

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.

Eligibility ☆

FRAM > Application Processing > Eligibility

Save
New
Delete

Eligibility Editor

School Year	Eligibility Type	Eligibility	State Code	Certified Type	Start Date	End Date	Opt Out Med.	Opt Out SCHIP
19-20	Meal	Free	2	Income	07/01/2019	09/29/2020	X	X
18-19	Meal	Free	2	Categorical	06/29/2018	06/30/2019	X	X

Eligibility Detail

***School Year**

***Eligibility Type**

Opt Out Medicaid Opt Out SCHIP

State Eligibility Code

***Start Date**

***Eligibility**

***End Date**

***Source**
 Non-Direct Direct

Application Name

Reference Number

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These fields do not apply when entering a new eligibility.

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**.
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