Household Applications

Last Modified on 10/22/2022 9:52 am CDT

Classic View: FRAM > Household Applications

Search Terms: Household Applications

Use the Household Applications tool to process applications for free and reduced price school meals.

What can I do?	What do I need to know?
- Enter a New Household Application - Amend a Household Application - Copy a Household Application - Exclude a Household Application - Delete a Household Application - Add People to a Household Application - Add Household Members as Students - Remove People from a Household Application - Print Eligibility Notification Letters	- Important Information about this Tool - Field Descriptions

Name	DOB	School	Grade	Homeless/Runaway/Migrant/ Foster/Head Start
Lindsey, Marsha	05/13/2009	Crestline Elementary School	01	

Case Number for Household

Income In Household

Name	DOB	SNAP/ FDPIR/TANF #	Work Earnings	Welfare, Child Support, Alimony	Pension, Retirement, Social Security	All Other Income	Total Income
Smith, Warren			2,400.00 (M)				2,400.00 (M)
Lindsey, Marsha	05/13/2009						
Smith, Margaret							

Application Status

Household Income
2,400.00 (Monthly)

Household Size
3

Approved Eligibility
Reduced

Application Status
Complete: income approval

Reference Number
13921

Application Name
Smith, Margaret

Override Status

Override Reason

Application Eligibility Approval by Student

Name	Approved Eligibility	Certified Type
Lindsey, Marsha	Reduced	Income

Important Information about this Tool

- The Household Applications editor displays both Meal and Educational Benefits applications for a single household in chronological order. If more than one application exists, the applications are sorted chronologically by the **Ref #** column with the most recent reference number listed first. Selecting an application record displays additional application details.
- Parents can submit Household Applications via the Applications/Forms section of the Portal.

> When one household has two separate household applications (different signers and different students included in the applications), to include both application in the Verification Pool, the district must create two households in Campus but give them the same address. This way, the households can file two separate applications if they are considered two economic units at the same residence.

- Eligibilities determined through this tool automatically populate student Eligibility records.
- District employees must have the FRAM Processor checkbox marked on their District Assignment.

- Adding members to the application using the Quick Add feature does not add the person as a household member in Census.
- Adding students to the application using the Find New Person feature does not add the student as a household member in Census.
- If you remove a student from the New Student(s) In Household section of the editor, the student is not assigned an eligibility.
- If the student is considered Migrant, Homeless, Runaway, or Head Start, or participates in the SNAP, FDPIR or TANF programs, they are automatically approved for free benefits (eligibility of "Free").
- All students in a household with one member having a SNAP, FDPIR or TANF benefit number are automatically approved for free benefits.
- The application must be signed to be approved. If a signer is not selected, the application will be denied.
- The application signer must be a person that is a household member in Census.
- Before adding a person to the application, a thorough search should be performed in Census to be sure that the person does not have a record in Campus that can be associated with the application. If the person is not found in Census, you can use the Quick Add button; however, the person will NOT be added in Campus. They are only added to the application and cannot be the application signer.
- When the Eligibility start date on an application is earlier than the date the application is processed, Point of Sale can automatically void and re-enter transactions at the approved eligibility rate. For this to happen, a preference called "Autocorrect transactions for backdated applications" on the POS Preferences tool must be selected. When the preference is selected, Campus automatically updates eligible transactions. Any transaction(s) that occurred between the Eligibility Start Date and the application date are voided and the transaction is re-entered at the new rate. See the Backdated Adjustments Report for a summary or detailed report of the transactions that were updated when an application was backdated.
- If a paper application has lump sum student income information, enter the lump sum into Campus as a lump sum earning attached to **ONE** of the students in the household.

> Be sure you also make a note on the paper application that indicates a lump sum was entered and to whom the lump sum was applied. This information may be needed later if there is an audit of your food service program.

Enter a New Household Application

Classic View: FRAM > Household Applications

Search Terms: Household Applications

1. Click the **New** button.
   A New Application editor displays.

2. Select the Application Type - **Meal Benefits Application** or **Educational Benefits Application**.

New Application Type

⦿ Meal Benefits Application ⦾ Educational Benefits Application

> The Educational Benefits Application is only available if one or more schools in your district participates in Provision programs. A school must have Provision fields entered on the School tab and the **Educational Benefits Applications Processed** preference enabled on the FRAM Preferences tool.

3. Use the information in the following table to enter new application details.

New Application Detail

*Application Date	*Effective Date	*Expiration Date	Determining Official
09/13/2020	09/13/2020	10/01/2021	System Administrator
School Year	*Opt Out Medicaid	*Opt Out SCHIP	
20-21 ▾	⦾ Yes ⦿ No	⦾ Yes ⦿ No	

Field	Description
Application Date	The date on which the application was signed by the parent/guardian.
Effective Date	The eligibility effective date based on the approval of the application.
Expiration Date	The expiration date of the eligibility. This field is auto-populated with the Default Expiration Date entered in the FRAM Application Preferences, typically 30 days into the next school year. It is recommended not to change the auto-populated Default Expiration Date.
Determining Official	The name of the district employee (FRAM Processor) who processed the Meal and/or Educational Benefits Application. > The FRAM Processor must be identified by selecting the check box in District Assignment. Only one district assignment record is needed with FRAM Processor checked to have FRAM Processor appear in the Determining Official field.
School Year	The year to which the application applies.

