How to Complete the Low-Income Report

Child Nutrition Programs FY2024

OKLAHOMA Education

Access to Low-Income Report

- The district will need to submit the October Claim as soon as possible

- Once the October Claim has been **SAVED, CERTIFIED, & SUBMITTED** the district will have access to the Low-Income Report

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October Claim

- Free/Reduced Eligible Students must be currently enrolled

- Must have access to at least one meal

- Number of enrolled students on site

- True Virtual cannot be in the low-income report

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Forms Used for the Low-Income Report

- The Child Nutrition Free and Reduced-priced applications (FSIA) distributed to parents

- The Direct Certification list including FDPIR from a tribe

- Homeless, Migrant, Runaway list

- All other children would be considered Paid

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Economically Disadvantage Forms

- If a district has one or more sites on a Provision or CEP, the district should have collected the Economically Disadvantaged Form (EDF) from their students that are not Directly Certified.

- **Economically Disadvantaged Student Forms are NOT Child Nutrition Forms and are NOT included in or reported through Child Nutrition**

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Low-Income Report

Due Date: December 5, 2023

Page C-37

OKLAHOMA Education

CARS: Low-Income Report

Seamless Summer Option	🔒	✓	☑	☑ 2 of 2	☑ 2 of 2
Fresh Fruit and Vegetable Profile	●	✓	☐	☐ 0 of 0	☐ 0 of 0
Site Applications	🔒	✓	☑	☑ 3 of 3	☑ 3 of 3
Renewal Agreement	🔒	✓	☑	☑ 6/25/2020	☑ 8/25/2020
Health/Food Safety Inspection Report	🔒	✓	☑	☑ 6/25/2020	☑ 8/20/2020
New Meal Pattern Certification	🔒	✓	☑	☑ 6/18/2020	☑ 6/18/2020
New Meal Pattern Documents	🔒	✓	☑	☑ 6/18/2020	☑ 6/18/2020
Low Income Report - On Site Students	●	✓	☐	☐	☐
Verification Summary Report	●	✓	☐	☐	☐
USDA PLE Review	●				
Equipment Assistance Grant (0)	●	✓	☐	☐ 0 of 3	☐ 0 of 3

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Low-Income Report Instructions-Site Information

- Include all accredited site on the report

- When entering the information on the Low-Income Report, verify that the site numbers and names are correct

- Contact 405-521-3327 if there are any discrepancies

- If OPENING a site, please contact the Accreditation Section at 405-521-3333 before adding the new site to this form

Page C-37 & 38

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Low-Income Report Data

- ***Enrollment*** Number as of **October 1ˢᵗ**
  - **Column 3** *(Ages 5-17 only)*

- ***Highest*** Eligibles as of **October 31ˢᵗ**
  - **Column 4, 5, 6 of the Low-Income Report**
  - Numbers come adding columns 6 and 10 from the Edit Check
  - (Total: column 7 matches the claim)

Page C-37

OKLAHOMA Education

Low-Income Report for Normal Count & Claiming Sites

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Inside the Low-Income Report

1. Site	2. Grade	3. Total		4. Under 5 years	5. 5 to 17 years	6. 18 and Over	Totals	
-- Select One --	Low: NA High: NA		Free: Reduced:					Insert

Low Income information currently not available for this School Food Authority.

Certify Form | CNP Approve | CNP Unapprove | Print Form

Home Page | SFA | Checklist

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The Low-Income Report

Column 1 - Site: Site Name (Site Code)

Column 2 - Grade (Low to High): You will enter the lowest grade (Low) and the highest grade (High) that is included at this site)

Column 3 - Total Enrollment Ages 5-17: Enrollment of **ALL** students at this site, ages 5-17 as of the month of Octobe

Page C-38

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The Low-Income Report (cont.)

Column 4 - Site Enrollment Ages 4 and Under:
Enter number of enrolled students, 4 years of age and younger, who are eligible for free and reduced-price meals.

Column 5 - Site Enrollment Ages 5 through 17:
Enter number of enrollment student, 5 to 17 years of age, who are eligible for free and reduced-price meals.

Column 6 - Site Enrollment Ages 18 and Over:
Enter number of enrollment students, 18 years of age and older, who are eligible for free and reduced-price meals.

