

# Eligibility End Date Wizard

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[About the Household Application Expiration Dates Update Mode](#) | [Update Household Application Expiration Dates](#) | [About the Imported & Manually-entered Eligibility End Dates Update Mode](#) | [Update Imported and Manually Entered Eligibility End Dates](#)

**Classic View:** FRAM > Eligibility End Date Wizard

**Search Terms:** Eligibility End Date

The Eligibility End Date Wizard allows districts to update [Household Application](#) expiration and [Eligibility](#) end dates en masse. This tool was designed to help correct future 30 day carryover discrepancies occurring at the end of school years.

| What can I do?  | What do I need to know?   |
|---|---|
| <a href="#">Update Household Application Expiration Dates</a><br><a href="#">Update Imported and Manually Entered Eligibility End Dates</a> | <a href="#">About the Household Application Expiration Dates Update Mode</a><br><a href="#">About the Imported &amp; Manually-entered Eligibility End Dates Update Mode</a> |

The screenshot shows the 'Eligibility End Date Wizard' interface. At the top, there is a search bar and the Infinite Campus logo. The main heading is 'Eligibility End Date Wizard' with a star icon and a breadcrumb trail: 'FRAM > Tools > Eligibility End Date Wizard'. Below this is a blue header bar with the title 'Eligibility End Date Wizard'. A paragraph of instructions follows: 'Please review user documentation prior to using this tool. This tool will update the Expiration Dates of Household Applications, based on criteria selected, to a future date to correct any 30 day carryover discrepancies along with any associated eligibility end dates where appropriate. Select Test to preview changes before Run Update.' The form contains several fields: 'Update Mode' (dropdown menu set to 'Household Application Expiration Dates'), 'School Year' (dropdown menu set to '20-21'), 'Expiration Date' (text input with a calendar icon, set to '11/06/2020'), and '\* Enter New Expiration Date' (text input with a calendar icon, set to '11/01/2021'). There are also checkboxes for 'Include Detail Report' (checked) and radio buttons for 'Report Format' (PDF selected, CSV unselected). At the bottom, there are 'Test' and 'Run Update' buttons. The footer of the screenshot reads 'Eligibility End Date Wizard'.

## About the Household Application

# Expiration Dates Update Mode

Once the Eligibility End Date Wizard is run for an Update Mode of Household Application Expiration Dates, the Eligibility End Date Report appears in a separate window, describing all changes made.

## Summary of Eligibility End Date Changes

This section is a summary of Eligibility records impacted by the change, broken down by the Certified Type and Eligibility (Free, Reduced, Paid) of each record.

| Eligibility End Date Report                         |          |                                 |          |          |
|---|----------|---------------------------------|----------|----------|
| Generated on 01/18/2012 07:31:51 AM Page 1 of 2     |          | End Date Updated to: 07/29/2012 |          |          |
| Update Mode: Household Application Expiration Dates |          |                                 |          |          |
| School Year: 11-12                                  |          |                                 |          |          |
| Expiration Date Selected to Update: 10/15/2012      |          |                                 |          |          |
| Sort by: Student Name                               |          |                                 |          |          |
| Summary of Eligibility End Date Changes             |          |                                 |          |          |
| Certified Type                                      | Free     | Reduced                         | Paid     | Total    |
| Direct  | 0        | 0                               | 0        | 0        |
| Income  | 6        | 0                               | 0        | 6        |
| Categorical   | 0        | 0                               | 0        | 0        |
| Override  | 0        | 0                               | 0        | 0        |
| Runaway   | 0        | 0                               | 0        | 0        |
| Homeless  | 0        | 0                               | 0        | 0        |
| Foster  | 0        | 0                               | 0        | 0        |
| Migrant   | 0        | 0                               | 0        | 0        |
| Temporary/No Income                                 | 0        | 0                               | 0        | 0        |
| Head Start  | 0        | 0                               | 0        | 0        |
| RCCI  | 0        | 0                               | 0        | 0        |
| Early Childhood                                     | 0        | 0                               | 0        | 0        |
| Declined  | 0        | 0                               | 0        | 0        |
| Denied  | 0        | 0                               | 0        | 0        |
| Did Not Apply                                       | 0        | 0                               | 0        | 0        |
| <b>Total</b>  | <b>6</b> | <b>0</b>                        | <b>0</b> | <b>6</b> |

*Summary of Eligibility End Date Changes*

In the example above, six records with a Certified Type of Income and an Eligibility of Free were impacted by a change to the person's Household Application Expiration Date and an updated eligibility record. [The Detail: Update Records](#) section defines each affected person.

## Summary of Household Application Expiration Date Changes Only

This section reports the total number of Household Applications where only the Expiration Dates were updated. Eligibility records associated with the Household Applications could not be updated to a new end date because the new end date would have changed other existing eligibility records for students.

