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.

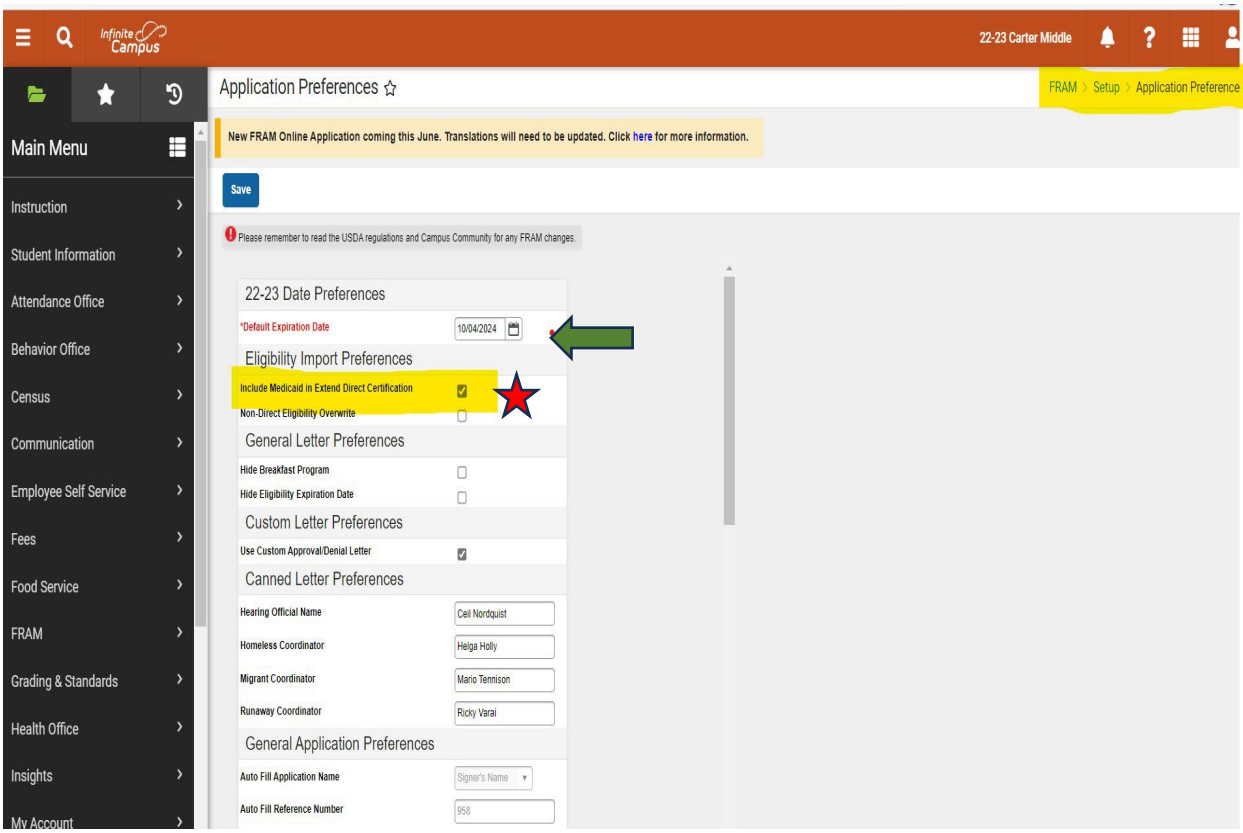
This document will provide as much information and direction as possible at this point in time to help Montana School Districts successfully navigate the process of pulling out the new Eligibility status' from the DCA then importing and mapping them into the IC data base.

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:



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.

