

QUESTIONS AND ANSWERS FROM OFFICE HOURS ON OCTOBER 1 POVERTY DATA COLLECTION AND VALIDATION

Based on 9/16/26 October 1 Poverty Data Office Hours

Q: What roles should we have in ADEConnect to be able to see those specific AzEDS (Arizona Education Data Standards) reports to support validation of October 1 poverty data submissions?

A: Be sure to reach out to your local ADEConnect entity administrator to request the following roles to access SUPP72 and OCT1. For support with STUD10 and INTEG15, reach out to your local student information system (SIS) coordinator.

- AzEDS Data Coordinator - NCLB Report
- AzEDS Data Coordinator – October 1

Q: We have 2 schools that do not participate in the National School Lunch Program (NSLP): our preschool and our small online credit recovery/dropout prevention school. Do we need to use the alternative form for those? We are required to enter those enrollment and poverty numbers in the Title I funding application school eligibility page.

A: For the online credit recovery/dropout prevention school, yes, you need to collect and report the numbers.

For preschool program, yes you do not need to, although Poverty is reported for grades K-12 only, there is other ways that the October 1 poverty data is used for preschool programs.

Q: NSLP w/CEP (Community Eligibility Provision) district. If a student is eligible via Direct Certification, is it okay to mark them as Income Eligibility 1 or do we have to have the form as well?

A: You can mark them Income Eligibility 1 (IE1) based on the direct certification ONLY. For CEP schools, the alternative form is important for those students who did not get included in the direct certification process.

Q: How do other districts who have NSLP CEP (National School Lunch Program Community Eligibility Program) make sure they get the alternative forms collected if they use direct certification, and meet the requirement that parent signature **MUST be after July 1 mark of new fiscal year?**

A: Great network sharing including:

- *We collect alternative forms at registration; it is part of the required documents.*
- *We have the forms or links, if electronic, at back to school night at the end of July*
- *We do not do it during early registration; we have registration days before school starts, in late July/Aug.*
- *I turned the form into a google form to send out, you have to leave the form info exactly how it is, and its easy to set up.*
- *Our method to collect: I use spreadsheets that include the homeroom class, students, enter date, and eligibility 1 and 2 checkboxes for each school. Secretaries collect the forms and check off the appropriate checkboxes. I set a deadline for them to complete and then I work with our SIS to do a mass import of this data. Any data that wasn't part of the import, secretaries will need to enter this data manually in our SIS.*

Q: Does the AzEDS October 1 report show which students might have missed with the Income Eligibility forms?

A: No, the AzEDS OCT1 report will show you the October 1 enrollment and Income Eligibility submitted through SIS (School Information System). A data file of all student enrollment should be tracked at the school and district level. This tracking will also support documentation for 4 years.

Q: Can the alternative form be electronic as part of our online registration?

A: Yes, but it must be a one-to-one mapping of the ADE provided form for the given fiscal year including all instructions and details. The form **MUST** also have a signature for the form after July 1 (start of fiscal year). The Alternative Form for upcoming fiscal year is typically not available until May preceding the July 1 date.

Q: Our district is Community Eligibility Provision. We did not know to collect the Alternative form this year? What do you suggest?

A: Collect now, you still have time to check who on your enrollment roster does not have a direct certification through the AzEDS Free and Reduced Lunch reporting. Then, provide targeted out-reach to that group of students to target and complete the alternative income eligibility form. Know your population counts at each school. Get as many as possible who are missing and then adopt process for next year for more counts.

A: Can a Community Eligibility Provision school do Alternative Form only?

A: You are already validating through direct certification the CEP FRL (Free and Reduced Lunch) participation. The alternative form is collected to ensure that students missing from direct certification are included and visible in the count. Using that Direct Certification and the Alternative Form provides a total picture of poverty.

Q: At Community Eligibility Provision (CEP) school what if the Direct Certification shows that the student is income eligible, but parent alternative form shows they are not?

A: Use the source that gives the Income Eligibility status. Validation checks would capture these anomalies with the 2 sources for schools with Community Eligibility Provision lunch programs.