

ELIGIBILITY DATA EXCHANGE

This document contains the information for all files necessary to implement the SchoolCafe Eligibility Module.

Because these files may contain sensitive data, we do not recommend sending them via email. Each customer will be provided a **File Transfer Protocol (ftp)** site as a repository for the files. Your Project Mentor will send the ftp login instructions to you. Once logged in you'll see the ftp site contains several folders. While working on the initial import, please place the files in the "**Implementation Files**" folder.

Eligibility File

- District should provide an excel spreadsheet or text (tab delimited) file with the **final (or most current) eligibility** for all students.
- This is a one-time import that should include **student ID, first name, last name, status**. The status should be F, R, P or Free, Reduced, Paid.
- Start date should be outside the file on the email
- If the district is implementing Front Office anytime from July 1st - September 30th the status reason will be "grace period". If the district is implementing Front Office anytime from October 1st - June 30th the status reason will be "Import."
- Once the eligibility file is imported the status will change through application processing and Direct Approvals so this should be one of the last files to be imported if implementing during the school year.

Direct Approvals

In SchoolCafe you can upload your own Direct Approval files. This includes a state DC file as well as other direct approvals (ex. homeless, migrant, head start, etc.)

- Please provide all of the applicable file types:
 - Download the most recent file provided by your state. Please do not modify the file format.
 - Any other compiled Direct Approval types.
 - If the state DC file does not have column headers, column definitions will need to be provided.
- Once the files are mapped and imported your Project Mentor will demonstrate how to upload any future direct approval files.