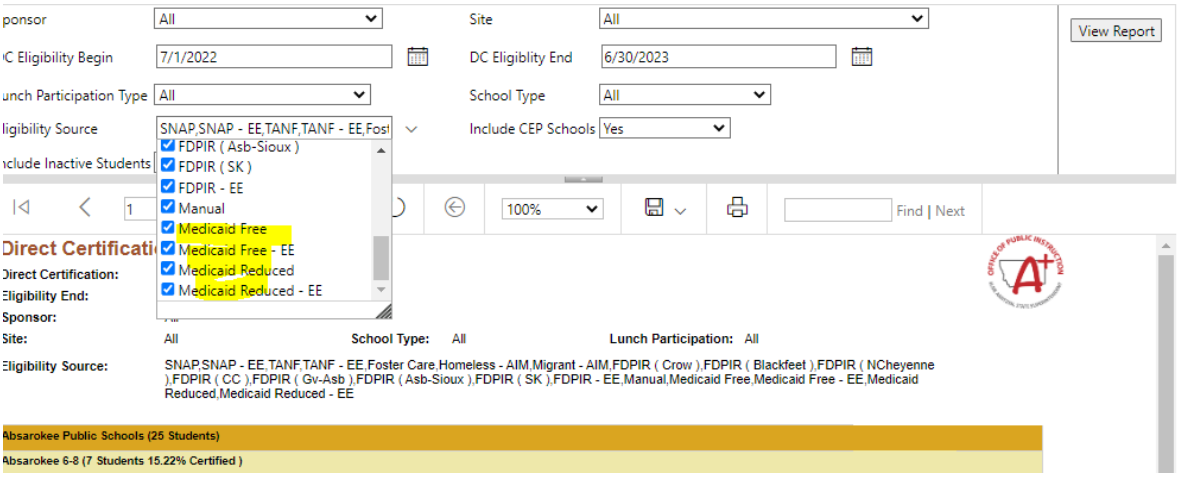
3. All other FRAM setup process is the same. Here is a helpful link to an Infinite Campus Knowledge Base article on the steps to setting up FRAM Letters and Online Applications:

