

Verification Screen Examples and Field Definitions (FRAM)

Last Modified on 06/06/2024 2:45 pm CDT

Tool Search: Verification

After saving a new verification, additional Verification Detail Editors display.

Infinite Campus
Search for a to

Verification ☆

FRAM > Application Processing > Verification

Save
New
Delete
1st Pre Notice
2nd Pre Notice
Summary Report
Sample List
No Respon

Free Reduced Verification/Free Reduced Verification Status List

Year	Generated Date
19-20	05/26/2020
19-20	04/07/2020
15-16	10/05/2015
14-15	10/01/2014
13-14	10/02/2013
12-13	10/01/2012
11-12	10/31/2011

Free Reduced Verification Detail

Verification Type

Standard Sample Size (Error Prone)
 Alternate Sample Size One (Random)
 Alternate Sample Size Two (Error Prone plus Categorical)

***Year** 19-20

Application Approved Date 10/01/2019

Exclude DRCT Applications

Exclude CEP

Generated Date 05/26/2020

Free Reduced Verification Application Detail

Application Type	Qualified	Used in Sample
Income Error Prone Applications	<input style="width: 50px;" type="text" value="0"/>	<input style="width: 50px;" type="text" value="0"/>
Income Non-Error Prone Applications	<input style="width: 50px;" type="text" value="2"/>	<input style="width: 50px;" type="text" value="1"/>
Categorical Applications	<input style="width: 50px;" type="text" value="0"/>	<input style="width: 50px;" type="text" value="0"/>
Total Applications	<input style="width: 50px;" type="text" value="2"/>	<input style="width: 50px;" type="text" value="1"/>
Total Applications Allowed for Removal		<input style="width: 50px;" type="text" value="1"/>

Free Reduced Verification End Detail

Verification Completed Date 06/18/2020 End Verification

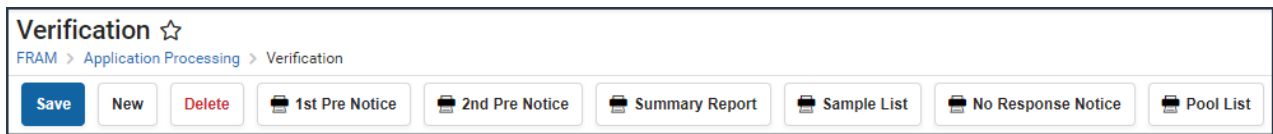
Free Reduced Verification Status Detail

Replace App	Action	Reference Number	App Name	Verify Status	Orig App Status	Eligibility Type	First Contact Date	Second Contact Date	Process Date	Eligibility Eff Date
1	View (Verify)	13984-A	Bostic, Margret Ann	No Response	Free	Income	05/26/2020	05/26/2020	06/18/2020	06/28/2020

The columns and fields available on this screen are defined in the following tables, organized by the editor in which they appear.

Verification Toolbar

The toolbar provides the buttons that you click to perform specific Verification functions.



Button	Description
Save	Saves changes to an existing Verification sample.
New	Creates a Verification sample.
Delete	Deletes a Verification sample.
1st Pre-Notice	Creates a letter for each pending application in the Verification sample and is addressed to the application signer.
2nd Pre-Notice	Creates a 2nd letter for unresponsive households in which eligibilities are changing.
Summary Report	Creates the School Food Authority Verification Summary Report (Summary Report) that shows eligibility and verification statistics of the district for the purpose of federal reporting.
Sample List	Creates a PDF report where you can review a brief summary of the Verification sample.
No Response Notice	Creates a letter for unresponsive households.
Pool List	Creates a PDF report where you can review all applications from the Verification sample.

Free Reduced Verification Detail Editor

This editor sets the requirements and details of the verification sample.

Free Reduced Verification Detail

Verification Type

Standard Sample Size (Error Prone)
 Alternate Sample Size One (Random)
 Alternate Sample Size Two (Error Prone plus Categorical)

***Year** 20-21 ▾

Application Approved Date 10/01/2020

Exclude DRCT Applications

Exclude CEP

Include Application Detail

* Infinite Campus recommends performing a Confirmation Review prior to Generating Verification.

Confirmation Review
Generate Verification

The following table provides more information on the fields available in the Free Reduced Verification Detail editor.

Field	Description
Verification Type	The read-only selection in this area indicates which method of verification has been used. Please see the Verification Types article for logic and details on each option: <ul style="list-style-type: none"> Standard Sample Size (Error Prone) Alternate Sample Size One (Random) Alternate Sample Size Two (Error Prone Plus Categorical)
Year	The school year for which the verification is being performed. This field is read-only after the new verification has been saved.
Application Approved Date	The date by which all applications considered by this verification were approved. This field is read-only and will always be October 1st of the selected school Year.
Exclude DRCT Applications	This checkbox only applies to the Confirmation Review. The Confirmation Review will provide a list of applications that should be considered for exclusion.
Exclude CEP	When this checkbox is marked, applications from students enrolled at a CEP school are excluded from the verification pool.
Generated Date	Date on which the verification sample was created. This field is read-only.

