



MEDICAID FREE and **MEDICAID REDUCED** **eligibility and the DCA**

Effective July 1st, 2023 Medicaid Free, Medicaid Reduced, as well as Extended Eligibility for both will be pulling from the DCA.

This document will provide as much information and direction as possible at this point in time to help Montana School Districts successfully navigate the process of pulling out the new Eligibility status' from the DCA then importing and mapping them into the IC data base.

ALL instructions are written to accommodate the New Look of Infinite Campus.

Per OPI-School Nutrition Programs, income information from Medicaid eligibility is used to determine whether a student qualifies for free or reduced-price school meals in DCA. Therefore, it is NOT sufficient to use a Medicaid ID # submitted by a household to establish meal eligibility. Families should be directed to fill out a FRAM application or contact their DPHHS caseworker. Finally, a student determined as Medicaid Reduced should never override a FREE determination, whether that determination is made through an application or through a different program that has been directly certified in the DCA.

So now, let's get into the nitty gritty of the how this process will take place in Infinite Campus and the DCA.

Begin with setting up FRAM, and POS Preferences in Infinite Campus. Navigate to FRAM>Setup>Application Preferences:

The screenshot displays the 'Application Preferences' page in Infinite Campus. The page is titled 'Application Preferences' and includes a 'Save' button. A notification banner at the top states: 'New FRAM Online Application coming this June. Translations will need to be updated. Click here for more information.' Below this, a warning icon and text reads: 'Please remember to read the USDA regulations and Campus Community for any FRAM changes.' The main content area is divided into several sections: '22-23 Date Preferences' with a 'Default Expiration Date' of 10/04/2024; 'Eligibility Import Preferences' with a checked box for 'Include Medicaid in Extend Direct Certification' and an unchecked box for 'Non-Direct Eligibility Overwrite'; 'General Letter Preferences' with unchecked boxes for 'Hide Breakfast Program' and 'Hide Eligibility Expiration Date'; 'Custom Letter Preferences' with a checked box for 'Use Custom Approval/Denial Letter'; 'Canned Letter Preferences' with text input fields for 'Hearing Official Name' (Cell Nordquist), 'Homeless Coordinator' (Helga Holly), 'Migrant Coordinator' (Mario Tennison), and 'Runaway Coordinator' (Ricky Varai); and 'General Application Preferences' with a dropdown for 'Auto Fill Application Name' (Signer's Name) and a text field for 'Auto Fill Reference Number' (958). A green arrow points to the 'Default Expiration Date' field, and a red star is placed over the 'Include Medicaid in Extend Direct Certification' checkbox. The left sidebar shows the 'Main Menu' with 'FRAM' selected.

1. The **Green Arrow** is showing your Eligibility End Date. This date **MUST** be at least 30 days after the start of the next School Year. IE: If the start of school is 8/30/23 and school is 5 days a week with only Labor day off, the end date will be 10/04/2024.
2. The **Red Star** is showing the check the box to **INCLUDE** Medicaid in Extended Direct Certification. Be sure that the box is checked.
3. All other FRAM setup process is the same. Here is a helpful link to an Infinite Campus Knowledge Base article on the steps to setting up FRAM Letters and Online Applications:

Now let's talk about the DCA

Start by logging into the DCA portal. [OPI Secure Portal \(mt.gov\)](#) If you do not have access go to the following site and fill out the DCA Access Request form. This must be signed by the superintendent of the district. [Direct Certification Application User Access Request Form \(mt.gov\)](#).

