

# 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 pre-defined 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.

**Household Applications** ☆

FRAM > Application Processing > Household Applications

New
Amend
Copy Application
Delete
Exclude
Print

Sch Yr	Household Application	App Type	Ref #	Eligibility	Eff. Date	Exp. Date	Process Date	Determining Official	Exclude	Online App
20-21	Aarens, John	Meal	14062-A	Reduced	10/30/2020	11/01/2021	10/30/2020	System Administra		

*Example application with Print button*

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

Date: 09/01/2011

Your application for free or reduced-price meals for your child or children has resulted in the following outcome(s):

Student(s): **Joe Campus**

- Approved and effective 09/01/2011 until 06/16/2012  
      Free Lunch  
 Reduced Price 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:	<u>611 5TH STREET SW</u>
	<u>Blaine, MN 55449</u>
Phone:	<u>(651)631-0000</u>

Sincerely,

Adam Carlson

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*Example eligibility letter*