

Free and Reduced Application Management (FRAM)

[AIM User Guide](#)

AIM USER GUIDE:
FREE AND REDUCED
APPLICATION MANAGEMENT
(FRAM)

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 10/5/21, DUE BY 10/20/21;
 - **TEST WINDOW PROGRAM PARTICIPATION** -- STUDENTS ENROLLED AS OF 4/8/22, DUE BY 5/27/22; AND
 - **END OF YEAR PROGRAM PARTICIPATION** -- STUDENTS ENROLLED AS OF LAST DAY OF SCHOOL, DUE BY 6/30/22.

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.

4. What is the Collection Schedule for FRAM Data and Program Participation Data?

- **Fall Program Participation** – status of students enrolled as of 10/5/21, due by 10/20/21;
- **Test Window Program Participation** -- students enrolled as of 4/8/22, due by 5/27/22; and
- **End of Year Program Participation** -- students enrolled as of last day of school, due by 6/30/22.

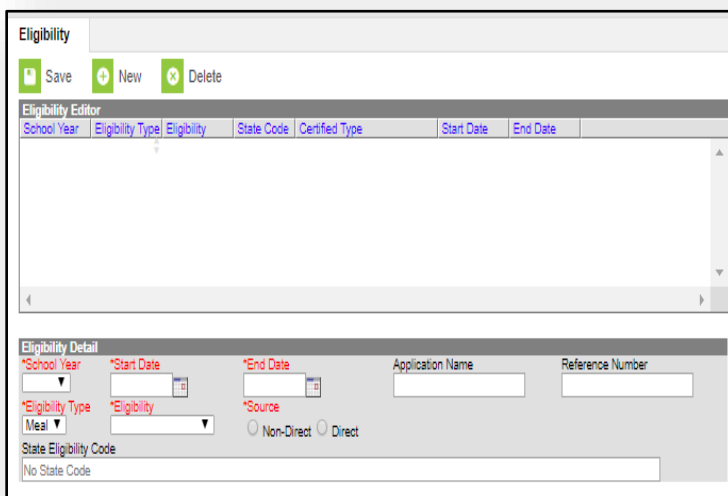
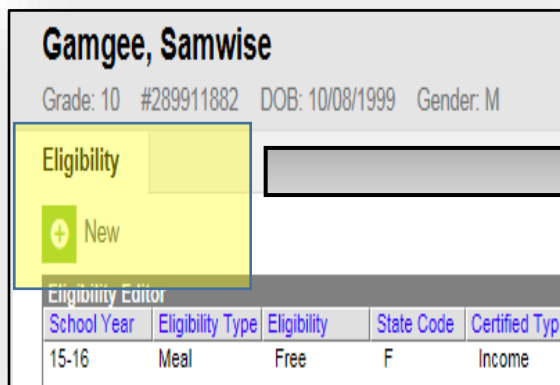
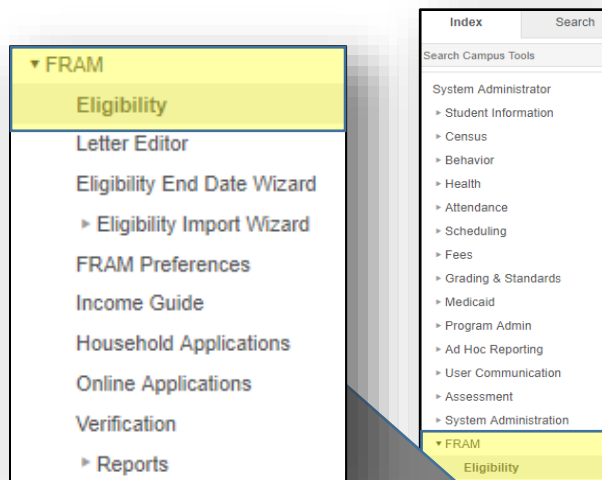
Entering FRAM Data

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.



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.

