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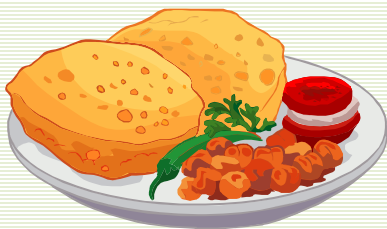
**Quick Reference Guide:**

## **FRAM: Direct Entry or File Upload**

*This guide explains how to use the FRAM module in Infinite Campus to enter Free/Reduced Meal Status for students.*

*Topics covered in this Quick Reference Guide include:*

- *FRAM Data Requirements*
- *FRAM - Direct Entry*
- *FRAM - File Upload*
- *Exiting Students*
- *Changing Eligibility Status*
- *Data Verification*



**NOTE:** Meal Status is no longer entered on the student enrollment tab. All Free/Reduced Meal Status information **must** be entered through the **FRAM** module.

The FRAM module is used to enter Free/Reduced Meal Status for each student in AIM. This guide explains the information that is required and how to enter the data directly or using a file upload.



FRAM data must be updated along with the Program Participation Collections:

- 1) Fall Program Participation** – status of students enrolled as of **10/3/16**, due by **10/14/16**;
- 2) Testing Window Program Participation** -- students enrolled as of **3/21/17**, due by **4/4/17** (subject to change); and
- 3) End of Year Program Participation** -- students enrolled as of last day of school, due by **6/16/17**.

Before beginning, consider the following:

**1. What is FRAM and why are we using it?**

- The FRAM module was created in response to requests from Districts and States for a more comprehensive way to track changes to a student's Meal Status. *page 2*

**2. Is FRAM Data entered directly or by file upload?**

- Direct Entry – *page 2*.
- File Upload – *page 5*.  
*(File upload is for districts NOT using Infinite Campus as their primary student information system (SIS))*

**3. What information is required and where do I get it?**

- Districts must enter the student's Eligibility, Certification Type, Start Date and End Date. This information is collected as part of the application process at the district level. *page 3*

**4. How do I verify the data I have entered?**

- Districts may use the customizable reports in the FRAM module to verify the entry of Free/Reduced Meal Status for students. *page 10*

## ENTERING FRAM DATA

The **FRAM** module allows districts to track changes to the Free/Reduced Meal status throughout the year.

Meal Status may either be entered directly in AIM for each student or the district can use an OPI Excel template to prepare a file for uploading. The following sections explain how to use these methods to enter FRAM data in AIM.

### FRAM Direct Entry (DISTRICT EDITION OR MTE VALUE ADDED USERS)

Choose **Year 16-17** and a school.  
First select the student to enter the meal status for, then open the FRAM module:

Click the **Search** tab. **Select Student**.  
Click **Go**. A list of student enrolled in that school for the chosen year will appear under **Search Results**.

Select the first student in the **Search Results** to enter Free/Reduced Meal data for.

Access the **FRAM** module by selecting the **Index** tab, then **FRAM**, and **Eligibility**.

A list of the student's existing FRAM eligibility appears. To enter a new eligibility, click **NEW**.

The Eligibility Detail section opens. (see screen shot on following page.)

Year: 16-17 | School: Jefferson Elem School

Student: bailey, s | Go

Search Results: 1

06 Bailey, Sarah #767 [07/28/2005]

**Person Information**

Person ID: 767  
Name: Bailey, Sarah  
Gender: F  
Race: White  
State Race/Ethnicity: White  
Federal Designation: 6:White  
Race(s): White  
Hispanic/Latino: N:No  
Race/Ethnicity Determination: OS:Observer Determined

Birth Date (Age: 10): 07/28/2005  
Student Number: 767  
State ID: 767  
Person GUID: 4A53B78D-D59A-4198-81ED-0D8BF42A3289  
Comments: - Modified by: Stoddard, Jasmine 08/20/2015 13:55

Household: Secondary

Name	Relationship	Enrollment (grade)	Phone(s)	Email
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Year: 16-17 | School: Jeff

