Create New Eligibility Records (v1)

If a student's eligibility is not created by processing an Eligibility or Meal Benefits Application or by importing through the Eligibility Import Wizard, it may be entered manually.

To create new eligibility records, State Edition users must be assigned to a district on their User Account tab. See the Eligibility (State) article for more information.

Creating a New Eligibility Record

TIP: See the following Reference articles for details on each drop list.

- Eligibility Editor Fields and Values
- Eligibility Certified Types

Manually Enter a New Student Eligibility

1. Click **New** in the action bar.

2. Select the **Eligibility Type**.
3. Select the **Eligibility** and **Certified Type** for the student.
4. Select the **School Year** to which the **Eligibility** should apply.

5. Enter or select a **Start Date** and **End Date** for the eligibility.

> When adding a new eligibility, do not overwrite existing eligibilities. Overlapping **Start/End Dates** are not allowed; therefore, the previous eligibility automatically adjusts to end before the new eligibility begins.
> **Point-Of-Sale** users only: If a student's eligibility changes, existing transactions for those students will NOT be updated. If transactions exist with an Eligibility that has been edited or overwritten, a district staff member must manually modify those transactions in the student's account Journal.

6. Mark the **Opt Out Medicaid/SCHIP** checkbox(es) to waive contact from the organization(s) if the student's guardians should not be contacted by the Medicaid/SCHIP agency.

> These fields will not be displayed in all districts. Districts control whether these fields display by selecting options in the FRAM Preferences tool.

7. Select the **Yes** or **No Share Permission** radio button (if the district has added Permissions) to identify whether the parent/guardian is allowing the district to share their children's free/reduced eligibility with other district staff members.
8. Click **Save**.