Field	Description
Opt Out Medicaid	If **Yes** is selected, the guardian does NOT want to be contacted by Medicaid regarding Medicaid benefits. This option only displays if the Display Medicaid Opt Out checkbox is marked in the FRAM Preferences. This is a state requirement, not required in all states.
Opt Out SCHIP	If **Yes** is selected, the guardian does NOT want to be contacted by SCHIP (State Children's Health Insurance Program) regarding insurance benefits. This option only displays if the **Display SCHIP Opt Out** checkbox is marked in the FRAM Preferences. This is a state requirement, not required in all states.

4. Use the information in the following table to enter student information.

   This section is only available if Permissions have been created within the Permission Preferences tab.

In this field...	Enter or select...
Permission Name	The name of the established district permission(s).
Share Permission	This indicates whether or not the parent/guardian allows the district permission to share their child(ren)'s benefits eligibility with other district staff members and programs.

5. Select Ethnicity and/or Race information.

   Responding to this section is optional and does not affect eligibility for free or reduced price meals. The race and ethnicity information is linked to the Household application and not to a specific person.

Race & Ethnicity Detail

Ethnicity (check one)
- ○ Hispanic or Latino
- ○ Not Hispanic or Latino
- ● No Response

Race (check one or more)
- ☐ American Indian or Alaskan Native
- ☐ Asian
- ☐ Black or African American
- ☐ Native Hawaiian or Other Pacific Islander
- ☐ White

6. Use the following information to enter student information.

> Each student currently included in the application signer's household display. You may add or remove students as necessary. The **Current Eligibility** column is most likely blank; however, if a value appears, the student currently has an eligibility assigned. The student's current eligibility status should be verified, as processing this application may override the existing eligibility shown in this column.

New Student(s) In Household

Current Eligibility	☐	Name	DOB	School	Grade	Homeless/Foster/Runaway/ Migrant/Head Start
	☐	Smith JR, James	12/28/1998			▼
		Remove				

Field	Description
Current Eligibility	The student's current eligibility status as processed in the current school year. If there is an eligibility displayed here, the FRAM Processor should investigate the existing eligibility before processing the application. If the application is processed, the existing eligibility may be overwritten or end dated depending on the existing eligibility dates. Point of Sale customers should keep in mind that this could create a discrepancy between eligibilities on Point of Sale transactions processed to date.
Remove (button)	This button removes selected students from the New Student(s) in Household section.

Field	Description
Homeless/Runaway/Migrant/Foster/Head Start	Select the appropriate option for Homeless, Runaway, Migrant, Foster or Head Start student(s)

7. Enter the case number for SNAP/FDPIR/TANF benefits in the **Case Number** field.

This number is issued to a household member by the agency and indicates student members are eligible for free benefits based on participation in the program. If a case number is entered, the application can be processed without an SSN being entered.

New Case Number for Household

Case Number: 123456789

8. Use the information in the following table to enter household income information.

Per USDA policy, income may only be whole dollar amounts.

New Income In Household

App Sign	☐	Name	DOB	SNAP/ FDPIR/TANF #	No Income	Work		Welfare, CS, Alimony		Pension, Retirement, SS		Other Income	
○	☐	Lindsey, Mindy	05/13/2009		☐		▾		▾		▾		▾
○	☐	Smith, Margaret			☐		▾		▾		▾		▾
○	☐	Smith, Andrew			☐		▾		▾		▾		▾
○	☐	Smith JR, James	12/28/1998		☐		▾		▾		▾		▾

Remove   Add Student

Last Name   First Name

                                                Quick Add

Field	Description
App Sign	This radio button indicates the household member who signed the application. An application must be signed to be processed. If a signer is not selected, the application will be denied because it has not been signed. The application signer must be a person that is a household member in Census.
Checkbox	The checkbox allows you to select household members to remove or to add to the student section of the application.

Field	Description
Name	The names of household members included on the application.
DOB	The date of birth for the listed household members. If Human Resources functionality is enabled, date of birth information does not display for staff members unless they have a current student enrollment for the reporting year.
SNAP/FDPIR/TANF #	Campus does not currently use this field.
No Income	This checkbox indicates that the household member does not generate any income.
Work	The household member's regular earnings from employment. The amount is followed by a letter in brackets [ ] to indicate how often the amount is received: ○ **M** Monthly (12 payments annually) ○ **SM** Semi-monthly (24 payments annually) ○ **BW** Bi-weekly (26 payments annually) ○ **W** Weekly (52 payments annually) ○ **A** Annual (1 payment annually) This option is only available if your administrator has not chosen the Hide Annual (Yearly) option on the Application Preferences tab.
Welfare, CS, Alimony	The amount of welfare, child support or alimony the household member receives. The amount is followed by a letter in brackets [ ] to indicate how often the amount is received: ○ **M** Monthly (12 payments annually) ○ **SM** Semi-monthly (24 payments annually) ○ **BW** Bi-weekly (26 payments annually) ○ **W** Weekly (52 payments annually) ○ **A** Annual (1 payment annually) This option is only available if your administrator has not chosen the Hide Annual (Yearly) option on the Application Preferences tab.

