

Free and Reduced Application Management (FRAM)

[AIM User Guide](#)

This guide explains how to use the FRAM module in Infinite Campus to enter Free/Reduced Meal Status for students using direct entry or a file upload.

Topics covered in this Quick Reference Guide include:

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

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- **Fall Program Participation** – status of students enrolled as of 10/3/22, due by 10/21/22;
 - **Test Window Program Participation** -- students enrolled as of 4/6/23, due by 4/28/2023 with edits accepted through 5/26/23
 - **End of Year Program Participation** -- students enrolled as of last day of school, due by 6/30/23.

The Free and Reduced Application Management (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.

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. FRAM data is also used for economically disadvantaged student reporting. See OPI's [School Nutrition Programs](#) website for more information.

PLEASE NOTE: AS WITH ALL FILE IMPORTS, IT IS BEST PRACTICES TO RETRIEVE THE TEMPLATE DIRECTLY FROM OUR [AIM UPLOAD TEMPLATES](#) WEBPAGE TO ENSURE YOU HAVE THE MOST CURRENT VERSION.

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FAQ:

1. Is FRAM Data entered directly or by file upload?

All Free/Reduced Meal Status information may be entered directly or by using a file upload.

2. What information is required and where do I get it? Districts must enter the student's Eligibility, Certification Type, Start Date and End Date. The information is collected as part of the application process at the district level.

3. 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.

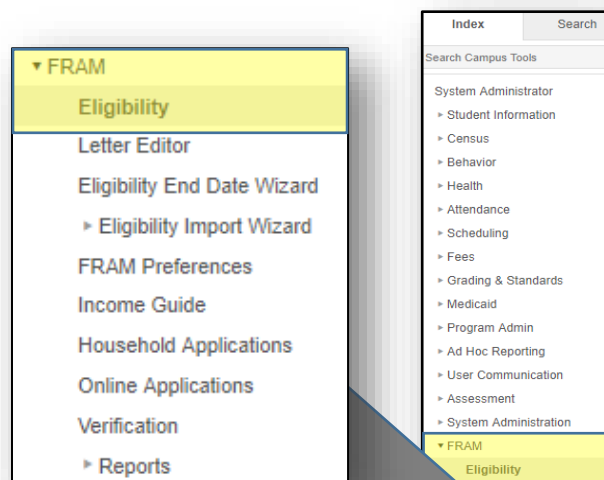
Entering FRAM Data

The **FRAM** module allows districts to track changes to the Free/Reduced Meal status throughout the year. Meal Status may be entered directly into AIM/Infinite Campus for each student. For those MT Edition districts that upload their data, they can use the OPI AIM FRAM Upload template to upload their data. The following sections explain how to use these methods to enter FRAM data into AIM/Infinite Campus.

A.) FRAM Direct Entry

PATH: INDEX > FRAM > ELIGIBILITY

1. From the banner at the top, choose **current Year** and a **School**.
2. Select **Index** tab.
3. Select the **FRAM module**.
4. Select **Search** tab.
5. Select **Student** from the dropdown.
6. Enter a student's name in the 'Search Student' field: last name, first name.
7. Click **Go**.
8. Select the student to update **Eligibility** data for Free/Reduced Meal.
9. A list of the student's FRAM eligibility records will be visible.
10. To enter a new eligibility, select **NEW**.
11. The **Eligibility Detail** section expands open. Refer to the [FRAM Data Requirements section](#) for data entry guidelines.



