

U.S. DEPARTMENT OF EDUCATION

ED*Facts* Submission System

**FS033 – Free and Reduced Price Lunch File Specifications**

**SY 2019-20**

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DOCUMENT CONTROL

DOCUMENT INFORMATION

|  |  |
| --- | --- |
| **Title:** | FS033 – Free and Reduced Price Lunch File Specifications |
| **Security Level:** | Unclassified – For Official Use Only |

DOCUMENT HISTORY

|  |  |  |
| --- | --- | --- |
| **Version Number** | **Date** | **Summary of Change** |
| 1.0 – 15.0 |  | Versions 1.0 through 15.0 are used to build files for school years prior to SY 2019-20. |
| 16.0 | September 2019 | Updated for SY 2019-20:   * Section 2.2: Moved separate data group - specific core requirements tables from the guidance section into a consolidated core requirements table * Section 2.3: Moved separate data group - specific required categories and totals tables from the guidance section into a consolidated required categories and totals table * Added new section 2.4 “Categories and Permitted Values”, listing categories and permitted values used in this file * Guidance section renumbered to 2.5   + Deleted duplicate information on categories and permitted values from Q & A section   + Provided additional guidance on the expected interaction between DG 813 and DG565, as well as on zero reporting.   + Sections 2.5.1 and 2.5.2: Revised guidance for a number of data group – specific questions * Definitions section renumbered to 2.6 * Table 4.2-2: Added data record examples for DG565 and DG 813 |
| 16.1 | January 2020 | Table 1.0-1 – corrected definition for data group 813; modified “count” to “number”. |

PREFACE

This document provides technical instructions for building files that are submitted through the ED*Facts* Submission System (ESS). The ESS is an electronic system that facilitates the efficient and timely transmission of data from SEAs to the U.S. Department of Education.

This document is to be used in coordination with other documentation posted on the [ED*Facts* Initiative Home Page](http://www2.ed.gov/about/inits/ed/edfacts/index.html) under ED*Facts* System Documentation, including:

* ED*Facts* Workbook – a reference guide to using the ED*Facts*

Submission System (ESS); particularly useful to new users; contains multiple appendices, including one that explains how to use the file specifications

* ESS User Guide – provides assistance to new users of the ED*Facts* Submission System (ESS); it addresses the basic mechanics of system access and data submission
* ED*Facts* Business Rules Single Inventory (BRSI) - a single inventory containing business rules applied to ED*Facts* data throughout the pre- and post-submission lifecycle of that data. The inventory describes each business rule; includes the error number, type, message, definition, edit logic, and the file specifications where the business rules are applied

Please contact the Partner Support Center (PSC) with questions about the documents. You will find contact information for PSC and each State ED*Facts* Coordinator on the [ED*Facts* Contact Page](http://www2.ed.gov/about/inits/ed/edfacts/eden/contacts.html).

Data submitted through the ESS are authorized by an Annual Mandatory Collection of Elementary and Secondary Education Data Through ED*Facts* (OMB 1850-0925, expires 8/31/2022). ED*Facts* is a U.S. Department of Education (ED) initiative to govern, acquire, validate, and use high-quality, pre-kindergarten through grade 12 (pre-K–12) performance data for education planning, policymaking, and management and budget decision-making to improve outcomes for students. ED*Facts* centralizes data provided by SEAs, LEAs and schools, and provides users with the ability to easily analyze and report data. This initiative has significantly reduced the reporting burden for state and local data producers, and has streamlined data collection, analysis and reporting functions at the federal, state and local levels.

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# PURPOSE

This document contains instructions for building files to submit the following ED*Facts* Data Groups:

**Table 1.0-1: ED*Facts* Data Groups**

|  |  |  |
| --- | --- | --- |
| Data Group Name | DG | Definition |
| Free and reduced-price lunch table | 565 | The unduplicated number of students who are eligible to participate in the Free Lunch and Reduced-Price Lunch Programs under the National School Lunch Act of 1946 |
| Direct certification | 813 | The unduplicated number of students in membership whose National School Lunch Program (NSLP) eligibility has been determined through direct certification  ***Revised!*** |

The data collected using this file specification are used primarily for the Non-Fiscal Survey of the Common Core of Data (CCD).  The data are also used by other offices of the U.S. Department of Education.

The ED data stewarding office/s for this file: NCES

# GUIDANCE FOR SUBMITTING THIS FILE

This section contains changes from the previous school year, core requirements for submitting this file, required categories and totals, and general guidance.



## Changes from the SY 2018-19 File Specifications

The guidance has been updated and other editorial changes have been made. These changes are listed in the document history on page ii. There have been no changes to the record layouts.

