Letter Batch Report

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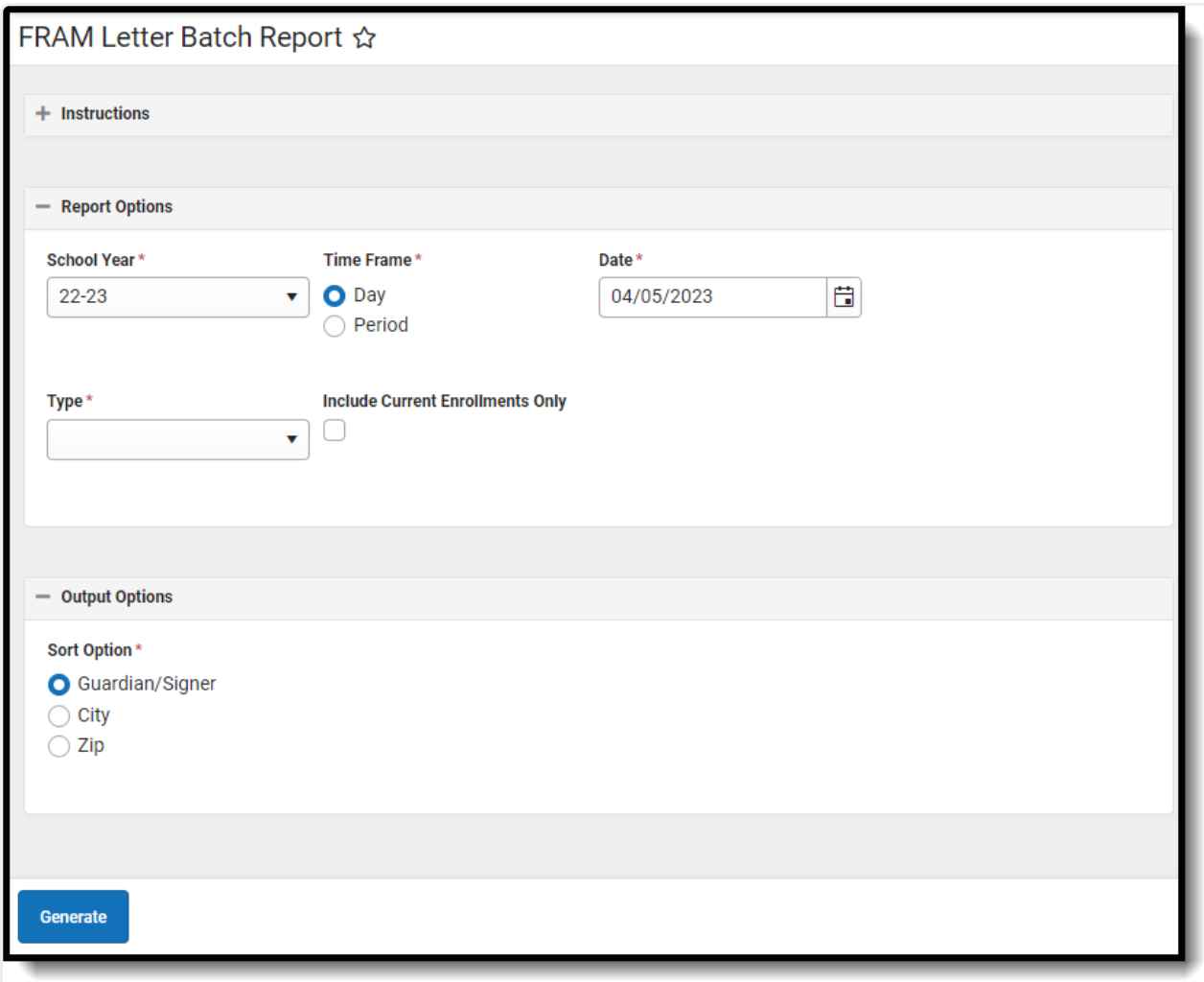
Tool Search: Letter Batch

The FRAM Batch Letter report generates the following letter types: Pre-Application Letters, Direct Certification Approval Letters, and the Approval Denial Letters. Only one letter per household generates.

Due to the amount of applications submitted in some districts, this batch process makes it easier to print Approval/Denial letters.

Users only need **Read (R)** rights to use this tool. See the FRAM Reports Tool Rights article to learn more.

What can I do?	What do I need to know?
• Generate the FRAM Letter Batch Report	• Logic for Each Letter Type • Report Editor Options



FRAM Letter Batch Report Editor

Logic for Each Letter Type

Letter Type	Logic	Notes

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Pre-Application Letter	This letter prints for all households in the district where at least one student has an active enrollment for the upcoming school year. This letter uses logic included in the Census Mailing Labels report. One letter per household prints. **Date Logic** Uses the first day of school where students are considered active. This letter must be sent to every household in the district where students are actively enrolled for the school year.	In order for this letter to print with addresses, the **Use Mailing Address** option needs to be selected on the created letter. The Pre-Application Letter is a required letter that must be sent to every household in the district. This letter is typically sent in July or August prior to school starting. The letter explains to parents/guardians about the Free/Reduced Application process and how to apply for benefits.