Gamgee, Samwise
Grade: 10 #289911882 DOB: 10/08/1999 Gender: M

Eligibility

+ New

School Year	Eligibility Type	Eligibility	State Code	Certified Type
15-16	Meal	Free	F	Income

Eligibility

Save New Delete

Eligibility Editor

School Year	Eligibility Type	Eligibility	State Code	Certified Type	Start Date	End Date

Eligibility Detail

*School Year: [dropdown] *Start Date: [calendar] *End Date: [calendar] Application Name: [text] Reference Number: [text]

*Eligibility Type: [dropdown] *Eligibility: [dropdown] *Source: [radio buttons] Non-Direct Direct

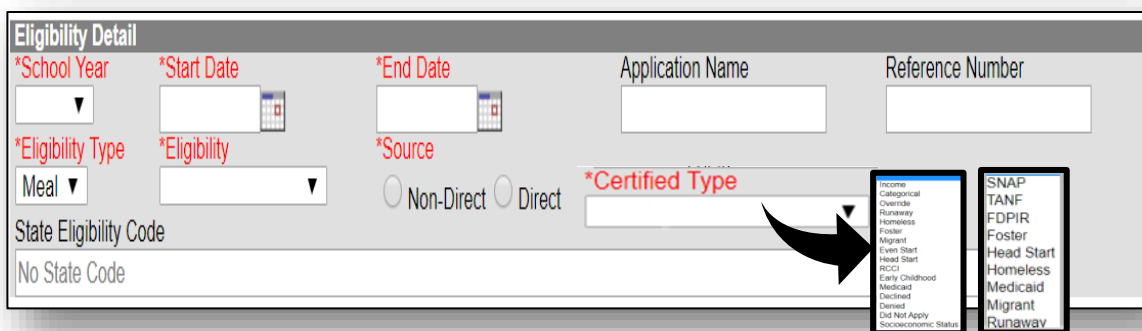
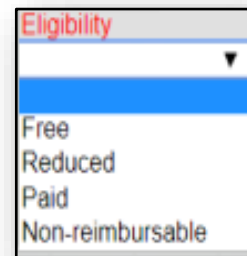
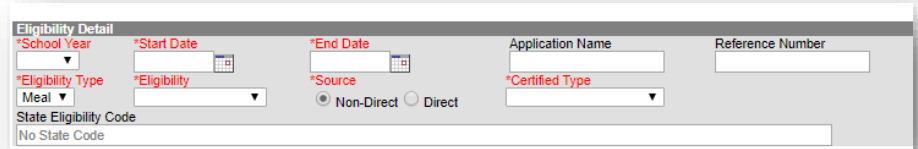
State Eligibility Code: [text]
No State Code

B.) FRAM Data Requirements

PATH: SEARCH > SELECT STUDENT > NEW > ELIGIBILITY EDITOR

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

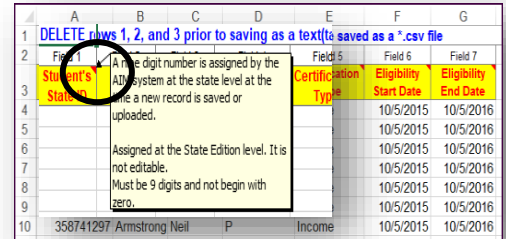
1. The **School Year** should be set to the current **YEAR**.
2. The **Start Date** is the first date of eligibility.
3. The **End Date** is the last date of eligibility: 30 days past the first day of school in the upcoming school year. *After* eligibility expiration date the student will automatically default to a "Paid" eligibility.
4. The **Eligibility Type** should default to **Meal**. (This Eligibility Type is utilized by the Food Service Department and for state reporting data.)
5. Select the **Eligibility** status of the student:
 - F: Free** - The student is considered eligible to receive reimbursable meals at no charge.
 - R: Reduced** - The student is considered eligible and must pay a reduced price for reimbursable meals.
 - P: Paid** - The student is not considered eligible and must pay student price for reimbursable meals.
 - N: Non-reimbursable** - This option is never selected as an eligibility for students.
6. Select the **Source** which 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:** **Direct Certification** indicates that the student qualifies for free/reduced meals due to Direct Certification files received from a state agency certifying that the child is a member of a SNAP, FDPIR or TANF household or the student is a foster child directly certified from the state.
7. The **Source** option must be chosen for the **Certified Type** field to appear. **Certified Type** is a record of how the determination was made. The options under **Certified Type** vary depending on whether **Non-Direct** or **Direct** is checked under **Source**.
8. Click **Save**. Please continue this process for exiting FRAM students within the [‘Exiting Students Enrollments – FRAM Impacts’](#) section of this guide.