Field	Description
Pension, Retirement, SS	The amount of pension, retirement or social security benefits the household member receives. The amount is followed by a letter in brackets [ ] to indicate how often the amount is received: ○ **M** Monthly (12 payments annually) ○ **SM** Semi-monthly (24 payments annually) ○ **BW** Bi-weekly (26 payments annually) ○ **W** Weekly (52 payments annually) ○ **A** Annual (1 payment annually) This option is only available if your administrator has not chosen the Hide Annual (Yearly) option on the Application Preferences tab.
Other Income	The miscellaneous income the household member receives. The amount is followed by a letter in brackets [ ] to indicate how often the amount is received: ○ **M** Monthly (12 payments annually) ○ **SM** Semi-monthly (24 payments annually) ○ **BW** Bi-weekly (26 payments annually) ○ **W** Weekly (52 payments annually) ○ **A** Annual (1 payment annually) This option is only available if your administrator has not chosen the Hide Annual (Yearly) option on the Application Preferences tab.
Remove (button)	This button allows you to remove household members from the application.
Add Student (button)	This button allows you to add selected people to the Student section of the application. Only students entered in Census may be added. It is possible to add a non-enrolled child to the student section. If a child will be enrolled in school at some point during the school year or at the start of the next school year consider adding the child to the student section. Upon receiving an enrollment the eligibility will auto-populate for the child.

Field	Description
Last Name / First Name / Quick Add (button)	These fields allow you to add household members to the application if a household member is missing from the member list. Before adding a person to the application, perform a thorough search to be sure that the person does not have a record in Campus that can be associated with the application. The Quick Add button does NOT add the person to Campus. Quick add only adds the person to the application. People added via Quick Add cannot be added to the Student section of the application. People added via Quick Add cannot be the application signer.

9. Click the **Process** button.
Result
A confirmation window displays and asks whether you want to print the **Approval/Denial Letter** . Click **Yes** to print the letter or **Cancel** to return to the Household Applications tab.

Approval/Denial Letters will only generate for Meal Benefits Applications.

Amend a Household Application

Classic View: FRAM > Household Applications

Search Terms: Household Applications

The **Amend** icon on the Household Applications tool allows you to amend existing Meal and Educational Benefits applications. You may update student, household and/or income information. An application may be amended for a variety of reasons.

Examples

- Household income changes
- Completion of previously incomplete applications (such as adding a signature or Social Security Number)
- Amending household members
- If student categorical information changes (*e.g.*, student starts/ends participation in SNAP, FDPIR or TANF programs or becomes/discontinues status as a homeless, runaway or migrant student)
- Data entry mistakes/typos

Amendments to FRAM applications should only be done in the active school year.

Point-of-Sale **users only:** If the change made to the application through the Amend process changes the eligibility of students in the household, existing meal purchases made by those students may be updated.

When the Eligibility start date on an application is earlier than the date the application is processed, Point of Sale can automatically void and re-enter transactions at the approved eligibility rate. For this to happen, a preference called "Autocorrect transactions for backdated applications" on the POS Preferences tool must be selected. When the preference is selected, Campus automatically updates eligible transactions. Any transaction(s) that occurred between the Eligibility Start Date and the application date are voided and the transaction is re-entered at the new rate. See the Backdated Adjustments Report for a summary or detailed report of the transactions that were updated when an application was backdated.

If the autocorrect option is not enabled and purchases exist under an eligibility that has changed, a district staff member can manually modify those purchases on each student's account Journal.

If you make an amendment to an application in a previous school year, **all** of the the student's food services purchases for the amended year are changed and recalculated as non-reimbursable meals.

When an application is amended, student eligibilities are updated accordingly. A Process Date appears on the Household Application editor. This is the date the application was processed; it is not the application's actual Effective Date.

When amending or copying a Meal or Educational Benefits Application, the Application Type cannot be changed. If the Application Type must be changed, a new application must be processed.

1. Select the application to be amended.

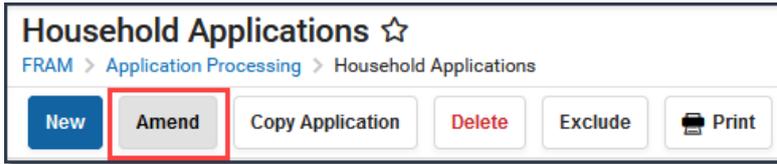   If the application is currently selected for the Verification process, the "amend" action is not allowed. When amending or copying a Meal or Educational Benefits Application, the Application Type cannot be changed. If the Application Type must be changed, a new application must be processed (see image below).
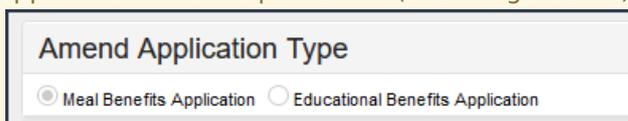
2. Click the **Amend** button on the action bar.

