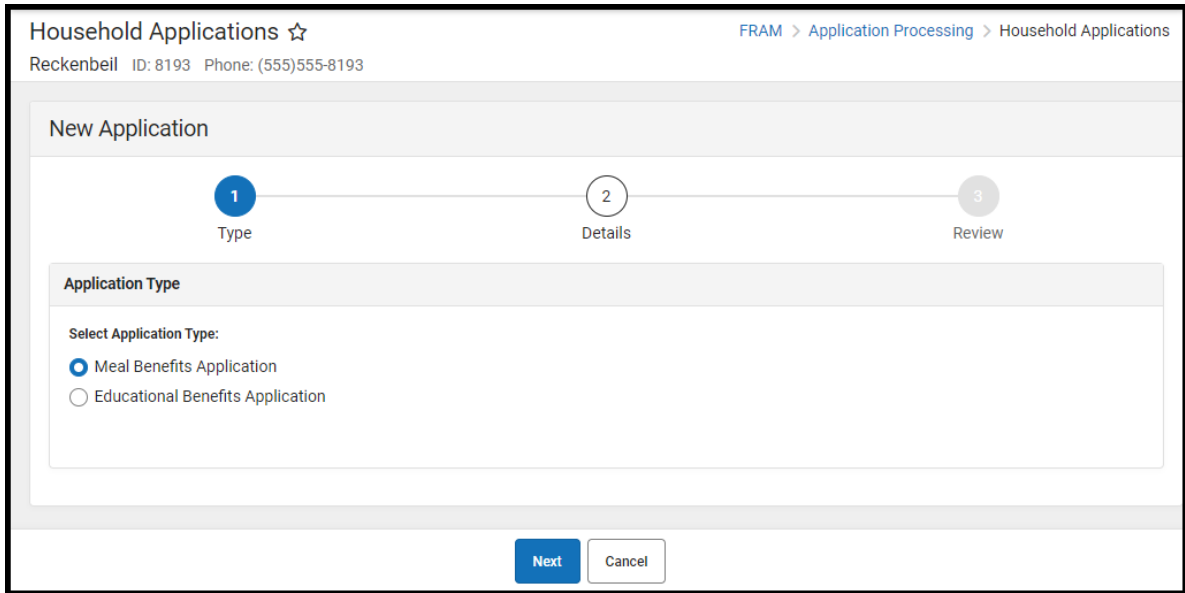


Entering New Household Applications

Last Modified on 06/28/2024 8:01 am CDT

Tool Search: Household Applications

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



Household Applications ☆ FRAM > Application Processing > Household Applications

Reckenbeil ID: 8193 Phone: (555)555-8193

New Application

1 — 2 — 3
 Type — Details — Review

Application Type

Select Application Type:

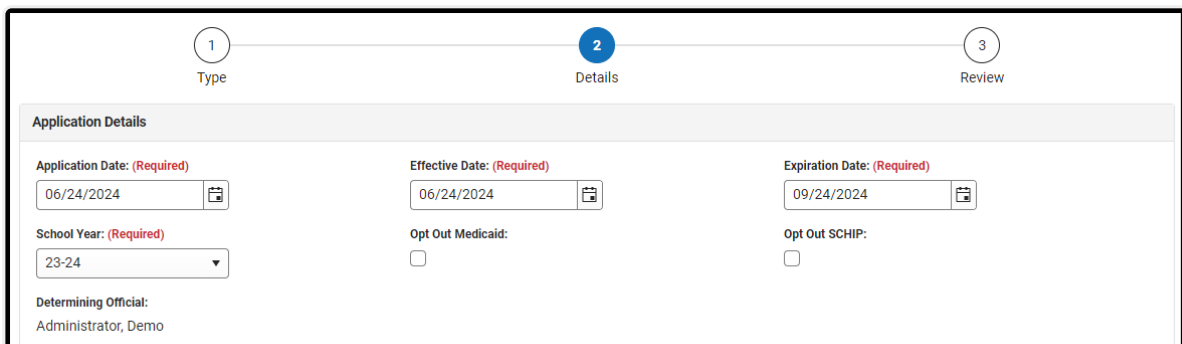
☒ Meal Benefits Application

☐ Educational Benefits Application

Next
Cancel

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 Information](#) and the **Educational Benefits Applications Processed** preference enabled on the [FRAM Preferences](#) tool.