Note that the Medicaid Eligibilities appear in the drop down list:

The screenshot shows the DCA portal interface with various filters and a summary table. The filters include:

- Sponsor: All
- Site: All
- DC Eligibility Begin: 7/1/2022
- DC Eligibility End: 6/30/2023
- Lunch Participation Type: All
- School Type: All
- Eligibility Source: SNAP, SNAP - EE, TANF, TANF - EE, Foster Care, Homeless - AIM, Migrant - AIM, FDPIR (Crow), FDPIR (Blackfeet), FDPIR (NCheyenne), FDPIR (CC), FDPIR (Gv-Asb), FDPIR (Asb-Sioux), FDPIR (SK), FDPIR - EE, Manual, Medicaid Free, Medicaid Free - EE, Medicaid Reduced, Medicaid Reduced - EE
- Include Inactive Students:
- Include CEP Schools: Yes

The summary table shows:

Absarokee Public Schools (25 Students)
Absarokee 6-8 (7 Students 15.22% Certified)

1. Pull ALL your students in 1 report by selecting ALL in the Participation Type dropdown list.

Direct Certification Report

Direct Certification: 7/1/2022
 Eligibility End: 6/30/2023
 Sponsor: All
 Site: All
 School Type: All
 Lunch Participation: All

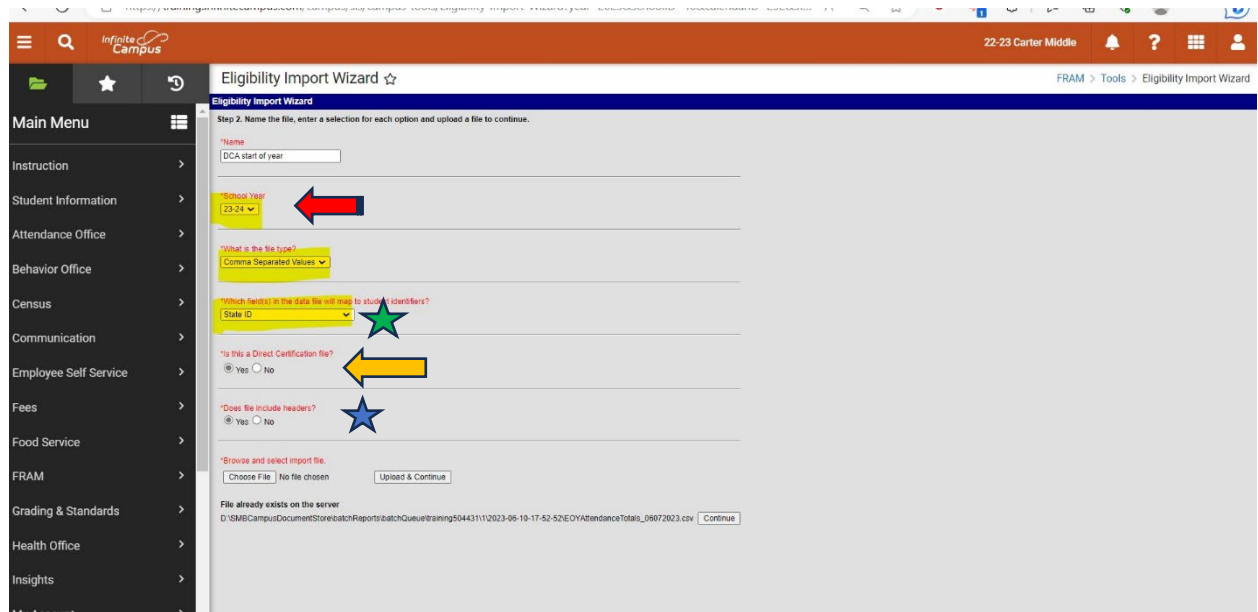
Eligibility Source: SNAP SNAP - EE TANF TANF - EE Foster Care Homeless - AIM Migrant - AIM FDIPIR (Crow) FDIPIR (Blackfeet) FDIPIR (NCheyenne) FDIPIR (CC) FDIPIR (Gv-Asb) FDIPIR (Asb-Stoux) FDIPIR (SK) FDIPIR - EE Manual Medicaid Free Medicaid Free - EE Medicaid