Page C-38

13

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Common Questions

- Full virtual children cannot be included in enrollment or eligibles

- 3-year-olds not enrolled in a school district unless they have a 504 or IEP, therefore, they cannot be included on the low-income report

- A child that turns 5 in the month of October or a student who turns 18 in the month of October *CAN* be counted in the 5-17 count

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Low-Income Report & October Claim

- The October claim **eligibles *MUST*** match your total FREE & REDUCED on the **low-income report**. If it does not match, the district must revise the eligibles on the October claim

- ***Totals in Columns 7 must match the claim***

Note: A district paid based on number of meals served not on eligibles so it will not affect your claim amount

OKLAHOMA Education

Provision 2 & 3 Schools

Provision/CEP – Percentages

- The district will use their percentages from the *Current Year* checklist in the application and agreement to figure the number used in the low-income report

- Those percentages will be applied to the eligibles in the for FREE & REDUCED columns in the low-income report

Page C-40

OKLAHOMA Education

Provision 2 and Provision 3

CEP Current Year Information	●	✓
CEP Site Applications	●	✓
Provision 2	🔒	✓
Provision 3	●	✓
Seamless Summer Option	🔒	✓
Fresh Fruit and Vegetable Profile	●	✓

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Provision Checklist

Provision Two Application

Instructions Displayed (click to hide)

1. **Add Site(s)**: Select the site from the drop down list in the blue footer of the site list and then click the "Save" link button. Repeat this step for each site participating in Provision 2.
2. **View Details**: Click the "View Details" link in the row with your site name. If this is a new site, then you will be asked to choose the base year. Either select an existing base year for this site or select "New Base Year" if you will be entering new base year information for this site.
3. **New Base Year**: If entering a new base year, you must enter all of the required information for this particular site for the base year. These figures will be used for all subsequent calculations so please make sure that everything is correct. The Site Enrollment will be pulled from official Accreditation files and the Totals will be calculated when you click the "Save Base Year" button.
4. **Existing Base Year**: If you are continuing to use the same base year information from the year before then simply select the year from the list. All of the base year information will be pulled forward for you. Then click the "Save Base Year" button.
5. **Current Year Information**: The Current Year Information will not be displayed until after you have saved your base year information. Please enter the current year information. The Current Site Enrollment will be the same as the base year enrollment and you will not be able to change it until after October 1st.
6. **Current Site Enrollment**: You will need to enter your current site enrollment after October 1st. Once this enrollment figure is certified by your Authorized Representative and then approved by the State Department of Education Child Nutrtion office, any prior months claims (ie. August or September) will be automatically revised.
7. **Certifying the Current Site Enrollment**: Once the current year's site enrollment has been entered, the Authorized Representative will need to click the "Admin/Certify" menu heading and then click the "Certify Forms" link to certify the

		Site
View Details	Delete	
View Details	Delete	
Save		-- Select One -- ▼

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Checklist Instructions for Provision 2 & 3

1. **Add site(s):** Select the site from the dropdown list in the blue footer of the site list and then click the "Save" button

2. **View Details:** Click the "View Details" link in the row with your site name. If this is a new site, you will be asked to choose the base year. Either select an existing base year for the site or select "New Base Year" if you will be entering a new base year information for this site

OKLAHOMA Education

Checklist Instructions for Provision 2 & 3

5. **Current Year Information:** The current year information will not be displayed until after you have saved your base year information. Please enter the current year information. The Current Site Enrollment will be the same as the base year enrollment and you will not be able to change it until October 1st

Instructions for Provision 2 and 3

6. **Current Site Enrollment:** You will need to enter your current site enrollment after October 1st. Once this enrollment is certified by your Authorized Representative and then approved by the State Department of Education Child Nutrition Office, any month's prior claims (ex. August, September) will automatically be revised

Low Income Report Provision FY2024

OKLAHOMA Education

Checklist Instructions Provision 2 and 3

7. **Certifying the Current Site Enrollment:** Once the current year's site enrollment has been entered, the Authorized Representative will need to click "Certify Forms"

Note: This cannot be completed until OSDE receives October 1 enrollment data from Accreditation
   - OSDE usually receives this around mid-December

