FRAM Coordinator Tips

The following is an edited list of suggested best practices by FRAM Coordinators:

What best practices would you share on distribution of the HIF form (distribution points, format, use of FRYSC staff, etc.)?

- Ensure the correct forms are handed out at school registrations.

- Involve the FRYSC staff; have a workshop on completing the forms with FRYSC staff.

- Have the forms ready for schools to send home to parents at least two weeks prior to opening day of school.

- Make the form user friendly so that each school can put this on their own letterhead and make them school specific.

- Run the Eligibility Report in IC to identify families who have not completed the HIF form.

- Make it known that the forms must be completed and who to turn them in to.

- Send forms out in registration packets.

- Send forms when home visits take place.

- Have forms available for distribution during Open House(s) or in packets for parents at Back-to-School events.

- Post forms on relevant district webpage.

Best practices on obtaining a high response rate with collecting the HIF form.

- Distribute HIF forms during registration nights and offer incentives for parents to attend registration.

- Impressing upon parents the importance of filling out and returning the HIF form is a good way to get a higher response rate.

- Offer incentives to students.

- FRYSC gave awards to students when they returned their form.

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- Communicate to those who are enrolling students that the HIF form should be completed as part of the enrollment process.

- Complete the form while on home visits.

- Use phone calls as reminders to complete and return the form.

- Distribute reminders via emails and school newsletters.

- Consider the return of the form a requirement for participation in other programs.

- Involve homeroom teacher in pursuing and gathering the forms for their specific group of students.

Common Acronyms

CEP – Community Eligibility Provision

DC – Direct Certification

FRAM – Free/Reduced Application Module

FSD – Food Service Director

HIF – Household Income Form

IC – Infinite Campus

IEG – Income Eligibility Guidelines

KTAP – Kentucky Transitional Assistance Program (aka public assistance)

NSLP – National School Lunch Program

POS – Point of Sale (system used by food service to count meals, determine meal eligibility, etc.)

SES – Socioeconomic status

SNAP – Supplemental Nutrition Assistance Program (aka food stamps)

USDA – United States Department of Agriculture