Result
The application displays.

3. Make changes to the application and click the **Process** button on the action bar.

Copy a Household Application

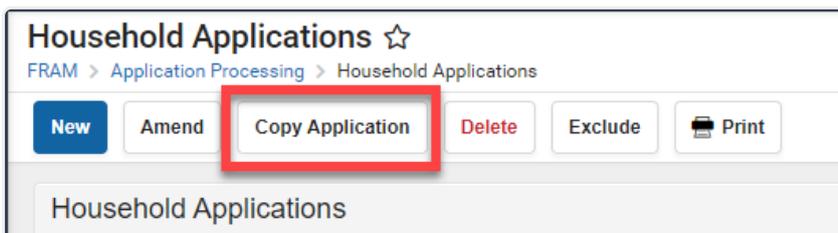**Classic View**: FRAM > Household Applications

Search Terms: Household Applications

The Copy Application feature is a shortcut/alternative to re-entering and re-processing an existing household's information. Existing Meal and Educational Benefits applications may be copied, modified then processed as a new application with a new reference number. This feature is often used in transitioning household applications from the current school year into the next.

> **Point-of-Sale users only:** If the change made to the application through the copy process changes the eligibility of students in the household, existing meal purchases made by those students may be updated.
>
> If the autocorrect option is not enabled and purchases exist under an eligibility that has changed, a district staff member can manually modify those purchases on each student's account Journal.
>
> When the Eligibility start date on an application is earlier than the date the application is processed, Point of Sale can automatically void and re-enter transactions at the approved eligibility rate. For this to happen, a preference called "Autocorrect transactions for backdated applications" on the POS Preferences tool must be selected. When the preference is selected, Campus automatically updates eligible transactions. Any transaction(s) that occurred between the Eligibility Start Date and the application date are voided and the transaction is re-entered at the new rate. See the Backdated Adjustments Report for a summary or detailed report of the transactions that were updated when an application was backdated.

Example application with Copy Application button

Copy an Application

1. Select the application to be copied.

> When copying a Meal or Educational Benefits Application, the Application Type cannot be changed. If the Application Type must be changed, a new application must be processed.

2. Click the **Copy Application** button located in the action bar.
Result
A copy of the original application displays for editing.

Exclude a Household Application

Classic View: FRAM > Household Applications

Search Terms: Household Applications

You may exclude existing Meal or Educational Benefits applications if they are no longer relevant, but should be retained for historical purposes. Excluded applications are not considered by the application verification process and may not be accurate representations of current student eligibilities or household information.

> When an application is excluded, its associated eligibility is revoked. Campus changes student eligibilities to those assigned by the most current application or other existing eligibility. If no current application exists, student eligibilities are considered a default status of "Paid."

> **If students have purchased meals using the eligibility assigned by the application, it should NOT be excluded.**

> Once the verification process has been started, the Exclude functionality cannot be used for any household applications. In the event an application has been selected for Verification, a notification will display when trying to use the Exclude option.

Warning message that displays after the Exclude button is selected

Example of an excluded application with an "X" in the Exclude column of the Household Applications editor.

Exclude an Application

1. Select the application to be excluded from the Household Applications editor.
2. Click the **Exclude** icon located in the action bar.
   Result
   A confirmation window displays.
3. Click **OK** on the confirmation window.

Delete a Household Application

Classic View: FRAM > Household Applications

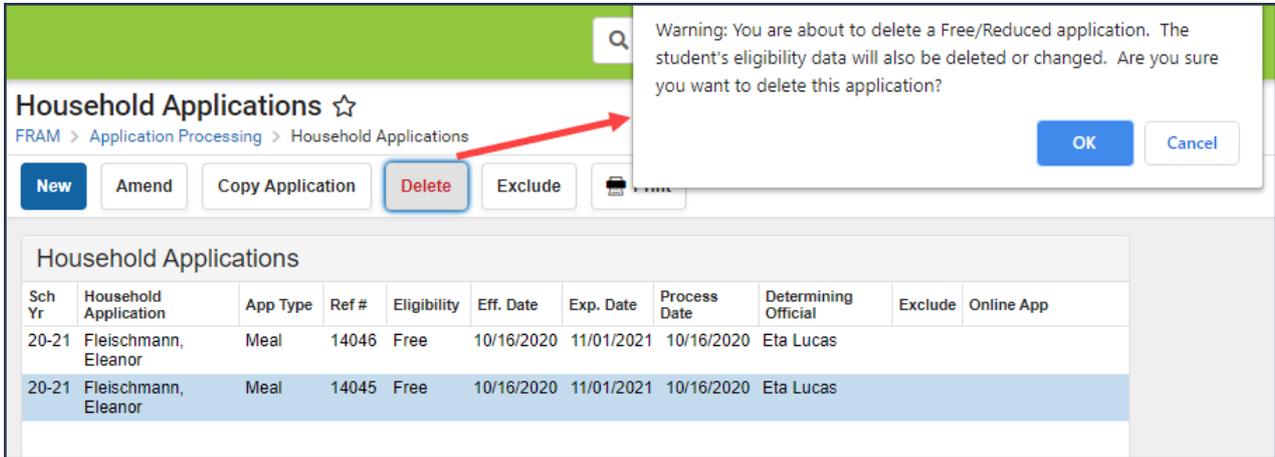**Search Terms**: Household Applications

Infinite Campus recommends caution in deleting existing free/reduced applications. No historical record is retained when an application is deleted. As an alternative, applications can be excluded. Please refer to the Excluding Applications article.

