

Online Application Letter Editor

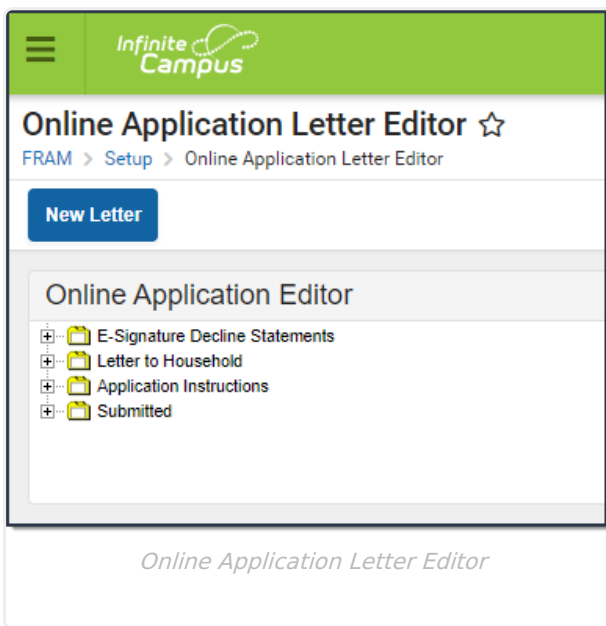
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The Online Application Editor provides formatted templates for districts to customize communications to parents/guardians using the online Meal Benefits Application within the Campus Portal.



Important Information about this Tool

- The Campus Portal provides the parent/guardian the option of selecting one of four languages including English (default), Spanish, Traditional Chinese and Simplified Chinese. There are four portal languages provided in the Portal Language dropdown list when creating a new letter template. If the parent/guardian selects a language other than default English, the Portal is translated to the selected language. If the district chooses to provide the Online Meal Benefits Application in languages other than default English, it is the districts responsibility to have the templates translated.
- To enable Meal Benefits in [FRAM Preferences > Application Preferences](#) you must have at least one English (Portal) template created for each letter type.
- Templates can be copied from one year to the next. However, it is recommended that once copied, the templates be updated with current information for the new school year.






E-Signature Decline Statements

E-Signature Decline Statements provide the parent/guardian information to follow when declining to set up an Electronic Signature or declining to enter a PIN at the end of the application process. Any additional communication the district would like to provide to the parent/guardian should be added to the decline statement templates.

- The first decline statement appears if the parent/guardian declines the Electronic Signature set up at the beginning of the application process.
- The second decline statement appears if the parent/guardian declines to enter their Electronic Signature PIN at the end of the application process.

The E-signature Decline Statements must be saved annually even if E-signature is not activated for your district.

Online Application Editor

-  E-Signature Decline Statements
 -  English
-  Letter to Household
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Online Application Detail

School Year Type Portal Language

Online Application Format

The Online Application Editor templates allow you to customize communications to the parent/guardian. The default templates are designed to provide guidance when entering data. Infinite Campus recommends maintaining the intent of the instructions as these are meant to serve as a guide for the parent/guardian as they advance through each step of the online application.

Decline statements provide the parent/guardian information to follow when they have declined to set up an Electronic Signature or they have declined to enter their PIN at the end of the application process. Any additional communication to the parent/guardian should be added in the decline statements below.

The first decline statement below appears if the parent/guardian declines the Electronic Signature set up at the beginning of the application process.

The second decline statement below appears if the parent/guardian declines to enter their Electronic Signature PIN at the end of the application process.

Electronic Signature Set Up Decline Statement

You have decided to not set up your electronic signature. You may set up your electronic signature at any time.

If you would like to manually fill out a paper application for Meal Benefits, [insert instructions to parent here].

Electronic Signature PIN Entry Decline Statement

You have decided not to use your Electronic Signature. Your information is no longer available. You will need to restart the Meal Benefits Application if you choose to apply again at another time.

If you would like to manually fill out a paper application for Meal Benefits, [insert instructions to parent here].

Letter to Household

The Letter to Household is available as a PDF in the [Online Meal Benefits Application](#) in the Portal. The USDA and your state require specific information to be provided in the Letter to Household for Meal Benefits Applications.

This template is based on the USDA template Letter to Household. If your State or district requires additional communication to the parent/guardian it should be added in the Letter to Household Content section. Districts are required to maintain the content of the Letter to Household with any changes put forth by the USDA and your state.

The image below indicates where the header instructions to the parent/guardian display in the Online Meal Benefits Application in the Portal. Campus recommends maintaining the intent of the instructions as these are meant to serve as a guide for the parent/guardian as they advance through each step of the online Meal Benefits Application.