\* The Summary below reports the total number of Household Applications where only the Expiration Dates were updated. In these cases, the eligibility records associated with the Household Applications could not be updated to the new end date because the new end date would have changed other existing eligibility records for students.

| * Summary of Household Application Expiration Date Changes Only | Total |
|---|-------|
| Only Household Application Expiration Dates Updated             | 7     |

*Summary of Household Application Expiration Date Changes Only*

## Warnings: Gap in Eligibility Created

This section appears if a gap was created between a student's existing updated eligibility record and subsequent eligibility records.

If this is unacceptable, users should consider the following:

- Not use the Eligibility End Date Wizard.
- Change criteria on the Eligibility End Date Wizard editor so that no gap in Free/Reduced eligibility is created.
- Select the Run Update button, knowing gaps in eligibility will be created for some students and manually correcting these gaps, as appropriate based on District policy/procedures.

\*\* The Warning section below indicates the process of updating the eligibility end dates will result in a gap between the end date of the updated record and a subsequent eligibility record. In most cases, a gap between Free/Reduced eligibilities should not occur. Please review these records and correct gaps where appropriate.

**\*\*Warnings: Gap In Eligibility Created**

| Paid Start Date | Paid End Date | Student Name     | Eligibility | Certified Type | Original Eligibility End Date | Application Reference # | Application Name  | Original Application Exp. Date |
|-----------------|---------------|------------------|-------------|----------------|-------------------------------|-------------------------|-------------------|--------------------------------|
| 07/30/2012      | 10/15/2012    | [REDACTED], Adam | Free        | Income         | 10/15/2012                    | 2868                    | [REDACTED], Nancy | 10/15/2012                     |

*Warnings: Gap in Eligibility Created*

## Detail: Updated Records

This section identifies which student eligibility record end dates were updated to match the updated Household Application Expiration Date.

**Detail: Updated Records**

| Student Name          | Eligibility | Certified Type | Original Eligibility End Date | Application Reference # | Application Name     | Original Application Exp. Date |
|-----------------------|-------------|----------------|-------------------------------|-------------------------|----------------------|--------------------------------|
| [REDACTED], Anthony J | Free        | Income         | 10/15/2012                    | 2839-V                  | [REDACTED], Annette  | 10/15/2012                     |
| [REDACTED], Carly A   | Free        | Income         | 10/15/2012                    | 2839-V                  | [REDACTED], Annette  | 10/15/2012                     |
| [REDACTED], Seth I    | Free        | Income         | 10/15/2012                    | 2827-A                  | [REDACTED] Household | 10/15/2012                     |
| [REDACTED], Zena      | Free        | Income         | 10/15/2012                    | 2868                    | [REDACTED], Nancy    | 10/15/2012                     |
| [REDACTED], Adam      | Free        | Income         | 10/15/2012                    | 2868                    | [REDACTED], Nancy    | 10/15/2012                     |

*Detail: Updated Records*

## Detail: Updated Household Application Expiration Dates Only

This section identifies all household applications where the Expiration Date was updated but no student eligibility record end dates were updated. Eligibility records associated with the Household Application could not be updated to a new end date because the new end date would have changed other existing eligibility records for students.

**Detail: Updated Household Application Expiration Dates Only**

| Application Reference # | Application Name | Original Application Exp. Date |
|-------------------------|------------------|--------------------------------|
| 2884                    | Household        | 10/15/2012                     |
| 2839-A                  | , Annette        | 10/15/2012                     |
| 2839-V                  | , Annette        | 10/15/2012                     |

