

9	Free/Reduced Application Management (FRAM)		
<b>KDE Contact (Data Steward)</b>	Cheri Meadows	Updated	08/14/2015
<b>Description</b>	Required fields of the Eligibility Detail screen must be completed for all students who are receiving free or reduced lunch.		
<b>Data Standard Reg sites, data use, etc.</b>	<a href="#">E-Rate</a> <a href="#">At Risk</a> – <a href="#">702 KAR 3:270, Section 2 (h)</a>		
<b>How is data used</b>	Student eligibility data for free/reduced/paid lunch is used in state and federal reporting, P20 reporting and in determining funding allocations		
<b>Noted Changes for current year</b>			
<b>Available Ad-Hoc &amp; Reports</b>	FRAM Eligibility report – Path: FRAM Reports Eligibility		
<b>Available Training</b>	Campus Community: Video Library- <a href="#">FRAM</a> (Self-paced video)		
<b>Campus Path:</b>	FRAM>Eligibility		

Eligibility Detail				
*School Year	*Start Date	*EndDate	Application Name	Reference Number
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
*Eligibility Type	*Eligibility	*Source	*Certified Type	
Meal	<input type="text"/>	<input type="radio"/> Non-Direct <input checked="" type="radio"/> Direct	<input type="text"/>	<input type="checkbox"/> Letter Method
State Eligibility Code				
No State Code				

**Eligibility Type:** Leave this field defaulted to “Meal” unless your district is using Infinite Campus as your food service POS and the district is partial Community Eligibility Provision (CEP). In that case, change to SES.

**Eligibility:** Select the level of meal service benefits awarded to a student/household:

- **Free** - The student receives a free reimbursable meal and will be allowed a free meal if his/her household income is below 130 percent of the federal poverty guidelines, if he/she qualifies for benefits based on categorical need (see Certified Type, next entry) or is directly certified.
- **Reduced** - The student is considered eligible for reduced-priced meal if his/her household income is between 130 and 185 percent of the federal poverty guidelines.
- **Paid** - The student is not considered eligible for any meal benefit and must pay full price for purchased meal items.
- **Non-reimbursable** - This option is never assigned or populated as eligibility for students. It is for the purpose of meal processing and is often used for adult staff members (though it is not necessary for them to be assigned this eligibility for correct meal processing).

**Source:** Select the source for the meal service benefits awarded

**Direct/Certified Type:** “Direct Certification” is obtaining documentation of a student’s eligibility for free meal benefits directly from a state or local agency or other authorized individual without the submission of a household application. Direct Certification files provided by a State Agency confirm the student is a member of a SNAP, Medicaid or KTAP household or is a foster child. The appropriate district coordinator must provide a signed and dated list of students who are homeless/migrant/runaway or enrolled in Head Start. This Certified Type is allowed only when the Eligibility Type is “Meal”. The student’s eligibility will be free.

- **SNAP** - Student qualifies for a free reimbursable meal because his/her household receives food stamp benefits. The student and/or household member is listed on the Direct Certification file provided by the State Agency. The student’s eligibility will be free.
- **KTAP** - Student qualifies for a free reimbursable meal because his/her household receives temporary assistance benefits. The student and/or household member is listed on the Direct Certification file provided by the State Agency. The student’s eligibility will be free.
- **Medicaid** – Student qualifies for a free reimbursable meal because his/her household receives Medicaid benefits. The student and/or household member is listed on the Direct Certification file provided by the State Agency. The student's eligibility will be free and will always be Direct: the student must be on the Direct Certification file to be considered as Direct – Medicaid.
- **Homeless/Migrant/Runaway** – Based on a signed and dated list from the applicable coordinator the student will be directly certified and the eligibility will be free.

- **Foster** – If the student appears on the direct certification file, then the student is directly certified and the eligibility will be free.
- **Head Start** - Based on a signed and dated list from the Head Start coordinator, the student will be directly certified and the eligibility will be free.

**Non-Direct/Certified Type:** Enter the determination reason for the value displayed in the Eligibility field:

- **Income** - The student eligibility for meal benefits was based on household income and a completed free/reduced application. The student's eligibility will be free, reduced, or paid, depending on the income level, household size and federal income guidelines.
- **Categorical** - Student qualifies for meal benefits because he/she participates in federal programs such as KTAP/SNAP, or Head Start/Even Start, or qualifies as a foster, homeless, migrant or runaway child (and confirmed by the coordinator) as denoted on a completed free/reduced application. The student's eligibility will be free.
- **Override** - The district has chosen to override the assigned eligibility for the household or student. Please refer to the most current USDA Eligibility Manual for School Meals for more information and consult with the district's food service director before selecting this option.
- **Runaway** - Student qualifies for the Runaway and Homeless Youth Act (RHYA) program as a runaway. The student's eligibility will be free.
  - If the certified type is Direct, then confirmation was received from the district's runaway coordinator.
- **Homeless** - Student qualifies for the Runaway and Homeless Youth Act (RHYA) program as homeless. The student's eligibility will be free.
  - If the certified type is Direct, then confirmation was received from the district's homeless coordinator.
- **Foster** –A foster child means their care and placement is court ordered or in a foster care setting as determined by the State child welfare agency and the state retains legal custody of the child. The student's eligibility should be free.
  - If the certified type is Non-Direct, then confirmation was received based on a completed free/reduced application.
- **Migrant** - Student qualifies for free reimbursable meal benefits because his/her guardian pursues seasonal (migrant) work. The student's eligibility will be free.
  - If the certified type is Direct, then confirmation was received from the district's migrant coordinator.
- **Head Start** - Student qualifies for free reimbursable meal benefits because he/she is enrolled in Head Start. The student's eligibility will be free.
  - If the certified type is Direct, then confirmation was received from the district's Head Start Coordinator accompanied by a list of currently enrolled students (*Note:* The list must be signed and dated to be considered directly certified).
- **SNAP** – Student qualifies for a free meal based on the household receiving SNAP benefits. The student's eligibility will be free.
  - If the certified type is Non-Direct, then confirmation is based on the household declaring that it receives SNAP benefits on a completed free/reduced application.
- **KTAP (TANF)** - Student qualifies for a free meal based on the household receiving KTAP benefits. The student's Eligibility will be Free.
  - If the certified type is Non-Direct, then confirmation is based on the household declaring that it receives KTAP benefits on a completed free/reduced application.

- **Declined** - Student declined awarded meal benefits.
- **Denied** - Student was denied meal benefits.
- **Did Not Apply** - Student did not apply for meal benefits.

**Letter Method:** This can be used with KTAP.

**School Year:** Enter the school year for which the eligibility applies.

**Start Date:** Enter the first day on which the eligibility is active.

**End Date:** Enter the last day on which the eligibility is active. Since eligibility continues to the end of the school year, enter in 6/30/20XX as the end date.

**Note:** These guidelines are meant for general reference purposes only and cannot by design be all-inclusive for operating a food service program in the district. In particular, those districts using Infinite Campus as their Point-of-Sale (POS) system should consult with the documentation on Campus Community, USDA documentation and consult with the Division of School and Community Nutrition for operating a food service program within a district.

**If your district is participating in the Community Eligibility Provision (CEP), you can find helpful resources at the following link:**

[http://education.ky.gov/districts/shs/pages/community-eligibility-provision-\(cep\).aspx](http://education.ky.gov/districts/shs/pages/community-eligibility-provision-(cep).aspx)