OKLAHOMA Education

Provision – Getting your Percentage

Click "**View Details**" for each site

		Site
View Details	Delete	SITE A
View Details	Delete	SITE B
Save		-- Select One -- ⌄

The district will have to calculate percentage by hand for each site participating in Provision 2 or Provision 3

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Scroll to the Bottom of Page

Current Site Enrollment: 187

Data Used: 2023

Years Left: 3

Year Reconsidered: 2026

Participating in: Breakfast and Lunch ▾

Current Year Eligibles

Month	Free	Reduced	Paid
July	0	0	187
August	164	38	0
September	104	26	57
October	102	26	59
November	106	26	55
December	100	26	61
January	100	26	61
February	95	25	67
March	93	25	69
April	94	25	68
May	92	25	70
June	0	0	187

25

Provision 2 and Provision 3 Percentages

Site Enrollment: 187

October Free: 102

 October Reduced: 26

Percentages:

- 102 / 187 = .545454 or **54.55%** Free Eligibles
- 26 / 187 = .13903 or **13.90%** Reduced Eligibles

Page C-40

OKLAHOMA Education

Provision 2 and Provision 3

To get the 5- to 17-year-old ENROLLMENT in **Column 3 example**:

Site Enrollment: 187

5-17 Enrollment: **187** minus 12 (under 5) = 175

Minus 5 (over 17) = **170**

- 170 x .5455 (54.5%) = 92.73 or 93 Free Eligibles
- 170 x .1390 (13.90%) = 23.68 or 24 Reduced Eligibles

Page C-40

OKLAHOMA Education

Provision 2 and Provision 3

The district will need to know its current 4-year-olds and-under count at the elementary site. (Numbers from previous slide)

- Apply the 54.55% to the number of 4-year-olds and-under the site currently has to get the **free eligible** count for the 4-and-under
  - 54.55% (.5455) x 12 = 6.54 or 7 Free (*use normal rounding rules*)

- Apply the 14% to the number of 4-year-olds and-under the site currently has to get the **reduced-price eligible** count for the 4-year-olds and-under
  - 13.90% (.1390) x 12 = 1.66 or 2 Reduced (*use normal rounding rules*)

Page C-40

OKLAHOMA Education

Provision 2 and Provision 3

The same formula will be used for all sites *AND* for 5-17, 4-year-olds and younger, and 18-year-olds and older

Each site will have a different percentage

Page C-40

OKLAHOMA Education

Community Eligibility Provision and the Low-Income Report

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CEP Instructions

Community Eligibility Schools need to click on "CEP Current Year Information" in CARS on the Checklist

CEP Checklist Instructions

Once the CEP Current Year Information is open. Select the school and click on **"View Details"** to find the October 1 enrollment.

	Site	Enrollment	# Directly Certified	%	x1.6	Qualified
View Details	SITE C	404	206	50.99	81.58	☑

Note: This cannot be completed until OSDE receives October 1 enrollment data from Accreditation

- We usually receive it around mid-December

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CEP Checklist Information

If the numbers are _correct_:

- Use those numbers to complete Column 3 of the Low-Income Report

- Use the **Free Eligibles** for each site

- _**DO NOT USE MEDREDUCED**_
  - _CEP schools only have Free & Paid students_
  - _Reduced = Paid_

- Sites with students with 4 and under or 18 and over

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School Data & Percentages Example

Total Enrollment: 404

Under 5: 17   **Over 17: 11**

Percentages *(with the multiplier)* –

Free: 81.58%   **Reduced: 0%**

5-17 Enrollment: 404 minus 17 (under 5) = 387 minus 11 (over 17) = **376**

5-17 Enrollment Free Eligibles: 376 x .8158 = 306.74 or 307

OKLAHOMA Education

Getting CEP Numbers

The district will need to know its current 4-year-olds and-under count at the elementary site. (Numbers from previous slide)

- Apply the 81.58% to the number of 4-year-olds and-under the site currently has to get the **free eligible** count for the 4-and-under
  - 81.58% (.8158) x 17 = 13.86 or 14 Free
  (use normal rounding rules)

Page C-40

OKLAHOMA Education

Community Provision (CEP)

To get Other ENROLLMENT in *Column 4 and Column 6 example*:

<u>Percentages</u> – **Free** 81.58%   **Reduced** 0%

4-years and under: 17 x .8158 = 13.86 or 14 Free

18-years and over: 11 x .8158 = 8.97 or 9 Free

Page C-41

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CEP Sites

The same formula will be used for all sites

Sites may have a different percentage based on if CEP was approved by site, group, or district-wide

Page C-41

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Once the Low-Income Report Completed…

Low Income Report Provision FY2024

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Low-Income Student Report – CNP Office

(NOTE: RCCIs are not required to complete this form.)