FRAM (Free Reduced Application Management) | Infinite Campus

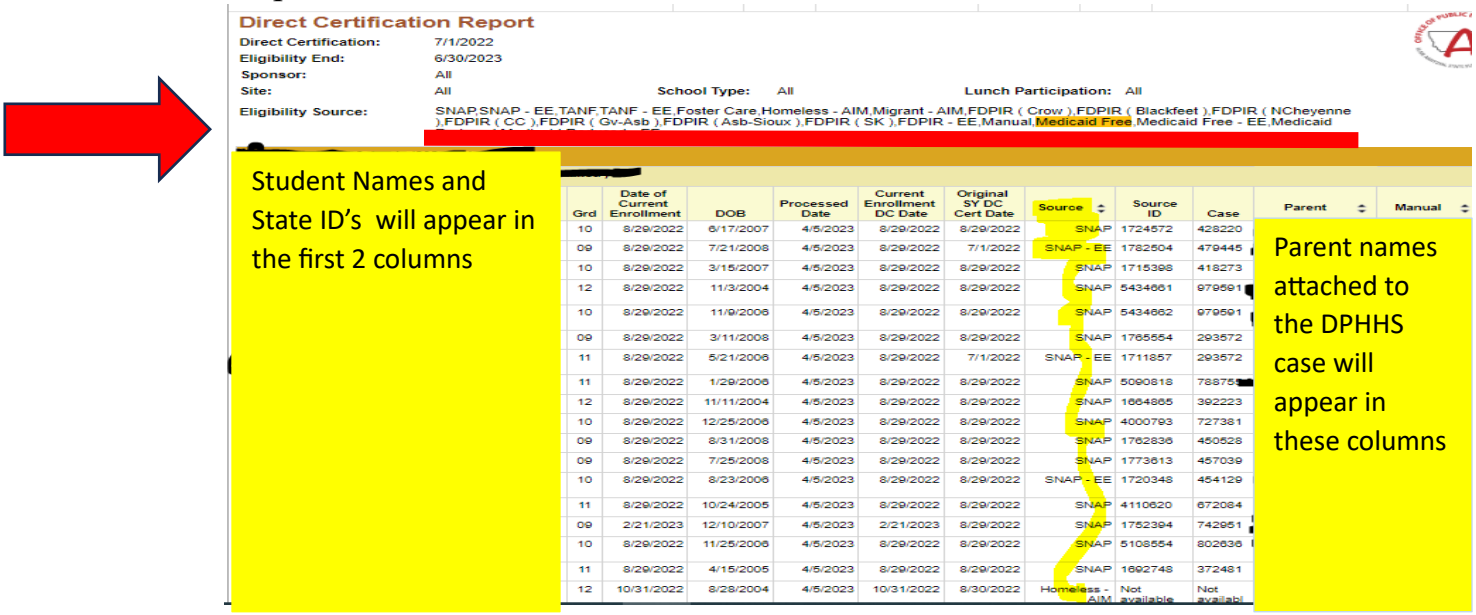
Now let's talk about the DCA

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:

