Amending Household Applications

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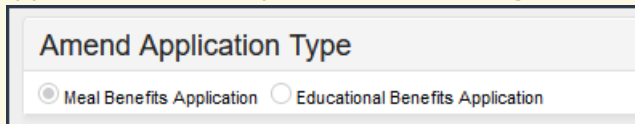
If you make an amendment to an application in a previous school year, **all** of the the student's food services purchases for the amended year are changed and recalculated as non-reimbursable meals.

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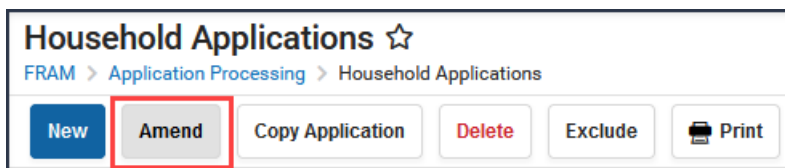
When amending or copying a Meal or Educational Benefits Application, the Application Type cannot be changed. If the Application Type must be changed, a new application must be processed.

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.