> **If students have purchased meals using the eligibility assigned by the application, it should NOT be deleted.**

When an application is deleted, its associated eligibility is revoked. Campus changes student eligibilities to those assigned by the most current application or other existing eligibility. If no current application exists, student eligibilities are considered a default status of "Paid."

If the application is currently selected for the Verification process, the "delete" action is not allowed.

Example of an application selected for deletion and the confirmation window that displays after selecting the Delete button.

Add People to a Household Application

Classic View: FRAM > Household Applications

Search Terms: Household Applications

If a household member or student is missing from the member list on the Household Application editor, use the People Search tool to locate them in Campus and add them to the Household Application. If the person cannot be located using the People Search tool, the person may be added by using the Quick Add option.

> Before adding a person to the application, perform a thorough search to verify the person does not have a record in Campus that you can associate with the application. The Quick Add button does NOT add the person to Campus. They are only added to the application. People added via Quick Add cannot be designated as the Application Signer and cannot be added to the Student section of the application.
>
> If a child will be enrolled in school at some point during the school year or at the start of the next school year, consider adding the child to the student section. Once the child is enrolled in the district, the eligibility will auto-populate for the child.

Add People using People Search

1. Click the **Find New Person** button.

Result

The Person Search window displays.

2. Select whether you want to search by **Household** or **Person**.

3. Enter the search criteria for the method you chose. The criteria available for searching includes the following fields:

Method 1--Household	Method 2--Person
Last Name	Last Name (required)
First Name	First Name
Student #	Middle Name
Birth Date	Birth Date
Number	Gender
Street	
Apt #	
Household Name	
Phone	

4. Click the **Search** button.
   ### Result
   Search results appear on the right-hand side.
5. Click the checkbox(es) next to the student(s) you want to add.

6. Complete one or both of the following options:

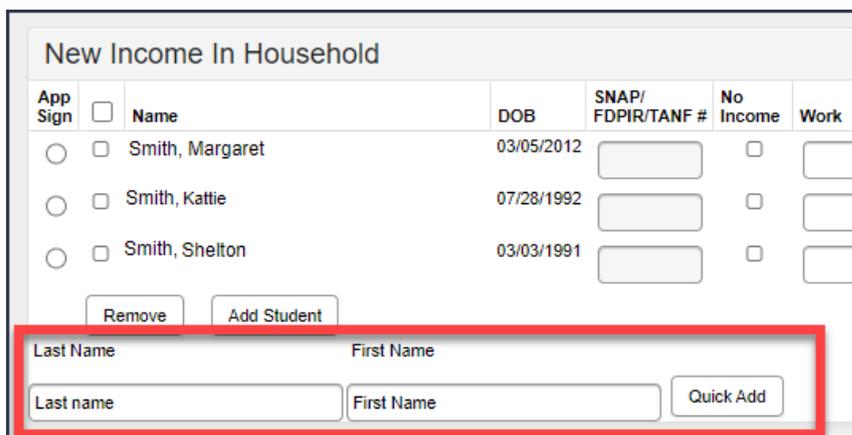| Option	Description
Click the **Add to student list** button.	This option allows you to simultaneously add the selected student(s) to the **Income in Household** and the **Students in Household** sections of the Household Application editor. This action does NOT update Census .
Click the **Add to household list** button.	This option allows you to add a person from Census to the **Income in Household** section of the Household Application editor. This action does NOT update Census.

7. Click the **Update** button.
   Result
   The Household Application editor appears.

Adding People using Quick Add

1. Type the **Last Name** and **First Name** in the New Income in Household section of the editor.

2. Click the **Quick Add** button.
   Result
   The person appears in the member list.

Add Household Members as Students

Classic View: FRAM > Household Applications

Search Terms: Household Applications

This scenario usually applies to young children residing in a household who have just started attending school and who do not currently appear in the Student(s) in Household editor.

Before you begin, the household member you are adding as a student must already exist on the application as a household member.

1. Select the checkbox to the left of the student's name in the **Income in Household** group.
2. Click the **Add Student** button.
   Result
   The student appears in the **Student(s) in Household** group indicating that they will be included in eligibility determinations made for the processed application.

