



JOY HOFMEISTER  
STATE SUPERINTENDENT *of* PUBLIC INSTRUCTION  
OKLAHOMA STATE DEPARTMENT *of* EDUCATION

**MEMORANDUM**

**TO:** District Superintendents  
**FROM:** Matt Holder, Chief Operations Officer  
**DATE:** September 28, 2015  
**SUBJECT:** FY2016 Economically Disadvantage Student Data Collection

In the Spring of 2015, we alerted schools that the United States Department of Agriculture (USDA), would no longer allow an employee paid with child nutrition funds to collect data that would qualify a student for free or reduced price lunches if that student did not have access to a meal. This includes but is not limited to students who are served through any collaborative agreements and are enrolled as:

- Full time virtual students
- Students who may attend a Career Tech Center during the time when a meal is offered at their resident district
- Students in a PK Head Start program that do not have access to a meal at the resident district

***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 DISTRICT.***

For ALL 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>. 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.
3. Make the above information available for your Regional Accreditation Officer during the November visit.

Thank you for working through these new procedures for collecting data. In the next few months, we will create a committee to review how we can more efficiently collect this data in the future. If you would like to be a part of this discussion, please contact me, Matt Holder, at [matt.holder@sde.ok.gov](mailto:matt.holder@sde.ok.gov).