Free Reduced Verification Application Detail Editor

This editor displays the outcome of the randomly selected applications from the verification pool based on the verification type selected.

- **Qualified** - The total number of approved applications qualified for verification.
- **Used in Sample** - The total number of applications actually selected for use in the verification sample. For more information, please refer to the Verification Types and Logic article.

Free Reduced Verification Application Detail		
Application Type	Qualified	Used in Sample
Income Error Prone Applications	<input type="text" value="0"/>	<input type="text" value="0"/>
Income Non-Error Prone Applications	<input type="text" value="2"/>	<input type="text" value="1"/>
Categorical Applications	<input type="text" value="0"/>	<input type="text" value="0"/>
Total Applications	<input type="text" value="2"/>	<input type="text" value="1"/>
Total Applications Allowed for Removal		<input type="text" value="1"/>

Application Type	Definition of "Qualified" Column Value	Definition of "Used in Sample" Column Value
Income Error Prone Applications	The total number of "error-prone" applications included in the verification pool. Some or all of these applications may be used in the verification sample.	The total number of qualified "error-prone" applications actually used in the verification sample.
Income Non-Error Prone Applications	The total number of income applications (not considered "error-prone") included in the verification pool. Some or all of these applications may be used in the verification sample.	The total number of qualified income applications (not considered "error-prone") actually used in the verification sample.
Categorical Applications	The total number of categorically-approved applications included in the verification pool. Some or all of these applications may be used in the verification sample.	The total number of qualified categorical applications actually used in the verification sample.
Total Applications	The total number of qualified applications included in the verification pool. Some of these applications are used in the verification sample.	The total number of qualified applications actually used in the verification sample.

Application Type	Definition of "Qualified" Column Value	Definition of "Used in Sample" Column Value
Total Applications Allowed for Removal	N/A	<p>The total number of applications allowed for removal.</p> <p>Per federal guidelines, 5% of the total number of applications in the verification pool are allowed for removal (a minimum of one application is always allowed for removal). The district may decide which applications to remove/replace with another from the verification pool.</p>

Free Reduced Verification End Detail

Free Reduced Verification End Detail

Verification Completed Date:

Field	Description
Verification Completed Date	Date on which the district completed the verification process.
End Verification	Clicking this button saves the Verification Completed Date and ends the verification process.

Free Reduced Verification Status Detail Editor (Pending Applications)

This editor indicates the status and details of all applications selected for the verification sample.

Free Reduced Verification Status Detail

Replace App	Action	Reference Number	App Name	Verify Status	Orig App Status	Eligibility Type	First Contact Date	Second Contact Date	Process Date	Eligibility Eff Date
1	View (Verify)	13984-A	Bostic, Margret Ann	No Response	Free	Income	<input type="text" value="05/26/2020"/> <input type="button" value="Calendar"/>	<input type="text" value="05/26/2020"/> <input type="button" value="Calendar"/>	<input type="text" value="06/18/2020"/> <input type="button" value="Calendar"/>	<input type="text" value="06/28/2020"/> <input type="button" value="Calendar"/>
Total - (1 apps)										

Column	Definition
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Column	Definition
Replace Application	<p>For pending applications, a checkbox will appear in this column and it allows the user to choose which applications to remove/replace during verification. Removing/replacing applications must be done prior to printing pre-notice letters.</p> <div style="background-color: #fff9c4; padding: 10px; margin-top: 10px;"> <p>Only a certain number of applications are allowed to be removed/replaced. This number is indicated in the Total Applications Allowed for Removal field of the Free Reduced Verification Application Detail editor. For verified applications, the Print icon will appear in this column, allowing the Verification Response letter for that household to be generated and printed.</p> </div>
Action	<p>Two links are available in this column:</p> <ul style="list-style-type: none"> • View: The View link in this column allows the user to view the household application, including student, income and application status information. • (Verify): The (Verify) link in this column allows the user to amend the household application directly within the Verification tool.
Reference Number	<p>The number link in this column allows the user to view the household application, including student, income and application status information.</p>
App Name	<p>Name of the application - either the household name or application signer's name, as set by the FRAM Preferences.</p>
Verify Status	<p>The current status of the application selected for verification. Possible values for this field include:</p> <ul style="list-style-type: none"> • Pending • No Response • Free • Reduced • Reimbursable
Orig App Status	<p>The initial eligibility determined for the household application before the verification process began.</p>
Eligibility Type	<p>The original approval determination of the application, before verification (i.e., categorical, error-prone, income).</p>
First Contact Date	<p>Date on which the 1st Pre-Notice letter was sent to household guardians.</p>
Second Contact Date	<p>Date on which the 2nd Pre-Notice letter was sent to household guardians.</p>
Process Date	<p>Date on which the verification was processed by a district staff member. If processed more than once, the most recent date will appear in this field.</p>

Column	Definition
Eligibility Eff Date	Date on which the final eligibility (as shown in the Verify Status) applies to the household.