Index | Search

- Makayla Pederson
- Student Information
- Census
- Behavior
- Health
- Attendance
- Scheduling
- Fees
- Grading & Standards
- Medicaid
- Program Admin
- Ad Hoc Reporting
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- User Communication
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- FRAM
  - Eligibility
  - Letter Editor
  - Eligibility End Date Wizard
  - Eligibility Import Wizard
  - FRAM Preferences

Year: 16-17 | School: Jeff

Student: Bailey, Sarah #767 [07/28/2005]

Grade: 05 | #767 | DOB: 07/28/2005 | Gender: F

**Eligibility**

New

Eligibility Editor

School Year	Eligibility Type	Eligibility	State Code	Certified Type	Start Date	End Date	Op
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March 2017

## FRAM Data Requirements

On the FRAM Detail screen, districts must enter *School Year*, *Start Date*, *End Date*, *Eligibility*, and *Source*.

This information is collected as part of a student's Free/Reduced Meal application or is included in a direct certification file that can be retrieved through the OPI Direct Certification Application (DCA) system. The DCA System matches SNAP/TANF information collected by the Department of Public Health and Human Services (DPHHS) to school district enrollments to determine the set of students who are directly certified for free and reduced price lunch eligibility. See OPI's [School Nutrition Programs website](#) for more information.

The screenshot shows a form titled "Eligibility Detail" with the following fields and options:

- \*School Year: A dropdown menu.
- \*Start Date: A date picker.
- \*EndDate: A date picker.
- Application Name: A text input field.
- Reference Number: A text input field.
- \*Eligibility Type: A dropdown menu with "Meal" selected.
- \*Eligibility: A dropdown menu.
- \*Source: Radio buttons for "Non-Direct" and "Direct".
- State Eligibility Code: A text input field with "No State Code" below it.

The required data fields are:

**School Year** should be set to the current year, *16-17*.

**Start Date** is the first date of eligibility.

**End Date** is the last date of eligibility, usually 30 days past the first day of school in the upcoming school year. OPI recommends defaulting this date to October 2, 2017.

**Eligibility Type** should default to *Meal*.

**Eligibility** is the status of the student:

- F: Free
- R: Reduced
- P: Paid
- N: Non-reimbursable (not used for state reporting)

**Source** identifies the certification of the student. **Non-Direct** means the meal status was determined locally (by district application). **Direct** means the student is certified by the DPHHS (usually SNAP or TANF eligible).

- **NOTE:** Districts uploading a FRAM file from their local SIS should **ALWAYS** use *Non-Direct*.

When a source is selected the **Certified Type** field appears.

**Certified Type** is a record of how the determination was made.

**NOTE: Certified Type** is a required field, but data is not required for State Reporting purposes. The OPI recommends defaulting students to "Income" unless the district chooses to keep details of **Certified Type** for local tracking purposes.

The screenshot shows the 'Eligibility Detail' form. The 'Certified Type' dropdown menu is open, displaying a list of options: Income, Categorical, Override, Runaway, Homeless, Foster, Migrant, Temporary/No Income, Even Start, Head Start, RCCI, Early Childhood, Medicaid, Declined, Did Not Apply, and Socioeconomic Status. The 'Non-Direct' radio button is selected.

If *Direct* is checked, **Certified Type** is also required. The options under **Certified Type** are different than the options available if *Non-Direct* is checked.

As above, **Certified Type** is a record of how the determination was made.

The screenshot shows the 'Eligibility Detail' form with the 'Direct' radio button selected. The 'Certified Type' dropdown menu is open, displaying a list of options: SNAP, TANF, FDPIR, Foster, Head Start, Homeless, Medicaid, Migrant, and Runaway. A 'Letter Method' checkbox is also visible.

## FRAM File Upload

### (MT EDITION USERS ONLY)

The FRAM data described above may be entered via file upload instead of direct entry.