C.) FRAM File Upload (MT Edition)

PATH: INDEX > FRAM > ELIGIBILITY IMPORT WIZARD

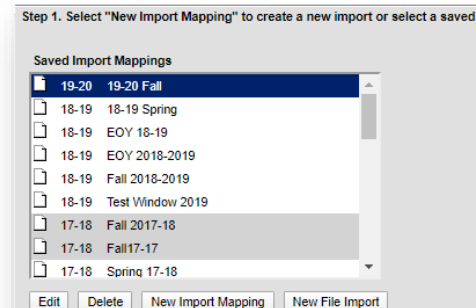
1. Download the [FRAM Import Template](#) from the [AIM File Upload Templates webpage](#).
2. Extract the data for this template from your district's Student Information System (SIS).
Note: Additional information for a field in the template is visible by selecting the red triangle in the yellow highlighted cells. **Date formats in the file must be as follows: DDMMYY or DDMMYYYY with no '/' or '-' marks.**
3. Refer to the [FRAM Data Requirements section](#) above for data entry guidelines.
4. Delete the top 3 rows in the template. Then follow instructions within the FRAM Import Template for each field and save as a *.TXT (tab delimited) file. **Note:** An error will occur if the top 3 rows are not removed.
5. Next, import the file into Infinite Campus using **New Import Mapping**. **New Import Mapping** should be created each year. The year is embedded in the setup up during **Step 2** below.



Field 1	Field 2	Field 3	Field 4	Field 5	Field 6	Field 7
DELETE rows 1, 2, and 3 prior to saving as a text file saved as a *.csv file						
Field 1: A five digit number is assigned by the AD system at the state level at the time a new record is saved or uploaded.				Certification Type	Eligibility Start Date	Eligibility End Date
Field 2: Assigned at the State Edition level. It is not editable. Must be 9 digits and not begin with zero.					10/5/2015	10/5/2016
					10/5/2015	10/5/2016
					10/5/2015	10/5/2016
					10/5/2015	10/5/2016
					10/5/2015	10/5/2016
358741297	Armstrong, Neil	P		Income	10/5/2015	10/5/2016

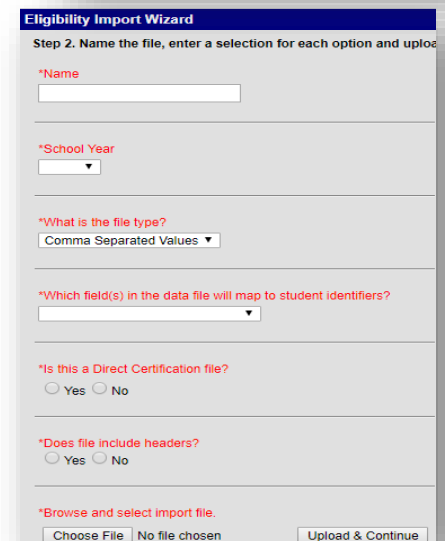
Step 1: Starting New Import Mapping

1. Select the **Index** tab.
2. Select **FRAM**, then **Eligibility Import Wizard**.
3. Choose **New Import Mapping**. (or if you have done this process previously and no mapping features have changed in your upload, you can try using a Saved Import Map)



Step 2: Entering Import File Details

1. Enter **Name** - This name should represent the type of data the file contains.
2. Select **School Year** – Select the School Year for which data is being imported.
3. Select **What is the file type?** - *Common Separated Values*.
4. Select **Which field(s) in the data file will map to student identifiers?** – *State ID Number*.
5. Select **Is this a Direct Certification file?** – Yes or No¹.
6. Select **Does file include headers?** - No.
7. Select **Choose File** to browse and select import file.
8. Click **Upload & Continue**.



¹ 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.

NOTE: The following steps are options for a certain scenario. Depending on the type of eligibility, some of these options may be different. Please feel free to contact the AIM Unit for additional help.

