

Step 3. Print Pre-Notice Letters (FRAM)

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

Classic View: FRAM > Verification

Search Terms: Verification

Printing this letter officially begins the verification process. If you do not want to use the Campus default templates for Pre-Notice letters, custom letters may be created in the **FRAM Letter Editor** tool.

Printing 1st Pre-Notice Letter

After applications have been reviewed and removed/replaced as necessary, the 1st Pre-Notice Letters can be printed and sent to households.

A letter is generated for each pending application in the verification sample and is addressed to the application signer.

Modify the **Due Date** field on the Verification Preferences tab (FRAM > FRAM Preferences > Verification Preferences) to indicate the date by which the requested verification materials should be returned to the district. This date is inserted in the second (date) field of the Pre-Notice letter.

Verification ☆ FRAM > Application Processing > Verification										
Save	New Delete	🖶 1st Pre Notice	🚍 2nd Pre Notice	🖶 Summary Report						
Generating the 1st Pre-Notice Letter										

- 1. Verify the verification for which the 1st Pre-Notice letter should be printed is selected.
- 2. Click the print icon for the **1st Pre-Notice** letter in the action bar.

Result

The letter displays.



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<text><text><list-item><list-item><list-item><list-item><list-item><list-item><list-item><list-item><list-item><text></text></list-item></list-item></list-item></list-item></list-item></list-item></list-item></list-item></list-item></text></text>	CAMPUS							
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<list-item><list-item><list-item><list-item><list-item><list-item><list-item><list-item><list-item><list-item><list-item><list-item><list-item><list-item><list-item><list-item><list-item><list-item><list-item><list-item><list-item></list-item></list-item></list-item></list-item></list-item></list-item></list-item></list-item></list-item></list-item></list-item></list-item></list-item></list-item></list-item></list-item></list-item></list-item></list-item></list-item></list-item>	We are checking your Free and Reduced Price School Meals Application. Federal rules require that we do this to make sure only eligible children get free or reduced price meals. You must send us information to prove that is eligible. If possible, send copies, not original papers. If you do send originals, they will be sent back to you only if you ask.							
 SNAP or TANF Certification Notice that shows dates of certification. Letter from SNAP or Welfare Office that says you have gotten SNAP or TANF. Do not send your EBT card. SI you get this letter for a homeless, migrant or runaway child, please contact, the school, <u>David Williams</u> (Homeless coordinator), <u>Ann Brown</u> (Migrant coordinator), or <u>Ben Thompson</u> (Runaway coordinator) for help. SI TEN CHILD IS A FOSTER CHILD Provide written documentation that verifies the child is the legal responsibility of the agency or court or provide the name and contact information for a person at the agency or court who can verify that the child is a foster child. SI FOO CHI N YOUR HOUSEHOLD RECEIVES State SNAP or State TANF or FDPIR benefits: Send this page along with papers that show the amount of money your household receives from each source of income. The papers you send must show the name of the person who received the income, the data was received, how much was received, and how often it was received. Send information to: 4321 109th Ave NE, Blaine, MN 55440. Conceptable papers include: Jobs: Paycheck stub or pay envelope that shows the amount and how often pay is received; letter from employer stating gross wages and how often they are paid; or business or farming papers, such as ledger or tax books. Social Security. Pensions. or Retirement. Social Security retirement benefit letter, statement of benefits received, or pension award notice. Unemployment_Disability_or Worker's Comp: Notice of eligibility from State employment security office, check stub, or letter from Worker's Compensation. Welfare Payments: Benefit letter from welfare agency. Child Support or Alimony: Court decree, agreement, or copies of checks received. No income: A brief note explaining how you provide food, clothing and housing for your household, and when you expect an income. Meinterne Abere frote e	1. If you were getting SNAP or TANF when you applied for free or reduced price meals, or at any time since then, send us a copy of one of these:							
 Letter from SNAP or Welfare Office that says you have gotten SNAP or TANF. Do not send your EBT card. 2. If you get this letter for a homeless, migrant or runaway child, please contact, the school, <u>David Williams</u> (Homeless coordinator), <u>Ann Brown</u> (Migrant coordinator), or <u>Ben Thompson</u> (Runaway coordinator) for help. 3. IF THE CHILD IS A FOSTER CHILD: Provide written documentation that verifies the child is the legal responsibility of the agency or court or provide the name and contact information for a person at the agency or court who can verify that the child is a foster child. 4. IF NO ONE IN YOUR HOUSEHOLD RECEIVES State SNAP or State TANF or FDPIR benefits: Send this page along with papers that show the amount of money your household receives from each source of income. The papers you send must show the name of the person who received the income, the date it was received, how much was received, and how often it was received. Send information to: 4321 109th Ave NE, Blaine, MN 55449. Acceptable papers include: Jobs: Paycheck stub or pay envelope that shows the amount and how often pay is received; letter from employer stating gross wages and how often they are paid; or business or farming papers, such as ledger or tax books. Social Security. Pensions. or Retirement: Social Security retirement benefit letter, statement of benefits received, or letter from Worker's Compensation. Welfare Payments: Benefit letter from welfare agency. Child Support or Alimony: Court decree, agreement, or copies of checks received. Moincome: Such as rental income): Information that shows the amount of income received, how often it is received, and the date received. Moincome: A brief note explaining how you provide food, clothing and housing for your household, and when you expect and the date received. Miltary Housing Privatization Initiative; Letter or renta	- SNAP or TANF Certification Notice that shows dates of certification.							
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Sample Pre-Notice Letter	Military Housing Privatization Initiative: Letter or rental contract showing that your housing is part of the Military Housing Privatization Initiative.							
	Sample Pre-Notice Letter							

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The date on which the 1st Pre-Notice letter is generated will be populated in the **First Contact Date** fields of the Free Reduced Verification Status Detail editor for each application.

If you need to replace an application after printing pre-notice letters, click the Delete button next to the application. This should only be used if a household leaves the district prior to verification being completed and verification information cannot be gathered. The checkbox in the **Replace App** column is only available before pre-notice letters are printed.

Free Reduced Verification Status Detail												
Replace		Reference		Verify	Orig App	Eligibility	First Contact	Second a				
Арр	Action	Number	App Name	Status	Status	Туре	Date	Contact I				
Pending Applications												
	(Verify)	4170	O'Neill (Sara) Household	Pending	Reduced	Error Prone	06/13/2013					