File upload requires the district to prepare a file to upload into AIM using an Excel template. Otherwise, any method may be used to prepare an upload file as long as it conforms to the required file format of the OPI template and is saved as a \*.CSV (*comma separated value*) file.

Download the [FRAM Import Template](#) from the [AIM File Upload Templates webpage](#).

Extract the data for this template from the district's Student Information System and/or Direct Certification file.

Details for each data item can be found in the comments as you hover over the yellow highlighted header box.

**NOTE:** If a student is Direct certified, **Certified Type** should be set to "*Direct*". Otherwise OPI recommends that districts default **Certified Type** to *Income*.

Montana Office of Public Instruction  
Denise Juneau, State Superintendent  
opi.mt.gov

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AIM General Information

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AIM Technical References

AIM Policy References

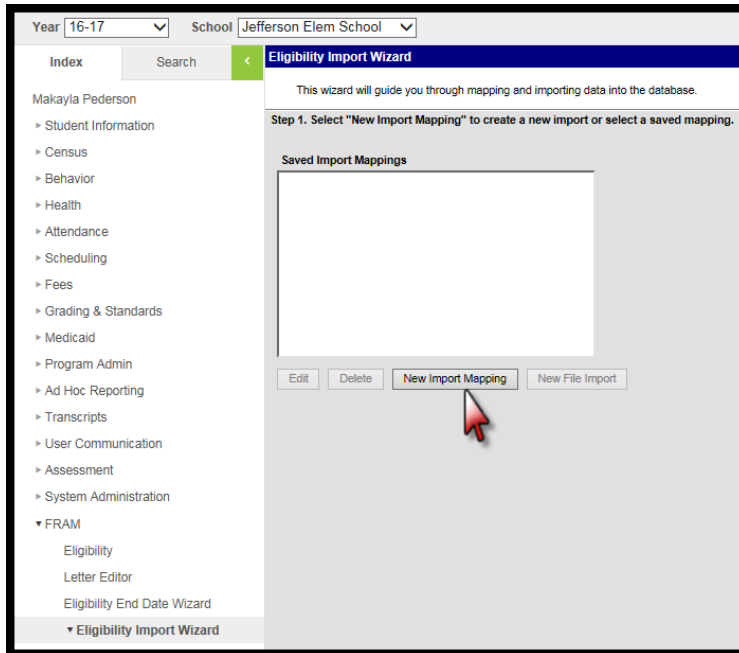
AIM Additional Resources

**AIM File Upload Templates**

- [Average Daily Attendance Template](#)
- [CTE Career and Technical Education Template](#)
- [Fall Attendance Template](#)
- [FRAM Import Template](#)**
- [LEP Template](#)
- [Program Participation Template](#)
- [Spring Attendance Template](#)
- [Student Demographic Template](#)
- [Student Enrollment Template](#)
- [Test Window Attendance Template](#)

	A	B	C	D	E	F	G
1	<b>Delete Rows 1 and 2 before saving file - this file may be saved as a *.csv file</b>						
2	Field 1	Field 2	Field 3	Field 4	Field 5	Field 6	Field 7
3	<b>Student's State ID</b>	<b>Last Name</b>	<b>First Name</b>	<b>Eligibility</b>	<b>Certification Type</b>	<b>Eligibility Start Date</b>	<b>Eligibility End Date</b>
4	754215894	Twain	Shania	F	Income	10/5/2015	10/5/2016
5	265418792	Perry	Kimberly	P	Income	10/5/2015	10/5/2016
6	598741249	LeDoux	Chris	R	Income	10/5/2015	10/5/2016
7	698742581	Morgan	Lori	R	Income	10/5/2015	10/5/2016
8	365874185	Bentley	Dirks	F	Income	10/5/2015	10/5/2016
9	258497152	Jackson	Alan	F	Income	10/5/2015	10/5/2016
10	358741297	Armstrong	Neil	P	Income	10/5/2015	10/5/2016

Delete the first three rows of the file and save as a \*.CSV (comma separated value) file. Save the file where you'll be able to find it easily.