Step 3: Mapping Student Numbers

1. Enter the **Data File** column number containing the student state ID number from the imported file.
2. Select the **Map Field(s)** button. The State IDs will now show in the Mapped Data Field(s) window.
3. Select **Next**.

Eligibility Import Wizard

Name: CHS Eligibility File Location: C:\temp\System-Administrator-201 -09-2 -50\CHS_Eligibility_ 011.cs

1	2	3	4	5	6
Student #	Last Name	First Name	Eligibility	Cert Type	Start Date
20536945	Addison	Don	Free	Income	9/1/2010 9/20
23831068	Adler	Justin	Paid	Foster	9/6/2010 9/20
27443894	Atton	Trin	Reduced	Income	10/1/2010 9/20

Mapped Data Field
Student Number
0595945
3631968
3443894
3423894

Step 3. Select mapping. Indicate the position in the data field(s) from the imported Raw mapping will be used to match the data in the import file to student identifiers exist in the database.

Name: Seq in Data File: Map to Data Field: Strip Leading Zeros: Mapping editor

Student Number: 1 student.studentNumber

Map Field(s)

Next Screen:

1. Select **Eligibility** – Select NO (if all students are FREE or all are REDUCED) Select YES (if students are a combination of FREE and REDUCED).
2. Select **Eligibility Type** – NO
3. Select **Certified Type** – YES
4. Select **Direct Type** – NO
5. Select **Start Date** – YES
6. Select **End Date** - YES
7. Select **Next**.

Step 4. Select "Yes" next to fields that will at least one of the following values: "Certified" on the file. Select "Next" to continue.

Eligibility ☒ Yes ☐ No

Eligibility Type ☐ Yes ☒ No

Certified Type ☒ Yes ☐ No

Direct Type ☐ Yes ☒ No

Start Date ☐ Yes ☒ No

End Date ☐ Yes ☒ No

Step 4: Entering Values

8. In the "Is the eligibility the same for all students?" field:
 - a. Select **Yes** to set the same eligibility value for all students on the file. Then select **Yes** next to fields that will be mapped from the imported File to a field in the database.
 - b. Select **No** to map a unique value for each student on the file.
9. Select the column with **Eligibility**.
10. Select **Set Value** and choose the corresponding field.
11. Is the Direct Certified Type the same value for all students?
 - a. Select **Yes** and you will select the type from the dropdown list.
 - b. Select **No** to indicate any same values that will be set for all students on the file.
12. Select the column with **Certified Type**.
13. Select **Set Value** choose corresponding field.
14. Select **Next** to continue.

Step 4. Select "Yes" to set the same Direct Certified Type value for all student each student on the file. Review mapped fields in the Import Data Field(s) section.

* Is the eligibility the same for all students? ☐ Yes ☒ No

Seq in Data File: 2 Set Value

* Is the Direct Certified Type the same value for all students? ☐ Yes ☒ No

Seq in Data File: 3 Set Value

* Eligibility Start Date 9/01/2017

* Eligibility End Date 06/01/2018

* Is the Direct Certified Type the same value for all students? ☐ Yes ☒ No

Seq in Data File: 8 Set Value

Field Map

Data File Direct Type	Campus Direct Type
SNAP	SNAP
TANF	TANF

Cancel Save

Step 5: Confirmation Review & Import

After the values from the import file have been mapped and saved, the import can be reviewed, tested and imported. Fields on this screen display according to previously selected options.

1. Select the **Test** option in the **Batch Import Options** field to generate the **Eligibility Import Report** preview of how the values of the import file will be imported to the database.
2. Click the **Test** button.
3. Upon completion, the **Eligibility Import Report** will appear for review. Return to the **Eligibility Wizard** and click **Import** if the test report looks correct.