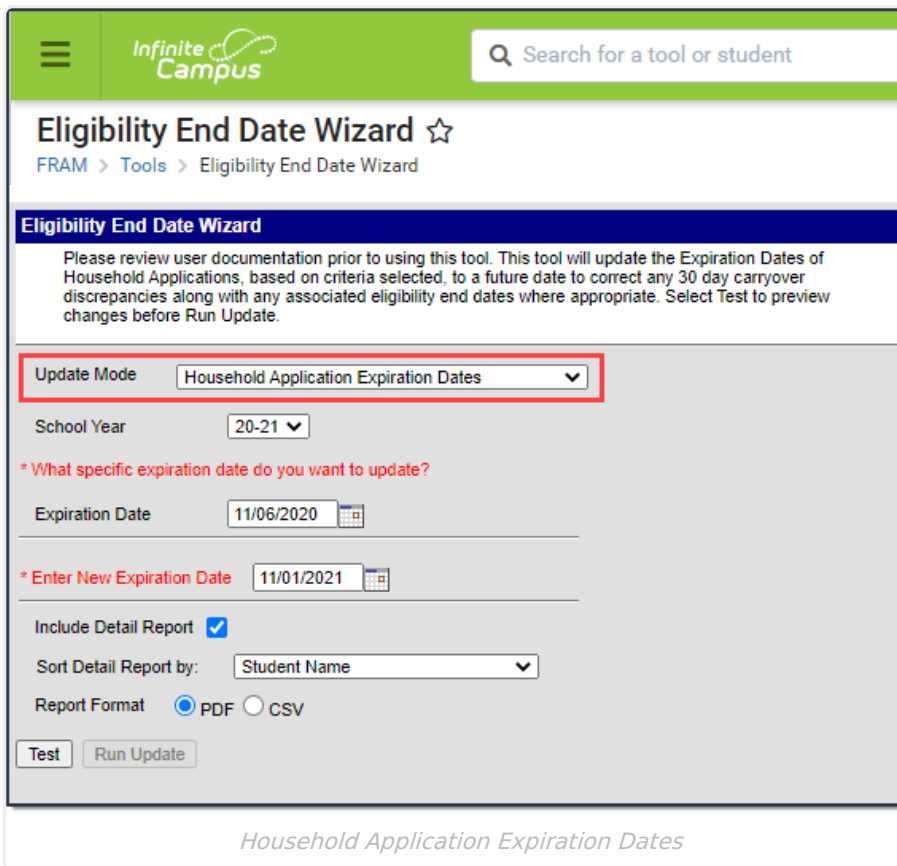
*Detail: Updated Household Application Expiration Dates Only*

## Update Household Application Expiration Dates

The Eligibility End Date Wizard provides the ability to update [Household Application](#) expiration dates en masse.

Before using the Eligibility End Date Wizard, users should consider the following:

- When updating the Expiration Date for a Household application, it is important users verify the Default Expiration Date is correctly entered on the school year on the [FRAM Preferences](#) tool.
- This wizard will only update the latest end dated eligibility associated with the application being updated.
- The wizard will not update any Excluded applications.
- Users will not be able to update any eligibilities to dates existing in the past (retroactive date) due to the potential impact on state and meal reporting. If users need to change any eligibility end date to a date in the past, this will have to be manual performed by the district.



**Eligibility End Date Wizard** ☆

FRAM > Tools > Eligibility End Date Wizard

**Eligibility End Date Wizard**

Please review user documentation prior to using this tool. This tool will update the Expiration Dates of Household Applications, based on criteria selected, to a future date to correct any 30 day carryover discrepancies along with any associated eligibility end dates where appropriate. Select Test to preview changes before Run Update.

Update Mode: Household Application Expiration Dates

School Year: 20-21

\* What specific expiration date do you want to update?

Expiration Date: 11/06/2020

\* Enter New Expiration Date: 11/01/2021

Include Detail Report:

Sort Detail Report by: Student Name

Report Format:  PDF  CSV

Test Run Update

Household Application Expiration Dates

1. Select an **Update Mode** of Household Application Expiration Dates.
2. Select the **School Year** in which household applications should be updated.
3. Enter which specific expiration date to update. Only household applications with this Expiration Date will be updated.
4. Enter the **New Expiration Date**. All household applications matching the Expiration Date and School Year entered will be updated to this date.
5. Mark the **Include Detail Report** checkbox to have additional information about each updated household application included on the report generated once the Test or Run Update buttons are selected.
6. If the Include Detail Report checkbox is marked, determine how household information is sorted on the report by selecting a **Sort Detail Report by** option.
7. Select a **Report Format**.
8. To review which household applications will be impacted by this change prior to changing expiration dates in the database, click the **Test** button. The Eligibility End Date Report appears in a separate window.
9. To update all household applications which meet the criteria entered above, select the **Run Update** button. The Eligibility End Date Report appears in a separate window, detailing which household applications were updated.

## About the Imported & Manually-entered Eligibility End Dates Update Mode

Once the Eligibility End Date Wizard is run for an **Update Mode** of Imported & Manually-entered Eligibility End Dates, the Eligibility End Date Report appears in a separate window, describing all changes made.

Generated on 01/16/2012 04:29:27 PM Page 1 of 1

**Eligibility End Date Report**  
**End Date Updated to: 10/15/2012**

Update Mode: Imported & Manually-entered Eligibility End Dates School Year: 11-12  
 Eligibility: All Certified Type Selected: Indicated by X in Summary  
 Eligibility End Date Selected to Update: 01/16/2012  
 Sort by: Student Name