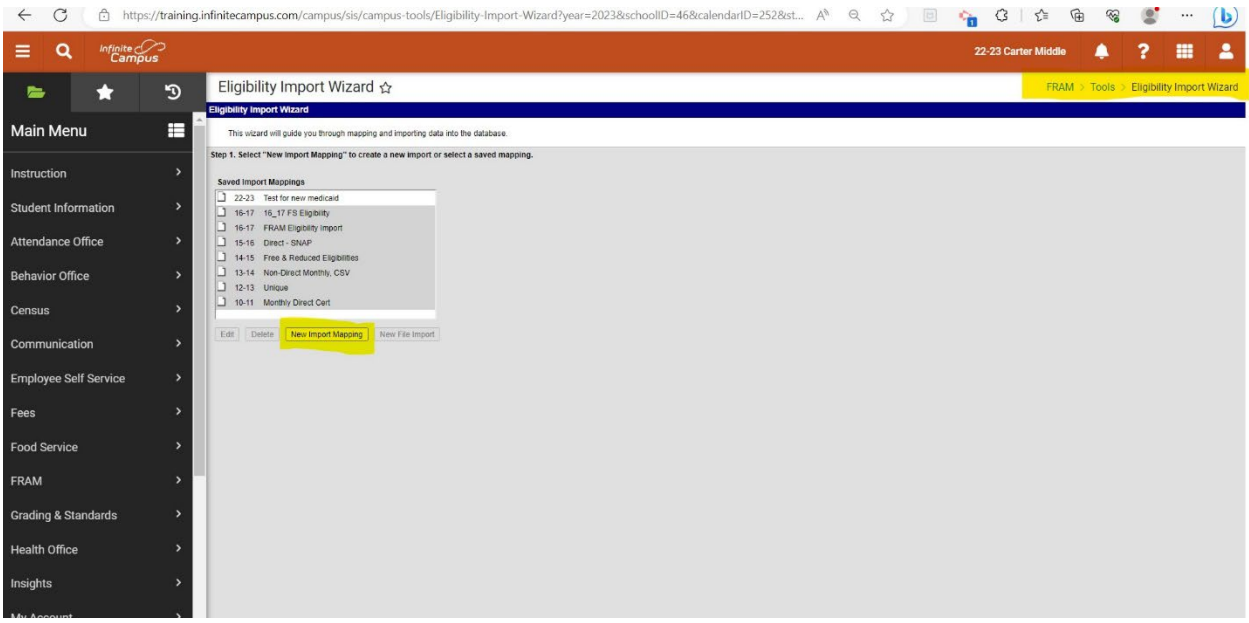


1. Pull ALL your students in 1 report by selecting ALL in the Participation Type dropdown list.

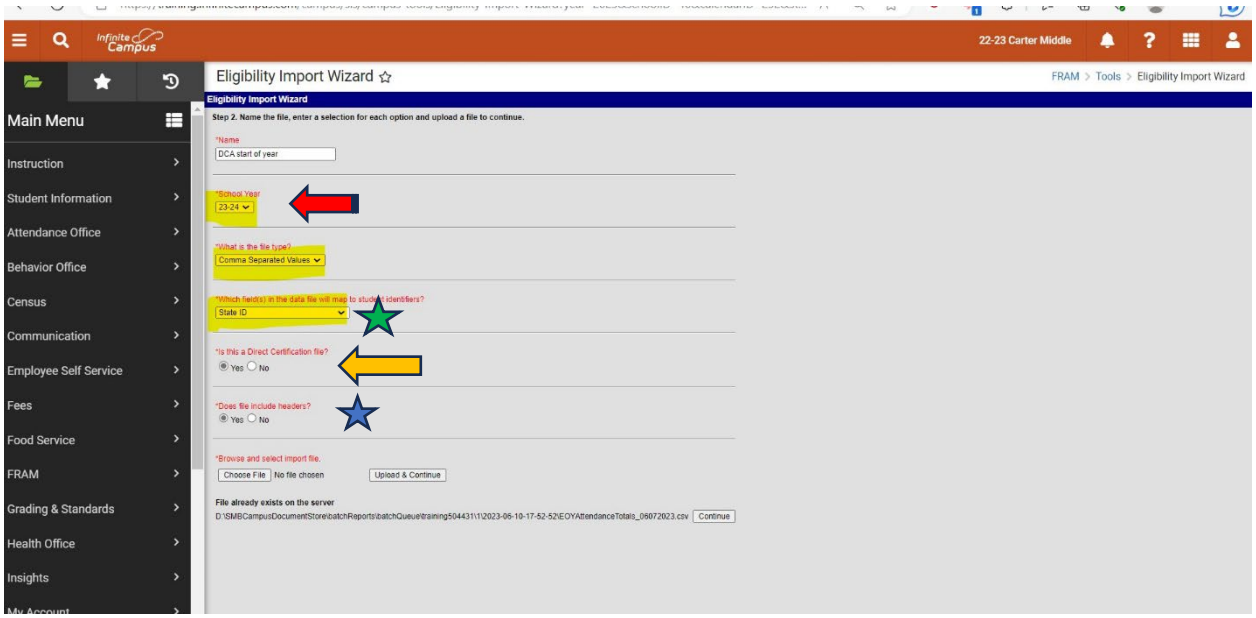


2. Export the file in CSV format and save it.

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.

