

October 1 APSCN/eSchool Cycle II Reporting

September 2014 Distance Learning
Arkansas Department of Education



ARKANSAS
DEPARTMENT
OF EDUCATION

Oct 1 APSCN Cycle II

- Required Annual Report
- Lists district's enrollment with categorical breakdowns (Free, Reduced, Paid)
- Source documents must be dated on or before October 1, 2014
- Report submitted to APSCN between October 1st and October 15th



APSCN SIS Coordinators and Child Nutrition Directors

- Actively enrolled students should be entered into the StudentPlus software prior to beginning the Cycle II pull
- Should communicate the pull date to data entry personnel to ensure changes are not made once the pull begins
- Data for students enrolled on or before October 1, 2014 should NOT be changed once the pull has begun



Source Documents

- a currently approved household income application
- DIRECT CERTIFICATION list
- list provided by the HOMELESS or RUNAWAY liaison
- list provided by the federally funded HEAD START or EVEN START program director
- list provided by the MIGRANT coordinator
- MUST BE RETRIEVABLE BY SCHOOL



Other Students Report

- Includes students/children participating in the district reimbursable school meals program:
 - Adult Education
 - Students served REIMBURSABLE MEALS and enrolled in other districts, i.e., vocational education, alternative education or students from adjacent states
 - Children between the ages of six weeks and under 3 years of age served in a district sponsored day care program



Other Students Report Cont....

- This separate “Other Students Report” **MUST** be completed by each district
- Students reported as “Other” receive reimbursable school meals, but do not fit the age and grade ranges of Pre-K (3-4 years old) for Report #436 and Kindergarten to twelfth grade (K-12) for Report #431
- If the district has no “OTHER” STUDENTS, complete this report by checking the “NOT APPLICABLE” boxes
- THE SUPERINTENDENT’S SIGNATURE must be on this report to be accepted



Submission Process

- Physical source documents of student's eligibility and the APSCN/eSchool computer data for each student must match each student's eligibility status as of October 1, 2014
- Notify all APSCN/eSchool data entry personnel not to make any changes to the meal status on current students until after cycle 2 is submitted.



Submission Process Cont....

- If reporting errors occur, the superintendent is required to justify this discrepancy in writing
- All Cycle 2 reports must be reconciled, printed, and submitted to APSCN/eSchool at the SAME TIME and on the SAME DATE. Failure to follow this procedure will result in reports/source documents that do not match data submitted



DEADLINE

- **NO later than October 15, 2014**



Submitting Cycle 2 Reports

- SIX items:
 1. **SEPTEMBER Claim** for Reimbursement
 2. DISTRICT DATA – Signed copy of the **SIS rpt331** (K-12) (submit total for ALL K-12)
 3. SCHOOL DATA – Signed copies of the **SIS rpt431** (K-12) (one for each school)
 4. DISTRICT DATA – Signed copy and **SIS rpt336** (pre-K) (submit total for ALL pre-K or indicate ZERO STUDENTS when no pre-K)*
 5. SCHOOL DATA – Signed copies of the **SIS rpt436** (one for only schools with pre-school programs)
 6. **OTHER STUDENTS REPORT** – ALL districts must submit this form SIGNED by the Superintendent

Submitting Cycle 2 Reports Cont...

- SUBMIT ALL SIX AT THE SAME TIME
- The September claim for reimbursement **WILL NOT BE PAID** without the complete set of APSCN Cycle 2 Reports and Other Students Report



Provision II Districts

- PROVISION 2 DISTRICTS MUST FOLLOW A COMPLETELY DIFFERENT PROCEDURE
- PROVISION 2 districts will be mailed individualized school and district level reports to complete. Direct questions to assigned Child Nutrition Unit Area Specialist or Donna Ratliff, School Program Advisor.



Submission to ADE

- Submit all required October 1 Reports and September claims

BY FAX: 501-324-9505

OR

BY MAIL:

Child Nutrition Unit, Arkansas Department of Education

Attn: Donna Ratliff

2020 West 3rd Street, Suite 404

Little Rock, AR 72205

For additional information or questions, contact assigned Child Nutrition Unit Area Specialist or Donna Ratliff at 501-324-9502.



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