

## **Eligibility Report**

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The Eligibility Report allows users to generate the Free/Reduced Eligibility Report and the Permission to Share Report.

# **Eligibility Report**

The Eligibility Report provides Free and Reduced eligibility information by student based on the report criteria entered.

- The Eligibility Report will list the number of Free, Reduced and Paid eligibility records per report criteria entered on the Eligibility Report editor.
- Students with an Eligibility Type of SES are not counted in the Paid count section of the report.
- Students in Campus who did not submit a FRAM Application appear on this report with an Eligibility of PAID. The Type column is blank for students who have this type of default PAID eligibility.
- If the student's eligibility is the result of a family member's eligibility being extended to them, an X displays in the Source/Extended column.
- If a student has multiple Free eligibilities within the report's date range, each eligibility is included in the overall number of Free Eligibilities.
- Report information is pulled from student enrollment and student eligibility data. Campus uses the following logic to count enrollments.

If the student	Then
has a single primary enrollment at the school where the meal is served	the enrollment is counted on the calendar tied to this primary enrollment.
has a single secondary enrollment at the school where the meal is served	the enrollment is counted on the calendar tied to this secondary enrollment.
has multiple enrollments	the enrollment is counted according to the following criteria: the enrollment is counted based on primary/secondary enrollments, then the most recent enrollment Start Date, most recent End Date and finally most recent Enrollment ID.

Infinite Cam	() ipus	
Eligibility Re	eport ☆ Eligibility Report	
Eligibility Report This report will displ	ay free, reduced and paid eligibility information by	student based on date and type selected.
Which type of report Report Type	Eligibility Report	Which calendar(s) would you like to include in the report?
Summary Type	Daily O Period O Month	◯ list by school ◯ list by year
	Date 11/05/2020	20-21 Arthur Elementary
Eligibility Type	Meal SES v	20-21 Harrison High 20-21 Pierce Junior High 20-21 STEM Academy
Eligibility Eligibility Certified Type	Free Reduced Paid All Non-Direct Income Categorical Override	20-21 STEW Academy
Grade	All ▲ AD CO KG PK ▼ CTRL-click or SHIFT-click to select multiple	CTRL-click or SHIFT-click to select multiple
Observe State		
Include Detail		
Person Identifier	○ Student Number    State ID	
Detail Sort By	Name 🗸	
Show Only Latest Eligibility Report Format		
	Generate Report	

### Generate the Food Service Eligibility Report

- 1. Select the **School Year** for which to generate eligibility information. This field is defaulted to the Year selected in the Campus toolbar.
- 2. Select the **Summary Type**: Daily, Period or Month.
- 3. Enter the **Date** by which data should be returned. This field is defaulted to the current date.
- 4. Select the **Eligibility Type**: Meal or SES.

Туре	Description
Meal	Meal Eligibilities are used with the Campus Food Service program.



Туре	Description
SES	<ul><li>SES Eligibility is used by schools participating in Provision programs and is used for state reporting.</li><li>SES Eligibilities are not included in the Edit Check report because they do not message to the Point of Sale. SES meals are considered paid.</li></ul>

- 5. Select which **Eligibility** to report: Free, Reduced, Paid.
- 6. Select which Eligibility Certified Type(s) to report.
- 7. Select the **Grade**(s) to include in the report.
- 8. Select the **Observe State Exclude** checkbox to exclude students who have the Observe State Exclude selected on their enrollment.
- 9. Mark the **Include Detail** checkbox to have the report display detailed information about each student's eligibility.
- 10. Select the Person Identifier: Student Number or State ID.
- 11. Select a **Detail Sort By** option: Name, Start Date or End Date.
- 12. Mark the **Show Only Latest Eligibility** checkbox to have the report display only the most current eligibility information for each student. If unmarked, the report will return all eligibilities for each student.
- 13. Select the Report Format: PDF or CSV.
- 14. Select the appropriate calendars to include in the report.
- 15. Click the **Generate Report** button. The report will display in a new window in PDF or CSV format.

If **Eligibility Certified Types** were selected on the editor, a summary of Free, Reduced and Paid eligibility records per Certified Type will report in the Summary For Eligibility Type section.

If the **Include Detail** checkbox is marked, the Eligibility Report Detail section will be included in the report, detailing eligibility record information for each reported student.

#### **Eligibility Report Example**



0347 SCHOOL District Generated on 12/11/2012 03:14:35 PM Page 1 of 15					Eligibility Report Day: 12/11/2012 Grade: All School: Kennedy Elementary							
_				Summary	for Eligibil	lity Type: I	Meal					
Туре					Free		R	educed	Paid		Total	
Direct Source					000							
Non-Direct Source					308			U	U		368	
Income					55			66	23		144	
Categorical					18			0	0		18	
Foster					0			0	0		0	
Migrant					0			0	0		0	
Did Not Apply	Did Not Apply			0				0	0		0	
		<b>711-11-11</b>	b. Dama									
0.1	D. L. K	Eligibili	у керс	ort Detail			o					
Scn. Year Student Name	Date of Birth	State ID	Grade	Type	/ Eligibility	Source/ Extended	Type	school	Start Date	End Date	Opt_OutOpt_Out	
12-13	01/01/2003 4	10001011111000	03	Meal	Free	Direct/ X	SNAP	Kennedy Elementary	06/21/2012	10/18/2013		
12-13	01/01/2002 0	34	05	Meal	Free	Direct	SNAP	Kennedy Elementary	06/21/2012	10/18/2013		
12-13	02/02/2007 0	3	KE	Meal	Free	Direct	SNAP	Kennedy Elementary	06/21/2012	10/18/2013		
12-13	05/10/2002 0	3-1-1	04	Meal	Free	Direct	SNAP	Kennedy Elementary	06/21/2012	10/18/2013		
12-13	05/16/2004 0	341 111111111	02	Meal	Free	Direct	SNAP	Kennedy Elementary	06/21/2012	10/18/2013		
12-13	09/24/2002 0	34	03	Meal	Free	Direct	SNAP	Kennedy Elementary	06/21/2012	10/18/2013		
12-13	11/24/2005 0	And Protocol State	01	Meal	Free	Direct	SNAP	Kennedy Elementary	06/21/2012	10/18/2013		

