Create New Eligibility Records

Classic View: FRAM Eligibility

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If a student's eligibility is not created by processing an Eligibility or Meal Benefits Application or by importing through the Eligibility Import Wizard, it may be entered manually.

> To create new eligibility records, State Edition users must be assigned to a district on their User Account tab. See the Eligibility (State) article for more information.

Creating a New Eligibility Record

See the following References for details on each drop list.

Eligibility Editor Fields and Values

Eligibility Certified Types

Manually Enter a New Student

Eligibility

1. Click **New** in the action bar.
2. Select the **Eligibility Type**.
3. Select the **Eligibility** and **Certified Type** for the student.
4. Select the **School Year** to which the **Eligibility** should apply.

5. Enter or select a **Start Date** and **End Date** for the eligibility.

> When adding a new eligibility, do not overwrite existing eligibilities. Overlapping **Start/End Dates** are not allowed; therefore, the previous eligibility automatically adjusts to end before the new eligibility begins. **Point-Of-Sale** **users only:** If a student's eligibility changes, existing transactions for those students will NOT be updated. If transactions exist with an Eligibility that has been edited or overwritten, a district staff member must manually modify those transactions in the student's account Journal.

6. Mark the **Opt Out Medicaid/SCHIP** checkbox(es) to waive contact from the organization(s) if the student's guardians should not be contacted by the Medicaid/SCHIP agency.

> These fields will not be displayed in all districts. Districts control whether these fields display by selecting options in the FRAM Preferences tool.

7. Select the **Yes** or **No Share Permission** radio button (if the district has added Permissions) to identify whether the parent/guardian is allowing the district to share their children's free/reduced eligibility with other district staff members.
8. Click **Save**.