Data Standard Free/Reduced Application Management (FRAM)
Rev. 7/1/2024

Ownership and History

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Revision history
July 1, 2024
Updated for New Look/Tool Search

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Updated screenshots

September 29, 2021
Updated hyperlink

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Updated data steward
Updated format
New carryover information

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Overview

Description

Required fields of the Eligibility Detail screen must be completed for all students who are receiving free or reduced lunch.

Regulation citation(s)

- E-Rate
- SEEK At Risk – 702 KAR 3:270, Section 2 (h)

Data use

- Student eligibility data for free/reduced/paid lunch is used in state and federal reporting, P20 reporting and in determining funding allocations. State uses include: KEES reporting to KHEAA, data reported to CHFS for FRYSC funding (data as of December 1), and disaggregation of accountability data on the school report card.

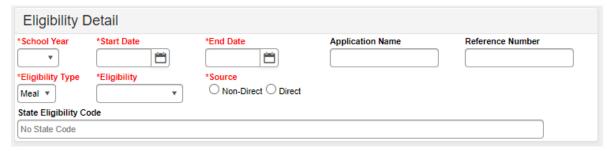### Related ad-hoc filters and reports

- FRAM Eligibility report

Training

Campus Community: **FRAM** Overview **- Video | Infinite Campus**

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Section A - Free/Reduced Application Management (FRAM)

Tool Search: Eligibility

Eligibility Type: Select the type based on how the data was collected:

- **Meal** – Eligibility Type defaults to Meal. Used to identify eligibilities collected via the Meal Benefits Form. The Meal Benefits Form is the USDA form used in the National School Lunch Program (NSLP). All direct certifications and carryovers will have an eligibility type of Meal.

- **SES** – Used to identify eligibilities collected via the Educational Benefits Form/Household Income Form (HIF). Schools/Districts participating in the Community Eligibility Provision (CEP) program will enter FRAM records as 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, or if he/she qualifies for benefits based on categorical need (see Certified Type), or is directly certified. All Certified Types result in a free eligibility except Declined and Denied. Did Not Apply may or may not result in a free eligibility – see additional information for this Certified Type.

- **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
- **Non-Direct** – Select when the school/district has obtained eligibility information via a Meal Benefits Form, an Educational Benefits Form (HIF), or a carryover.

- **Direct** – Select when the district has obtained 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 Source is allowed only when the Eligibility Type is Meal. The student's eligibility will be free.

Certified Type: Options for Certified Type are different depending on the Source selected. Enter the determination reason for the value displayed in the Eligibility field.

Direct:

- **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/Runaway –** Student qualifies for the Runaway and Homeless Youth Act (RHYA) program as a runaway or homeless. Based on a signed and dated list from the applicable coordinator, the student will be directly certified, and the eligibility will be free.

- **Migrant -** Student qualifies for free reimbursable meal benefits because his/her guardian pursues seasonal (migrant) work. Based on a signed and dated list from the migrant 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** - Student qualifies for free reimbursable meal benefits because he/she is enrolled in 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:

- **Income -** The student eligibility for meal benefits was based on household income information provided on a Meal Benefit Form or an Educational Benefits Form (HIF). 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. Use during a provided carryover period - outlined in the Carryover information below.

- **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.

  o If the certified type is Non-Direct, then confirmation was received based on a completed free/reduced application.

- **SNAP** – Student qualifies for a free meal based on the household receiving SNAP benefits. The student's eligibility will be free.

  o If the certified type is Non-Direct, then confirmation is based on the household declaring that it receives SNAP benefits on a completed benefits form.

- **KTAP (TANF)** - Student qualifies for a free meal based on the household receiving KTAP benefits. The student's eligibility will be free.

  o If the certified type is Non-Direct, then confirmation is based on the household declaring that it receives KTAP benefits on a completed benefits form.

- **Declined -** Student declined awarded meal benefits. The student's eligibility will be paid.