LOW-INCOME STUDENT COUNT REPORT

County/District Code: _____   District Name: _____

1. Site	2. Grade	3. Total		4. Under 5 Years	5. 5 to 17 Years	6. 18 and Over	Totals		
Happy ES (105) Y	EC 06	526	Free: Reduced:	48 0	462 0	0 0	510 0	Edit	Delete
Healthy ES (195) Y	EC 06	500	Free: Reduced:	25 0	100 0	0 0	125 0	Edit	Delete
- Select One - ∨	Low: NA ∨ High: NA ∨	[ ]	Free: Reduced:	[ ] [ ]	[ ] [ ]	[ ] [ ]	[ ] [ ]	Insert	

INSTRUCTIONS FOR SUBMISSION:

1. Once your October claim is locked, click on the Low-Income Report—On-Site Students Only (enrolled students who have access to a meal) (including on-site virtual students). Once opened, complete the information required for each accredited site under your district by clicking on the drop down box and filling in the numbers that represent your school district. Once the site information is completed, be sure to save.
2. Once the report is *SAVED* and the numbers on the report added together match your October claim for reimbursement, you will be able to certify your Low-Income Report.
3. Once the report is certified, print out a copy, sign it, and fax to 405-521-2239.

By signing this report, the superintendent is stating that the number of students counted on this report are *ONLY* students who are *CURRENTLY ENROLLED* and have access to a meal at the district during the month of *OCTOBER*. This report *MUST NOT* include any seniors who graduated last May, any students who left the district *PRIOR* to *OCTOBER 1*, or any students who do not have access to a meal service.

Superintendent's Signature _____   Date _____

Page C-39

OKLAHOMA Education

What Does the October Claim Look Like?

Number of Days In Operation [12]   Number of Children Enrolled [631]

☐ This district is claiming students who are not enrolled (i.e., visiting students, adult education students, or out-of-home placement students

☐ This district is claiming preprimary students who are not enrolled (preprimary children under the age of four).

Number of Enrolled Students On Site

Free [146]   Reduced [76]   Paid [409]

Average Daily Participation

Breakfast [87]   Lunch [292]

Note: Average Daily Participation will be automatically computed by the System.

Adult and Contract Meals

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Low-Income Report & October Claim

- The October claim **eligibles** *MUST* match your total FREE & REDUCED on the **low-income report**. If it does not match, the district must revise the eligibles on the October claim

- *Totals in Columns 7 must match the claim*

Note: A district paid based on number of meals served not on eligibles so it will not affect your claim amount

OKLAHOMA Education

E-MAILING OR FAXING THE LOW-INCOME REPORT

- Email: NSLP@sde.ok.gov or Becky.Gray@sde.ok.gov
  - The subject line needs to state: "Low-Income Report"
    - **When e-mailing, do not e-mail straight from copy machine**

- Fax: 405-521-2239
  - Attn: Becky Gray

- **The report must be signed by the Superintendent**, and must be sent to the OSDE. ***Print the Low-Income report from the CARS system.*** *Do not send the report from your software system*

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Timeline for Report and Claims

- Once you *submit your October claim*, your **Low-Income report** will unlock
  - Make sure you click on "Claim View Summary" to submit your claim

- Once your **Low-Income is approved** by OSDE, your *November claim will unlock*

- After your *November claim is submitted*, your **Verification report will unlock**

- Once your *Verification report is approved* by OSDE, your **December claim will unlock**

43

Page C-37

YOUTUBE LINK

https://youtu.be/hmksanPGocl

Low Income Report Provision FY2024

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Questions?

Thank You!

Low Income Report Provision FY2024

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