




Harvey Hurricane Meal Tracking: August 31, 2017

The state has released information about recording meals to students that are displaced by Hurricane Harvey:

Student Eligibility 
Eligibility Students who are homeless or displaced by Harvey and the heavy rains are eligible for free meals. This includes students relocated in a designated disaster area and students relocated outside of the disaster area. Relocation includes students who are relocated to shelters, hotels, or any home that is not the student's home. Because this is an emergency, paperwork/documentation to support a student's homelessness may not be readily available; i.e., students, families, and emergency organizations may not be able to provide a list or other paperwork immediately. Regulations allow contracting entities (CE) to provide free meals to homeless and displaced students while working to get lists or other paperwork from shelter directors/coordinators and state or federal emergency officials. The CE will need to follow up and get the documentation, but for now, <i>they can use good judgement.</i>

Systems Design Software can be set up to record student meals until you receive the official lists to put a student in the Homeless category. The process is simple and easy and this document contains the steps that are required to set up tracking.

Once a student is on an official Homeless List you can set that flag on field 32 in the STUDENT MASTERFILE like usual and remove the HARVEY DISPLACEMENT USER CODE.

See setup instructions on the following page.

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HURRICANE HARVEY USER CODE SETUP

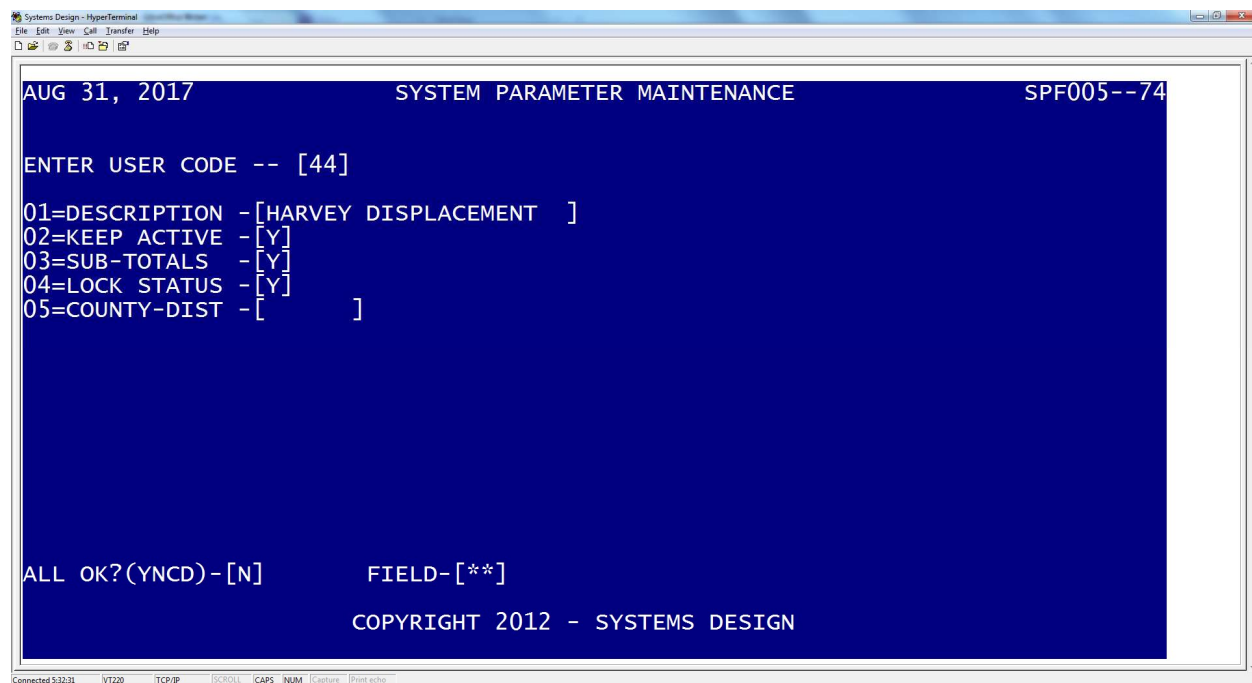
Districts that want to track displaced students from another district due to Hurricane Harvey can use the feature in Systems Design called “USER CODES”.

- USER CODE set up is done under SYSTEM MAINTENANCE (SM –08-12)
- ENTER 01 for the district number when prompted
- SELECT option 12
- You will next be prompted to enter a 2-digit number for a USER CODE, it will display the information for existing USER CODES but will ask, “DO YOU WANT TO ADD A NEW USER CODE? If the code doesn't exist.
- Answer Y for yes and name the USER CODE as shown below.
- Answer questions 02, 03 and 04 with “Y” for yes for enrolled students.

-note field 02 will keep the student active even when they are not in PEIMS

-note field 03 will allow you to get separate reporting on just these students alone

-note field 4 will keep these students’ status at free for meal claiming



- Once the USER CODE is set up you will need to set the status of the student with the correct (F,R,P) under STUDENT MASTERFILE (FS-01-01; field 7).
- Enter the appropriate USER CODE in field 37.

From that point forward students will keep the correct FREE status even if added to an application that qualifies for a different status for the rest of the family. The student will remain Active even if the demographic update from the district's PEIMS system does not show the student as active.

IT IS THE RESPONSIBILITY OF THE (CE) TO MONITOR AND MAKE CHANGES.