

Division of Family Resource and Youth Services Centers  
Guidance Document

## Community Eligibility Provision, HIFs, FRAM Coordinators

The following is a jointly presented document from KDE and the Division of FRYSC:

### What is CEP?

The Community Eligibility Provision (CEP) is offered to qualified schools in a district or can be district-wide if an entire district qualifies, due to the percentage of students who are directly certified. This means that all students in the school receive breakfast and lunch at no charge.

### How is CEP Implemented in the schools and districts?

In these schools or districts, collection of the federal lunch form is not required. Instead, the state requires the collection of the Household and Income Form (HIF) to capture information from any student who may not come through the Direct Certification (DC) import from DCBS. To accomplish this, the superintendent appoints a Free and Reduced Application Management (FRAM) coordinator who is paid out of a district's general funds. HIF forms are used to determine if the student receives a free/reduced socioeconomic status (SES) in order to be eligible for additional educational benefits (e.g., fee waivers) and is utilized in state/federal reports for funding allocations.

### What does the FRAM coordinator do?

This person coordinates the distribution and collection of HIFs and enters the HIF data into Infinite Campus. The FRAM coordinator is tasked with entering student data into Infinite Campus for each student NOT on the DC import list.

### What can the FRYSC staff do to help?

After the majority of the HIFs are in, FRYSC staff can assist the FRAM coordinator with students who have not yet turned in a HIF. The coordinators can assist with follow-up and help collect forms from the families on the list as time allows. The FRYSC staff can also keep blank copies of the forms to distribute to students and families with whom they have contact that are new to the district, because the DC import may not identify them immediately if they switch from other counties/states.

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## When should FRYSC staff provide a student or family with the HIF and refer them to the FRAM coordinator?

- If a student who is receiving state benefits comes into the district from another school district or state, the DC import may lag the enrollment. It is important to get the HIF form to the FRAM coordinator as soon as possible.
- If a student is homeless or migrant, send the HIF directly to the Food Service Director as soon as possible.

## What can the FRYSC staff do to help?

FRYSC staff may not perform the duties of the FRAM coordinator or be expected to enter data from the HIF into Infinite Campus as part of their regular job duties. This would be considered supplanting. As always, coordinators are permitted to apply for extra service duties outside of regular FRYSC hours using two separate timesheets.