Online Application Editor

- [-] E-Signature Decline Statements
- [-] Letter to Household
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- [-] Application Instructions
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Online Application Detail

School Year: Type: Portal Language:

Online Application Format

The Online Application Editor templates allow you to customize communications to the parent/guardian. The default templates are designed to provide guidance when entering data. Infinite Campus recommends maintaining the intent of the instructions as these are meant to serve as a guide for the parent/guardian as they advance through each step of the online application.

The Letter to Household is available as a pdf in the Online Application. Any additional communication the district would like to provide to the parent/guardian should be added in each of the sections below. Districts are required to maintain the content of the Letter to Household with any changes put forth by the USDA and your State.

Letter to Household Instructions Header

Letter to Household contains important information you will need during the application process. You may print a PDF of this letter by selecting the print icon. Select 'Next' to continue or 'Quit' to stop.

Letter to Household Instructions Title

Letter to Household Instructions Content

Dear Parent/Guardian:

Children need healthy meals to learn. [Name of School] offers healthy meals every school day. Breakfast costs [\$]; lunch costs [\$]. Your children may qualify for free meals or for reduced price meals. Reduced price is [\$] for breakfast and [\$] for lunch.

This packet includes an application for free and reduced price school meals. Return the completed application to: [name, address, phone number]. If you would like to complete a paper application instead, you can print a paper application by selecting the print icon.

1. WHO CAN GET FREE OR REDUCED PRICE MEALS?

Meal Benefits Application

Letter to Household > Instructions > Signer Confirmation > Household Members > Children > Gross Income > Review > Authorization > Submitted

Letter to Household contains important information you will need during the application process. You may print a PDF of this letter by selecting the print icon. Select 'Next' to continue or 'Quit' to stop.

Letter to Household

Dear Parent/Guardian:

Children need healthy meals to learn. [Name of School] offers healthy meals every school day. Breakfast costs [\$]; lunch costs [\$]. Your children may qualify for free meals or for reduced price meals. Reduced price is [\$] for breakfast and [\$] for lunch.

1. DO I NEED TO FILL OUT AN APPLICATION FOR EACH CHILD? No. Complete the application to apply for free or reduced price meals. Use one Free and Reduced Price School Meals Application for all students in your household. We cannot approve an application that is not complete, so be sure to fill out all required information. Return the completed application to: [name, address, phone number]. If you would like to complete a paper application instead, you can print a paper application by selecting the print icon.

Timeout 59:46

Letter to Household Instructions Header

Application Instructions

The Application Instructions template includes multiple sub-templates that are used in the online Meal Benefits Application on the Portal. Districts are required to maintain the Application Instructions content with any changes put forth by the USDA and your State.

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Online Application Detail

School Year Type Portal Language

Online Application Format

The Online Application Editor templates allow you to customize communications to the parent/guardian. The default templates are designed to provide guidance when entering data. Infinite Campus recommends maintaining the intent of the instructions as these are meant to serve as a guide for the parent/guardian as they advance through each step of the online application.

The Application Instructions including all sections below is available as a pdf in the Online Application. Any additional communication the district would like to provide to the parent/guardian should be added in each of the sections below. Districts are required to maintain the content of the Application Instructions with any changes put forth by the USDA and your State.

APPLICATION INSTRUCTIONS

The Application Instructions Header provides information to the parent/guardian about how to print the Application Instructions.

The Application Instructions Content provides information to the parent/guardian about the Online Application process and how to complete the application.

Application Instructions Title

How To Apply For Free And Reduced Priced Student Meals

Application Instructions Header

Application Instructions will help guide you through the application process. You may print a PDF of this letter by selecting the print icon. Select 'Next' to continue.

Application Instructions Content

Application Instructions

Sub-template	Description/Example
Application Instructions	
Application Instructions Header	The Application Instructions Header provides information to the parent/guardian about how to print the Application Instructions. Campus recommends maintaining the intent of the instructions as these are meant to serve as a guide for the parent/guardian as they advance through each step of the online application.
Application Instructions Title Application Instructions Content	Application Instructions Content explains to the parent/guardian which school year the application is being submitted for as well as other important information necessary for using the Online Meal Benefits Application in the Portal.