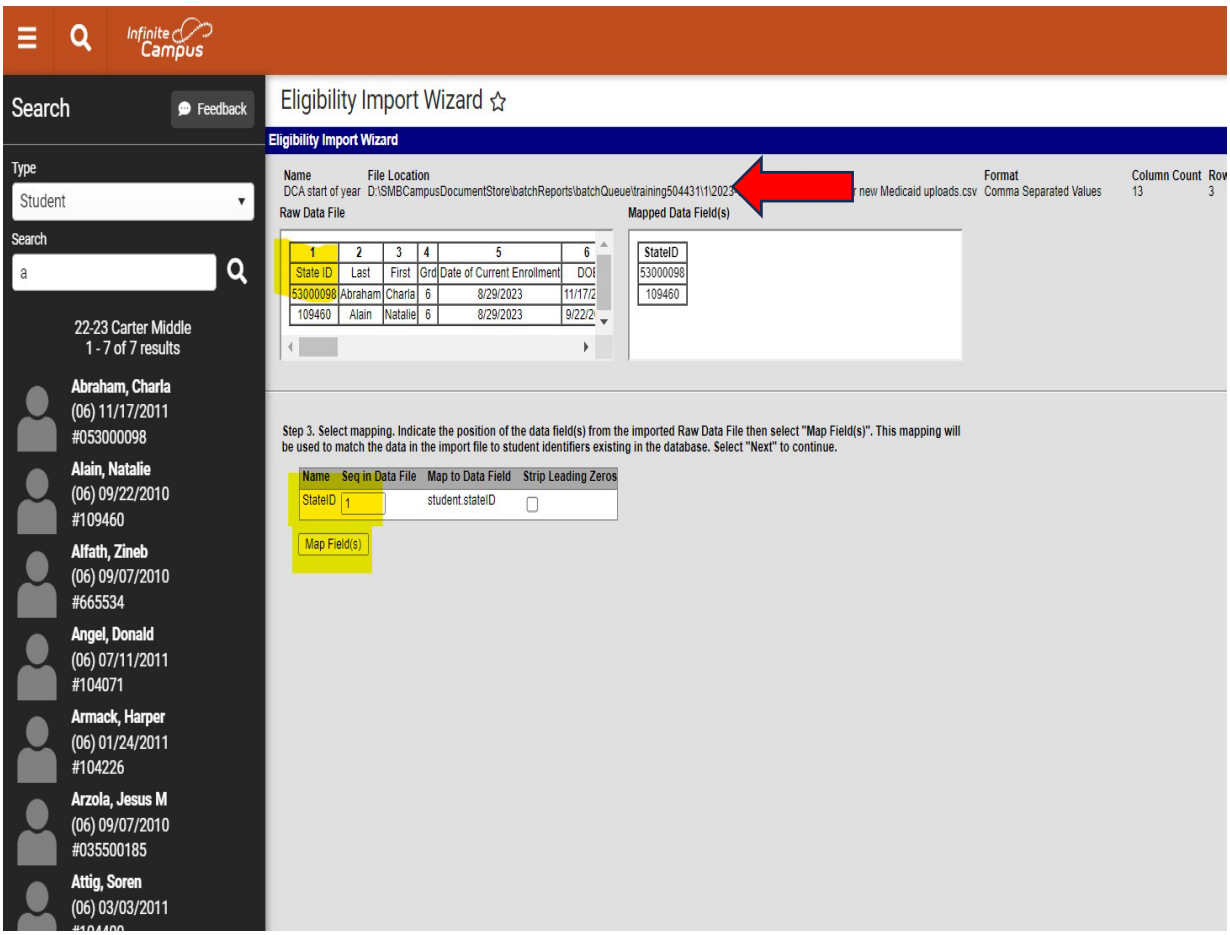
6. The Green Star is showing what indicator will be used to map to the students. Use Student State ID for this field as this number is the same in the AIM system and in IC.

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 it's 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 it's header row.