From the **Index**, expand **FRAM** and select **Eligibility Import Wizard**.

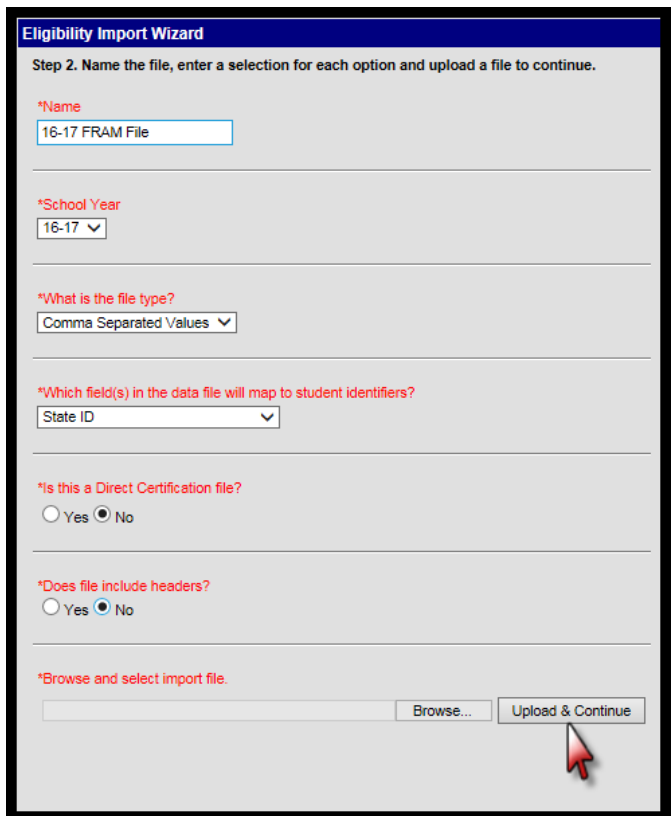
Click **New Import Mapping**.

Enter *Name*, *School Year*, *File Type* (use *Comma Separated Values* if the file is in \*.CSV format).

Select which field to map to student identifiers (*State ID* is recommended).

Check *Direct Certification* and *Headers* as appropriate.

Browse for the file you saved and click **Upload & Continue**.



Map the fields listed. In this example the student State IDs are listed in the first column of the file so enter a "1" under **Seq in Data File**.

Click **Map Field(s)**. The State IDs will now show in the **Mapped Data Field(s)** window.

Click **Next**.

Name	File Location	Format	Column Count	Row Count
12-13 FRAM file	C:\temp\System-Administrator-2013-03-05-16-46-01\Cascade_FRAM.csv	Comma Separated Values	9	75

1	2	3	4	5	6
StateID	LastName	FirstName	Eligibility Type	Eligibility	Certified
732407464	Twain	Shania	Meal	F	Incon
852915546	Perry	Kimberly	Meal	P	Incon

Name	Seq in Data File	Map to Data Field	Strip Leading Zeros
StateID	1	student.stateID	<input type="checkbox"/>

**Step 4. Select "Yes" next to fields that will be mapped for at least one of the following values: will be set for all students on the file. Select "No" for all other fields.**

Eligibility Type  Yes  No

Eligibility  Yes  No

Certified Type  Yes  No

Direct Type  Yes  No

Start Date  Yes  No

End Date  Yes  No

Select the remaining fields to be mapped from the file. Click **Next**.

**NOTE:** If using *Non-Direct* (an upload from the district's local SIS), check "No" under *Eligibility Type* and *Direct Type* and "Yes" under *Eligibility*, *Certified Type*, *Start Date* and *End Date*.

**Step 5. Select the values that will be the same for all students on the file. For unique values, indicate the location of the field that will be mapped on the file. Select "Set Value" to map each field from the imported Raw Data File to a field in the database. Review the mapped fields in the Import Data Field(s) section above. Select "Next" to continue.**

\* Eligibility Type

Meal

**Eligibility Type** should be set to *Meal*.

The number entered in **Seq in Data Field** corresponds to the column number in the data file.