3. Enter information in the **Application Details**.



1 — 2 — 3
 Type — Details — Review

Application Details

Application Date: (Required) <input type="text" value="06/24/2024"/>	Effective Date: (Required) <input type="text" value="06/24/2024"/>	Expiration Date: (Required) <input type="text" value="09/24/2024"/>
School Year: (Required) <input type="text" value="23-24"/>	Opt Out Medicaid: <input type="checkbox"/>	Opt Out SCHIP: <input type="checkbox"/>

Determining Official:
Administrator, Demo

Application Details Field Descriptions

► [Click here to expand...](#)

4. Select the relevant **Share Permission** radio buttons if the parent wishes to have their child's eligibility status shared with district programs or staff.

Permission Details

Indicate which programs/groups (if any) the parent/guardian has granted permission to view student's eligibility status.

Share Permission:

☐ Backpack Food Program

☐ School Store and Activity Registration

- The School Store and Activity Permission shares the student's eligibility with the Campus School Store and Activity Registration tools. If the School Store setting to allow free and reduced pricing is enabled, students are charged a free or reduced price for items, activities, or athletics.
- Districts may create additional Permissions, such as for a weekend food backpack program

This section is only available if Permissions have been created within in [FRAM Preferences](#).

5. Select **Race & Ethnicity** 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 Details

Ethnicity: (Required)

☒ Hispanic or Latino

☐ Not Hispanic or Latino

☐ No Response

Race (check one or more):

☐ American Indian or Alaska Native

☐ Asian

☐ Black or African American

☐ Native Hawaiian or Other Pacific Islander

☒ White

6. Enter **Student Details**.

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.

Student Details						
CURRENT ELIGIBILITY	NAME	BIRTH DATE	GRADE	SCHOOL	STUDENT INDICATOR ⓘ	ACTION
	Jones, Zakhia A	9/1/09	09	Harrison High	<input type="text"/>	<input type="checkbox"/> Remove Student
	Hurst, Celestria	3/20/11	08	Carter Middle	<input type="text"/>	<input type="checkbox"/> Remove Student
	Hurst, Isabel	4/24/10	09	Harrison High	<input type="text"/>	<input type="checkbox"/> Remove Student

Student Details Field Descriptions

► [Click here to expand...](#)

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.

Case Number Details

Case Number (NOT EBT Number):

8. Enter **Household Income** information.

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

MEMBER INFORMATION	WORK INCOME	WELFARE, CHILD SUPPORT, OR ALIMONY INCOME	PENSION, RETIREMENT, OR SOCIAL SECURITY INCOME	OTHER INCOME	ACTION
Name: Hurst, Kourosh	Income: \$2,150 Frequency: (Required) Every Two ... ▾	Income: \$ Frequency: ▾	Income: \$ Frequency: ▾	Income: \$ Frequency: ▾	<input type="checkbox"/> Remove Person
Name: Hurst, Sianio	Income: \$ Frequency: ▾	Income: \$ Frequency: ▾	Income: \$450 Frequency: (Required) Monthly ▾	Income: \$ Frequency: ▾	<input type="checkbox"/> Remove Person

Add Person from Census

First Name:
Last Name:

Household Child Income:
\$
Frequency:
 ▾

Member Information Field Descriptions

► [Click here to expand...](#)

9. If individuals are listed in Campus, but are not listed on the paper application, select **Remove Person**.
10. If individuals are listed on the paper application but are not listed in Campus, they need to be added using the options in [Add People to a Household Application](#).
11. Enter the **Household Child Income** amount and frequency.. This lump sum is the amount of income all children in the household receive.
12. Select the **Application Signer**.

Application Signer Details

Select Application Signer:

Reckenbeil, Darcy ▼

Last 4 Digits SSN:

1234

No Signer SSN:

☐

13. Enter the **Last 4 Digits** of the Social Security Number provided on the application. If the applicant indicated they do not have a SSN, mark the **No Signer SSN** checkbox.
14. Click the **Next** button.
15. Review the results on the Review page. The **Approved Eligibility** lists the results for the household based on the information in their application. This can be overridden in the **Override Status**.

1
Type

2
Details

3
Review

Application Status

Household Income:

\$63,700 / Annual

Household Size:

5

Approved Eligibility:

Reduced

Application Status:

Complete: income approval

Reference Number:

977

Application Name:

Hurst, Kourosh

Override Status:

▼

Override Reason:

Application Eligibility by Student

NAME	APPROVED ELIGIBILITY	CERTIFIED TYPE
Jones, Zakhia A	FREE	Foster
Hurst, Celestria	REDUCED	Income

Application Status Field Descriptions

► [Click here to expand...](#)

16. If selecting an Override Status,
17. Click **Process**.

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

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