## *Revised!* Core Requirements for Submitting this File

The following table contains the reporting period, the education units included or excluded, the type of count, and zero count reporting.

**Table 2.2-1: Core Reporting Requirements**

|  | **SEA** | **LEA** | **School** |
| --- | --- | --- | --- |
| **Reporting Period** |  |  | DG565: October 1 (or closest school day) – October 1 or the closest school day to October 1  DG813: October 1 (or USDA reporting period) – October 1 or the date that aligns with the reporting period for USDA |
| **Education units included** |  |  | Operational schools with membership (FS 052) greater than zero and with NSLP Status that is not “No.” |
| **Education units not reported** |  |  | Inactive, closed or future schools.  Schools with no membership (FS 052)  Schools with NSLP Status that is “No.” |
| **Type of count** |  |  | Students are counted for DG 565 at only one school.  DG 565 includes DG 813. |
| **Zero counts** |  |  | Required |
| **Zero exceptions and Not applicable** |  |  | If no students are eligible for free and reduced-price lunch (DG 565), submit the total of the education unit for DG 565 as zero and leave out the detail records |
| **Missing** |  |  | Use “-1” to report missing counts, that is, when the value for DG565 or DG813 is not known.  Use “MISSING” when students cannot be disaggregated between free and reduced-price lunch |
| **Related metadata survey** |  |  |  |

## *Revised!* Required Categories and Totals

The table below lists the combinations of the categories and totals that are expected to be submitted for each school that should be included in the file.

* An “X” in the column indicates that the category value must be submitted when reporting that aggregation.
* The total indicator must be either “Y” (Yes) or “N” (No).
  + If the record is for a category set, specify an “N” (No).
  + If the record is for a subtotal or education unit total, specify a “Y” (Yes).
* The abbreviations in the “Table Name” column represent the technical name of the data used in the file.

**Table 2.3-1: Required Categories and Totals**

| **Category Set** | **Table Name** | **Lunch Program Status** | **Total Indicator** | **Comments** |
| --- | --- | --- | --- | --- |
| **Free and reduced-price lunch table (DG 565) Category Set A** | **LUNCHFREERED** | X | N | Student Count by Lunch Program Status |
| **Free and reduced-price lunch table (DG 565) Total of the Education Unit** | **LUNCHFREERED** |  | Y | Total of the Educational Unit for Free and reduced-price lunch |
| **Direct Certification (DG 813) Total of the Education Unit** | **DIRECTCERT** |  | Y | Total of the Educational Unit for Direct certification |

## *New!* Categories and Permitted Values

This section contains the categories and permitted values used for submitting this file.

**DG565 – Free and Reduced-price Lunch table:**

**Lunch Program Status**

|  |  |  |
| --- | --- | --- |
| **Permitted Value Abbreviation** | **Permitted Value Description** | **Comments** |
| FL | Free lunch qualified | Students who are eligible to participate in the Free Lunch Program under the National School Lunch Act of 1946. This definition **EXCLUDES** students eligible only for reduced-price lunch. |
| RPL | Reduced-price lunch qualified | Students who are eligible to participate in the Reduced-Price Lunch Program under the National Schools Lunch Act of 1946. |
| MISSING | Missing | FL and RPL counts are unknown |

## Guidance

This section contains guidance for submitting this file in the format of questions and answers.

***New!* What is the relationship between DG565 (Free and reduced-price lunch) and DG813 (Direct certification)?**

Free and reduced-price lunch (DG565) includes students who are directly certified plus students who qualified for free or reduced-price lunch by completing an application. As such, the number of students reported for Direct certification (DG813) should always be lower than the number of students reported for Free and reduced-price lunch (DG565).

***New!* Are both DGs required?**

Yes. The state should report both DGs. If the state is unable to report one of these DGs, the state should note that in the State Submission Plan (SSP).

***New!* What if the total of the education unit in FS052 Membership is zero?**

If no students are reported in the Membership file for a school, then no records need to be reported in this file. When data are extracted and sent to CCD, that school will be reported as Not Applicable for both DG565 and DG813.

***Revised!* Do other files collect related data?**

Yes. FS129 CCD Schools collects a status of whether schools participate in the National School Lunch Program, as well as the type of NSLP provision implemented, if applicable. This information provides data users with context for the numbers submitted in FS033.

## Free and Reduced-Price Lunch Table (DG565)

This section contains questions specific to Free and Reduced-Price Lunch Table (DG 565).

