

Step 2. Review and Replace Applications (FRAM)

Last Modified on 06/27/2024 2:50 pm CDT

Tool Search: 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.

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

Application Detail

Application Date: 07/17/2015 Effective Date: 07/17/2015 Expiration Date: 09/30/2016 Determining Official: Eta Lunch

School Year: 2016 Opt Out Medicaid: Opt Out SCHIP:

Ethnicity: Race:

Permission Detail

Permission Name	Share Permission	Permission Name	Share Permission
Athletic Programs	<input type="radio"/> Yes <input checked="" type="radio"/> No	Other School Programs	<input type="radio"/> Yes <input checked="" type="radio"/> 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, Kalle Fay	Pending	Free	Error Prone	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> 2	View (Verify)	10180	Woods, Lynn	Pending	Free	Error Prone	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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	View (Verify)	10180	Woods, Lynn	Pending	Free	Error Prone	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total - (2 apps)										
Replaced Applications										
<input checked="" type="checkbox"/> 1		10179	Wood, Lisa A.		Reduced	Error Prone	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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
Pending Applications								
<input checked="" type="checkbox"/>	(Verify)	4170	O'Neill (Sara) Household	Pending	Reduced	Error Prone	06/13/2013	