s 5817- Free Lunch Programs Fact record should remain open and continue to extract.
- When one child in a household has free meal benefits through Direct Certification (DCMP) all children verified living in that household must be certified for free meal benefits as well. Additional Eligibility guidelines are posted at [http://portal.nysed.gov/portal/page/pref/CNKC/Eligibility_pp/Additional%20Eligibility-Verification%20Information%20\(10-13\).pdf](http://portal.nysed.gov/portal/page/pref/CNKC/Eligibility_pp/Additional%20Eligibility-Verification%20Information%20(10-13).pdf)

- For students who are within the 10-day loss of benefit grace period, their program service record should be ended at the time the students are determined to be no longer eligible for a free or reduced price lunch (at the beginning of the grace period).
- A student that has a program service record for either free or reduced priced lunch that encompasses BEDS day, and subsequently is identified via DCMP, must not have previous eligibility records overwritten with the Direct Certification program records. The initial dates of eligibility must be preserved.
- Similar to the situation above, if a student is in the 30-day carry-over window and submits a new application for eligibility, the new application eligibility date should not overwrite the original 30-day carry-over start date/record. Again, for accountability and reporting purposes, it is important to maintain the history on these students, and not to overwrite one date with another.
- Districts must have the flexibility to continue to review, update and extract FRPL records until the reporting deadline has passed at the end of August and districts are required to certify their data.
- Every student reported as qualifying for either a free or reduced-price lunch must also be reported with an eligibility type code (see Free and Reduced -Price Lunch Eligibility types in Chapter 5 of the SIRS Manual). FRPL eligibility type codes should be re-evaluated at the beginning of each school year. Eligibility type codes that may have applied in the prior year and are no longer applicable should be removed for the current year.

FRPL Eligibility Type Reporting: FAQ's

1. Q. District has received a paper application that includes a valid FDPIR, SNAP or TANF case number. What eligibility type should be reported?
A. Eligibility type=APPLICATION
2. Q. District has received a paper application that indicates a child is foster. What eligibility type should be reported?
A. Eligibility type=FOSTER
3. Q. A school official completes an application on behalf of a child (Administrative Prerogative), what eligibility type is reported?
A. Eligibility type=APPLICATION
4. Q. Can records with CARRYOVER eligibility have a start date after October 31?
A. CARRYOVER eligibility is for the first 30 days of the school year or until a new eligibility determination is made, whichever occurs first. CARRYOVER is also available to students who transfer from a CEP participating to a non-CEP school during the school year.
5. Q. If a student has a DCMP eligibility from the previous school year that is carried into the beginning of the current school year before a new eligibility has been determined, would the program fact record include two eligibility types: DCMP and CARRYOVER?
A. No, DCMP is the only eligibility that should be reported. CARRYOVER is reported when prior year eligibility type is not known.
6. Q. What eligibility type should be used for incoming (i.e. kindergarteners) or existing students residing in the same household as a student with CARRYOVER status?
A. Eligibility type = CARRYOVER
7. Q: Which FRPL eligibility code applies to students in residential settings in Special Act school districts?
A: DCMP-Direct Certification Matching Process
8. Q: If a district conducts multiple direct certification downloads during the school year using the new state match system, should eligibility reflect DCMP multiple times?
A: No. As long as a student remains on the direct certification match list, DCMP should appear as eligibility type only once.
9. Q: If a student was receiving free lunch due to CARRYOVER for the first 30 days, then was in paid lunch status because the district didn't receive a completed application from the parents, should the records show a gap during the period the student was in paid lunch status?

A: Yes. The records should show the gap when the student was in paid status. The free lunch CARRYOVER record must end after the 30 day period. A new program service record should be opened when the FRPL application is approved. The new program service start date should be the date the district received the completed application.

FRPL Eligibility Type Reporting Examples

Reporting Rules:

- FRPL program service record (5817 FREE, 5806 REDUCED) requires at least one Eligibility Type Code for 18-19.
- Once a student is reported as DCMP, no additional eligibility types are needed
- If a student is CARRYOVER, after the 30-day period, report only one non-CARRYOVER eligibility unless DCMP. Always report DCMP.

Example 1: Student begins the year with CARRYOVER. After the carryover period has ended (10/31), a new eligibility determination is made-DCMP. A new record is loaded on 11/1, with the same start date and additional eligibility of DCMP.

Date Submitted to SIRS		FRPL Code	Start Date	End Date	Eligibility Code
9/15/18	Student ID 12345678	5817 (FREE)	9/5/18	*	CARRYOVER
11/1/18	Student ID 12345678	5817 (FREE)	9/5/18		CARRYOVER DCMP

*Do not end the program service when a new eligibility is added.

Example 2: Student begins the year with CARRYOVER. During the 30-day carryover period (ending on 10/31), the student is determined to be no longer eligible as of 10/1. End program service on 10/1.

Date Submitted to SIRS		FRPL Code	Start Date	End Date	Eligibility Code
9/15/18	Student ID 12345678	5817 (FREE)	9/5/18		CARRYOVER
10/1/18	Student ID 12345678	5817 (FREE)	9/5/17	10/1/18	CARRYOVER

In Example 1, the student is FRPL on BEDS Day. In Example 2, the student is not FRPL on BEDS Day.