Eligibility Import Wizard

Name: 12-13
File Location: C:\CampusDocumentStore\BatchAppShare\batchQueue\12-13-10-34-06
Format: Comma Separated Values
Column Count: 11
Row Count: 39

Raw Data File

1	2	3	4
student last name	student first name	student birth date	student state
SMITH	STACY	2/20/1997	1952461
SMITH	AMBER	4/14/1998	194341

Import Data Field(s)

DirectType
SNAP
SNAP
SNAP

Step 5. 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
StudentNumber	4	student studentNumber	Yes

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

Import Data Field	Seq in Data File
DirectType	8

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

Eligibility	StartDate	EndDate
Free	09/01/2012	10/16/2013

Mark the "Exclude Applications" checkbox to exclude applications from the Verification process. This can be used for receiving the Direct Certification file.

Exclude Applications ☒

Additional Students in Household ☒ To Additional Students in Household" checkbox to add a Free eligibility for SNAP, TANF in the same household who are not included in the Direct Certification file. In FRAM extend the Medicaid Direct Certified Type.

Address as a student on the Direct Certification file, students in the other household By. Test the import file to view the list of additional students who will be extended.

Additional Students in Household ☒

Separated Values (CSV) ☐ These options are only available if the Batch Queue tool is enabled.

Test Import Batch Test

Montana State
Generated on 09/05/2013 01:13:13 PM Page 1 of 1

Eligibility Import Report

THIS IS A TEST. NO DATA IS WRITTEN TO THE DB.

Summary

New	Ended	Removed	Existing	Errors/Warnings
72	4	4	0	2

Error/Warning

Line 62: ERROR 2001 - Multiple matches found for Student State ID 1510 (2 matches).
Line 68: ERROR 2001 - Multiple matches found for Student State ID 7307 (3 matches).

Existing Eligibility Records

Name	School Year	Start Date	End Date	Eligibility Type	Eligibility	Source	Certified Type
------	-------------	------------	----------	------------------	-------------	--------	----------------

D.) Exiting Students Enrollments – FRAM Impacts

Students who withdraw from the district and/or school **do not** need to have their Eligibility record 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. If a student's eligibility changes during the school year, create a new FRAM status record.

1. From **Search** tab, select **Student** from the search criteria menu.
2. Enter the students name: last name, first name. Click **Go**.
3. Select the student. From the **Index** tab, click **FRAM** and then **Eligibility**.
4. Click **New**.
5. Enter **School Year**, **Start Date**, **End Date**, **Eligibility**, and **Source**.
6. Click **Save**.

BURNETT, CAROL
Grade: 09 #127913495 DOB: 02/19/2001 Gender: F

Credit Summary Assessment Behavior Graduation

Summary **Enrollments** Schedule Attendance

Print Enrollment History New New Enrollment H

Enrollment Editor

Edit	Grade	Type	Calendar
<input checked="" type="checkbox"/>	09	P	15-16 Cascade High School

Start Status: 04 Transfer from public school in district or state
End Status: 140 Transfer to public sch in another district in MT

Note: The eligibility **End Date** field indicates the last date on which the student is eligible for the eligibility, generally 30 days into the next school year. The previous record will automatically end one day prior to the new record.

BURNETT, CAROL
Grade: 09 #127913495 DOB: 02/19/2001 Gender: F

Eligibility

New

Eligibility Editor

School Year	Eligibility Type	Eligibility	State Code	Certified Type	Start Date	End Date
15-16	Meal	Free	F	Direct SNAP	12/19/2015	10/03/2016
15-16	Meal	Free	F	Direct SNAP	08/26/2015	12/18/2015
14-15	Meal	Free	F	Categorical	09/12/2014	08/25/2015

E.) Data Verification – Free/Reduced Meal Reports

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

1. From the **Index** tab, select **FRAM** and then **Reports**.
2. Select **Eligibility**.
3. Select Report Type: **Eligibility Report**.
4. Choose the current school **Year** and **Date** (defaults to today).
5. Select an **Eligibility** to verify and the **Eligibility Certified Type** (recommend "All").
6. Select **Grade**.
7. Check **Include Detail** to include student names.
8. Choose a **Report Format** and **Calendar(s)**.
9. Click **Generate Report**. The report will list numbers of eligible students and names (if *Include Detail* was selected).

