



DEPARTMENT OF EDUCATION


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October 19, 2012

MEMORANDUM

TO: School Nutrition Supervisors
Single Unit and Special School Administrators

FROM: Aimee F. Beam, RD, LDN 
Education Associate, School Nutrition Programs

SUBJECT: SY 2012-13 Operational Memo # 23
Schedule A (Statistics Report)

The United States Department of Agriculture requires each School Food Authority (SFA) to report specific data in relation to student participation in the National School Lunch Program, School Breakfast Program and Afterschool Snack Program. Delaware collects this data on the Schedule A Form. The data is to record the SFA status as of October 31 of each year.

Attached are the electronic copy of the revised Schedule A and instructions for completing the required form.

Please submit your completed Schedule A for the October 2012 data (electronically) to Aimee Beam (abeam@doe.k12.de.us) no later than **Friday, December 14, 2012**. We recommend that you maintain a copy for your files.

We recognize that Schedule A Form is a tedious one to complete; however, your close attention to the details will be greatly appreciated. Schedule A is a critical report that depicts the status of Delaware's School Nutrition Programs.

Please contact us if you have any questions.

cc: Linda C. Wolfe, RN, MEd, Director, School Support Services
Field Agents



Delaware Department of Education

Teaching and Learning Branch School Nutrition Programs

Complete the DE Annual Statistics report using **October 2012 data**. Complete columns A - T for each school/site participating in the School Nutrition Programs. If school/site does not participate in one or more of the programs on the spreadsheet, please enter N/A.

SITE INFORMATION

- A DE School Code #: Number issued by the Department of Education for each site/school.
- B Site/School Name: Name of the site/school.
- C Site Enrollment: Number of students enrolled in site/school as of **October 31st**.
- D Site ADA Factor: Average Daily Attendance Factor = Total student attendance for **October 2012** divided by the total student enrollment as of **October 31, 2012**.

Example:

7,000	Total attendance in October
/	
8,000	Total enrollment in October
<hr/>	
87.50%	Average Daily Attendance Factor

- E Enter total number of students approved for free meal benefits as of **October 31, 2012**.
- F Enter total number of students approved for reduced meal benefits as of **October 31, 2012**.
- G Percent of Free and Reduced Students: Total Free Students + Total Reduced Students ÷ Site Enrollment
Formula: =sum(E+F)/C

NATIONAL SCHOOL LUNCH PROGRAM

- H Lunch ADP: (Average Daily Participation) Divide sum total number of lunches claimed for **October 2012** by the total number of serving days in **October 2012**.

Example:

5,000	Total lunches claimed October
/	
20	Total serving days October
<hr/>	
250	Average Daily Participation for October

- I Total number of free and reduced lunches served during **October 2012**.
- J Total number of all lunches served during **October 2012**.

K Percent of F & R Lunches Served: $(I \div J)$ Formula: =SUM(I/J)

<i>Example</i>	4,000	Sum of Free & Reduced lunches served October 2012
	5,000	Total lunches claimed October 2012
	80%	Percentage of Total F & R Lunches Served October

SCHOOL BREAKFAST PROGRAM

L Breakfast ADP: (Average Daily Participation) Divide sum total number of breakfasts claimed for **October 2012** by the total number of serving days in **October 2012**.

M Total number of free and reduced breakfasts served during **October 2012**.

N Total number of all breakfasts served during **October 2012**.

O Percent of F & R Breakfasts Served: $(I \div J)$ Formula: =SUM(I/J)

<i>Example</i>	2,000	Sum of Free & Reduced breakfasts served October 2012
	2,500	Total breakfasts claimed October 2012
	80%	Percentage of Total F & R Breakfasts Served October

P Area Eligible Snack: If total free and reduced eligibility is $\geq 50\%$.

Q Regular Snack: If total free and reduced eligibility is $\leq 50\%$.

SPECIAL PROGRAMS

R Universal B'fast: Put a checkmark in the box if site/school serves Universal Breakfast.

S, T For Provision II Sites/Schools, enter two-digit month and four-digit year to document base year.
(i.e. August 2012 = 08/2012)