**Summary of Eligibility End Date Changes**

| Certified Type        | Free     | Reduced  | Paid     | Total    |
|-----------------------|----------|----------|----------|----------|
| X Direct              | 2        | 0        | 0        | 2        |
| X Income              | 0        | 0        | 0        | 0        |
| X Categorical         | 0        | 0        | 0        | 0        |
| X Override            | 0        | 0        | 0        | 0        |
| X Runaway             | 0        | 0        | 0        | 0        |
| X Homeless            | 0        | 0        | 0        | 0        |
| X Foster              | 0        | 0        | 0        | 0        |
| X Migrant             | 0        | 0        | 0        | 0        |
| X Temporary/No Income | 0        | 0        | 0        | 0        |
| X Head Start          | 0        | 0        | 0        | 0        |
| X RCCI                | 0        | 0        | 0        | 0        |
| X Early Childhood     | 1        | 0        | 0        | 1        |
| X Declined            | 0        | 0        | 0        | 0        |
| X Denied              | 0        | 0        | 0        | 0        |
| X Did Not Apply       | 0        | 0        | 0        | 0        |
| <b>Total</b>          | <b>3</b> | <b>0</b> | <b>0</b> | <b>3</b> |

**Detail: Updated Records**

| Student Name | Eligibility | Certified Type  | Original Eligibility End Date |
|--------------|-------------|-----------------|-------------------------------|
| . Erika G    | Free        | Early Childhood | 01/16/2012                    |
| . Raquel P   | Free        | Direct          | 01/16/2012                    |
| . Jovanie    | Free        | Direct          | 01/16/2012                    |

Eligibility End Date Report - Updated Eligibility End Dates

The **Summary of Eligibility End Date Changes** section is a summary of all student eligibility records changed, broken down by Certified Type and Eligibility (Free, Reduced, Paid).

The **Detail: Updated Records** section describes each student eligibility record updated with the new End Date value.

The **Warning: Gap in Eligibility Created** section appears if a gap was created between a student's existing updated eligibility record and subsequent eligibility records. See the [Warning: Gap in Eligibility Created](#) section above for more information.

## Update Imported and Manually Entered Eligibility End Dates

The Eligibility End Date Wizard also provides the ability to update end dates for imported and manually entered [Eligibility records](#).

Before running the Eligibility End Date Wizard, users should consider the following:

- The wizard will only update the latest eligibility record for a student for the School Year and criteria selected. If multiple non-consecutive eligibility records exist for a student

within the School Year selected, only the student's latest end dated eligibility record will be updated. Any other existing eligibility within the School Year will not be updated

- Users will not be able to update any eligibilities to dates in the past (retroactive dates) due to the potential impact on state and meal reporting. If users need to change any eligibility end date to a date in the past, this will have to be manual performed by the district.

**Eligibility End Date Wizard** ☆  
FRAM > Tools > Eligibility End Date Wizard

**Eligibility End Date Wizard**

Please review user documentation prior to using this tool. This tool will update the Expiration Dates of Household Applications, based on criteria selected, to a future date to correct any 30 day carryover discrepancies along with any associated eligibility end dates where appropriate. Select Test to preview changes before Run Update.

Update Mode: **Imported & Manually-entered Eligibility End Dates** ▼

School Year: 20-21 ▼

\* What specific eligibility end date do you want to update?

Eligibility End Date: 11/06/2020

Eligibility: All, Free, Reduced, Paid

Eligibility Certified Type: All, Direct, Income, Categorical, Override

CTRL-click or SHIFT-click to select multiple

\* Enter New Eligibility End Date: 11/01/2021

Include Detail Report:

Sort Detail Report by: Student Name ▼

Report Format:  PDF  CSV

Test Run Update

*Imported and Manually-Entered Eligibility End Dates*

1. Select the **Imported & Manually-entered Eligibility End Dates** Update Mode.
2. Select the **School Year** in which Eligibility end dates should be updated.
3. Enter which **Eligibility End Date** to update. Only student Eligibility records with this End Date will be updated.
4. Select the **Eligibility** of records to be updated. Only Eligibility records with this Eligibility status and the Eligibility End Date entered will be updated.
5. Select the Eligibility Certified Type of records to be updated. Only Eligibility records with this Eligibility Certified Type, the Eligibility value selected and the Eligibility End Date entered will be updated.
6. Enter the **New Eligibility End Date**. All Eligibility records which meet report criteria will have their End Date changed to this date.

7. Mark the **Include Detail Report** checkbox to have additional information about each updated Eligibility record included on the report generated once the Test or Run Update buttons are selected.
  8. If the Include Detail Report checkbox is marked, determine how Eligibility records are sorted on the report by selecting a **Sort Detail Report by** option.
  9. Select a **Report Format**.
  10. To review which Eligibility records will be impacted by this change prior to changing end dates in the database, click the **Test** button. The Eligibility End Date Report appears in a separate window.
  11. To update all Eligibility records which meet the criteria entered above, select the **Run Update** button. The Eligibility End Date Report appears in a separate window, detailing which Eligibility records were updated.
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