

# Step 2. Review and Replace Applications (FRAM)

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**Classic View:** FRAM > Verification

**Search Terms:** Verification

Once a verification has been saved, the Free Reduced Verification Status Detail editor (which displays all pending applications included in the verification sample) should be reviewed. Applications may be reviewed and replaced at this time.

## Reviewing Applications

All applications pending verification (appearing in the Free Reduced Verification Status Detail Editor) should be reviewed.

| 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 |
| Pending Applications                    |          |                  |              |               |                 |                  |                    |                     |              |                      |
| <input type="checkbox"/> 1              | (Verify) | 10178            | Wold, Lucas  | Pending       | Free            | Error Prone      |                    |                     |              |                      |
| <input type="checkbox"/> 2              | (Verify) | 10180            | Woods, Lucas | Pending       | Free            | Error Prone      |                    |                     |              |                      |

Application Detail

Application Date

Effective Date

Expiration Date

Determining Official

07/17/2015

07/17/2015

09/30/2016

Eta Lunch

School Year

Opt Out Medicaid

Opt Out SCHIP

2016

☒

☐

Ethnicity:

Race:

Permission Detail

Permission Name

Share Permission

Permission Name

Share Permission

Athletic Programs

☐ Yes ☒ No

Other School Programs

☐ Yes ☒ No

Student(s) In Household

| Name         | DOB        | School                 | Grade | Homeless/Runaway/Migrant/Foster/Head Start |
|--------------|------------|------------------------|-------|--|
| Wold, Lucas  | 03/24/2003 | Fillmore Middle School | 07    |  |
| Wold, Taylor | 03/23/2003 | Fillmore Middle School | 07    |  |

Income In Household

| Name         | DOB        | SNAP/ FDIR/TANF # | Work Earnings | Welfare, Child Support, Alimony | Pension, Retirement, Social Security | All Other Income | Total Income  |
|--------------|------------|-------------------|---------------|---------------------------------|--------------------------------------|------------------|---------------|
| Wold, Van    |            |                   |               |                                 |                                      |                  | 32,000.00 (A) |
| Wold, Lucas  | 03/24/2003 |                   |               |                                 |                                      |                  |               |
| Wold, Taylor | 03/23/2003 |                   |               |                                 |                                      |                  |               |

Application Status

| Household Income   | Household Size | Approved Eligibility | Application Status        |
|--------------------|----------------|----------------------|---------------------------|
| 32,000.00 (Annual) | 3              | Reduced              | Complete: income approval |

| Reference Number | Application Name | Override Status | Override Reason |
|------------------|------------------|-----------------|-----------------|
| 10178            | Wold, Van        |                 |                 |

Application Eligibility Approval by Student

| Name         | Approved Eligibility | Certified Type |
|--------------|----------------------|----------------|
| Wold, Lucas  | Reduced              | Income         |
| Wold, Taylor | Reduced              | Income         |

1. Select the application number link from the **Reference Number** column to review an application.
2. Review the application (this view is a read-only copy).
3. Click the **Back** button to the Verification tool.

Repeat these steps to review each application in this editor. If an application should be removed/replaced for any reason, please see the next section before proceeding.

## Replacing Applications

When appropriate, applications in the verification sample may be replaced.

The Total Applications Allowed for Removal field (on the Free Reduced Verification Application Detail editor) indicates how many applications can be removed/replaced. If an application is

removed, it is replaced by a new application from the verification pool.

1. Mark the checkbox next to all application(s) to be replaced in the **Replace App** column.

| 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 |
| Pending Applications                    |               |                  |                   |               |                 |                  |                    |                     |              |                      |
| <input checked="" type="checkbox"/> 1   | View (Verify) | 10181            | Wright, Kelle Fay | Pending       | Free            | Error Prone      |                    |                     |              |                      |
| <input type="checkbox"/> 2              | (Verify)      | 10180            | Woodie, Lynn      | Pending       | Free            | Error Prone      |                    |                     |              |                      |
| Total - (2 apps)                        |               |                  |                   |               |                 |                  |                    |                     |              |                      |

These applications will be removed/replaced when the page is saved and cannot be verified or edited once removed.

2. Click the **Save** button.

#### Result

Changes are saved and the Verification tool is refreshed with new information. Each removed application is replaced with a new application from the verification pool. New applications should be reviewed. Removed applications display at the bottom of the screen in the Replaced Applications editor.

|                                       |          |       |               |         |         |             |  |  |  |  |
|---------------------------------------|----------|-------|---------------|---------|---------|-------------|--|--|--|--|
| <input type="checkbox"/> 2            | (Verify) | 10180 | Woodie, Lynn  | Pending | Free    | Error Prone |  |  |  |  |
| Total - (2 apps)                      |          |       |               |         |         |             |  |  |  |  |
| Replaced Applications                 |          |       |               |         |         |             |  |  |  |  |
| <input checked="" type="checkbox"/> 1 |          | 10179 | Wood, Lisa A. |         | Reduced | Error Prone |  |  |  |  |
| Total - (1 apps)                      |          |       |               |         |         |             |  |  |  |  |

If you need to replace an application after [printing pre-notice letters](#), click the Delete button next to the application. The checkbox in the **Replace App** column is only available before pre-notice letters are printed. This should only be used if a household leaves the district prior to verification being completed and verification information cannot be gathered.

| 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 |  |
| Pending Applications                    |          |                  |                          |               |                 |                  |                    |                     |  |
| <input checked="" type="checkbox"/> 1   | (Verify) | 4170             | O'Neill (Sara) Household | Pending       | Reduced         | Error Prone      | 06/13/2013         |                     |  |