

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.

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.

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

Type	Description
SES	<p>SES Eligibility is used by schools participating in Provision programs and is used for state reporting.</p> <p>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.</p>

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
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Type	Summary for Eligibility Type: Meal			Total
	Free	Reduced	Paid	
Direct Source				
SNAP	368	0	0	368
Non-Direct Source				
Income	55	66	23	144
Categorical	18	0	0	18
Foster	0	0	0	0
Migrant	0	0	0	0
Did Not Apply	0	0	0	0
Total	441	66	23	530

Eligibility Report Detail												
Sch. Year	Student Name	Date of Birth	State ID	Grade	Eligibility Type	Eligibility	Source/ Extended	Certified Type	School	Start Date	End Date	Medicaid SCHIP Opt_OutOpt_Out
12-13		01/01/2003	41	03	Meal	Free	Direct X	SNAP	Kennedy Elementary	06/21/2012	10/18/2013	
12-13		01/01/2002	03	05	Meal	Free	Direct	SNAP	Kennedy Elementary	06/21/2012	10/18/2013	
12-13		02/02/2007	03	KE	Meal	Free	Direct	SNAP	Kennedy Elementary	06/21/2012	10/18/2013	
12-13		05/10/2002	03	04	Meal	Free	Direct	SNAP	Kennedy Elementary	06/21/2012	10/18/2013	
12-13		05/16/2004	03	02	Meal	Free	Direct	SNAP	Kennedy Elementary	06/21/2012	10/18/2013	
12-13		09/24/2002	03	03	Meal	Free	Direct	SNAP	Kennedy Elementary	06/21/2012	10/18/2013	
12-13		11/24/2005	03	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.

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
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Permission to Share Report Detail											
Sch. Year	Student Name	Date of Birth	State ID	Grade	Eligibility Type	Eligibility	Source/ Extended	Certified Type	School	Start Date	End Date
12-13		01/01/2003	418	03	Meal	Free	Direct	SNAP	Kennedy Elementary	06/21/2012	10/18/2013
12-13		01/01/2002	034	05	Meal	Free	Direct	SNAP	Kennedy Elementary	06/21/2012	10/18/2013
12-13		02/02/2007	034	KE	Meal	Free	Direct X	SNAP	Kennedy Elementary	06/21/2012	10/18/2013
12-13		05/10/2002	034	04	Meal	Free	Direct	SNAP	Kennedy Elementary	06/21/2012	10/18/2013
12-13		05/16/2004	034	02	Meal	Free	Direct	SNAP	Kennedy Elementary	06/21/2012	10/18/2013
12-13		09/24/2002	034	03	Meal	Free	Direct	SNAP	Kennedy Elementary	06/21/2012	10/18/2013
12-13		11/24/2005	034	01	Meal	Free	Direct	SNAP	Kennedy Elementary	06/21/2012	10/18/2013

Example of Permission to Share Report