Sub-template	Description/Example
Signer Confirmation	
Signer Confirmation Instructions Header	The Signer Confirmation Instructions Header provides information to the parent/guardian about the expectations of the application signer.
Signer without Self-Service Instructions	The Signer without Self-Service Instructions provides the parent/guardian with information about what they should do if their primary address is incorrect.
Signer without Self-Service Instructions	If the district has enabled the Allow Change Requests for Household Data preference (System Administration > Portal > Preferences > Self-Service) the parent/guardian will see the Signer with Self-Service Instructions displayed. If this preferences is not enabled, Signer without Self-Service Instructions will be displayed. Campus recommends both instruction sections be completed in case Self-Service preferences are enabled/disabled throughout the school year.
Household Members	
Household Members Instructions Header	Provides information to the parent/guardian about how to identify household members.
Adding Household Members Instructions Header	The Adding Household Members Instructions Header provides information to the parent/guardian about the type of person being added to the household. A student is a person who will be enrolled in the school district during the school year. A non-student is a person who will not be enrolled in the school district during the school year. A student member has required fields including Last Name, First Name, Gender, Date Of Birth, School and Grade. The School and Grade dropdown list includes an "unknown" option if the parent/guardian is unaware what school/grade the student will be enrolled.
Adding Meal Benefits Instructions Header	The Adding Meal Benefits Instructions Header provides information to the parent/guardian about how to select the name of the person receiving the benefits and entering the benefit case number. The district may include additional information regarding case # formats, etc.
Child Members	
Child Members Instructions Header	The Child Members Instruction Header provides information to the parent/guardian about how the Child Members of the household are selected. A child is a person who will be enrolled in the school district during this school year. Non-student members should not be selected. It is not possible to deselect a manually added child.
Foster Children Instructions Header	The Foster Children Instructions Header provides information to the parent/guardian about how Foster Children are selected and how to enter foster income.

Sub-template	Description/Example
Migrant, Homeless and Runaway Children Instructions Header	Provides information to the parent/guardian about how Migrant, Homeless and Runaway Children are selected.
Household Income Instructions Header	Provides information to the parent/guardian about how the income must be entered for each household member.
Summary Review	
Summary Review Instructions Header	provides information to the parent/guardian about reviewing and correcting the entered information.
Authorizations	
Authorizations Instructions Header	The Authorizations Instructions Header provides information to the parent/guardian about the options available in this step of the online application process. Authorizations may include all or some of the following depending upon State and/or District requirements: Sharing information with Medicaid/SCHIP, Sharing information with Other Programs, Information about Social Security Number entry, and the Authorization Statement. The header should be modified to reflect what the parent/guardian will be required to complete.
Sharing Information with Medicaid/SCHIP Statement	The 'Sharing Information with Medicaid/SCHIP Statement' will only appear to the parent/guardian if the States requires this data to be collected. To enable 'Display Medicaid opt out' and/or 'Display SCHIP opt out' options to to FRAM > FRAM Preferences > Application Preferences .
Social Security Number Statement	The 'Social Security Number Statement' will only appear to the parent/guardian if it is an income application.
Race and Ethnicity Statement	The Race and Ethnicity statement appears to all parents/guardians. However, responding to this section is optional and does not affect eligibility for free or reduced price meals. The race and ethnicity information is linked to the Household application and not to a specific person.
Sharing Information with Other Programs	The Sharing Information with Other Programs will only appear to the parent/guardian if the State/District requires this data to be collected. This set up needs to be completed prior to creating the Authorization Instructions Template.
Authorization Statement	The Authorization Statement will always appear to the parent/guardian. It is the last step of the application process prior to entering the electronic signature. USDA and your State requires specific statements be provided to the parent/guardian.

Sub-template	Description/Example
Authorization Declined Statement	The 'Authorization Declined Statement' message will appear to the parent/guardian if they decline the Authorization Statement. Campus recommends the District add appropriate information to the parent/guardian.

Submitted

The Submitted Response Instructions Header provides information to the parent/guardian about the submitted application, inbox message and how to print the PDF. The **Submitted Response Content** section provides information to the parent/guardian about the application reference number and any additional information the district would like to provide. This is also available as a PDF in the signer's inbox.

Online Application Editor

- E-Signature Decline Statements
- Letter to Household
- Application Instructions
- Submitted
 - English

Online Application Detail

School Year Type Portal Language

Online Application Format

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The Submitted Response Content includes the application reference number and any additional information the district would like to provide to the parent/guardian. This is also available as a PDF after the Online Application is submitted and is sent to the signer's Process Inbox.

Submitted Instructions Header

Your application has been submitted. Please print this page for your records. This will include the information you provided on your application. A submission notice and final summary report has also been sent to your Portal Process Inbox. You may 'Quit' or safely close out of the application at this time.

Submitted Response Content

Thank you for submitting your Meal Benefits Application.

Submitted