Grd	Date of Current Enrollment	DOB	Processed Date	Current Enrollment DC Date	Original SY DC Cert Date	Source	Source ID	Case	Parent	Manual
10	8/29/2022	6/17/2007	4/5/2023	8/29/2022	8/29/2022	SNAP	1724572	428220		
09	8/29/2022	7/21/2008	4/5/2023	8/29/2022	7/1/2022	SNAP - EE	1782504	479445		
10	8/29/2022	3/15/2007	4/5/2023	8/29/2022	8/29/2022	SNAP	1715398	418273		
12	8/29/2022	11/3/2004	4/5/2023	8/29/2022	8/29/2022	SNAP	5434061	979591		
10	8/29/2022	11/9/2008	4/5/2023	8/29/2022	8/29/2022	SNAP	5434662	979591		
09	8/29/2022	3/11/2008	4/5/2023	8/29/2022	8/29/2022	SNAP	1765554	293572		
11	8/29/2022	5/21/2006	4/5/2023	8/29/2022	7/1/2022	SNAP	1711857	293572		
11	8/29/2022	1/29/2008	4/5/2023	8/29/2022	8/29/2022	SNAP	5090818	78875		
12	8/29/2022	11/11/2004	4/5/2023	8/29/2022	8/29/2022	SNAP	1064865	392223		
10	8/29/2022	12/25/2006	4/5/2023	8/29/2022	8/29/2022	SNAP	4000793	727361		
09	8/29/2022	8/31/2008	4/5/2023	8/29/2022	8/29/2022	SNAP	1762636	450528		
09	8/29/2022	7/25/2008	4/5/2023	8/29/2022	8/29/2022	SNAP	1773613	457039		
10	8/29/2022	8/23/2006	4/5/2023	8/29/2022	8/29/2022	SNAP - EE	1720348	454129		
11	8/29/2022	10/24/2005	4/5/2023	8/29/2022	8/29/2022	SNAP	4110620	672084		
09	2/21/2023	12/10/2007	4/5/2023	2/21/2023	8/29/2022	SNAP	1752394	742951		
10	8/29/2022	11/25/2006	4/5/2023	8/29/2022	8/29/2022	SNAP	5108554	802636		
11	8/29/2022	4/15/2005	4/5/2023	8/29/2022	8/29/2022	SNAP	1692748	372481		
12	10/31/2022	8/28/2004	4/5/2023	10/31/2022	8/30/2022	Homeless - AIM	Not available	Not available		

2. Export the file in CSV format and save it.

3. Import to IC using the Eligibility Import Wizard. Navigate to FRAM>Tools>Eligibility Import Wizard:

4. Choose New Import Mapping and then select the saved CSV.



5. The **Red Arrow** is showing the Calendar Year in which the import will be imported. Make sure to choose the upcoming or current year.

6. The **Green Star** is showing what indicator will be used to map to the students. Use Student State ID for this field as this number is the same in the AIM system and in IC.

7. The **Orange Arrow** is indicating if this is a Direct Certification file. It is important to remember that anytime an import is pulled from the state system it is a Direct Certification file in its origin. However, it is also important to note that by choosing yes in this field all records will import with the SAME start date AND ONLY 1 eligibility status may be imported at a time. To import BOTH free and reduced status choose NO on this check box.

8. The **Blue Star** is showing that the import file contains headers. ALWAYS choose yes when importing from MT DPHHS portal as they contain headers, unless the CSV has been pre-stripped of its header row.

9. Press Upload and Continue.

Next, MAP the fields from the CSV to fields within IC. The first field to map is State ID.

The screenshot shows the 'Eligibility Import Wizard' interface. On the left, a search sidebar displays a list of student results for '22-23 Carter Middle'. The main area shows the 'Eligibility Import Wizard' with a table of raw data from a CSV file. A red arrow points to the 'State ID' column in the raw data table. Below the table, there is a 'Mapped Data Field(s)' section where 'StateID' is mapped to 'student.stateID'. A 'Map Field(s)' button is visible.

1	2	3	4	5	6
State ID	Last	First	Grd	Date of Current Enrollment	DOI
53000098	Abraham	Charla	6	8/29/2023	11/17/2
109460	Alain	Natalie	6	8/29/2023	9/22/2

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

1. Choose the column that matches State ID at the top viewing window and insert it in the Seq in the Data File box indicated.
2. When mapping to the State ID there will NOT be leading zeros so do not check the box to Strip Leading Zeros.