9. Press Upload and Continue.

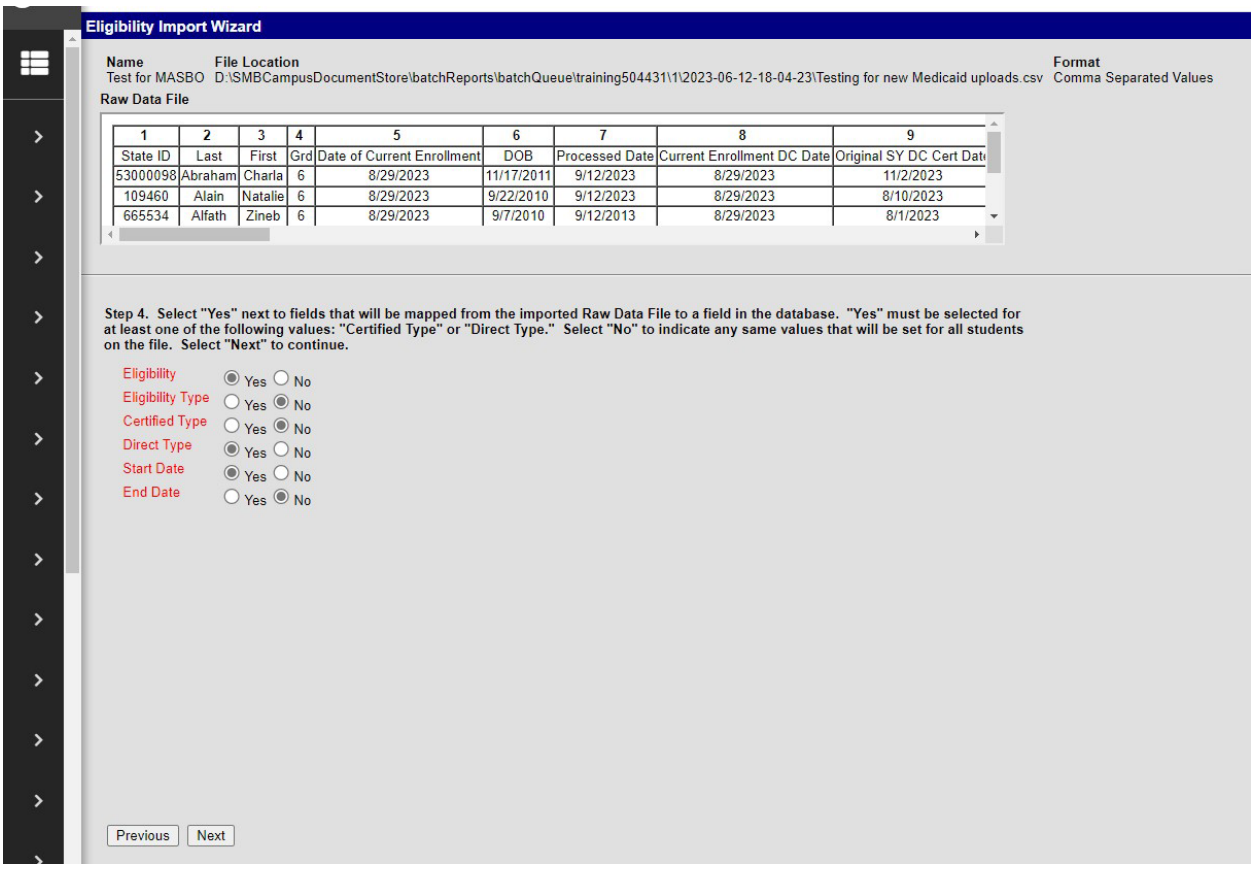
Next, MAP the fields from the CSV to fields within IC. The first field to map is State ID.



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.

3. 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.