The screenshot shows the 'Eligibility Detail' form with the following fields:

- *School Year: dropdown menu
- *Start Date: date picker
- *End Date: date picker
- Application Name: text input
- Reference Number: text input
- *Eligibility Type: dropdown menu (set to 'Meal')
- *Eligibility: dropdown menu
- *Source: radio buttons for 'Non-Direct' (selected) and 'Direct'
- *Certified Type: dropdown menu
- State Eligibility Code: text input (set to 'No State Code')

The screenshot shows the 'Eligibility' dropdown menu with the following options:

- Free
- Reduced
- Paid
- Non-reimbursable

The screenshot shows the 'Eligibility Detail' form with a callout box for the 'Certified Type' dropdown menu. The callout box lists the following options:

- Income
- Categorical
- Override
- Runaway
- Homeless
- Foster
- Migrant
- Even Start
- Head Start
- Head Start
- Homeless
- Medicaid
- Declined
- Denied
- Did Not Apply
- Socioeconomic Status

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.

DELETED rows 1, 2, and 3 prior to saving as a text file saved as a *.csv file

Field 1	Field 2	Field 3	Field 4	Field 5	Field 6	Field 7
Student's State ID	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
	Assigned at the State Edition level. It is not editable.				10/5/2015	10/5/2016
	Must be 9 digits and not begin with zero.				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 1. Select "New Import Mapping" to create a new import or select a saved

Saved Import Mappings

- 19-20 19-20 Fall
- 18-19 18-19 Spring
- 18-19 EOY 18-19
- 18-19 EOY 2018-2019
- 18-19 Fall 2018-2019
- 18-19 Test Window 2019
- 17-18 Fall 2017-18
- 17-18 Fall17-17
- 17-18 Spring 17-18

Edit Delete New Import Mapping New File Import

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**.

Eligibility Import Wizard

Step 2. Name the file, enter a selection for each option and upload

*Name

*School Year

*What is the file type?
Comma Separated Values

*Which field(s) in the data file will map to student identifiers?

*Is this a Direct Certification file?
 Yes No

*Does file include headers?
 Yes No

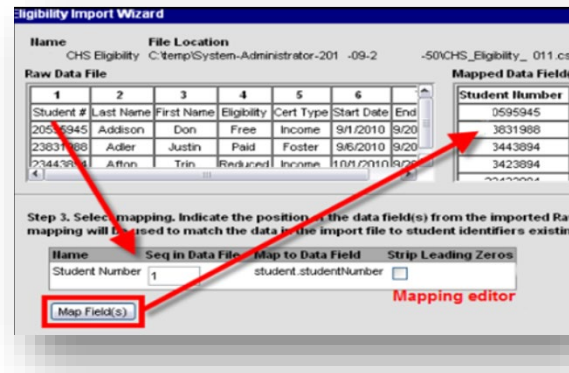
*Browse and select import file.
Choose File No file chosen Upload & Continue

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.

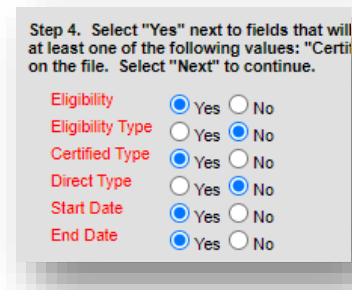
Step 3: Mapping Student Numbers

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**.



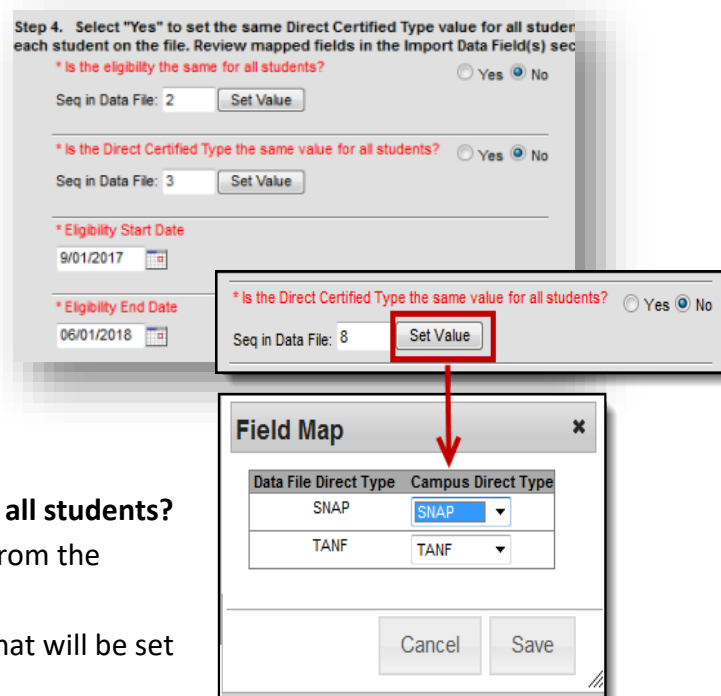
Next Screen:

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: 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 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.