Remove People from a Household Application

Classic View: FRAM > Household Applications

Search Terms: Household Applications

If the student...	Then...
is still part of the household; e.g., the student graduated	remove the student from the Student's in Household section by selecting the checkbox next to the student and clicking the **Remove** button. The student will not be included in the student section of the application and will not be assigned the eligibility determined for the household. However, the student will still count as part of the household size since the student is still a member of the household.

If the student...	Then...
no longer resides in the household	remove the student from the Income in Household section by selecting the checkbox next to the student and click the **Remove** button. The student will be removed from the application its entirety and will not be included as part of the household. This does not remove the student from Campus.
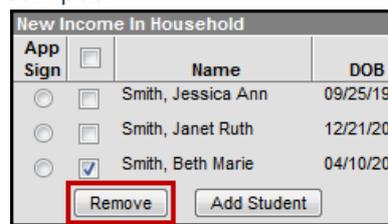
Removing Household Members

Household members may be removed from the application. The household members on the Meal or Educational Benefits Application must match what the signer submitted on the paper application.

1. Select the checkbox next to the person who should be removed from the application in the Income in Household section of the editor.

2. Click the **Remove** button.
   Result
   The person is removed from the application.

Print Eligibility Notification Letters

Classic View: FRAM > Household Applications
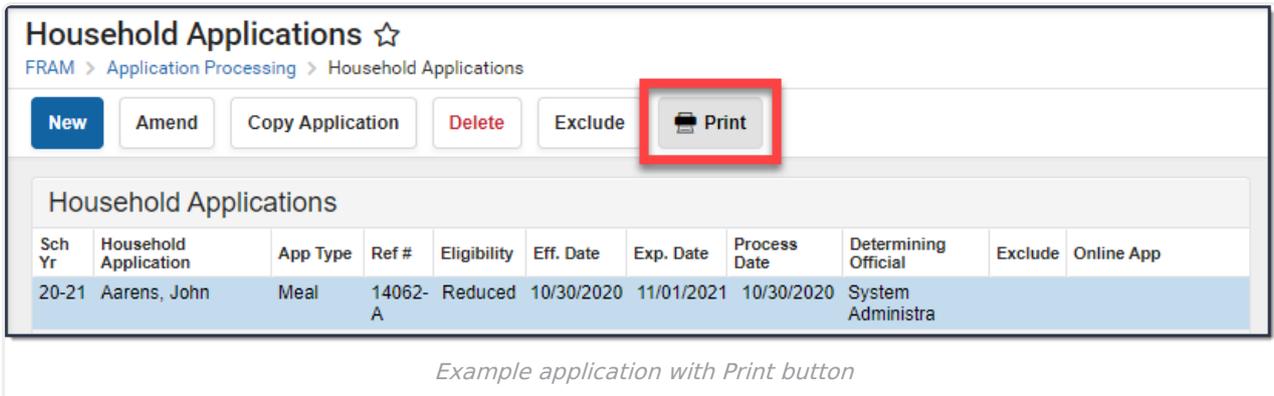
Search Terms: Household Applications

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.

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**

  X   Approved and effective 09/01/2011 until 06/16/2012
         Free Lunch
    X 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: 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 (866) 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

Field Descriptions

Classic View: FRAM > Household Applications

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This article includes information for each field in each application section.

Household Applications

Sch Yr	Household Application	App Type	Ref #	Eligibility	Eff. Date	Exp. Date	Process Date	Determining Official	Exclude	Online App
20-21	Fleischmann, Eleanor	Meal	14046	Free	10/16/2020	11/01/2021	10/16/2020	Eta Lucas		
20-21	Fleischmann, Eleanor	Meal	14045	Free	10/16/2020	11/01/2021	10/16/2020	Eta Lucas		

Application Detail

Application Date
10/16/2020

Effective Date
10/16/2020

Expiration Date
11/01/2021

Determining Official
Eta Lucas

School Year
2021

Opt Out Medicaid
☑

Opt Out SCHIP
☑

Ethnicity: on   Race:

Permission Detail

Permission Name	Share Permission	Permission Name	Share Permission
Backpack Meals	○ Yes ◉ No	Book Program	○ Yes ◉ No

Student(s) In Household

Name	DOB	School	Grade	Homeless/Runaway/Migrant/ Foster/Head Start
Zimmer, Henry	02/22/2013	STEM Academy	4	Foster

Case Number for Household

Case Number:

Income In Household

Name	DOB	SNAP/ FDPIR/TANF #	Work Earnings	Welfare, Child Support, Alimony	Pension, Retirement, Social Security	All Other Income	Total Income
Fleischmann, Eleanor			45,000.00 (A)				45,000.00 (A)
Fleischmann, Karl			1,000.00 (M)				1,000.00 (M)
Lindberg, Matilda					500.00 (B)		500.00 (B)
Zimmer, Henry	02/22/2013						NO INCOME

Application Status

Household Income
70,000.00 (Annual)

Household Size
11

Approved Eligibility
Free

Application Status
Complete: categorical approval

Reference Number
14046

Application Name
Fleischmann, Eleanor

Override Status

Override Reason

Application Eligibility Approval by Student

Name	Approved Eligibility	Certified Type
Zimmer, Henry	Free	Foster

New Application Type

Field	Description
Meal Benefits Application	Indicates a Meal Benefits Application will be saved within Campus.
Educational Benefits Application	Indicates an Educational Benefits Application will be saved within Campus. The Educational Benefits Application is only available if one or more schools in your district participates in Provision programs. A school must have Provision fields entered on the School tab and the **Educational Benefits Applications Processed** preference enabled on the FRAM Preferences tool.

