

# Application Preferences

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

**Classic View:** FRAM > FRAM Preferences > Application Preferences

**Search Terms:** Application Preferences

Settings on the Application Preferences tab allow the user to set default values for letter configuration and to configure options available during Meal Benefits and Educational Benefits application processing.

**Application Preferences** ☆  
FRAM > Setup > Application Preferences

**Save**

⚠ Please remember to read the USDA regulations and Campus Community for any FRAM changes.

**20-21 Date Preferences**

\*Default Expiration Date: 10/01/2021

**Eligibility Import Preferences**

Include Medicaid in Extend Direct Certification:

Non-Direct Eligibility Overwrite:

**General Letter Preferences**

Hide Breakfast Program:

Hide Eligibility Expiration Date:

**Custom Letter Preferences**

Use Custom Approval/Denial Letter:

**Canned Letter Preferences**

Hearing Official Name: Connie Brown

Homeless Coordinator: William Smith

Migrant Coordinator: Ann Jones

Runaway Coordinator: Mario Davis

**General Application Preferences**

Auto Fill Application Name: Signer's Name

Auto Fill Reference Number: 14063

Display Medicaid Opt Out:

Display SCHIP Opt Out:

Hide Annual (Yearly):

\*Benefit Case Number: Min 4 Max 20

Process Inbox Messages:

Include Paper Applications:

Include Approval/Denial Letter:

State Agency Name:

SFA ID:

**Provision Preferences**

Educational Benefits Applications Processed

**\*Provision applies to:**

Individual School(s)  All Schools

**Online Application Preferences**

Meal Benefits

FRAM Processor Locked Time

USDA Acronym:  State Acronym:

Medicaid

SCHIP

SNAP

TANF

FDPIR

Other

Other

Other

**Last Update**

Modified By: Administrator, System 10/29/2020 12:34 PM

*Application Preferences*

Preference	Definition	Areas Affected
<b>Default Expiration Date</b>	This is the date on which current student eligibilities should expire. Typically, this date is set to 30 days into the next school year. The date set in this field will auto-populate Meal Benefits Application expiration/end date fields.	<ul style="list-style-type: none"> <li>Household Applications Tool</li> <li>Eligibility Tool</li> <li>Eligibility Report</li> <li>FRAM Letter Batch Report</li> <li>Household Applications Report</li> </ul>
<b>Eligibility Import Preferences</b>		
<b>Include Medicaid in Extend Direct Certification</b>	<p>If this checkbox is marked, the <b>Extend Direct Certification Status to Additional Students in Household</b> checkbox will also include Medicaid when using the Eligibility Import Wizard to <a href="#">import a direct certification file</a>.</p> <p>If all students in the same household as the import student should be assigned a Direct Certification eligibility status (even when not included in import file), users can mark the <b>Extend Direct Certification Status to Additional Students in Household</b> checkbox. Marking this checkbox will compare the student in the import file to the student(s) listed in the primary household or at the same address. Students in the household who do not have existing eligibilities will be assigned the same eligibility status as the student included in the import file.</p>	Eligibility Import Wizard