Click **Set Value** after each sequence entry. Match the value in the file to a corresponding AIM value. Click **Save**.

Repeat for each field. Click **Next** to continue.

**Field Map**

Data File Eligibility	Campus Eligibility
F	Free
P	Paid
R	Reduced

Cancel Save

Name: 12-13 FRAM file    File Location: C:\temp\System-Administrator-2013-04-12-14-30-02\Cascade\_FRAM.csv    Format: Comma Separated Values    Column Count: 7    Row Count: 75

Raw Data File	4	5	6	7	Import Data Field(s)
Name	Eligibility	Certified Type	Eligibility Start Date	Eligibility End Date	Eligibility
nia	F	Income	10/1/2012	10/7/2013	Free
berly	P	Income	10/1/2012	10/7/2013	Paid
					Reduced
					Paid

Step 6. Confirmation Review. Verify the criteria for accuracy. To make changes, select "Previous" to return to the appropriate screen.

This mapping will be used to match the data in the import file to student identifiers existing in the database.

Name	Seq	Map to Data Field	Strip Leading Zeros
StateID	1	student.stateID	No

This mapping will import a unique value for each student in the file.

Import Data Field	Seq in Data File
Eligibility	4
CertifiedType	5
StartDate	6
EndDate	7

Values entered for fields shown will be the same for all students when imported.

Data Field	Set Value
EligibilityType	Meal

You may Test or Import your file. Infinite Campus recommends testing the file before importing into the database.

Include Updated Records Detail on report

Buttons: Previous, Test, Import

Verify mapping and values.

Click **Test**.

Check the *Error/Warning* list. Make necessary corrections.

Once satisfied with **Test** results, return to the Eligibility Wizard and click **Import**.

Montana State	Eligibility Import Report						
Generated on 03/05/2013 05:15:51 PM Page 1 of 1							
THIS IS A TEST. NO DATA IS WRITTEN TO THE DB.							
<b>Summary</b>							
New	Ended	Removed	Existing	Errors/Warnings			
72	4	4	0	2			
<b>Error/Warning</b>							
Line 62. ERROR 2001 - Multiple matches found for Student State ID '510837342' (2 matches).							
Line 68. ERROR 2001 - Multiple matches found for Student State ID '737712674' (3 matches).							
<b>Existing Eligibility Records</b>							
Name	School Year	Start Date	End Date	Eligibility Type	Eligibility	Source	Certified Type



## EXITING STUDENTS

Students who exit the district and/or school **DO NOT** need to have their Eligibility ended.

The Eligibility for Free/Reduced price meals is limited to a student's enrollment as indicated by the *Start* and *End Date* on the **Enrollments** tab.

**Bailey, Sarah**  
Grade: 05 #767 DOB: 07/28/2005 Gender: F

Credit Summary Assessment Behavior Transportation Fees Lockers  
Graduation Athletics AdHoc Letters Waiver Records Transfer Report Com

Summary **Enrollments** Schedule Attendance Flags Grades Transc

Print Enrollment History New New Enrollment History

Enrollment Editor					
Edit	Grade	Type	Calendar	Start Date	End Date
	06	P	16-17 Jefferson Elem School	08/29/2016	11/18/2016

Start Status: 02 Continued enrollment same school, no interruption  
End Status: 140 Transfer to public schl in another district in MT

## CHANGING ELIGIBILITY STATUS

If a student's eligibility changes during the school year, create a new FRAM status record.

From **Search**, select the student.  
From **Index**, click **FRAM** and then **Eligibility**. Click **New**.

Enter *School Year*, *Start Date*, *End Date*, *Eligibility*, and *Source* as indicated in the screenshot.

Click **Save**.

The previous record will automatically end one day prior to the new record.