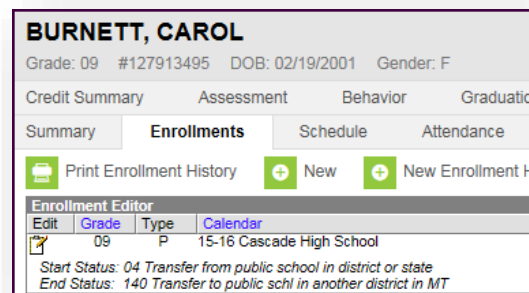
1. Select the **Test** option in the **Batch Import Options** field to generate the **Eligibility Import Report** preview of how the values of the import file will be imported to the database.
2. Click the **Test** button.
3. Upon completion, the **Eligibility Import Report** will appear for review.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

Montana State		Eligibility Import Report	
Created on 09/05/2013 10:15:51 PM Page 1 of 1			
THIS IS A TEST. NO DATA IS WRITTEN TO THE DB.			
Summary			
New	Ended	Removed	Existing
72	4	4	0
Error/Warning			
Line 62: ERROR 2001 - Multiple matches found for Student State ID '510' (2 matches).			
Line 68: ERROR 2001 - Multiple matches found for Student State ID '7327' (3 matches).			
Existing Eligibility Records			
Name	School Year	Start Date	End Date

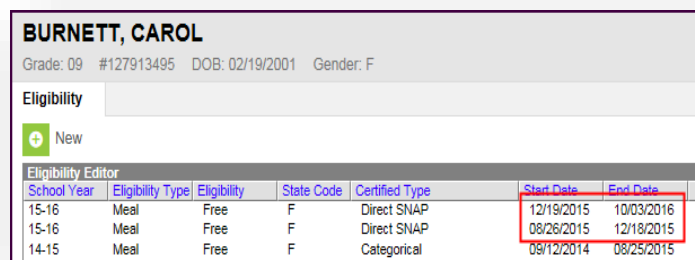
D.) Exiting Students Enrollments – FRAM Impacts

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**.



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.



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).

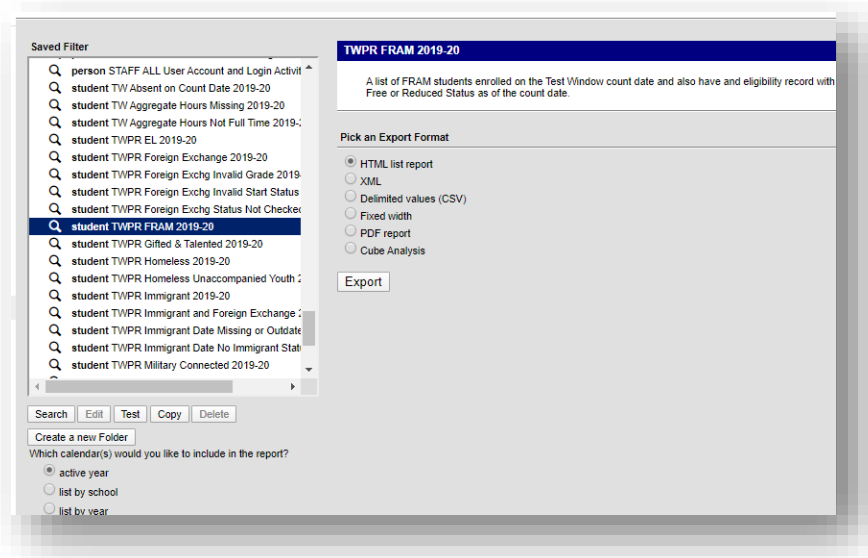
Summary for Eligibility Type: Meal									
Type	Free	Reduced	Paid	Total					
Direct Source	0	0	0	0					
Foster	0	0	0	0					
Head Start	0	0	0	0					
Homeless	0	0	0	0					
Medicaid	0	0	0	0					
Migrant	0	0	0	0					
Runaway	0	0	0	0					
FDP/R	0	0	0	0					
SNAP	0	0	0	0					
TANF	0	0	0	0					
Non-Direct Source									
Income	1	3	0	4					
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					
RICCI	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	887942321	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](#)