New Application Detail

Field	Description
Application Date	The date on which the application was signed by the parent/guardian.
Effective Date	The eligibility effective date based on the approval of the application.
Expiration Date	The expiration date of the eligibility. This field is auto-populated with the Default Expiration Date entered in the FRAM Application Preferences, typically 30 days into the next school year. It is recommended not to change the auto-populated Default Expiration Date.
Determining Official	The name of the district employee (FRAM Processor) who processed the Meal and/or Educational Benefits Application. The FRAM Processor must be identified by selecting the check box in District Assignment. Only one district assignment record is needed with FRAM Processor checked to have FRAM Processor appear in the Determining Official field.

Field	Description
School Year	The year to which the application applies.
Opt Out Medicaid	If **Yes** is selected, the guardian does NOT want to be contacted by Medicaid regarding Medicaid benefits. This option only displays if the **Display Medicaid Opt Out** checkbox is marked in the FRAM Preferences. This option is not required in all states.
Opt Out SCHIP	If **Yes** is selected, the guardian does NOT want to be contacted by SCHIP (State Children's Health Insurance Program) regarding insurance benefits. This option only displays if the **Display SCHIP Opt Out** checkbox is marked in the FRAM Preferences . This option is not required in all states.

Permission Detail

This section is only available if Permissions have been created within the Permission Preferences tab.

Column	Description
Permission Name	The name of the established district permission(s).
Share Permission	This indicates whether or not the parent/guardian allows the district permission to share their child(ren)'s benefits eligibility with other district staff members and district programs.

Race & Ethnicity Detail

Responding to this section is optional and does not affect eligibility for free or reduced price meals. The race and ethnicity information is linked to the Household application and not to a specific person.

Column	Description
Ethnicity	Indicates the household's ethnic identity. Options include • Hispanic or Latino • Not Hispanic or Latino • No Response

Column	Description
Race	Indicates the race(s) with which the household identifies. Options include • American Indian or Alaskan Native • Asian • Black or African American • Native Hawaiian or Other Pacific Islander • White

New Student(s) In Household

Column	Description
Current Eligibility	The student's current eligibility status. f there is an eligibility displayed here, the "Best Practice" recommendation would be for the FRAM Processor to investigate the existing eligibility before processing the application. If the application is processed, the existing eligibility may be overwritten or end dated depending on the existing eligibility dates. **Point of Sale customers only**: This could create a discrepancy between eligibilities on Point of Sale transactions processed to date.
Name	The name(s) of students included on the application.
DOB	The date of birth for the listed student(s).
School	The school in which the student is enrolled at the time of processing.
Grade	The grade level in which the student is enrolled at the time of processing.
Homeless /Runaway/Migrant/Foster/Head Start	This column indicates whether the student is considered Homeless, Foster, Runaway, Migrant, or Head Start.
Remove (button)	This button removes selected students from the New Student(s) in Household section.

New Case Number for Household

Field	Description
Case Number	The case number for SNAP/FDPIR/TANF benefits. This number is issued to a household member by the agency and indicates student members are eligible for free benefits based on participation in the program. If a case number is entered, the application can be processed without an SSN. If one member in a household participates in one of the benefit programs listed, all students within the household are automatically considered eligible for free benefits.

Income in Household

Per USDA policy, income may only be whole dollar amounts.

Field	Description
App Sign	This radio button indicates the household member who signed the application. An application must be signed to be processed. If a signer is not selected, the application will be denied because it has not been signed.
Checkbox	The checkbox allows you to select household members to remove or to add to the student section of the application.
Name	The names of household members included on the application.
DOB	The date of birth for the listed household members. As of the E.1222 Release Pack: If Human Resources functionality is enabled, date of birth information will not **display for staff members unless they have a current student enrollment for the reporting year.**
Campus does not currently use this field. The number for SNAP/FDPIR/TANF benefits is entered in the **Case Number** field.	

Field	Description
Work	The household member's regular earnings from employment. The amount is followed by a letter in brackets [ ] to indicate how often the amount is received: • **M** Monthly (12 payments annually) • **SM** Semi-monthly (24 payments annually) • **BW** Bi-weekly (26 payments annually) • **W** Weekly (52 payments annually) • **A** Annual (1 payment annually) This option is only available if your administrator has not chosen the Hide Annual (Yearly) option on the Application Preferences tab.
Welfare, CS, Alimony	The amount of welfare, child support or alimony the household member receives. The amount is followed by a letter in brackets [ ] to indicate how often the amount is received: • **M** Monthly (12 payments annually) • **SM** Semi-monthly (24 payments annually) • **BW** Bi-weekly (26 payments annually) • **W** Weekly (52 payments annually) • **A** Annual (1 payment annually) This option is only available if your administrator has not chosen the Hide Annual (Yearly) option on the Application Preferences tab.
Pension, Retirement, SS	The amount of pension, retirement or social security benefits the household member receives. The amount is followed by a letter in brackets [ ] to indicate how often the amount is received: • **M** Monthly (12 payments annually) • **SM** Semi-monthly (24 payments annually) • **BW** Bi-weekly (26 payments annually) • **W** Weekly (52 payments annually) • **A** Annual (1 payment annually) This option is only available if your administrator has not chosen the Hide Annual (Yearly) option on the Application Preferences tab.