Preference	Definition	Areas Affected
<b>Non-Direct Eligibility Overwrite</b>	If this checkbox is marked, new non-direct eligibilities imported from the Eligibility Import Wizard will overwrite existing non-direct eligibilities. This checkbox is marked by default.	<a href="#">Eligibility Import Wizard</a>
<b>General Letter Preferences</b>		
<b>Hide Breakfast Program</b>	If this checkbox is marked, the breakfast-related fields will be hidden on default and custom Approval/Denial letters.	<a href="#">FRAM Letters</a>
<b>Hide Eligibility Expiration Date</b>	If marked, Eligibility Expiration Date will be hidden on default and custom Approval/Denial letters.	<a href="#">FRAM Letters</a>
<b>Custom Letter Preferences</b>		
<b>Use Custom Approval/Denial Letter</b>	<p>If this checkbox is marked, custom approval/denial letters are used instead of canned letters. See the <a href="#">FRAM Letter Editor</a> article for more information about custom letters.</p> <p>This option must be selected for districts utilizing Online Meal Benefit Applications.</p>	<ul style="list-style-type: none"> <li>• <a href="#">Household Applications Tool</a></li> <li>• <a href="#">FRAM Letters</a></li> <li>• <a href="#">Verification Letters</a></li> <li>• <a href="#">Online Meal Benefits Applications</a></li> </ul>
<b>Canned Letter Preferences</b>		
<b>Hearing Official Name</b>	The name of the person who conducts Meal Benefits Application appeals. This field will insert the Hearing Official's name into default Approval/Denial letters. This option is not used in Custom letters.	<ul style="list-style-type: none"> <li>• <a href="#">Household Applications Tool</a></li> <li>• <a href="#">FRAM Letters</a></li> <li>• <a href="#">Verification Letters</a></li> </ul>
<b>Homeless Coordinator</b>	The name of the person to be listed as a contact in verification letters for questions related to homeless student eligibilities and the verification process.	<ul style="list-style-type: none"> <li>• <a href="#">FRAM Letters</a></li> <li>• <a href="#">Verification Letters</a></li> </ul>
<b>Migrant Coordinator</b>	The name of the person to be listed as a contact in verification letters for questions related to migrant student eligibilities and the verification process.	<ul style="list-style-type: none"> <li>• <a href="#">FRAM Letters</a></li> <li>• <a href="#">Verification Letters</a></li> </ul>
<b>Runaway Coordinator</b>	The name of the person to be listed as a contact in verification letters for questions related to runaway student eligibilities and the verification process.	<ul style="list-style-type: none"> <li>• <a href="#">FRAM Letters</a></li> <li>• <a href="#">Verification Letters</a></li> </ul>
<b>General Application Preferences</b>		
<b>Auto Fill Application Name</b>	This field designates how Meal and Educational Benefit applications will be named for identification purposes. Based on the value chosen, household applications will be listed under the <b>Signer's Name</b> (e.g., Johnson, Sally) or the <b>Household Name</b> (Johnson Household).	<ul style="list-style-type: none"> <li>• <a href="#">Eligibility Tool</a></li> <li>• <a href="#">Household Applications Tool</a></li> <li>• <a href="#">Household Applications Report</a></li> <li>• <a href="#">Online Meal Benefits Application</a></li> </ul>

Preference	Definition	Areas Affected
<b>Auto Fill Reference Number</b>	<p>This field assigns a number to applications for identification purposes. This field is a read-only information field to show the next reference number to be assigned to a submitted application.</p> <div style="background-color: #e1f5fe; padding: 10px; border: 1px solid #cfe2f3;"> <p>This is not the exact number of applications processed to date. This includes any applications that have been started and not finished, deleted, excluded, etc. This number increments each time an online application is started (even if it's not finished) and each time New is selected in Household Applications. This number will continue to increase and does NOT restart with new school years.</p> </div>	<ul style="list-style-type: none"> <li>• <a href="#">Eligibility Tool</a></li> <li>• <a href="#">Household Applications Tool</a></li> <li>• <a href="#">Household Applications Report</a></li> <li>• <a href="#">Online Meal Benefits Application</a></li> </ul>
<b>Display Medicaid Opt Out</b>	<p>If this checkbox is marked, the <b>Opt Out Medicaid</b> checkbox will display on several FRAM tools and reports. When the <b>Opt Out Medicaid</b> checkbox is displayed, it is used to indicate whether or not a parent wishes to be contacted by the Medicaid (Medicaid Program) agency as related to their student's free/reduced eligibility. More information on this checkbox is included on the tools for which it appears.</p>	<ul style="list-style-type: none"> <li>• <a href="#">Household Applications</a></li> <li>• <a href="#">Eligibility</a></li> <li>• <a href="#">Eligibility Report</a></li> <li>• <a href="#">Household Applications Report</a></li> <li>• <a href="#">Online Meal Benefits Application</a></li> </ul>
<b>Display SCHIP Opt Out</b>	<p>If this checkbox is marked, the <b>Opt Out SCHIP</b> checkbox will display on several FRAM tools and reports. When the <b>Opt Out SCHIP</b> checkbox is displayed, it can be used to indicate whether or not a parent wishes to be contacted by the SCHIP (State Children's Health Insurance Program) agency as related to their student's free/reduced eligibility. More information on this checkbox is included on the tools for which it appears.</p>	<ul style="list-style-type: none"> <li>• <a href="#">Household Applications</a></li> <li>• <a href="#">Eligibility</a></li> <li>• <a href="#">Eligibility Report</a></li> <li>• <a href="#">Household Applications Report</a></li> <li>• <a href="#">Online Meal Benefits Application</a></li> </ul>
<b>Hide Annual (Yearly)</b>	<p>If this checkbox is marked, the option to enter a "Annual" income is hidden on the Household Applications and FRAM Online Applications.</p>	<ul style="list-style-type: none"> <li>• <a href="#">Household Applications</a></li> <li>• <a href="#">Online Meal Benefits Application</a></li> </ul>
<b>Benefit Case Number</b>	<p>This field allows you to enter the minimum and maximum number of digits allowed when users enter a Benefit Case Number.</p>	<ul style="list-style-type: none"> <li>• <a href="#">Household Applications</a></li> <li>• <a href="#">Online Meal Benefits Application</a></li> </ul>
<b>Process Inbox Messages</b>		

