

KSIS 2015-16 End-of-Year Training
 IC/POS Data Synchronization
 Question and Answer Summary

1.	Q	I've double-checked when setting up the new mapping. My vendor sometimes changes the mapping initials in its export--that info doesn't get communicated to me, and we get lots of errors. So I always import in a new sample export and check against that.
	A	It's good to double check periodically throughout year to ensure everything is matching/updating correctly. THANKS
2.	Q	If we go to full CEP next year for the first time, do we have to set-up anything in IC for that? Do we just leave the asterisks (*) on the import?
	A	That is correct, turn off the import. Data is entered into Infinite Campus through FRAM.
3.	Q	When dating HIF upon entering, what are the correct dates to use in both application date and start date fields?
	A	The date form you enter the form should be used for both the start and application date, which are pre-populated by Campus; June 30th is always utilized as the end date.
4.	Q	What if just 3 of 24 of our schools are CEP?
	A	21 schools will use the POS system and then synchronize with Campus on a nightly basis to transfer meal status; the three CEP schools will need to process HIF forms in Campus.
5.	Q	Is it OK for the Food Service Director's secretary to be the FRAM Coordinator?
	A	You need a waiver from Deanna Tackett, Director, in the Division of School and Community Nutrition for anyone in food service to serve in the capacity as the FRAM Coordinator. All FRAM Coordinators must be paid out of the district's general fund.
6.	Q	My understanding is that KDE pulls FRAM data one time a year to determine At Risk Funding - June 30. Is that correct? What are deadlines for other SES determined funding areas for HIF entry?
	A	Meal status data from FRAM is used for SEEK At Risk and throughout the year for federal reporting and other purposes; Program level data (i.e., Special Ed) data is disaggregated to include economically disadvantaged. October 1 and December 1 are key dates for federal reporting, but data should be kept current throughout the year.
7.	Q	I am still not sure about Start dates and effective dates when entering HIF?
	A	Contact Brad Blunt if you have a specific question. Start date is the date the information was entered into Infinite Campus and the end date should be June 30th of the school year.
8.	Q	We are moving to CEP next year. After I turn off the POS, who needs to go to the FRAM training? My food service person isn't good in Campus. What goes on at the training? Who should go?
	A	Your newly assigned FRAM Coordinator will need to attend the training. During the training session, they will receive an overview of CEP, learn the responsibilities of the FRAM Coordinator, gain understanding on how to enter a HIF form, obtain information on the proper setup in Campus to

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		process HIF forms and much more. Please contact Cheri Meadows to obtain the list of dates and locations for the trainings.
9.	Q	I understand the end date is 6/30/2016 for the student record- but what do we do to roll it forward for the next year to have the first 30 days of school covered?
	A	We don't have a 30-day carryover for the HIF forms. Everyone starts a new year with a new HIF form and the data should be entered into Campus annually.
10.	Q	Where do we find the waiver to allow someone from Food Services to enter the HIF forms?
	A	Those can be obtained from Deanna Tackett in School and Community Nutrition.
11.	Q	Do the people who receive the waiver need to be paid out of the general fund?
	A	Yes
12.	Q	On the HIF, when can we start collecting 16-17 forms? Can we do it now during Kindergarten registration?
	A	Yes. You can start collecting the forms as soon as the form is published.