- **Denied -** Student was denied meal benefits. The student's eligibility will be paid.

- **Did Not Apply -** Student did not apply for meal benefits. The student's eligibility may be free or paid. A student may have a Did Not Apply type and a free eligibility if he/she received a carryover status of free in a new school year. See carryover information below.

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. For eligibilities entered for the entire school year, enter in 6/30/20XX as the end date.

Carryover Eligibility Information

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Federal guidelines allow for the carryover of a free eligibility in several situations. The purpose of the carryover is to ensure students are being fed during changes in enrollments. A carryover is for 30 days OR until a benefits form has been submitted, whichever comes first. A carryover flow chart can be found on the [KDE CEP website](#) to assist districts in automating records imported from their Point of Sale system. There are two types of carryover:

Transition Carryover – A student transitioning from one academic year to another academic year is eligible for a 30-day carryover of a free/reduced eligibility if the student was a direct certification or if he/she provided a benefits form verifying the free eligibility status at the end of the previous academic year. This could be a Meal Benefits Form or an Educational Benefits Form (HIF). A student with a transition carryover would be marked:
- Eligibility Type – Meal
- Eligibility – Free
- Source – Non Direct
- Certified Type – Did Not Apply OR Override (depending on the carryover flow chart)

Transfer Carryover – A student transferring from one school to another during an academic year is eligible for a 30-day carryover dependent on the student's previous FRAM record. Four scenarios of transfers are:
- CEP school to CEP school: The new school will grant a 30-day carryover record of free/reduced in the FRAM module REGARDLESS of the previous FRAM record. This is to ensure students transferring from CEP schools continue to receive free lunch and the school continues to receive state funding until a Meal Benefits Form or direct certification can be confirmed. The Certified Type for this record should be Override to indicate the carryover, but can be a different type if it is an in-district transfer and the previous Certified Type is known.
- CEP school to non CEP school: The new school will grant a 30-day carryover record of free/reduced in the FRAM module REGARDLESS of the previous FRAM record. This is to ensure students transferring from CEP schools continue to receive free lunch and the school continues to receive state funding until a Meal Benefits Form or direct certification can be confirmed. The Certified Type for this record should be Override to indicate the carryover but can be a different type if it is an in-district transfer and the previous Certified Type is known.
- Non CEP school to non CEP school: The new school will grant a 30-day carryover record of free/reduced in the FRAM module IF the previous FRAM record showed an eligibility of free/reduced due to direct certification or a completed Meal Benefits Form. The Certified Type for this record should be Override to indicate the carryover if the student is from outside the district, but can be a different type if it is an in-district transfer and the previous Certified Type is known.
- Non CEP school to CEP school: The new school will grant a 30-day carryover record of free/reduced in the FRAM module IF the previous FRAM record showed an eligibility of free/reduced due to direct certification or a completed Meal Benefits Form. The Certified Type for this record should be Override to indicate the carryover if the student is from outside the district, but can be a different type if it is an in-district transfer and the previous Certified Type is known.

What is FRAM used for?

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FRAM is an important part of the following reports/calculations:
- SEEK At Risk – July 1
- eRate – the eRate calculation looks at every day in October and uses the date with the highest free/reduced lunch count to get the district's free/reduced lunch count. If your district's direct certifications are fairly consistent and the HIFs are entered before the last week in October, that would be enough time to have one of the days in October show as your highest day. KDE suggests all HIFs be entered by October 1 to allow the maximum "chances"/days of getting the highest number possible.
- FRYSC – December 1

Commonly used acronyms in FRAM:
- HIF – Household Income Form
- SES – Socio Economic Status
- CEP – Community Eligibility Provision
- NSLP – National School Lunch Program
- DC – Direct Certification
- SNAP – Supplemental Nutrition Assistance Program
- POS – Point of Sale (system used by food service to count meals, determine meal eligibility, etc.)

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:
Community Eligibility Provision (CEP)