

# Add People to a Household Application

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## Tool Search: Household Applications

If a household member or student is missing from the member list on the Household Application editor, use the People Search tool to locate them in Campus and add them to the Household Application. If the person cannot be located using the People Search tool, the person may be added by using the Quick Add option.

Before adding a person to the application, perform a thorough search to verify the person does not have a record in Campus that you can associate with the application. The Quick Add button does NOT add the person to Campus. They are only added to the application. People added via Quick Add cannot be designated as the Application Signer and cannot be added to the Student section of the application.

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. Once the child is enrolled in the district, the eligibility will auto-populate for the child.

## Add People using People Search

1. Click the **Find New Person** button.

### Result

The Person Search window displays.

The screenshot shows the 'Household Applications' interface in Infinite Campus. The 'Find New Person' button is highlighted with a red box. The 'Person Search' window is open, showing search criteria and results sections for 'Student' and 'Household'.

**Household Applications** ☆  
 FRAM > Application Processing > Household Applications

Buttons: New, Process, **Find New Person**

**Person Search**

Person Search  
 Search for a person already tracked in Campus using the fields provided, required fields are in red. Check a person from the list and add them below. This will not add the person to household members in Census.

Search By: ☒ Household ☐ Person

Search Fields:

- Last Name
- First Name
- Student #
- Birth Date
- Number
- Street
- Apt #
- Household Name
- Phone

Buttons: Search, Add to student list, Add to household list

Results Sections:

- Student**
- Household**

Buttons: Update, Cancel

2. Select whether you want to search by **Household** or **Person**.
3. Enter the search criteria for the method you chose. The criteria available for searching includes the following fields:

Method 1--Household	Method 2--Person
Last Name	Last Name (required)
First Name	First Name
Student #	Middle Name
Birth Date	Birth Date
Number	Gender
Street	
Apt #	
Household Name	
Phone	

4. Click the **Search** button.  
**Result**  
Search results appear on the right-hand side.
5. Click the checkbox(es) next to the student(s) you want to add.
6. Complete one or both of the following options:

Option	Description
Click the <b>Add to student list</b> button.	This option allows you to simultaneously add the selected student(s) to the <b>Income in Household</b> and the <b>Students in Household</b> sections of the Household Application editor. This action does NOT update <a href="#">Census</a> .
Click the <b>Add to household list</b> button.	This option allows you to add a person from Census to the <b>Income in Household</b> section of the Household Application editor. This action does NOT update <a href="#">Census</a> .

7. Click the **Update** button.  
**Result**  
The Household Application editor appears.

## Adding People using Quick Add

1. Type the **Last Name** and **First Name** in the New Income in Household section of the editor.

### New Income In Household

App Sign		Name	DOB	SNAP/ FDPIR/TANF #	No Income	Work
<input type="radio"/>	<input type="checkbox"/>	Smith, Margaret	03/05/2012	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
<input type="radio"/>	<input type="checkbox"/>	Smith, Kattie	07/28/1992	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
<input type="radio"/>	<input type="checkbox"/>	Smith, Shelton	03/03/1991	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>

Last Name

First Name

- Click the **Quick Add** button.

### Result

The person appears in the member list.