



# CEP: Food Service Directors and Data Management

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# What's the same...

- ▶ Download DC file monthly
  - ▶ Maintain accurate enrollment in POS – new students and withdrawals in POS
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- ▶ ***Partial CEP Only:***
    - Ensure student meal status for non-CEP schools are synchronized with POS
    - Process NSLP household applications in POS
    - Maintain confidentiality of meal status data

# What's different...

- ▶ No processing of NSLP household applications for CEP students (Yeah!!!)
  - ▶ Work with school leadership to understand (and mitigate) impact with CEP as it relates to data collection for federal/state programs (e.g., Title 1 and eRate)
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- ▶ *Partial CEP Only:* Work with FRAM Coordinator on mixed CEP households (*more on that later*)

# Agenda

- ▶ FRAM\FSD Responsibilities
- ▶ POS\IC Data Synchronization
- ▶ Direct Certification
- ▶ Best Practices
- ▶ Federal Programs
- ▶ Q&A



Grants  
eRate  
Meal  
FRYSC  
Assessment

waivers

Textbook



# Achievement Gap

School	High School Graduates in AY 2012-13
	College Going Rate
BELL COUNTY HIGH SCHOOL	48.6%
JOHN HARDIN HIGH SCHOOL	70.3%
HOPKINS COUNTY CENTRAL HIGH SCHOOL	64.4%
KNOTT COUNTY CENTRAL HIGH SCHOOL	66.7%
NEWPORT HIGH SCHOOL	50.5%
NORTH OLDHAM HIGH SCHOOL	87.3%

**Notes:**

\* College-going rates include all Kentucky public high school graduates in AY 2012-13 who enrolled at an in-state public 4-year, in-state public 2-year, in-state independent, in-state proprietary or other, or out-of-state postsecondary institution at any point during the 2013-14 academic year.

# FRAM Coordinator

- ▶ Under the KDE initiative, each district operating the CEP must appoint a FRAM Coordinator to obtain the socioeconomic status (SES) for students attending CEP schools using household income forms (HIFs).
  - Must have SES status for state/federal reporting purposes

# Responsibilities under CEP

FRAM Coordinator	Food Service Director
Distribute, collect and process the HIF forms	N/A
Provide any HIF form marked homeless, migrant or runaway to FSD	Share any form homeless, migrant, or runaway with appropriate district coordinator
Review DC list; no HIF processing necessary for any DC student	Import DC file on a monthly basis
(Partial CEP only) Omit processing any “mixed households” with a household app in POS	(Partial CEP only) Process all household applications in POS system

# Sharing Data: Mixed CEP Households



- In a Mixed CEP household a CEP and a non-CEP student reside in the same household: the parent/guardian will only complete the NSLP household application.
  - The non-CEP student needs a meal status.
- The Food Service Director will process the application in the POS, including assignment of a meal status for *both* the CEP and non-CEP students. The FSD can then share the meal status with the FRAM Coordinator for the CEP student.

# Partial CEP Only: List of Mixed CEP Households from Food Service Director

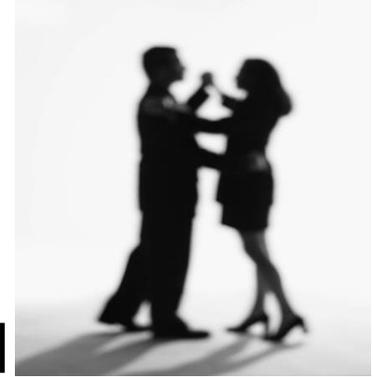
**Question:** “How does the FRAM Coordinator easily get a list of students for the mixed CEP households from the food service director with an NSLP household application on file?”

**Answer:** Provide a list of students by NSLP household application from the POS for your CEP schools.

# POS/IC Data Synchronization

# Data Synchronization

Data synchronization is a dance: everything must be carefully orchestrated to work properly.



## Finding the match – POS Data Synch



The POS file is matching against what is in IC based on a **key** field. When both key fields equal each other a successful match occurs – and a meal status record is generated in Campus.

