

## **Printing Eligibility Notification Letters**

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Classic View: FRAM > Household Applications

Search Terms: Household Applications

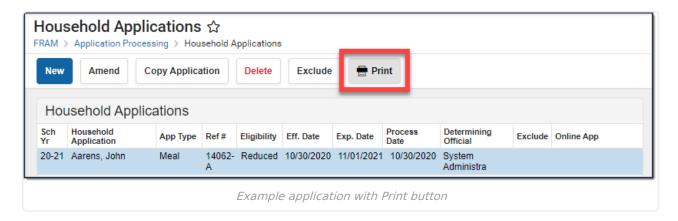
You can generate a letter to send to parents/guardians, indicating whether a household was approved (eligible) or denied (not eligible) for meal benefits. Immediately after processing a household application, Campus prompts you to print the approval/denial letter. You can also print the approval/denial letter directly from the Household Applications editor.

- FRAM letters are addressed and sent to the address that has the **Mailing** checkbox flagged on the household Addresses tab.
- See the FRAM Letter Editor article for modifying and printing FRAM letters using predefined letter templates.
- See the FRAM Letter Batch Report article for batch printing notification letters.

## Printing from the Household Applications Editor

To print an approval/denial notification letter, select the active household application and click the **Print** button located in the action bar.

Users cannot print Educational Benefits Applications.



The letter is generated in PDF-format, in a new window, and automatically populates the names and the eligibility of students in the household.

## **Example Approval/Denial Letter**



## NOTIFICATION of APPROVAL or DENIAL For FREE or REDUCED-PRICE SCHOOL MEALS

Dear Parent or Guardian: Dad Campus  Your application for free or reduced-price meals for your child or children has resulted in the following outcome(s):  Student(s): Joe Campus  X
outcome(s):  Student(s): Joe Campus  X Approved and effective 09/01/2011 until 06/16/2012  Free Lunch
X Approved and effective <u>09/01/2011</u> until <u>06/16/2012</u> Free Lunch
Free Lunch
Denied for the following reason(s):  Total household income exceeds income eligibility guidelines.  Application is incomplete. Complete and return the enclosed application form. The following information is missing:  Individual household member's income by source  Names of all household members  Signature of adult household member  Social Security number of adult signing the application or an indication he/she does not have one  Other:
You may reapply for benefits at any time during the school year. If you are not eligible now but have a decrease in household income, become unemployed, or have an increase in household size, you may fill out another application at the time.
If you do not agree with the denial, you may discuss it with a school official. If you wish to review the decision further you have a right to a fair hearing. This can be done by calling or writing:
Hearing Official:         Hearing Official           Address:         611 5TH STREET SW           Blaine, MN 55449           Phone:         (651)631-0000
Sincerely,
Adam Carlson
In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (886) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

Example eligibility letter