Field	Description
Other Income	The miscellaneous income the household member receives. The amount is followed by a letter in brackets [ ] to indicate how often the amount is received: • **M** Monthly (12 payments annually) • **SM** Semi-monthly (24 payments annually) • **BW** Bi-weekly (26 payments annually) • **W** Weekly (52 payments annually) • **A** Annual (1 payment annually) This option is only available if your administrator has not chosen the Hide Annual (Yearly) option on the Application Preferences tab.
Remove (button)	This button allows you to remove household members from the application.
Add Student (button)	This button allows you to add selected people to the Student section of the application. Only students entered in Census may be added. It is possible to add a non-enrolled child to the student section. If a child will be enrolled in school at some point during the school year or at the start of the next school year consider adding the child to the student section. Upon receiving an enrollment the eligibility will auto-populate for the child.
Last Name / First Name / Quick Add (button)	These fields allow you to add household members to the application if a household member is missing from the member list. Before adding a person to the application, perform a thorough search to be sure that the person does not have a record in Campus that can be associated with the application. The Quick Add button does NOT add the person to Campus. Quick add only adds the person to the application. People added via Quick Add cannot be added to the Student section of the application.

Application Status

Field	Descrption
Household Income	The sum of all income for all people in the household, as reported on the application and displayed in the Work Earnings; Welfare, Child Support, Alimony; Pension Retirement, Social Security; and Other Income columns for all household members. The amount is followed by brackets that indicate how frequently the income is received. Household income totals and household size are compared with federal income guidelines (according to values set on the tool) to determine the outcome of the household application. Income is annualized if there are multiple frequencies entered. If all income frequencies entered are the same, it is not annualized. See the FRAM > Income Guide tool for more information.
Household Size	The number of people in the household (based on the application).
Approved Eligibility	The eligibility assigned to a student included on the application. • **Free:** Students included on the application are eligible for free benefits. • **Reduced:** Students included on the application are eligible for reduced benefits. • **High Income**. Students included on the application are NOT eligible for benefits and the application will be denied based on the household earning a high income.

Field	Descrption
Application Status	The value in this field indicates the status of the household Meal or Educational Benefits application. The following statuses may apply: • **Complete: Income Approval**. The application will be approved because it meets federal income guidelines. The household will be awarded free or reduced benefits with an eligibility value of "Free" or "Reduced." • **Complete: Categorical**. The application will be approved as categorical based on a SNAP, FDPIR, TANF, Migrant, Homeless, Runaway or Head Start student status. This household/student will be awarded free benefits with an eligibility value of "Free." • **Complete: Foster Approval**. The application was approved based on the student's status as a foster child. This household/student will be awarded free benefits with an eligibility of "Free." • **Complete: High Income**. The application was denied because the household exceeded the federal maximum household income allowed for benefits. This household will not be awarded benefits and will have an eligibility value of "Paid." • **Incomplete: Missing Applicant Social Security Number**. This application was denied because a SSN was not provided by the application's signer. This household will not be awarded benefits and will retain previously assigned eligibilities. • **Incomplete: Missing Applicant Signature**. This application was denied because a signature was not provided by the application's signer. This household will not be awarded benefits and will retain previously assigned eligibilities.
Reference Number	The application number that is used for reference purposes.
Application Name	The name of the application's signer or the household name under which the application is filed (per the setting of the Auto Fill Application Name field of the FRAM Preferences). If online Meal Benefits Application is enabled the default value will be the name of the Application Signer.
Override Status	This dropdown list allows you to override the Eligibility status. The application will be approved based on the Override Status selected. The Override Status does not apply to Foster children and is not available for Categorical application.
Override Reason	The reason why the Determining Official (FRAM Processor) chose to override the original Eligibility, determined by the application, with the value shown in the Override Status field.

Application Eligibility Approval by Student

Field	Description
Name	The name(s) of students included on the application.

Field	Description
Approved Eligibility	The eligibility assigned to a student included on the application. • **Free**. Students included on the application are eligible for free benefits. • **Reduced**. Students included on the application are eligible for reduced benefits. • **High Income**. Students included on the application are NOT eligible for meal benefits and the application will be denied based on the household earning a high income.
Certified Type	The criteria determining the value in the Approved Eligibility column. • Direct • Categorical • Income • Override • Runaway • Foster • Migrant • Homeless • Declined • Denied • Did Not Apply • Socioeconomic Status • Head Start