

Entering New Household Applications

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1. Click the **New** button.
A New Application editor displays.
2. Select the Application Type - **Meal Benefits Application** or **Educational Benefits Application**.

New Application Type

☒ Meal Benefits Application
 ☐ Educational Benefits Application

The Educational Benefits Application is only available if one or more schools in your district participates in Provision programs. A school must have Provision fields entered on the [School tab](#) and the **Educational Benefits Applications Processed** preference enabled on the [FRAM Preferences](#) tool.

3. Use the information in the following table to enter new application details.

New Application Detail

***Application Date**
09/13/2020

***Effective Date**
09/13/2020

***Expiration Date**
10/01/2021

Determining Official
System Administrator

School Year
20-21

***Opt Out Medicaid**
☐ Yes ☒ No

***Opt Out SCHIP**
☐ Yes ☒ No

Field	Description
Application Date	The date on which the application was signed by the parent/guardian.
Effective Date	The eligibility effective date based on the approval of the application.
Expiration Date	<p>The expiration date of the eligibility. This field is auto-populated with the Default Expiration Date entered in the FRAM Application Preferences, typically 30 days into the next school year.</p> <p>It is recommended not to change the auto-populated Default Expiration Date.</p>

Field	Description
Determining Official	<p>The name of the district employee (FRAM Processor) who processed the Meal and/or Educational Benefits Application.</p> <p>The FRAM Processor must be identified by selecting the check box in District Assignment. Only one district assignment record is needed with FRAM Processor checked to have FRAM Processor appear in the Determining Official field.</p>
School Year	The year to which the application applies.
Opt Out Medicaid	<p>If Yes is selected, the guardian does NOT want to be contacted by Medicaid regarding Medicaid benefits.</p> <p>This option only displays if the Display Medicaid Opt Out checkbox is marked in the FRAM Preferences. This is a state requirement, not required in all states.</p>
Opt Out SCHIP	<p>If Yes is selected, the guardian does NOT want to be contacted by SCHIP (State Children's Health Insurance Program) regarding insurance benefits.</p> <p>This option only displays if the Display SCHIP Opt Out checkbox is marked in the FRAM Preferences. This is a state requirement, not required in all states.</p>

4. Use the information in the following table to enter student information.

This section is only available if Permissions have been created within the [Year Preferences](#) tab.

Permission Detail	
Permission Name	Share Permission
Other School Programs	<input type="radio"/> Yes <input checked="" type="radio"/> No

In this field...	Enter or select...
Permission Name	The name of the established district permission(s).
Share Permission	This indicates whether or not the parent/guardian allows the district permission to share their child(ren)'s benefits eligibility with other district staff members and programs.

5. Select Ethnicity and/or Race information.

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.

Race & Ethnicity Detail	
Ethnicity (check one) <input type="radio"/> Hispanic or Latino <input type="radio"/> Not Hispanic or Latino <input checked="" type="radio"/> No Response	Race (check one or more) <input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> White

6. Use the following information to enter student information.

Each student currently included in the application signer's household display. You may add or remove students as necessary. The **Current Eligibility** column is most likely blank; however, if a value appears, the student currently has an eligibility assigned. The student's current eligibility status should be verified, as processing this application may override the existing eligibility shown in this column.

New Student(s) In Household						
Current Eligibility	Name	DOB	School	Grade	Homeless/Foster/Runaway/Migrant/Head Start	
<input type="checkbox"/>	<input type="checkbox"/> Smith JR, James	<input type="text" value="12/28/1998"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="button" value="Remove"/>						

Field	Description
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Field	Description
Current Eligibility	The student's current eligibility status as processed in the current school year. If there is an eligibility displayed here, the FRAM Processor should investigate the existing eligibility before processing the application. If the application is processed, the existing eligibility may be overwritten or end dated depending on the existing eligibility dates. Point of Sale customers should keep in mind that this could create a discrepancy between eligibilities on Point of Sale transactions processed to date.
Remove (button)	This button removes selected students from the New Student(s) in Household section.
Homeless/Runaway/Migrant/Foster/Head Start	Select the appropriate option for Homeless, Runaway, Migrant, Foster or Head Start student(s)

7. Enter the case number for SNAP/FDPIR/TANF benefits in the **Case Number** field.

This number is issued to a household member by the agency and indicates student members are eligible for free benefits based on participation in the program. If a case number is entered, the application can be processed without an SSN being entered.

New Case Number for Household

Case Number:

8. Use the information in the following table to enter household income information.

Per USDA policy, income may only be whole dollar amounts.