***Revised!* Which students are reported?**

Include students who are **eligible** for free or reduced-price lunch based on where they are reported in C052 Membership. This file does not collect the number of students who actually participate in the free and reduced-price lunch program.

***Revised!* How are schools that certify for the NSLP participation without collecting eligibility data or certifying students each year reported?**

Schools participating in the NSLP under Provisions 2 or 3 or the Community Eligibility Option (CEO) are not required to collect eligibility data and certify students each year.  Some education systems may collect these data anyway because of their usefulness in other reporting.

Report current headcounts of free and reduced-price lunch students, when possible.  If the data are not available due to schools implementing the NSLP provisions, estimate the count of students by multiplying current year membership by the percentage of eligible students in the most recent year for which the school collected that information.

ED recognizes that this guidance in reporting is distinct from the Department’s guidance on identifying the Economically Disadvantaged subgroup for Accountability determinations. However, ED believes this guidance is consistent with the reporting guidelines for Title I allocations (see the [Title I, Part A Laws, Regulations and Guidance page](http://www2.ed.gov/programs/titleiparta/legislation.html) and the [Joint U.S. Department of Education and Department of Agriculture Letter Providing Guidance on Implementation of the New Requirements of Title I by Schools that Operate School Lunch Programs dear colleague letter](http://www2.ed.gov/programs/titleiparta/22003.html)). If you have any questions or need further clarification on how to report the Free and Reduced-Price Lunch counts, please contact the Partner Support Center.

**Are records required for both free and reduced-price lunch?**

If detailed records are submitted for category set A, records must be submitted for each school for both free and reduced price lunch. Submission errors will be triggered if records are submitted for one but not the other.

## Direct Certification (DG813)

This section contains questions specific to Direct Certification (DG 813).

***Revised!* What is Direct Certification?**

Direct certification is a process conducted by the States and by local educational agencies (LEAs) to certify eligible children for free meals under the National School Lunch Program (NSLP) without the need for household applications. The 2004 Child Nutrition and WIC Reauthorization Act required LEAs to establish systems to directly certify children from households that receive Supplemental Nutrition Assistance Program (SNAP) benefits by school year (SY) 2008-2009. States may also directly certify children from households receiving Temporary Assistance for Needy Families (TANF), Medicaid, or Food Distribution Programs on Indian Reservations (FDPIR); foster children; participants in federally funded Head Start programs; and certain homeless, runaway, and migrant children.

***New!* Is this the same as counts reported to the U.S.D.A.?**

The number of students for direct certification will be the number of children reported as “Free-Categorically Eligible” to USDA for the FNS 742.

***Revised!* Should the USDA’s multiplier be used when reporting directly certified students?**

No, report the raw count of directly certified students in each school.

## Definitions

See the [ED*Facts* Workbook](http://www2.ed.gov/about/inits/ed/edfacts/index.html) for the standard definitions.

# FILE NAMING CONVENTION

The following file naming convention is to help identify files to provide technical assistance.

A maximum of 25 characters (including the file extension) is allowed for the file name.

The following is the naming convention for file submissions:

sslev**filename**vvvvvvv.ext

**Table 3.0-1: File Naming Convention**

|  |  |  |
| --- | --- | --- |
| **Where** | **Means** | **Limit in characters** |
| ss | USPS State Abbreviation | 2 |
| lev | Abbreviation for level:   * SCH for a school level | 3 |
| filename | **PRICELNCH** | 9 |
| vvvvvvv | Alphanumeric string designated by the SEA to uniquely identify the individual submission (*e.g.,* ver0001, v010803) | 7 |
| .ext | Extension identifying the file format:  .txt – fixed  .csv – comma delimited  .tab – tab delimited | 4 |

# FIXED OR DELIMITED FILES

This section describes the fixed file and delimited file specifications. The fixed file and delimited files contain a header record followed by data records. The file type is specified in the header record.

The “Pop” column in the header and data records is coded as follows:

M - Mandatory, this field must always be populated

A - This field is populated in accordance with table 2.3-1 “Required Categories and Totals”

O - Optional, data in this field are optional



## Header Record Definition

The header record is required and is the first record in every file submitted to the ESS. The purpose of the header record is to provide information as to the file type, number of data records in the file, file name, file identifier, and file reporting period.