4. In the field of Eligibility choose YES in order to map which status = Free and which =Reduced.

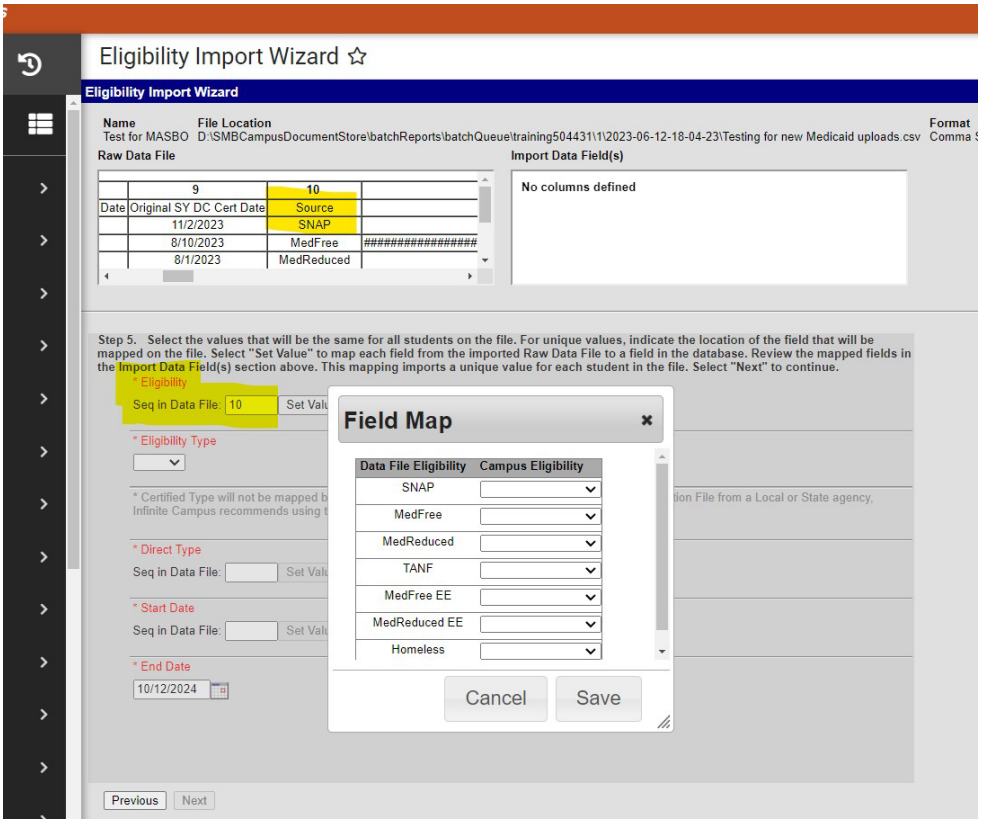
5. In Eligibility type choose NO unless Student Educational benefits will be mapped as well as Meals.

6. In Certified type choose NO as Certified and Direct type are the same value and Direct type maps cleaner into IC.

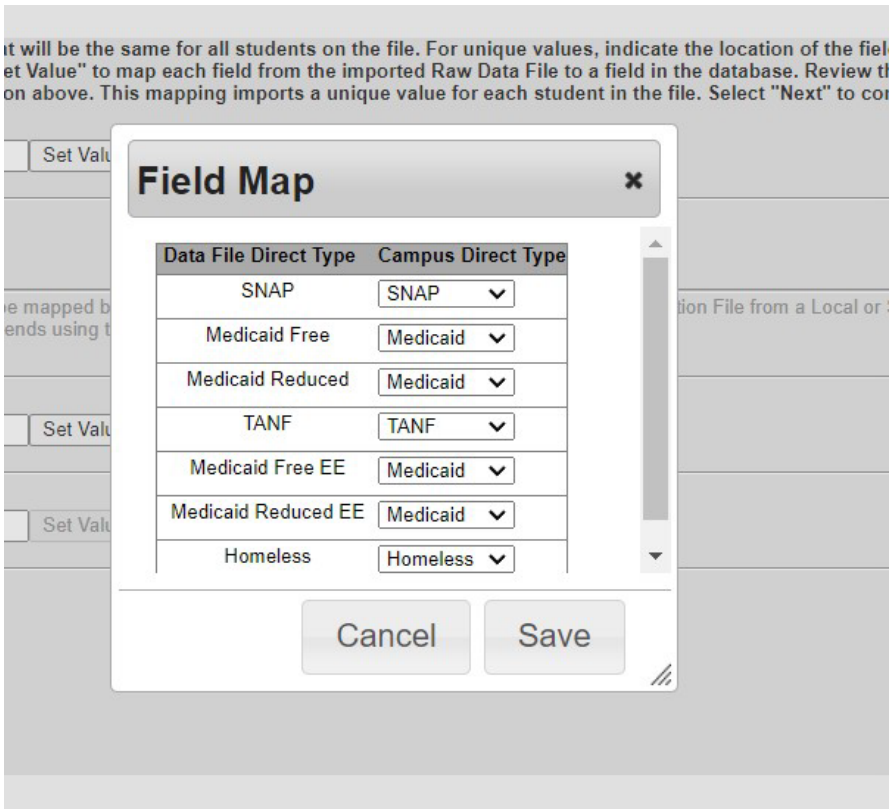
7. In Start Date choose YES as this will allow the import to pull the date that OPI School Nutrition certified them to receive Free or Reduced priced meals.

