**MEMORANDUM**





**TO:** District Superintendents

**FROM:** Matt Holder, Deputy Superintendent of Finance and Federal Programs

**DATE:** August 3, 2016

**SUBJECT:** FY2017 Economically Disadvantage Student Data Collection

For ALL enrolled students who DO NOT have access to a meal in your district, the USDA will no longer allow the Oklahoma State Department of Education (SDE) to collect economically disadvantaged counts through the Child Nutrition Division as it has in the past.

For those students who do not have access to a meal, the district will follow these procedures:

1. Provide proof of direct certification (roster) for those qualified students who DO NOT have access to a meal or have the parent complete an Economic Disadvantaged Application, which can be found at <http://www.ok.gov/sde/economically-disadvantaged>. For Head Start programs that have a collaborative agreement with your district, all Head Start students should be direct certified, so only list them on the direct certification roster of students eligible with no access to a meal.
2. Complete the [October Economically Disadvantaged Summary Report](http://sde.ok.gov/sde/economically-disadvantaged).
3. Make the above information available for your Regional Accreditation Officer (RAO) during the October/November visit.

The above forms are fillable Portable Document Formats (PDF’s). Download the form to your computer and complete. The signatures can be signed digitally by both the superintendent and the RAO and emailed to the State Aid Section.

**If *ALL* students in the district have access to a meal, data will be collected for qualified students who will be a part of the reimbursement application as in the past. *THERE ARE NO CHANGES NEEDED BY YOUR DISTRCT.***

**Every district is required to submit a form**. If you have any questions, please contact State Aid at 405-521-3460 or state.aid@sde.ok.gov.