

Community Eligibility Provision Processing the Household Income Form (HIF)

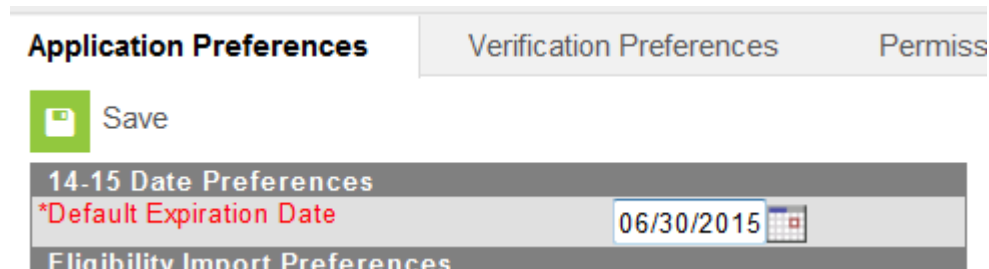
FRAM Coordinator Checklist

- ✓ Set the default expiration date (see below for details).
- ✓ Verify with Food Service that the data import is correctly configured for the CEP schools (see below for details).
- ✓ Before starting the direct certification files for July should be imported into Infinite Campus and the income eligibility guidelines must be updated by Campus, so we suggest waiting until late July before entering HIF forms.
- ✓ Check the HIF forms for complete information and the signature of an adult household member.
- ✓ For incomplete forms, contact the guardian to complete information. Write notes on the form of who you contacted, the date and initial any changes.
- ✓ Forward any HIF forms with Homeless, Migrant, or Runaway marked to Food Service.
- ✓ Enter household applications in Infinite Campus under FRAM>Household Applications.
- ✓ Obtain a list of students who remain without an eligibility through the Infinite Campus ad hoc.

Before entering any forms:

IC Setup

- Enter 06/30/20xx as the default expiration date. (PATH: FRAM> FRAM Preferences> Application Preferences tab)



The screenshot shows the 'Application Preferences' tab in the FRAM system. A 'Save' button is visible. The '14-15 Date Preferences' section is highlighted, and the '*Default Expiration Date' is set to '06/30/2015' with a calendar icon next to it. Other tabs like 'Verification Preferences' and 'Permissions' are also visible.

- Ensure you have the appropriate security rights to process the HIF form in Campus.

IC and POS Data Synchronization

- **Partial CEP:** Work with your food service vendor to remove any CEP schools from the food service POS data extract to Infinite Campus
- **Full CEP: IC/POS Data Synchronization of Meal Status:** Stop the data synchronization of meal status between your food service POS and Infinite Campus

Direct Certification

- Make sure the Direct Certification files for July and August have been imported into Infinite Campus.

HIF Processing – Homeless, Migrant or Runaway

- Review all the forms as they arrive. Make sure all the needed information has been entered. Contact the household if you need more information.
- Send a copy of any forms with Migrant, Homeless or Runaway marked to the Food Service Director in your district.
- Obtain a list of students who are homeless, migrant or runaway from your district coordinator. Enter their FREE eligibility. If they already have a direct certification record then do not add an additional eligibility record. Follow the steps below:
 - Go to *FRAM > Eligibility*
 - Click New
 - Select the current School Year.
 - Enter the day you are entering the data as the start date.
 - The end date will always be 6/30/20XX

- **IC POS Users Only:** If your school uses Infinite Campus for your food service POS and you are partial CEP then select SES for the Eligibility Type. Otherwise, use the default of “Meal”.
- Select “Free” for the Eligibility.
- Select “Direct” for the Source. The Certified Type dropdown will be enabled.
- Select Homeless, Runaway or Migrant for the Certified Type.

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		
<input type="text"/>	<input type="text"/>	<input type="radio"/> Non-Direct <input type="radio"/> Direct		
State Eligibility Code				
No State Code				

- Click “Save”
- Repeat the process above for any students who are Migrant, Homeless, or Runaways selecting the appropriate Certified Type.
- If the student is not on a signed and dated list then the student should still be marked as “Free” but the Source shall be “Non-Direct” and the Certified Type will be Homeless, Migrant or Runaway.

Refusal to Provide Income

- If a guardian declines to provide household income information, use the process above to enter an eligibility record with the following settings:
 - **Eligibility:** Paid
 - **Source:** Non-Direct
 - **Certified Type:** Did Not Apply
- By doing this process you’ll know that the family has completed a HIF form and not to perform any follow-up activities with them.

