Free & Reduced Lunch (FRL)

Manually Adding Eligibility in Infinite Campus (IC)

\*For schools that prefer to import, please reach out to CSI staff for relevant training/resources.

# Student Demographic (SD) File – Known in IC as “Student Layout”

## After selecting a student,

## Go to: “Index” tab, (New Look View-“Main Menu”)

## Select: “FRAM” drop down,

## Select: “Eligibility”,

1. **Click:** “New”,

You can do this from any calendar year.

IC Original View

OR IC “NEW LOOK” View

## Under Eligibility Detail:

## School Year: Select School Year,

## Start Date: Select First Date Eligibility is Active. Note: This will be the date the form was received by the district (on or between July 1 and the pupil enrollment count date.

## End Date: Select Last Date Eligibility is Active. IMPORTANT: Because of carry-over, use the end date of the day AFTER October Count the upcoming school year. For instance, if the student is eligible 8/1/2024, then the end date will be 10/02/2025 UNLESS a new application or designation has been determined, in which case that determination will supersede the carry-over status.

## Eligibility Type: Select “Meal”,

## Eligibility: Select one of the following:

* **Free -** The student is considered eligible to receive reimbursable meals at no charge.
* **Reduced -** The student is considered eligible and must pay a reduced price for reimbursable meals.
* **Paid -** The student is not considered eligible and must pay student price for reimbursable meals.

## Source: Check either Non-Direct or Direct,

## Direct: This eligibility is “Free” and 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 Medicaid, a SNAP, FDPIR or TANF household.

## Non-Direct: This eligibility is either “Free” or “Reduced”. Determining eligibility via FEDS application, CDE confirmation of Foster student, CSI approved McKinney-Vento (MKV) form, CDE approved Migrant Status, or runaway coordinator.

## Certified Type: Select the determination reason. NOTE: In IC, the options are different depending on if “Direct” or “Non-Direct” Source is selected.

## If Source is “Direct”: Select one of the following based on the direct certification file received from either from your SFA or from CSI:

## Medicaid: Eligibility can be “Free” or “Reduced”. Type of approval based on the household receiving Medicaid benefits. *All students identified as members of the household are categorically eligible for free meals.* Populates state code 1-Direct Certification for “Free” only.

## SNAP: Eligibility is “Free”. Type of approval based on confirmation from a local agency through direct certification that the household receives Supplemental Nutrition Assistance Program (SNAP) benefits. *All students identified as members of the household are categorically eligible for free meals.* Populates state code 1-Direct Certification.

## TANF: Eligibility is “Free”. Type of approval based on confirmation from a local agency through direct certification that the household receives Temporary Assistance for Needy Families (TANF) benefits. *All students identified as members of the household are categorically eligible for free meals.* Populates state code 1-Direct Certification.

## FDPIR: Eligibility is “Free”. Type of approval based on confirmation from a local agency through direct certification that the household receives Food Distribution Program on Indian Reservations (FDPIR). *All students identified as members of the household are categorically eligible for free meals.* Populates state code 1-Direct Certification.

## If Source is “Non-Direct”: Select one of the following based on FEDS application, CSI approved McKinney-Vento (MKV) form, CDE approved Migrant Status, CDE confirmed Foster Status, or runaway coordinator.

## Income: Eligibility can be “Free” or “Reduced”. Type of approval based on household income*.* Populates state code 3-Application.

## Foster: Eligibility is “Free”. Type of approval based on CDE confirmation approving the student's foster status. Populates state code 2-Other Categorical.

## Homeless: Eligibility is “Free”. Type of approval based on CSI MKV confirmation approving the student's homeless status. Populates state code 2-Other Categorical.

## Migrant: Eligibility is “Free”. Type of approval based on confirmation approving the student's migrant status by the Migrant Education Program (MEP). Populates state code 2-Other Categorical.

## Runaway: Eligibility is “Free”. Type of approval based on confirmation approving the student's runaway status. Populates state code 2-Other Categorical.

1. **Opt Out Medicaid/SCHIP:** Check these boxes if opt-out is indicated on the application.
2. **Save.**

\*See resources:

For FRL eligibility information: <https://resources.csi.state.co.us/free-and-reduced-lunch-eligibility/>

For McKinny Vento information: <https://resources.csi.state.co.us/mckinney-vento-homeless-act/>

For Migrant information: <https://resources.csi.state.co.us/migrant-education-program/>