# CEP: Data Synchronization

Data synchronization of meal status must be adjusted depending on your CEP type

## Partial CEP Districts<sup>1</sup>

School	Action Required
Non-CEP	Upload both meal status and DC information to Campus (if using POS to import DC file)
CEP	Turn off data synchronization with Campus

## Full CEP Districts

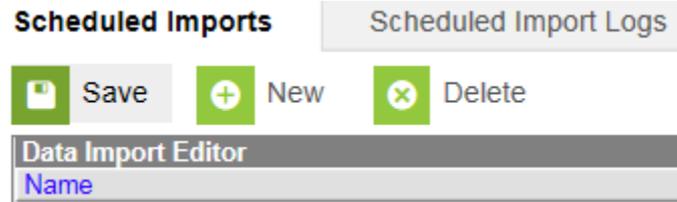
Action Required
Turn off the data synchronization with Campus

<sup>1</sup> IC POS users have a special setup; please contact Brad Blunt for details

# Full CEP Districts



- ▶ Turn off data synchronization
  - FRAM>Eligibility Import Wizard>Scheduled Imports
    - Delete any scheduled imports



# Direct Certification

# IC and POS: DC Data

- ▶ For CEP districts the DC files must be imported into both IC and the POS
  - DC Import into IC
    - FRAM Coordinator needs DC records; no HIF form is processed for these students
    - Better household information in IC than POS since household composition is not being updated in POS
  - DC Import into POS
    - Must continue to perform October qualifying data and April DC reporting
  - Different student populations
    - Campus is for who you teach
    - POS is for you who feed

# Campus: Import of DC File

- ▶ Instructions for importing the DC file are on the SCN DC download website
- ▶ When setting up your mapping ensure that you select the current school year

# Household Composition

- ▶ Households in the POS are built based on NSLP household application
- ▶ **CEP Schools:** Without NLSP household app the households in POS degrade in quality over time
- ▶ Best source for current household info: Infinite Campus

# DC Imports

Challenges	Potential Solutions
Non-European Names, misspellings, surnames transposed	Review the file manually; matching on SSID should capture nearly all students. You can filter/or sort based on SSID to narrow the list of additional potential matches
Missing SSNs	Match based on SSID; encourage schools to collect SSNs
DC matched to inactive students	Run SQL query to identify students with current year meal status with no active enrollment

# DC Tips

- ▶ Suggest weekly imports at beginning of school year to capture new students
- ▶ Import DC History file to locate more students
- ▶ Import the Foster DC file first, and then KTAP/SNAP/Medicaid

# Best Practices

# Be Reconciled

- ▶ Suggest monthly reconciliation between IC and POS for DC students
  - Better household information in IC than POS due to the elimination of NSLP household application

# IC Student Extract to POS

- ▶ *Optional* Infinite Campus has a student extract tool that includes all current students that can synch with the POS
  - **Benefit:** New enrollees are entered into POS and withdrawals are dropped
- ▶ Cost is \$100 annually
- ▶ School districts can request that Campus set this up by submitting a support ticket

# Useful Ad Hoc Reports

Several useful ad hoc reports have been placed under the “State Published” folder in IC

- FRAM Transposed Meal Eligibility Dates
  - Locates records where the meal status data was imported into the wrong school year
- FRAM Missing Meal Eligibility Records – District
- FRAM Missing Meal Eligibility Records – School
  - High counts of missing meal eligibility records may signify a problem within the school and/or district

# Federal Programs

- ▶ Two popular federal programs have issues guidance regarding CEP:
  - ▶ Title 1
    - <http://education.ky.gov/federal/progs/tia/Pages/default.aspx>
  - ▶ eRate
    - <http://www.fns.usda.gov/school-meals/community-eligibility-provision>

# Resources

## Campus Community

<http://community.infinitecampus.com/home/>

## Contact Information:

Brad Blunt ([brad.blunt@education.ky.gov](mailto:brad.blunt@education.ky.gov))

## **Suggested Non-Food Rewards**

It may seem like a harmless treat for a job well done, but rewarding children with unhealthy food can develop habits that stay with children throughout their school careers... and lives.

Food rewards can be an easy way to bring about an immediate behavior change in children. So why change a reward system that works? Rewarding children with food can contribute to health problems such as obesity, diabetes, and hypertension. It also interferes with learning to eat in response to hunger and fullness cues.

### **Elementary School Students**

- Trips to a treasure box filled with nonfood items such as stickers, bubbles, jump ropes, puzzles, key chains, yo-yos, spider rings, charms, trading cards, pencil toppers, coupons for extra credit, etc.
- Teacher performance (cartwheels, a cheer, a song) share your talent with your class
- Play favorite game
- Extra recess
- Make deliveries to office
- Sit by friends
- Help teach class
- School supplies such as pencils
- Show-and-tell
- Skating passes, movie passes, etc.
- Coloring books and/ or crayons

### **Middle and High School Students**

- Sit by friends
- Listen to music while working at desk
- Reduced homework or homework pass
- Have class outside
- Computer time
- Chat break
- Field trips
- Extra reading time
- Free time at end of class
- Paperback book
- Bookmarks