

Certain students are defined in the Administrators Reference Manual (ARM) as **Categorically Eligible**. Section 4 of this document lists these categories as:

- Students in Food Stamp Recipient Households
- Students in TANF Recipient Households
- Low Income Head Start Students
- Even Start Students
- Homeless Students
- Migrant Students
- Runaway Students

Systems Design provides a method of managing the statuses of these students through the employment of User Codes. Food Service Departments may also lock the status of these Categorically Eligible students so that administrative actions which would typically cause a status change of such students will in fact not change those statuses. Employing User Codes will also permit the printing of reports providing data about the meal activity of the students with user codes.

Instructions for establishing User Codes in the Student's Master File.

User codes must be set up in SM (System Maintenance)

1. From the Master Menu select **SM**
2. From the System Maintenance Menu select **08 (SYSTEM PARAMETER FILE MAINT)**
3. Enter District Number **01**
4. Select **12 (USER CODES)**
5. Enter the 2 digit numeric user code you designate — example **01**
6. Enter **Y** when asked if you want to add a new user code
7. At 01 DESCRIPTION Enter the **description** of the USER CODE
8. At 02 KEEP ACTIVE Enter **Y** if you do not want the demographic update to make inactive students with this code
9. At 03 SUB TOTALS Enter **Y** if you would want data about this USER CODE to print on the Meal Summary Report
10. At 04 LOCK STATUS Enter **Y** if you want the status locked in the STUDENT MASTER FILE.

After the USER CODES are set up then you will go to the Student Master File

1. From the MASTER MENU select **FS**
2. Select **01 (MASTERFILE MAINTENANCE)**
3. Select **01 (STUDENT MASTERFILE MAINTENANCE)**
4. At FUNCTION Select **C (CHANGE)**
5. Enter the **STUDENT ID NUMBER**
6. At ALL OK Enter **N**
7. At FIELD Select **36 (USER CODE)**
8. Enter the appropriate **USER CODE**

This procedure is now complete and will result in the following actions:

- The status of this student will not be changed by administrative actions such as the completion of a Family Application or Demographic Update
- The student is designated as a Categorically Eligible under one of several criteria
- Lists of students within these categories may be printed
- A summary of the meal activity of these USER CODES will be printed on the Meal Summary Report at each campus

Questions about this and other procedures may be directed to the Software Support Office systemsdi@intcomm.net