

Alternative Compensatory Education Allotment Reporting Procedures

School districts and open-enrollment charter schools may report their eligible students through the alternative compensatory education reporting system if they do not have their income-eligible students reported to the Texas Education Agency through the Child Nutrition Programs administered by the Texas Department of Agriculture. [§48.104\(f\), Compensatory Education Allotment](#)

A school district or open-enrollment charter school must request prior approval from the commissioner of education to claim students receiving a full-time virtual education (through the state virtual school network) in its count of educationally disadvantaged students. Additional requirements for submission of plans detailing the enhanced services that will be provided to the full-time state virtual school network students are forthcoming.

The commissioner's rules require that school districts and open-enrollment charter schools document the eligibility of students reported through the alternative program and provide for routine audits of that documentation. [19 Texas Administrative Code §61.1027, Report on the Number of Disadvantaged Students](#)

District Responsibilities

If your school district or open-enrollment charter school receives funding from the alternative compensatory education allotment, it is responsible for obtaining the appropriate data from the families of potentially eligible students, verifying the information, and retaining records. The TEA will conduct an audit of the data submitted by districts and charter schools. For this reason, your district or charter school should retain records for a minimum of five years after the end of each school year.

Letters, Forms, and Instructions

([Information from the Texas Department of Agriculture](#))

- [Instructions for Applying for Free and Reduced-Price School Meals, 2023-2024](#)
- [Instructions for Applying for Free and Reduced-Price School Meals, Spanish, 2023-2024](#)
- [2023-2024 English form - Square Meals](#)
- [2023-2024 Spanish form – Square Meals](#)
- [Income Eligibility Guidelines for Determining Free and Reduced-Price Benefits, 2023-2024](#)