Letter Type	Logic	Notes
Direct Certification Approval Letter	This letter is sent to households where Direct Certification files have been imported or manually entered and the district must send the household guardian a letter indicating the students in the household were approved for benefits from the State Agency. **Date Logic** This date is based on when the student's eligibility began. • If a household has more than one child in the district and both received the same direct certification on the same date, only one letter prints. • If a household has more than one child in the district, Campus prints a separate letter for each student in the household who is approved on the same date with a certification and eligibility combination that is different than other student(s) in the household. • If there is more than one child and multiple dates were used for the direct certification, two letters print. There must be an Eligibility and Direct Certified Type on the student eligibility for the letter to generate. • If children in the same household have different guardians, multiple letters will print even if the guardians reside in the same household.	Guardian and mailing assignments for students determine how letters are addressed and how students appear on the letter. This letter is meant for sending to households where students are approved for benefits via a Direct Certification file. The district must send the household guardian a letter indicating the students in the household were approved for benefits from the State Agency. This letter is typically printed on a daily basis based on when the Direct Certifications are entered. There must be an Eligibility and Direct Certified type on the student eligibility for the letter to print.

Letter Type	Logic	Notes
Approval/Denial Letter	This letter is meant to be printed after a Meal Benefits Application is processed via the Household Application Editor . It can also be printed at the end of the day in a batch format to send to households. Mark the **Include Letters for Online Applications** checkbox to include Online Application Approval/Denial letters. This option is only applicable to schools and districts using Online Meal Benefits Application functionality. **Date Logic** Date logic used in this letter is the Eligibility Effective Date.	This letter notifies the signer of the application if it was approved or denied. • If the Use Custom Approval/Denial Letter FRAM preference is on, a custom letter prints. If the preference is off, a canned letter prints. • The mailing flag must be set for the signer for a letter to generate. This letter is addressed to the application signer and uses that person's mailing address. This letter prints applications processed on the current date or prior date.

Report Editor Options

Editor Options	Description
School Year	The School Year selection determines which data the report includes. It defaults to the active school year and can be modified to generate letters for past years or future years
Time Frame	FRAM Letters can be chosen to generate for patrons on a daily, period or monthly basis. An effective Date, Date Range or Month must be indicated, as it is used to find new letters based on the time period chosen for applications since the last time the report was generated. • For **Daily**, enter a date in *mmddyy* format or click the calendar icon to select a date. • For **Period**, enter a Start Date and End Date in *mmddyy* format or click the calendar icon to select a date.
Type	The FRAM Letter Batch can generate the following types of letters. Templates for these letters can be created in the FRAM Communication tool. • Pre-Application Letter • Direct Certification Approval Letter • Approval/Denial Letter

Editor Options	Description
Include Current Enrollments Only	By marking this checkbox, the report only prints letters for students with an active current enrollment as of the current system date.
Sort Options	FRAM Letters can be sorted by either the **Guardian/Signer**, by **City** of the household address, or by the **Zip** code of the household address.

Generate the FRAM Letter Batch Report

1. Select the **School Year** for which to generate letters from the dropdown list. This selection is defaulted to the school year selected in the toolbar.
2. Select the **Time Frame** option (Daily or Period) for the Approval Date, then enter the specific date or date range.
3. Select the **Type** of letter to generate from the dropdown list.
4. Mark the **Include Current Enrollments Only** checkbox if you want to print letters for actively enrolled students who have an active enrollment as of the current system date. (optional)
5. Determine the **Sort Option** for the report: Guardian/Signer, City, or Zip.
6. Click the **Generate** button.
   Result: The letter displays in a new window.

NOTIFICATION OF APPROVAL OR DENIAL
FOR FREE OR REDUCED-PRICED BENEFITS

Date: 04/05/2023

Alain, Brendan
3196 Campanaro Blvd
Blaine, MN 55449

Dear Parent or Guardian:

Your application for free or reduced price meals for your child or children is:

Student(s) in household: **Natalie Alain, Allen Alain**

■ Approved and Effective 03/29/2023 until 09/26/2023
- ❑ Free Breakfast
- ❑ Free Lunch
- ■ Reduced Breakfast
- ■ Reduced Lunch

❑ Denied for the following reason(s)
- ❑ Total household income exceeds income eligibility
- ❑ Application is incomplete. Complete and return the enclosed application. The following information is missing:
  - ❑ Individual household member's income by source
  - ❑ Names of all household members
  - ❑ Signature of adult household member
  - ❑ Social Security number of adult signing the application or an indication he/she does not have one
  - ❑ Other:

You may reapply for benefits at any time during the school year. If you are not eligible now but have a decrease in household income, become employed, or have an increase in household size, you may fill out another application at that time.

If you do not agree with the denial, you may discuss it with a school official. If you wish to review the decision further you have a right to a fair hearing. This can be done by contacting Eric Suzuzi, Assistant Superintendent for Student Services at 763-555-4022.

Sincerely,

Anita Rodriguez-Pulaski
Director of Nutrition Services
123 W School St
Campusville MN 55555
763-555-4044

Example of FRAM Letter Batch Report