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:



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:

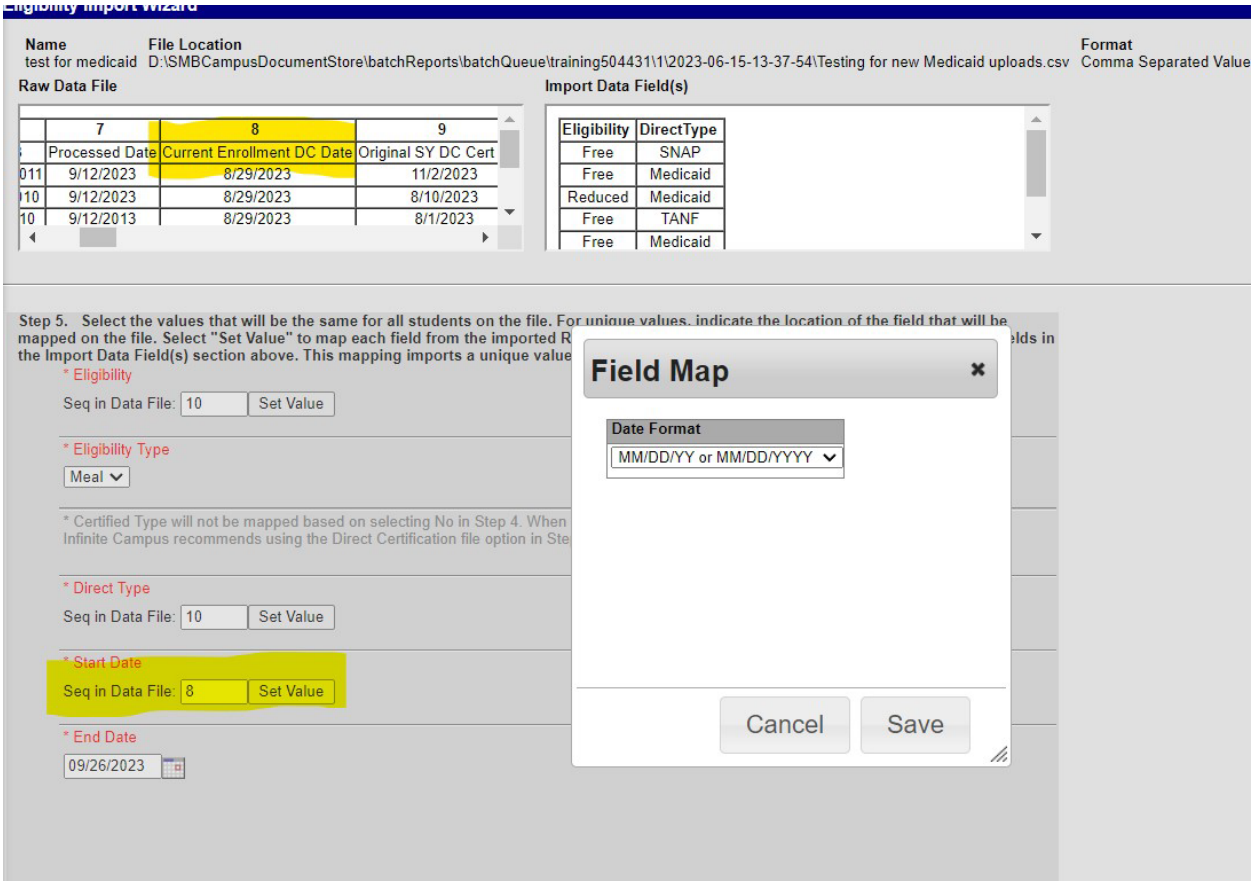


2. Set the Eligibility Type to Meal.

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.



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.