



## DEPARTMENT OF EDUCATION


The Townsend Building  
401 Federal Street Suite 2  
Dover, Delaware 19901-3639  
DOE WEBSITE: <http://www.doe.k12.de.us>

Steven H. Godowsky  
Secretary of Education  
Voice: (302) 735-4000  
FAX: (302) 739-4654

October 20, 2016

### MEMORANDUM

**TO:** School Nutrition Supervisors  
Single Unit and Special School Administrators

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

**SUBJECT:** SY 2016-2017 Operational Memo #22  
Schedule A (Statistics Report)

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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 is the electronic copy of the Schedule A with instructions for completing the form. Please note that the form includes Community Eligibility Provision (CEP), Breakfast in the Classroom (BIC), and Grab & Go Breakfast. For each school that is operating CEP, you will apply the free claiming percentage to the enrollment to report the number of free students. Also, if the school is implementing a BIC or Grab & Go breakfast even if it is not school-wide, put an "X" in the appropriate box.

Please submit your completed Schedule A for the October 2016 data (electronically) to [schoolnutrition@doe.k12.de.us](mailto:schoolnutrition@doe.k12.de.us) no later than **Friday, December 16, 2016**. We recommend that you maintain a copy for your files.

Please contact us if you have any questions or need assistance completing the form.

Attachment

cc: Linda C. Wolfe, EdD, RN, Director, School Support Services  
Nutrition Team

## School Nutrition Programs

Complete the DE Annual Statistics report using **October** (current year) 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 ID #: 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 31**.
- D Enter total number of students approved for free meal benefits as of **October 31**.  
**Note: If this school is operating CEP, apply the free claiming percentage to the enrollment and enter that number.**
- E Enter total number of students approved for reduced meal benefits as of **October 31**.  
**Note: If this school is operating CEP, enter 0.**
- F Percent of Free and Reduced Students: Total Free Students + Total Reduced Students ÷ Site Enrollment  
 Formula: =sum(D+E)/C  
**Note: If this school is operating CEP, the percent used will be the free claiming percentage.**

### NATIONAL SCHOOL LUNCH PROGRAM

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

Example:

	5,000 Total lunches claimed October
÷	
	20 Total serving days October
	250 Average Daily Participation for October

- H Total number of free and reduced lunches served during **October**.  
**Note: If this school is operating CEP, enter the free lunches claimed.**
- I Total number of all lunches served during **October**.  
**Note: If this school is operating CEP, enter total lunches claimed (free + paid).**
- J Percent of F & R Lunches Served: (H ÷ I) Formula: =SUM(H/I)

Example:	4,000 Sum of Free & Reduced lunches served October
÷	
	5,000 Total lunches claimed October
	80% Percentage of Total F & R Lunches Served October.

### SCHOOL BREAKFAST PROGRAM

- K Breakfast ADP: (Average Daily Participation) Divide total number of breakfasts claimed for **October** by the total number of serving days in **October**.
- L Total number of free and reduced breakfasts served during **October**.  
*Note: If this school is operating CEP, enter total free breakfasts claimed.*
- M Total number of all breakfasts served during **October**.
- N Percent of F & R Breakfasts Served:  $(L \div M)$  Formula:  $=SUM(L/M)$ .

*Example:*

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

- O BIC: Put X in box if school has Breakfast in the Classroom program.
- P Grab & Go: Put X in box if school has Grab & Go breakfast program.
- Q Area Eligible Snack: Put X in box if school participates in Area Eligible Afterschool Snack Program. ( $\geq 50\%$  F & R).  
*Note: If school does not participate in Afterschool Snack Program, enter N/A.*
- R Regular Snack: Put X in box if school participates in regular Afterschool Snack Program ( $\leq 50\%$  F & R).  
*Note: If school does not participate in Afterschool Snack Program, enter N/A.*

### SPECIAL PROGRAMS

- S Universal Breakfast: Put an X in the box if school serves Universal Breakfast.  
*Note: If school does not participate in Universal Breakfast, enter N/A.*
- T Community Eligibility Provision (CEP): Put an X in the box if this school is operating CEP.  
*Note: If school is not CEP, enter N/A.*