**Bailey, Sarah**  
Grade: 05 #767 DOB: 07/28/2005 Gender: F

Eligibility

New

Eligibility Editor						
School Year	Eligibility Type	Eligibility	State Code	Certified Type	Start Date	End Date
16-17	Meal	Free	F	Direct SNAP	12/05/2016	10/02/2017
16-17	Meal	Free	F	Income	09/30/2016	12/04/2016

## DATA VERIFICATION - FREE/REDUCED MEAL REPORTS

The FRAM module contains a customizable report that may be used to verify Free/Reduced meal status information.

From the **Index**, expand **FRAM** and **Reports**. Select **Eligibility**.

Select Report Type: **Eligibility Report**.

Choose the current *School Year* and *Date* (defaults to today). Select an *Eligibility* to verify and the *Eligibility Certified Type(s)* (recommend "All"). Select *Grade*.

Check *Include Detail* to include student names. Choose a *Report Format* and *Calendar(s)*.

Click **Generate Report**.

The report will list numbers of eligible students and names (if *Include Detail* was selected).

- 15-16
- Adams Middle School 2016 A
  - Jefferson Elem School 2016 A
  - Washington High School 2016 A
- CTRL-click or SHIFT-click to select multiple

Summary for Eligibility Type: Meal										
Type	Free	Reduced	Paid	Total						
<b>Direct Source</b>										
Foster	0	0	0						0	
Head Start	0	0	0						0	
Homeless	0	0	0						1	
Medicaid	0	0	0						0	
Migrant	0	0	0						0	
Runaway	0	0	0						0	
FDPIR	0	0	0						0	
SNAP	59	0	0						59	
TANF	2	0	0						2	
<b>Non-Direct Source</b>										
Income	48	29	0						77	
Categorical	11	0	0						11	
Override	0	0	0						0	
Runaway	0	0	0						0	
Foster	6	0	0						6	
Migrant	0	0	0						0	
Head Start	0	0	0						0	
RCCJ	0	0	0						0	
Early Childhood	0	0	0						0	
Homeless	1	0	0						1	
Declined	0	0	0						0	
Denied	0	0	0						0	
Did Not Apply	0	0	0						0	
Socioeconomic Status	0	0	0						0	
Even Start	0	0	0						0	
Medicaid	0	0	0						0	
<b>Total</b>	<b>128</b>	<b>29</b>	<b>0</b>						<b>157</b>	
Eligibility Report Detail										
Sch. Year	Student Name	Date of Birth	State ID	Grade	Eligibility Type	Eligibility Source	Certified Type	School	Start Date	End Date
15-16	Adams, [Name]	08/27/1999	339509260	11	Meal	Reduced Non-Direct Income		Anaconda High School	08/31/2015	10/03/2016
15-16	Adams, [Name]	05/13/2001	771994929	09	Meal	Reduced Non-Direct Income		Anaconda High School	08/31/2015	10/03/2016
15-16	Adams, [Name]	01/18/2001	109121085	09	Meal	Reduced Non-Direct Income		Anaconda High School	09/22/2015	10/03/2016
15-16	Adams, [Name]	10/28/2000	416207776	09	Meal	Free Non-Direct Income		Anaconda High School	08/31/2015	10/03/2016
15-16	Adams, [Name]	12/28/1998	145973399	11	Meal	Free Non-Direct Categorical		Anaconda High School	09/02/2015	10/03/2016
15-16	Adams, [Name]	08/22/2001	416693973	09	Meal	Free Non-Direct Income		Anaconda High School	08/31/2015	10/03/2016
15-16	Adams, [Name]	08/11/1999	729771620	11	Meal	Reduced Non-Direct Income		Anaconda High School	09/13/2015	10/03/2016
15-16	Adams, [Name]	07/28/1999	763353089	10	Meal	Free Direct SNAP		Anaconda High School	09/02/2015	08/10/2016

For further assistance please contact the OPI AIM Help Desk at [opiainhelp@mt.gov](mailto:opiainhelp@mt.gov) or 1-877-424-6681.