Preference	Definition	Description	Areas Affected	Areas Affected
	<p><b>Include Paper Applications</b></p>	<p>If selected, the application signer who submitted the paper Meal Benefits Application will automatically receive a <a href="#">Portal message</a> informing them their application has been processed after the FRAM Processor processes the application within Campus.</p>	<ul style="list-style-type: none"> <li>• <a href="#">Household Applications</a></li> <li>• <a href="#">Messages (Portal)</a></li> </ul>	

Preference	Definition	Description	Areas Affected	Areas Affected
	<b>Include Approval/Denial Letter</b>	If selected, the application signer who submitted an Online Meal Benefits Application will receive an Approval/Denial Letter in their Portal Inbox after the application has been processed	<ul style="list-style-type: none"> <li>Household Applications</li> <li>Messages (Portal)</li> <li>Online Meal Benefits Application</li> </ul>	
<b>State Agency Name</b>	The name of the agency that makes eligibility determinations.	with the Campus		<ul style="list-style-type: none"> <li>Verification</li> </ul>
<b>SFA ID</b>	The School Food Authority ID as assigned by Food & Nutrition Services.	If Include Paper Applications is selected as well		<ul style="list-style-type: none"> <li>Verification</li> </ul>
<b>Provision Preferences</b>				
<b>Educational Benefits Applications Processed</b>	<p>If marked, this indicates Educational Benefits Applications are processed in the district due to one or more schools participating in Provision programs and enables users to create an Educational Benefits Application in the Household Applications tool.</p> <p>This is a district-wide setting.</p> <p>Campus via Household Application will</p> <ul style="list-style-type: none"> <li><b>Individual Schools</b> - Indicates some but not all schools in the district process Educational Benefits Applications. When benefit applications are processed, the default selection will be Meal Benefits Application when selecting a new Household Application.</li> <li><b>All Schools</b> - Indicates all schools in the district process Educational Benefits Applications. When benefit applications are processed, the default selection will be Educational Benefits Application when selecting a new Household Application.</li> </ul> <p>This field will not appear unless Provision Program fields are enabled on the <a href="#">School tab</a>.</p>	<p>Approval/Denial Letter, then a paper Meal Benefits application processed in</p> <p>Approval/Denial Letter benefit application will be</p>	<ul style="list-style-type: none"> <li>Household Applications Tool</li> </ul>	
<b>Online Application Preferences</b>				

