

**KSIS End-of-Year Training
April 29, 2015**

**Campus & Point-of-Sale Synchronization
Questions and Answers**

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1. Question: What does CEP stand for?

Answer: The Community Eligibility Provision (CEP) allows districts in lower socio-economic status areas to provide school meals, both breakfast and lunch, to students at no charge. The districts do not collect household applications. They use a direct certification percentage to determine their reimbursement for the meals served. In lieu of a meal status, the FRAM coordinator must use a household income form to determine the free, reduced or paid socio-economic status.

2. Question: How many districts in the state use Infinite Campus as their POS system?

Answer: Information is captured on the sponsor application for those districts participating in the National School Lunch Program. There are approximately a dozen districts currently using the Campus POS system and the number is gradually increasing due to the advantage of not having to do the POS synchronization. A reminder regarding the procurement process: if you are considering Campus or any other POS system through the procurement process and plan to use federal funds, it must be competitively procured. Check with Deanna Tackett or Sue Bartenfield for information regarding the procurement process.

3. Question: Please clarify - starting next year, my 4 elementary schools will be CEP, but my middle and high will not. So we would turn off the import into IC on the LunchBox side for those 4 individual schools, correct?

Answer: Correct. The district will work with their POS vendor and configure the POS system not to pull in the meal status for those four CEP schools. They will only import the meal status for their non-CEP schools from the POS into Infinite Campus.

4. Question: So, if all our schools will be free, we do not worry with the import?

Answer: You don't need to import the meal status records from the POS system but do need to import the monthly Direct Certification file into Campus.

5. Question: For reports pulled by the state, how are our CEP schools updated if the data synchronization is turned off?

Answer: Through a combination of the import of the monthly Direct Certification file and data entry from the Household Income Forms by the FRAM Coordinator.

6. Question: What types of data export/import should be taking place if the district is CEP district-wide?

Answer: Turn off the communication between POS and Campus. The FRAM coordinator will input the Household Income Forms (HIF) to arrive at the student's socio-economic status. On a monthly basis, the direct certification file should be imported into Campus. Training will be provided to FRAM Coordinators during the months of May and June. A communication has been sent to the districts with details regarding the training. Contact Brad if you need more information.

7. **Question: Who currently receives the Direct Certification files? Could those be sent directly to the FRAM Coordinator?**

Answer: The file is sent to the food service director, who is sometimes assisted by a district IT person in importing the file. The file is obtained through a data sharing agreement with CHFS under the Healthy, Hunger-Free Kids Act and under that law it is meant for the National School Lunch Program. The confidentiality and sensitivity of the information requires that it be shared only with the food service director or their designated food staff person.

8. **Question: District-wide CEP - the direct cert files get uploaded into Campus and LunchBox. Correct?**

Answer: Correct. You need to do both. In October and April, direct certification numbers are reported to School and Community Nutrition out of your POS system because this system indicates who you feed. You need to import the file into Campus because it determines the socio-economic status for those students and reduces the burden on the FRAM coordinator.

9. **Question: Please clarify or verify - in a non-CEP school - even if the POS changes status from Free --->Reduced, and the import takes place, the IC FRAM eligibility will not change.**

Answer: The import will change the status if it synced correctly. If it does not, the district will need to do some troubleshooting and possibly enter a support ticket to get the issue resolved.

10. **Question: Can KDE add the Infinite Campus POS on a state contract?**

Answer: It's not as simple as just adding them to the contract. It would have to be competitively bid out to be added to the state contract.

11. **Question: If a student at a CEP school is on a DC file - does a HIF need to be completed by that student's household parent/guardian?**

Answer: No, the socio-economic status is determined by the information in the DC file.

12. **Question: How is the direct cert file imported into IC? Does it occur when we do the eligibility import mapping? If not, then how do we import the direct cert file? And is it recommended to perform that 3 times each year - BOY, Oct, and Apr? Thanks!**

Answer: The file is imported using the Eligibility Import Wizard in Campus. Instructions on importing the DC file into Infinite Campus are contained in Campus Community as well as a help manual developed by Brad posted on School and Community Nutrition's direct certification website. The USDA requires at least 3 DC imports each year but it's recommended that you perform it each month.