Entering information from the HIF:

- Go to FRAM> Household Applications.
- This will take you to the household search tool. Enter the student’s name (Last, First) and then search for that student.
- If only one household is in the search result the Household application screen opens, else click on the desired household name to open the screen.
- Click New.
- Enter data onto the Household Application from the HIF form. See the Campus Community’s instructions [here](#). Either the Video or Simulation option would be helpful instructional tools.
- **Note on DC Students:** Students who are directly certified won’t need a HIF form processed. You can mark these as “DC” on the HIF form.

HIF Processing – Foster Students

- Foster students can qualify for a free meal through 3 different means:
 1. *Directly Certified*: The foster child is shown on the Direct Certification list provided by the State. If they appear on that list then they would be entered as “Directly Certified” either through the DC import or manually noted as directly certified similar to the instructions for homeless, migrant or runaway. In that case if they do not already appear as DC you would mark them as:
 - **Eligibility Type**: Free
 - **Source**: Direct
 - **Certified Type**: Foster
 2. *HIF Form- Foster Child*: The foster family can complete a separate HIF form and marked as foster child. In this case they would be marked as the following:
 - **Eligibility Type**: Free
 - **Source**: Non-Direct
 - **Certified Type**: Foster
 3. *HIF Form – Foster Family*: The foster family can include the foster child on the HIF form. In this case you would process it as normal, including that child in the household count.

HIF Processing – Foster Child based on HIF Form

If the foster family submits a HIF form separately for the foster child then follow the steps below:

- Enter their FREE eligibility
 - Go to *FRAM > Eligibility*
 - Click New
 - Select the current School Year
 - Enter the day you are entering the data as the start date.
 - Enter 06/30/20XX as the end date
 - **IC POS Users Only**: If your school uses Infinite Campus for your food service POS and you are partial CEP then select SES for the Eligibility Type. Otherwise, use the default of “Meal”.
 - Select “Free” for the Eligibility Type
 - Select “Non-Direct” for the Source
 - Select “Foster” for the Certified Type.

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		
<input type="text"/>	<input type="text"/>	<input type="radio"/> Non-Direct <input type="radio"/> Direct		
State Eligibility Code				
No State Code				

- Click “Save”

After Entering Applications:

- Run the state published ad hoc FRAM Missing Eligibility Records-District or FRAM Missing Eligibility Records-School to make sure all students have an Eligibility record.
- File the forms in a secure location and retain them for 10 years. Since these are federal programs please keep them on file until September 30th of the fifth year. For example, for school year 2014-2015, keep them on file until September 30, 2024.

Frequently Asked Questions

How should I determine the free/reduced socioeconomic status?

Enter the HIF form in the FRAM> Household Applications tool within Infinite Campus. It will automatically determine the free, reduced or paid status for the household.

What should the start/application effective date be?

This will be the date you entered the forms into IC, which is set as the current date by default.

When do the forms need to be completed?

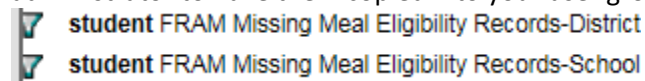
KDE requests that the forms be entered by 30 operating days from the beginning of school for students.

I understand that only KTAP/SNAP recipients can be eligible for a free SES based on the HIF form. How about Medicaid?

With Medicaid the child cannot be eligible for a free SES unless they are on the direct certification list. As with KTAP/SNAP the DC eligibility is extended to other students in the household.

How do I know which households still need to submit a HIF?

Use the Infinite Campus ad hoc filters. If you do not have access to the ad hoc filters contact your district administrator to have them copied into your user group.



Ensure that you have “All Schools” selected if you run the districtwide ad hoc. For the school ad hoc ensure that you have only a single school selected.

Who should import the DC file into Campus?

The food service director or an IT staff person should import the DC file into Campus each month. Instructions for importing the DC file are contained in the DC help manual on the SCN Direct Certification Download website.

Where do I go if I have questions?

You can contact Laura Loman at (502) 564-5279.

Please visit the KDE CEP website as well: [Community Eligibility Provision](#)

Also please see Campus Community, which has tutorials on using the Household Applications tool [here](#). Log in using your Infinite Campus credentials.