- Click the Map Field Button and see the field map in the box indicated with the Red Arrow. Scroll to the bottom of the screen and click Next.

Eligibility Import Wizard

Name: Test for MASBO File Location: D:\SMB\Campus\DocumentStore\batchReports\batchQueue\training504431\1\2023-06-12-18-04-23\Testing for new Medicaid uploads.csv Format: Comma Separated Values

Raw Data File

1	2	3	4	5	6	7	8	9
State ID	Last	First	Grd	Date of Current Enrollment	DOB	Processed Date	Current Enrollment DC Date	Original SY DC Cert Date
53000098	Abraham	Charla	6	8/29/2023	11/17/2011	9/12/2023	8/29/2023	11/2/2023
109460	Alain	Natalie	6	8/29/2023	9/22/2010	9/12/2023	8/29/2023	8/10/2023
665534	Alfath	Zineb	6	8/29/2023	9/7/2010	9/12/2013	8/29/2023	8/1/2023

Step 4. Select "Yes" next to fields that will be mapped from the imported Raw Data File to a field in the database. "Yes" must be selected for at least one of the following values: "Certified Type" or "Direct Type." Select "No" to indicate any same values that will be set for all students 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

Previous Next

- In the field of Eligibility choose YES in order to map which status = Free and which =Reduced.
- In Eligibility type choose NO unless Student Educational benefits will be mapped as well as Meals.
- In Certified type choose NO as Certified and Direct type are the same value and Direct type maps cleaner into IC.

7. In Start Date choose YES as this will allow the import to pull the date that OPI School Nutrition certified them to receive Free or Reduced priced meals.
8. In End Date choose NO as all end dates are the same and will populate with the date from FRAM preferences for every student.

The next screen will direct the mapping of each of these indicators to a value available in IC:

Eligibility Import Wizard

Name: Test for MASBO File Location: D:\SMB\CampusDocumentStore\batchReports\batchQueue\training504431\1\2023-06-12-18-04-23\Testing for new Medicaid uploads.csv Format: Comma

Raw Data File	Import Data Field(s)
9	10
Date	Original SY
11/2/2023	DC Cert Date
8/10/2023	Source
8/1/2023	SNAP
	MedFree
	MedReduced

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. This mapping imports a unique value for each student in the file. Select "Next" to continue.

* Eligibility
Seq in Data File: 10 Set Value

* Eligibility Type
[Dropdown]

* Certified Type will not be mapped by Infinite Campus recommends using the Certification File from a Local or State agency.

* Direct Type
Seq in Data File: [] Set Value

* Start Date
Seq in Data File: [] Set Value

* End Date
10/12/2024 []