Example of Eligibility Report with No Certified Types Selected and Include Detail Checkbox Selected

# **Permission to Share Report**

The Permission to Share Report lists all students who permit their district to share free/reduced eligibility information with district staff based on the criteria selected.

- Permissions are established on the Permission Preferences tab and are set by the application signer when filling out the Household Application, Meal Benefits Application or adding an Eligibility.
- The Permission to Share Report will list all students who have a "Yes" to share the permission based on report criteria entered.
- If the student's eligibility is the result of a family member's eligibility being extended to them, an **X** displays in the Source/Extended column.
- The Permission Type is indicated in the report header. This report can be dispersed to staff involved with this permission type. The report details the School Year, Student Name, Eligibility Type, Eligibility, Certified Type, School of eligibility and eligibility Start and End Dates.

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ligibility Re	eport ☆	
AM > Reports >	Eligibility Report	
nission to Share I	Report	
This report will displ	av students with a ves permission to share based or	the criteria selected.
	-,	
Which type of rep	ort would you like to generate?	
Report Type	Permission to Share Report	report?
School Year	20-21 🗸	<ul> <li>active year</li> </ul>
		O list by school
Summary Type	Daily OPeriod OMonth	◯ list by year
		20-21
	Date 11/05/2020	20-21 Arthur Elementary
Eligibility	Free	20-21 Harrison High
	Reduced	20-21 STEM Academy
Grade		
Grade	AD	
	co	
	KG	
	CTRL-click or SHIET-click to select multiple	
Permission	Backpack Meals	
Person Identifier	Student Number State ID	
Detail Sort By	Name V	<b></b>
Show Only Latest		CTRL-click or SHIFT-click to select multiple
Eligibility Report Format		
Report Format		
	Querrate Denset	
	Generate Report	

### **Generating the Permission to Share Report**

- 1. Select a **Report Type** of Permission to Share Report.
- 2. Select the **School Year**. All students within this year who meet report criteria will report.
- 3. Select the Summary Type Daily, Period or Month.
- 4. Enter the **Date** by which data should be returned. This field is defaulted to the current date.
- 5. Select which **Eligibility** a student must have in order to be included within report results.
- 6. Select the **Grade**(s) to include in the report.
- 7. Select which **Permission** to report. Students who have a "Yes" to share this permission are reported.
- 8. Select the **Person Identifier**: Student Number or State ID.
- 9. Select a **Detail Sort By** value. Report data will be sorted based on the value selected.
- 10. To only view each student's most recent Eligibility record, mark the **Show Only Latest** Eligibility.
- 11. Select the **Report Format**: PDF or CSV.
- 12. Select which calendar(s) to include within the report.
- 13. Click the **Generate Report** button. The report will appear in a separate window in PDF or CSV format.

#### **Example Permission to Share Report**



0347 SCHOOL District Generated on 12/11/2012 03:40:55 PM Page 1 of 14				Permission to Share Report Day: 12/11/2012 Permission Type: Other Grade: All School: Kennedy Elementary							
	Permission to Share Report Detail										
Sch.	Student Name	Date of Birth	State ID	Grade	Eligibility	Eliaibility	Source/	Certified	School	Start Date	End Date
12.13	Student Hand	01/01/2003 41		03	Meal	Eree	Direct	SNAD	Kennedy Elementary	06/21/2012	10/18/2013
12-13		01/01/2002 03	1 Trainerston Trainers	05	Meal	Free	Direct	SNAP	Kennedy Elementary	06/21/2012	10/18/2013
12-13		02/02/2007 03	And and and a local division of	KE	Meal	Free	Direct/ X	SNAP	Kennedy Elementary	06/21/2012	10/18/2013
12-13		05/10/2002 03	4 / without all the re-	04	Meal	Free	Direct	SNAP	Kennedy Elementary	06/21/2012	10/18/2013
12-13		05/16/2004 03	A Product and a state of the	02	Meal	Free	Direct	SNAP	Kennedy Elementary	06/21/2012	10/18/2013
12-13		09/24/2002 03	4 <sup>7</sup> valuestation.loss	03	Meal	Free	Direct	SNAP	Kennedy Elementary	06/21/2012	10/18/2013
12-13		11/24/2005 03	4 7711 7511011 7100	01	Meal	Free	Direct	SNAP	Kennedy Elementary	06/21/2012	10/18/2013
_		Examp	ole of Pe	ermis	sion to	Share	Repor	t			

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