New Income In Household

App Sign		Name	DOB	SNAP/ FDPIR/TANF #	No Income	Work	Welfare, CS, Alimony	Pension, Retirement, SS	Other Income
<input type="radio"/>	<input type="checkbox"/>	Lindsey, Mindy	05/13/2009	<input type="text"/>	<input type="checkbox"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>
<input type="radio"/>	<input type="checkbox"/>	Smith, Margaret		<input type="text"/>	<input type="checkbox"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>
<input type="radio"/>	<input type="checkbox"/>	Smith, Andrew		<input type="text"/>	<input type="checkbox"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>
<input type="radio"/>	<input type="checkbox"/>	Smith JR, James	12/28/1998	<input type="text"/>	<input type="checkbox"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>

Last Name

First Name

Field	Description
App Sign	This radio button indicates the household member who signed the application. An application must be signed to be processed. If a signer is not selected, the application will be denied because it has not been signed. The application signer must be a person that is a household member in Census .
Checkbox	The checkbox allows you to select household members to remove or to add to the student section of the application.
Name	The names of household members included on the application.
DOB	<p>The date of birth for the listed household members.</p> <div> <p>If Human Resources functionality is enabled, date of birth information does not display for staff members unless they have a current student enrollment for the reporting year.</p> </div>
SNAP/FDPIR/TANF #	Campus does not currently use this field.
No Income	This checkbox indicates that the household member does not generate any income.

Field	Description
Work	<p>The household member's regular earnings from employment. The amount is followed by a letter in brackets [] to indicate how often the amount is received:</p> <ul style="list-style-type: none"> ◦ M Monthly (12 payments annually) ◦ SM Semi-monthly (24 payments annually) ◦ BW Bi-weekly (26 payments annually) ◦ W Weekly (52 payments annually) ◦ A Annual (1 payment annually) <p>This option is only available if your administrator has not chosen the Hide Annual (Yearly) option on the Application Preferences tab.</p>
Welfare, CS, Alimony	<p>The amount of welfare, child support or alimony the household member receives. The amount is followed by a letter in brackets [] to indicate how often the amount is received:</p> <ul style="list-style-type: none"> ◦ M Monthly (12 payments annually) ◦ SM Semi-monthly (24 payments annually) ◦ BW Bi-weekly (26 payments annually) ◦ W Weekly (52 payments annually) ◦ A Annual (1 payment annually) <p>This option is only available if your administrator has not chosen the Hide Annual (Yearly) option on the Application Preferences tab.</p>
Pension, Retirement, SS	<p>The amount of pension, retirement or social security benefits the household member receives. The amount is followed by a letter in brackets [] to indicate how often the amount is received:</p> <ul style="list-style-type: none"> ◦ M Monthly (12 payments annually) ◦ SM Semi-monthly (24 payments annually) ◦ BW Bi-weekly (26 payments annually) ◦ W Weekly (52 payments annually) ◦ A Annual (1 payment annually) <p>This option is only available if your administrator has not chosen the Hide Annual (Yearly) option on the Application Preferences tab.</p>

Field	Description
Other Income	<p>The miscellaneous income the household member receives. The amount is followed by a letter in brackets [] to indicate how often the amount is received:</p> <ul style="list-style-type: none"> ◦ M Monthly (12 payments annually) ◦ SM Semi-monthly (24 payments annually) ◦ BW Bi-weekly (26 payments annually) ◦ W Weekly (52 payments annually) ◦ A Annual (1 payment annually) <div> <p>This option is only available if your administrator has not chosen the Hide Annual (Yearly) option on the Application Preferences tab.</p> </div>
Remove (button)	<p>This button allows you to remove household members from the application.</p>
Add Student (button)	<p>This button allows you to add selected people to the Student section of the application. Only students entered in Census may be added.</p> <div> <p>It is possible to add a non-enrolled child to the student section. If a child will be enrolled in school at some point during the school year or at the start of the next school year consider adding the child to the student section. Upon receiving an enrollment the eligibility will auto-populate for the child.</p> </div>
Last Name / First Name / Quick Add (button)	<p>These fields allow you to add household members to the application if a household member is missing from the member list.</p> <div> <p>Before adding a person to the application, perform a thorough search to be sure that the person does not have a record in Campus that can be associated with the application. The Quick Add button does NOT add the person to Campus. Quick add only adds the person to the application. People added via Quick Add cannot be added to the Student section of the application. People added via Quick Add cannot be the application signer.</p> </div>

9. Click the **Process** button.

Result

A confirmation window displays and asks whether you want to print the [Approval/Denial Letter](#). Click **Yes** to print the letter or **Cancel** to return to the Household Applications tab.

Approval/Denial Letters will only generate for Meal Benefits Applications.