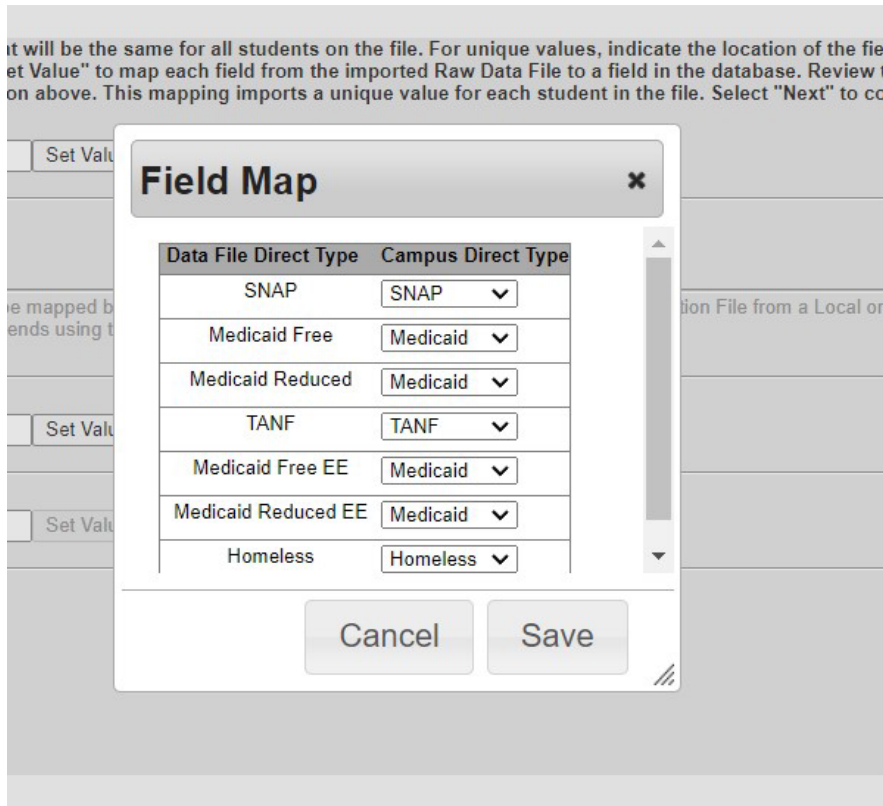
Field Map

Data File Eligibility	Campus Eligibility
SNAP	[Dropdown]
MedFree	[Dropdown]
MedReduced	[Dropdown]
TANF	[Dropdown]
MedFree EE	[Dropdown]
MedReduced EE	[Dropdown]
Homeless	[Dropdown]

Cancel Save

Previous Next

1. Choose the column for eligibility sequence that corresponds to the **Source** column in the CSV. Then assign an eligibility (either Free or reduced) to each of them. *NOTE* that all eligibilities will be FREE except for Medicaid Reduced and Medicaid Reduced EE:



2. Set the Eligibility Type to Meal.
3. Set the Direct Type to Sequence to the Source Column as well, then map the source type to a campus source type:

*For these fields anything that has SNAP in it is SNAP, TANF is TANF, and ALL Medicaid eligibilities map to Medicaid.
4. Map the Start Date to the Sequence in the CSV that corresponds to the Current Enrollment DC Date. This will map to the date that DCA set as the direct certification eligibility Start Date for the school the student is currently enrolled at based on logic that evaluates the student's first day of enrollment at the current school against the eligibility source program start date as the date value (utilizes the most recent date between the two date fields). Then choose the format for the date.

Eligibility Import Wizard

Name: test for medicaid File Location: D:\SMB\Campus\DocumentStore\batchReports\batchQueue\training504431\1\2023-06-15-13-37-54\Testing for new Medicaid uploads.csv Format: Comma Separated Value

Raw Data File			Import Data Field(s)
	7	8	9
	Processed Date	Current Enrollment DC Date	Original SY DC Cert
011	9/12/2023	8/29/2023	11/2/2023
10	9/12/2023	8/29/2023	8/10/2023
10	9/12/2013	8/29/2023	8/1/2023

Eligibility	DirectType
Free	SNAP
Free	Medicaid
Reduced	Medicaid
Free	TANF
Free	Medicaid

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 R... the Import Data Field(s) section above. This mapping imports a unique value...

* Eligibility
Seq in Data File: 10 Set Value

* Eligibility Type
Meal

* Certified Type will not be mapped based on selecting No in Step 4. When Infinite Campus recommends using the Direct Certification file option in Ste...

* Direct Type
Seq in Data File: 10 Set Value

* Start Date
Seq in Data File: 8 Set Value

* End Date
09/26/2023

Field Map

Date Format
MM/DD/YY or MM/DD/YYYY

Cancel Save

Note that the END date has prepopulated from our FRAM Preferences!

FINAL STEPS: The Test/Import page. Testing the file import is STRONGLY recommended BEFORE importing it to ensure that there are no errors in the import map.

NOTE that this process when imported CANNOT be undone!

Checking the Include Updated Records Detail is also recommended on the report as this import process will NOT backdate a student's transactions in the Account Journal. With the updated detail you will give specific student and date information to facilitate the manual correction of transactions to the DC Certified Start Date.

