

| <b>CRITERIA AND PROCEDURE</b>  |   |
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| <b>BROAD SUBJECT: GENERAL ADMINISTRATION</b>   | <b>NO: GA-02-03</b>   |
| <b>TITLE: Changes During the School Year for Schools Participating in Special Assistance Certification and Reimbursement Provision 2</b> | <b>EFFECTIVE DATE:<br/>July 1, 2007<br/>(Revised August 14, 2009)</b> |

## **PURPOSE OF THIS CRITERIA/PROCEDURE -**

This Criteria and Procedure further interprets U.S Department of Agriculture (USDA) guidance materials regarding how to determine claiming percentages when there are changes in schools during the non-base year because schools are opened or closed, attendance area(s) are realigned, or the system wishes to change the groupings of schools participating in Special Assistance Certification and Reimbursement Alternative Provision 2.

## KEY TERMS AND DEFINITIONS -

**Attendance Area(s):** The boundaries where the school draws its student population.

**Base Year:** Last school year for which eligibility determinations were made and meal counts by type were taken. Schools shall offer reimbursable meals to all students at no charge during the Provision 2 base year except as otherwise approved. The base year must begin at the start of the school year or as otherwise approved.

**Group of Schools:** All schools which will be included under the provision—either all schools in the system or all schools in the group which the SFA has selected to operate under the provision (i.e. elementary, middle, or high schools).

**LEA:** Local Education Agency, commonly referred to as the local school system and/or local Board of Education.

**Realignment:** New groupings or new arrangements.

**Realignment of Attendance Area(s):** When a school moves its student population to another facility on a permanent basis resulting in co-mingling with other school populations

**School:** A) an educational unit of high school grade or under, recognized as part of the educational system in the State and operating under public or nonprofit private ownership in a single building or complex of buildings; B) any public or nonprofit private classes of preprimary grades when they are conducted in the aforementioned schools; or C) any public or nonprofit private residential child care institution, or distinct part of such institution, which operates principally for the care of children, and, if private, is licensed to provide residential child care services under the appropriate licensing code by the State or a subordinate level of government except for residential summer camps which participate in the Summer Food Program.

**School Approval Module:** the Georgia Department of Education (GaDOE), School Nutrition Program's (SNP) **School Nutrition** Online (**SNO**) Reporting System module which LEAs use to amend the Free and Reduced-Price Policy that includes meal counting and claiming procedures.

**SFA:** School Food Authority, the governing body responsible for the administration of one or more schools, which has the authority to operate the SNP therein. Within the public school system, the SFA is the local board of education.

**Special Assistance Certification and Reimbursement Alternatives:** Three optional alternative provisions to the normal requirements for annual determinations of eligibility for free and reduced-price school meals and daily meal counts by type (free, reduced-price and paid meals) at the point-of-service for the National School Lunch Program (NSLP) and School Breakfast Program which result in serving all children without collecting payments.

## CRITERIA AND/OR PROCEDURES -

1. LEA shall notify in writing the GaDOE SNP **prior** to the implementation of any changes when approved for Provision 2. The LEA must have compared the cost effectiveness of using a school, group or system-level percentage. The LEA must notify the area consultant of the type of group claim and include the justification for the use/composition of said group in its application for approval prior to filing the first claim in the first non-base year. For example: LEA "X" applies to use a group of all of its elementary schools.
2. All percentages will be based on **annual** percentages of the participating school, group or system during the base year.
3. The area consultant must verify the claiming percentages to be used prior to the filing of the first claim in the non-base year.
4. The LEA must declare the type of claim it wishes to use for the non-base year(s). The choices of claim type are: school-level, group-level, or system-level.
5. All claim types must receive prior approval from GaDOE SNP.
6. LEA is required to notify in writing the GaDOE SNP when a change in the attendance area of a school population is planned or when a new school is constructed, preferably before the new school year begins.
7. When there is a change from the base year, in schools operating under Provision 2, the sum of the **prior** year's meal claims by category for all schools in the group will be used to develop the new claiming percentages. A common base year may be established for the group. If all schools in the group have the same base year, that year is the base year for the group. If schools have a different base year, the LEA must contact the GaDOE for guidance.
8. If some schools are currently operating under Provision 2 and the LEA wants to add other schools to the group, the new school must establish a base year prior to joining the group. The calculation of claiming percentages and enrollment is handled the same as if combining schools currently operating under Provision 2 with different base years. The LEA should contact the School Nutrition Area Consultant for additional assistance.
9. Based on the circumstances, the GaDOE SNP may require adjusted meal claiming percentages to be developed, district-wide claiming percentages to be used, or repetition of the base year.

## **AUTHORITY – FEDERAL**

7 *CFR*, Part 245.2 (j), 245.9

*Provision 2 Guidance*, National School Lunch and School Breakfast Programs, USDA, (Summer, 2002), pp. 36-39

USDA memo:

*Policy Memorandum 245.09-08 Nutrition Requirement:*

*Special Assistance Amendment Expanding Provisions 2 & 3 District-wide* (August 24, 2004)