



## Arizona Department of Education

### MEMORANDUM

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**To:** Local Educational Agencies' Data Stewards, Business Managers, Superintendents and Federal Program Leads

**From:** Melissa Conner, Associate Superintendent  
Arizona Department of Education, Health and Nutrition Services Division  
Kelly Koenig, Associate Superintendent  
Arizona Department of Education, Student Achievement and Educator Excellence

**Date:** **November 30, 2021**

**Subject:** Submitting Income Eligibility I and II and FRL for Fiscal Year 22

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The purpose of this memorandum is to reiterate and clarify the Arizona Department of Education (ADE) requirements and recommendations regarding Income Eligibility I and II and Free and Reduced Lunch (FRL) data collection and submission while operating under the Seamless Summer Option of the National School Lunch Program, or the Summer Food Service Program, in response to COVID-19. This change has been maintained into FY 22 to serve the most students possible. Although the cyclical process of distributing and entering National School Lunch Program (NSLP) data has changed for the prior year as well as this year, submitting accurate, student-level data is still important for several funding activities. LEAs have also reported lower response rates for families completing an NSLP or alternative form. For LEAs to have the most accurate data possible, at both the student and LEA level, LEAs should complete the following steps:

1. Schools that participate in a Special Provision Option (SPO) may only indicate Directly Certified students or those identified via an alternate income form as Income Eligibility I.
2. Schools may send out an [alternate income form](#) to collect Income I and II eligibility indicators to identify the income eligibility of a student. Please remember that if alternate income forms are collected, the cost of the alternate income application disbursement, collection and processing cannot be paid from the nonprofit school food service account. The alternative income form is available in Spanish [here](#). Schools may also utilize digital versions of the form to collect information remotely.
  - a. If a school chooses to use a combination of Directly Certified students and to send out an alternate income form, please ensure that a student is not overtly identified.
    - i. Recommendation: Send out the alternate income form to all families, even if a student is known to be Directly Certified.
  - b. Students who meet the Income Eligibility I guidelines and/or are Directly Certified shall be marked as a '1', students who meet the Income Eligibility II guidelines shall be marked as a '2' and students who do not meet either income threshold shall be marked as a 0. If a school has not collected income eligibility for a student, the student shall be marked as a '0' in AzEDS.
  - c. To review the Income I and Income II Eligibility guidelines, please review the alternative income form located here: <http://www.azed.gov/titlei/>
3. Schools ought to then enter student-level, October 1<sup>st</sup> data in AzEDS by the tentative **January 18<sup>th</sup>** deadline to reflect the most accurate, student-level information.

After reviewing preliminary October 1<sup>st</sup>, student-level data, the state is seeing a significant decrease in students identified as Income Eligible I or II. Schools that have not entered this information for their students should do so as soon as possible. As this data is reported at the federal level as well as the local level and used for multiple allocations and other state and federal activities (e.g. Accountability subgroup improvement calculations), it is important to supply as much information as possible for this school year.

In conclusion, it is important for LEAs to collect as much data as possible on student income eligibility for education benefit purposes. The benefits of extending the National School Lunch Program to the Seamless Summer Option or the Summer Food Service Program, ensure that all students have access to meals regardless of income. Providing services to students and supporting schools shall remain our top priority as things change in the coming year.

If you have specific questions regarding the collection of income eligibility data, please contact Caitlin Drake by email at [Caitlin.Drake@azed.gov](mailto:Caitlin.Drake@azed.gov) or by phone at 602-542-4343.

Please contact your School Nutrition Programs Specialist at ADE with questions concerning this guidance. Your assigned specialist can be found at the top of the Sponsor application in CNPWeb. You may also send an email to [ADESchoolNutrition@azed.gov](mailto:ADESchoolNutrition@azed.gov) or call 602-542-8700, option 2.

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