Preference	Definition	Areas Affected
<p><b>Meal Benefits</b></p>	<p>Enables the Application/Forms section to become available within the Campus Portal. This checkbox also enables users to use the Meal Benefits Application within the Applications/Forms section for submitting Household Applications via the Portal.</p> <p>Per USDA guidelines, schools are not permitted to accept Meal Benefit applications for the upcoming school year prior to July 1. Therefore, if you choose to enable Online Applications for the first time (by selecting the Meal Benefits checkbox), you can set up the Custom Approval/Denial Letters for the upcoming school year prior to the July 1 but you cannot select the Meal Benefits checkbox until July 1. For example, if you decide to use Online Applications for the first time starting 7/1/2020 and you set up all Approval/Denial Letters in June 2020, you must wait until 7/1/2020 to select the Meal Benefits checkbox.</p> <div data-bbox="416 920 1110 1697" style="background-color: #f8d7da; padding: 10px; border: 1px solid #f5c6cb;"> <p><b>If you do NOT Activate E-Signature Functionality</b></p> <ul style="list-style-type: none"> <li>• It is ultimately the responsibility of each CNP SA (Child Nutrition Program State Agency) and local agency to review their state’s statutes and policies regarding what is required for the electronic transfer of information in state-administered Federal programs. Know the requirements prior to activating or deactivating E-Signature.</li> <li>• The standard application instructions (found in FRAM &gt; Letter Editor &gt; <a href="#">Online Application Instructions</a>) lists information on PIN use in several places. If you are turning off or not using E-Signatures, update the instructions to remove reference to the PIN requirements.</li> <li>• There is language in the <a href="#">Terms of Use section of the E-Signature</a> which mentions the electronic signature. Consider moving the information from this section to the Authorization Statement section of the <a href="#">Application Instructions</a> if you are not using the electronic signature.</li> </ul> </div> <div data-bbox="416 1727 1110 1912" style="background-color: #fff3cd; padding: 10px; border: 1px solid #ffee58; margin-top: 10px;"> <p>Please review the <a href="#">Setting up Online Meal Benefit Applications</a> article for a detailed walk-through of the workflow required in order to enable and properly manage Online applications.</p> </div>	<ul style="list-style-type: none"> <li>• <a href="#">Applications/Forms</a></li> <li>• <a href="#">Household Applications</a></li> </ul>

Preference	Definition	Areas Affected
<b>FRAM Processor Locked Time</b>	Indicates the number of minutes a FRAM Processor is able to work on processing an Online Meal Benefits Application submitted via the Portal before other FRAM Processors are allowed to open and process the online Meal Benefits application. This functionality ensures no more than one processor is processing the same application at the same time. After an online Meal Benefits application is submitted for approval and the amount of time selected in this field has passed, any processor may process the application.	<a href="#">Online Applications</a>
<b>Medicaid</b>	Allows schools/districts to enter a different name for their Medicaid benefits. This will be the Alternate Medicaid name used in the Authorizations screen within the online Meal Benefits Application on the Portal. If an alternate name is not entered, the USDA name will be used.	<a href="#">Online Meal Benefits Application</a>
<b>SCHIP</b>	Allows schools/districts to enter a different name for their SCHIP benefits. This will be the alternate SCHIP name used in the Authorizations screen within the online Meal Benefits Application on the Portal. If an alternate name is not entered, the USDA name will be used.	<a href="#">Online Meal Benefits Application</a>
<b>SNAP</b>	Allows schools/districts to enter a different name for their SNAP benefits. This will be displayed in the Benefits question in the online Meal Benefits Application workflow.	<a href="#">Online Meal Benefits Application</a>
<b>TANF</b>	Allows schools/districts to enter a different name for their TANF benefits. This will be displayed in the Benefits question in the online Meal Benefits Application workflow.	<a href="#">Online Meal Benefits Application</a>
<b>FDPIR</b>	Allows schools/districts to enter a different name for their FDPIR benefits. This will be displayed in the Benefits question in the online Meal Benefits Application workflow.	<a href="#">Online Meal Benefits Application</a>
<b>Other</b>	Allows users to enter up to three additional meal benefits. These additional benefits will be displayed in the Benefits question in the online Meal Benefits Application workflow.	<a href="#">Online Meal Benefits Application</a>