

From: Conner, Dede - KDE Division Director
Sent: Thursday, July 2, 2026 2:34 PM
To: All State KSIS Contacts
Subject: KSIS Notification: FRAM Eligibility Year Annual Reminder (Issue Resolved)

KSIS Contacts,

Several districts reached out that they were unable to update their FRAM Eligibility Import as described in the notification below because the file was not available. Infinite Campus re-aligned and standardized the docstore overnight on Tuesday, June 30. Please try the steps again.

Lisa Keeter

KSIS Service Manager
Kentucky Department of Education
(502) 564-2020 Ext. 2462

[Book time to meet with me](#)

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From: Conner, Dede - KDE Division Director
Sent: Wednesday, June 24, 2026 8:45 AM
To: All State KSIS Contacts
Subject: KSIS Notification: FRAM Eligibility Year Annual Reminder

KSIS Points of Contact – please see reminder from the School and Community Nutrition team.

Infinite Campus/Mosaic Eligibility Year Update Reminder

Districts that utilize Mosaic, and therefore the daily automation of direct certification and eligibility records, should follow the attached instructions to update their FRAM eligibility year in Infinite Campus for the new school year. Mosaic will automatically restart the automation to import direct certification records and export eligibility records to Infinite Campus beginning 8/1/2026. Districts that utilize MySchoolApps for online HIFs should reference the second page of instructions as well.

Tim Cooper

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Office of Finance and Operations

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Update IC Student Eligibility Data Import(s) for School Year 2026-2027

Update Mosaic Meal Eligibility Mapping (*ALL Mosaic districts must update*)

1. Infinite Campus Path: FRAM | Eligibility Import Wizard
2. Select Edit for the existing 25-26 Mosaic Meal Eligibility.

25-26	Mosaic Meal Eligibility	Edit	Delete	New File
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3. Change the School Year drop-down field to be 26-27.

Eligibility Import Wizard

1 File Information 2 Student Identifier 3 Identify Data 4 Data Mapping 5 Review

Enter a unique name for the import and make a selection for each option below. Select the file you wish to import and click 'Upload & Continue'.

Import Name (Required)
Mosaic Meal Eligibility

School Year
26-27

4. Click Upload and Continue to proceed past the File Information step. Don't make any changes.
5. Select Continue to proceed past the Student Identifier step. Don't make any changes.
6. Select Continue to proceed past the Identify Data step. Don't make any changes.
7. Select Continue to proceed past the Data Mapping step. If you are prompted that the Head Start direct type is missing, please select Head Start from the drop-down and click Continue.

Direct Type

Seq in File (Required)
6 Set Value

DATA FILE DIRECT TYPE	CAMPUS DIRECT TYPE (REQUIRED)
SNAP	SNAP
Medicaid	Medicaid
Homeless	Homeless
TANF	TANF
Foster	Foster
Migrant	Migrant
Runaway	Runaway
Head Start	<input type="text"/>

Head Start is required

8. Select **Close**. (Note you cannot complete a test option as the eligibility import file will not be available until 8/2/2026).
9. Confirm the School Year shows updated and you have completed the annual update:

26-27	Mosaic Meal Eligibility	Edit	Delete	New File
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Setup My School App (HIF) Mapping *(Only for districts that utilize MySchoolApps for HIFs)*

1. Infinite Campus Path: FRAM | Eligibility Import Wizard.
2. Select Edit for the existing 25-26 My School App (HIF)

School Year	Import Name	Actions
25-26	My School App (HIF)	<input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="New File"/>

3. Change the School Year drop-down field to be 26-27.

Import Name *(Required)*

School Year

4. Click Upload and Continue to proceed past the File Information step. Don't make any changes.
5. Select Continue to proceed past the Student Identifier step. Don't make any changes.
6. Select Continue to proceed past the Identify Data step. Don't make any changes.
7. Select Continue to proceed past the Data Mapping step. You may be prompted that there are campus eligibility mappings missing:

DATA FILE ELIGIBILITY	CAMPUS ELIGIBILITY <i>(REQUIRED)</i>
Free	<input type="text" value="Free"/> <i>Free is required</i>
Free	Free
No Income Supplied	<input type="text" value="No Income Supplied"/> <i>No Income Supplied is required</i>
Paying	Paid
Reduced	Reduced

If you are prompted, please select from the dropdown as follows and click Continue.

DATA FILE ELIGIBILITY	CAMPUS ELIGIBILITY <i>(REQUIRED)</i>
Free	Free
Free	Free
No Income Supplied	Paid
Paying	Paid
Reduced	Reduced

8. Select Close. (Note you cannot complete a test option as the HIF eligibility import file will not be available until after you have exported the file from MSA Client in August.)
9. Confirm the School Year shows updated and you have completed the annual update:

School Year	Import Name
26-27	My School App (HIF)