

Step 6. Complete the Verification Process (FRAM)

Last Modified on 07/15/2024 1:49 pm CDT

Tool Search: Verification

The district must complete its verification process by the federal deadline of November 15th.

The FRAM Verification tool helps districts complete the required yearly process of verifying a percentage of approved free/reduced applications. Applications with the status **No Response** should NOT be verified.

When the verification process is officially ended through the following steps, existing household eligibilities are updated and ended.

Once verification is completed through End Verification, existing eligibilities will be given 10 days (including the current date) before new student eligibility statuses become effective.

All pending applications are updated to a value of **No Response** and their Eligibility Eff Date will be the 11th day. A **Paid** eligibility record will NOT be created for these students. Their status will automatically be **Paid** and they will be required to pay full price for meals starting on that date.

1. Enter a **Verification Completed Date** in the field of the Free Reduced Verification End Detail editor.

2. Click the **End Verification** button.

If the End Verification button is...	Then...
disabled	all applications pulled for verification have already been verified. If the Verification Completed Date is still null, you can enter the date when verification was completed and save.
enabled	there is still at least one application that was pulled for verification that has not been verified. If you click End Verification , any un-verified applications will result in a Paid eligibility, effective in 10 days.

Result

A Post Notice letter is generated for each application included in the verification sample, indicating the final outcome of a household's eligibility for meal benefits. The default Post-Notice letter template is used unless you created and designated a custom template in the [FRAM Communication](#) tool. The eligibility effective date on the letter is nine days after the verification date. The Process Date on the letter is the current date.

WE HAVE CHECKED YOUR APPLICATION										
CAMPUS										
Dear Parent or Guardian: <u>Manuel Jones</u>	Date: <u>08/29/2011</u>									
We checked the information you sent us to prove that <u>Carmen Lisa Guzman</u> is eligible for free or reduced price meals and have decided that:										
<input type="checkbox"/> Your children's eligibility has not changed.										
<input type="checkbox"/> Starting _____, your children's eligibility for meals will be changed from reduced price to free because your income is within the free meal eligibility limits. Your children will receive meals at no cost.										
<input type="checkbox"/> Starting _____, your children's eligibility for meals will be changed from free to reduced price because your income is over the limit. Reduced price meals cost \$0.40 for lunch.										
<input checked="" type="checkbox"/> Starting <u>09/08/2011</u> , your children are no longer eligible for free or reduced price meals for the following reason(s):										
<input type="checkbox"/> Records show that you did not receive SNAP, or TANF.										
<input type="checkbox"/> Records show that the child(ren) is not homeless, runaway, or migrant.										
<input type="checkbox"/> Your income is over the limit for free or reduced price meals.										
<input type="checkbox"/> You did not provide: _____										
<input checked="" type="checkbox"/> You did not respond to our request.										
<table style="width: 100%; border: none;"> <tr> <td style="padding: 0 10px;">Secondary Lunch:</td> <td style="padding: 0 10px;">\$</td> <td style="padding: 0 10px;">1.75</td> </tr> <tr> <td style="padding: 0 10px;">Middle Lunch:</td> <td style="padding: 0 10px;">\$</td> <td style="padding: 0 10px;">2.00</td> </tr> <tr> <td style="padding: 0 10px;">Elementary Lunch:</td> <td style="padding: 0 10px;">\$</td> <td style="padding: 0 10px;">1.60</td> </tr> </table>		Secondary Lunch:	\$	1.75	Middle Lunch:	\$	2.00	Elementary Lunch:	\$	1.60
Secondary Lunch:	\$	1.75								
Middle Lunch:	\$	2.00								
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If your household income goes down or your household size goes up, you may apply again. If you did not provide proof of current eligibility, you will be asked to do so if you reapply.										
If you disagree with this decision, you may discuss it with <u>Susan Jones</u> . You also have the right to a fair hearing. If you request a hearing by <u>10/28/2011</u> , your children will continue to receive free or reduced price meals until the decision of the hearing official is made. You may request a hearing by writing to <u>Jon Smith</u> , 4321 109th Ave NE, Blaine, MN 55449 or calling (123)123-1234.										
Sincerely,										

Sample Post Notice Letter