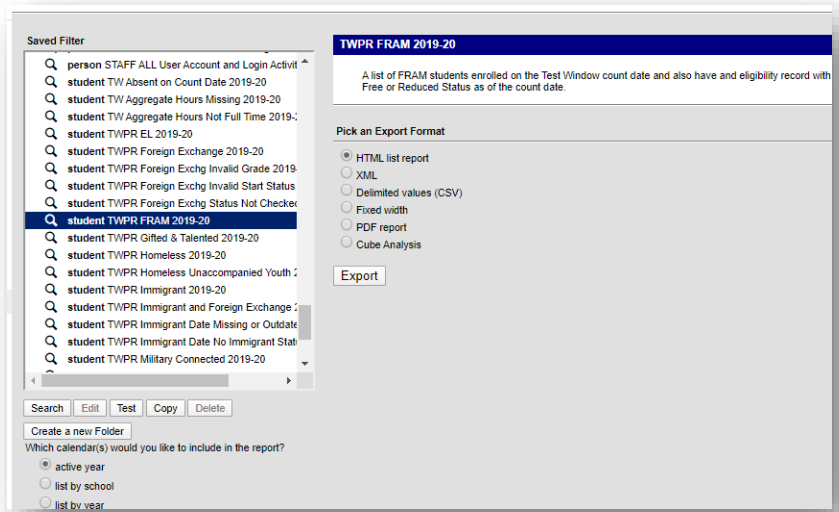
Summary for Eligibility Type: Meal				
Type	Free	Reduced	Paid	Total
Direct Source	0	0	0	0
Foster	0	0	0	0
Head Start	0	0	0	0
Homeless	0	0	0	0
Medicaid	0	0	0	0
Migrant	0	0	0	0
Runaway	0	0	0	0
EDPR	0	0	0	0
SNAP	0	0	0	0
TANF	0	0	0	0
Non-Direct Source	1	3	0	4
Income	0	0	0	0
Categorical	0	0	0	0
Override	0	0	0	0
Runaway	0	0	0	0
Foster	0	0	0	0
Migrant	0	0	0	0
Temporary/No Income	0	0	0	0
Head Start	0	0	0	0
RICOT	0	0	0	0
Early Childhood	0	0	0	0
Homeless	0	0	0	0
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
Total	1	3	0	4

Eligibility Report Detail										
Sch. Year	Student Name	Date of Birth	State ID	Grade	Eligibility Type	Eligibility Source	Certified Type	School	Start Date	End Date
14-15	Bradbury, Ray	10/10/1996	619835783	12	Meal	Free Non-Direct Income	Cascade High School	08/20/2014	08/20/2015	
14-15	Huxtable, Denise	04/25/1997	987942321	12	Meal	Reduced Non-Direct Income	Cascade High School	08/20/2014	09/25/2014	
14-15	Huxtable, Theodore	12/01/1998	100966093	10	Meal	Reduced Non-Direct Income	Cascade High School	08/30/2014	10/05/2015	
14-15	McDonald, Ronald	03/18/1997	897517018	11	Meal	Reduced Non-Direct Income	Cascade High School	08/29/2014	10/05/2015	

F.) Ad Hoc Reporting

PATH: Index > Ad Hoc Reporting > Filter Designer > State Published

The Ad Hoc report that should be used is TWPR FRAM. Running reports is the final step before resyncing with the state. The results will confirm all data is accurate for state reporting.



G.) Resync Data to the State Level

PATH: Index > System Administration > Data Utilities > Resync State Data

Resyncing your data to the state ensures that the most recent records are on file with the state.

1. From the banner at the top, select the **Year** and **School**.
2. Select the **Index** tab.
3. Select **System Administration**.
4. Select **Data Utilities**.
5. Select **Resync State Data**.
6. Check the box for **Enrollment**. All associated boxes will automatically populate.
7. At the bottom of the window, click **Send Resync**.

A data resync is required after changes are completed and before data collection due dates.

For further assistance please contact the OPI AIM Help Desk at 1-877-424-6681 or
[Submit an AIM Help Desk Ticket](#)