

## **Guidelines for 2013-14 Programs Fact extract for Food Service Vendors**

In the 2013-14 school year, NYSED is using the SIRS (Student Information Repository System) as the official source of Free and Reduced Priced Lunch data for the purpose of allocating State Aid to districts.

Districts across NYS must provide individual student data records to SIRS of all students who were eligible to receive Free/Red Lunch on Beds Day. Beds Day is the first Wednesday in October. (Oct. 2, 2013).

If students were eligible for Free/Reduced priced lunch in the prior year (2012-13) their eligibility carries over for 30 operating days into the new school year (2013-14).

Please refer to the excerpt below from the SIRS Manual v9.12:

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

“Students may be reported as qualifying for a REDUCED-PRICE lunch if they have a completed National School Lunch Program (NSLP) application and have a reported family income of 131 to 185 percent, inclusive, of the federal poverty level.

Carryover of previous year’s eligibility is for up to 30 operating days (whether meals are served or not) into the current school year or until a new eligibility determination has been made. 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*. For districts participating in the Community Eligibility Option (CEO), report only those students who would qualify to participate in the federal lunch program independent of CEO. For example, do not report students who participate solely because the LEA is CEO eligible. Include students whose participation is as a result of the 30-day carryover provision.

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.”

### **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.

**For Students in the 30 day carryover window:**

The 5817- Free lunch/ or 5806- Reduced Price Lunch- program service record should extract with a start date *prior to* Beds Day- (first Wednesday in October) or beginning of school.

**For Students in the 30 day carryover window who have been determined *ineligible*:**

The 5817- Free lunch/ or 5806- Reduced Price Lunch- program service record should extract with a start date *prior to* Beds day and an end date *after the* 30 day carryover window

**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 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