**Table 4.1–1: Header Record**

| **Data Element Name** | **Start Position** | **Length** | **Type** | **Pop** | **Definition / Comments** | **Permitted Values**  **Abbreviations** |
| --- | --- | --- | --- | --- | --- | --- |
| File Type | 1 | 50 | String | M | Identifies the type of file being submitted. | **SCHOOL FREE AND REDUCED PRICE LUNCH** |
| Total Records In File | 51 | 10 | Number | M | The total number of data records contained in the file. The header record is NOT included in this count. |  |
| File Name | 61 | 25 | String | M | The file name including extension, the same as the external file name. | See section 3.0 |
| File Identifier | 86 | 32 | String | M | Any combination of standard characters to further identify the file as specified by the SEA (e.g., a date, person’s name, and version number). |  |
| File Reporting Period | 118 | 9 | String | M | The school year for which data are being reported. The required format is "CCYY–CCYY" or "CCYY CCYY", where either a hyphen or a space separates the beginning and ending years. | **2019-2020**  OR  **2019 2020** |
| Filler | 127 | 168 | String | M | Leave filler field blank. |  |
| Carriage Return / Line Feed (CRLF) | 295 | 1 |  | M |  |  |

Below is an example of a header record.

**Table 4.1–2: Header Record Example**

|  |  |
| --- | --- |
| Format | File Type,Total Records in File,File Name,File Identifier,File Reporting Period,Filler,Carriage Return / Line Feed (CRLF) |
| Example | SCHOOL FREE AND REDUCED PRICE LUNCH,15,EUSCHPRICELNCHver0007.CSV,characters to identify file,2019-2020,¶ |

## Data Record Definition

Data records are required and immediately follow the header record in every file submitted to the ESS. Data records provide counts for the specified category sets, subtotals and education unit totals.

**Table 4.2–1: Data Records**

| **Data Element Name** | **Start Position** | **Length** | **Type** | **Pop** | **Definition / Comments** | **Permitted Values**  **Abbreviations** |
| --- | --- | --- | --- | --- | --- | --- |
| File Record Number | 1 | 10 | Number | M | A sequential number assigned by the State that is unique to each row entry within the file. |  |
| **DG559** State Code | 11 | 2 | String | M | The two–digit American National Standards Institute (ANSI) code for the state, District of Columbia, and the outlying areasand freely associated areas of the United States. | For a list of valid State Codes, refer to the ED*Facts* Workbook. |
| **DG570** State Agency Number | 13 | 2 | String | M | A number used to uniquely identify state agencies. This ID cannot be updated through this file. | **01** – State Education Agency |
| **DG4** LEA Identifier (state) | 15 | 14 | String | M | The identifier assigned to a local education agency (LEA) by the state education agency (SEA). Also known as State LEA Identification Number (ID). This data element cannot be updated through this file. |  |
| **DG5** School Identifier (state) | 29 | 20 | String | M | The identifier assigned to a school by the state education agency (SEA).  Also known as the State School Identification Number (ID).  This ID cannot be updated through this file. |  |
| Table Name | 49 | 20 | String | M | See table 2.3-1 | **LUNCHFREERED** |
| See table 2.3-1 | **DIRECTCERT** |
| Lunch Program Status | 69 | 15 | String | A | An indication of students' qualification for free or reduced-price lunch. | **FL –** Free lunch qualified **RPL –** Reduced-price lunch qualified **MISSING** |
| Total Indicator | 84 | 1 | String | M | An indicator that defines the count level – see table 2.3-1 “Required Categories and Totals” | **N** – Specifies category set  **Y** – Specifies subtotal or total of the education unit |
| Explanation | 85 | 200 | String | O | Text field for state use. |  |
| Student Count | 285 | 10 | Number | M |  |  |
| Carriage Return / Line Feed (CRLF) | 295 | 1 |  | M |  |  |

Below is an example of a data record, this is the set of data that should be submitted for each education unit. See table 2.3-1.

**Table 4.2–2: Data Record Example – School level**

|  |  |
| --- | --- |
| **Aggregation** | **Example** |
| Format | File Record Number,State Code,State Agency Number,LEA Identifier (state),School Identifier (state),Table Name,Lunch Program Status,Total Indicator,Explanation,Student Count,Carriage Return / Line Feed (CRLF) |
| DG 565  Category Set A  Reduced Price Lunch  ***Revised!*** | 1,99,01,LEA001,SCH001,LUNCHFREERED,RPL,N,,150¶ |
| DG 565  Category Set A  Free Lunch  ***New!*** | 2,99,01,LEA001,SCH001,LUNCHFREERED,FL,N,,250¶ |
| DG 565  Total of education unit  ***Revised!*** | 3,99,01,LEA001,SCH001,LUNCHFREERED,,Y,,400¶ |
| DG 813  Total of education unit  ***New!*** | 1,99,01,LEA001,SCH001,DIRECTCERT,,Y,,75¶ |



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