

Excluding Household Applications

Last Modified on 03/11/2024 8:44 am CDT

Tool Search: Household Applications

You may exclude existing Meal or Educational Benefits applications if they are no longer relevant, but should be retained for historical purposes. Excluded applications are not considered by the application verification process and may not be accurate representations of current student eligibilities or household information.

When an application is excluded, its associated eligibility is revoked. Campus changes student eligibilities to those assigned by the most current application or other existing eligibility. If no current application exists, student eligibilities are considered a default status of "Paid."

If students have purchased meals using the eligibility assigned by the application, it should NOT be excluded.

Once the verification process has been started, the Exclude functionality cannot be used for any household applications. In the event an application has been selected for Verification, a notification will display when trying to use the Exclude option.

Household Applications ☆

FRAM > Application Processing > Household Applications

New

Amend

Copy Application

Delete

Exclude

Print

Household Applications

Sch Yr	Household Application	App Type	Re
20-21	Aarens, John	Meal	14 A
20-21	Aarens, John	Meal	14

issuetest81105.infinitecampus.com says

Warning: You are about to EXCLUDE a Free/Reduced Application. The student's eligibility data will also be deleted or changed. Are you sure you want to exclude this application?

OK

Cancel

Warning message that displays after the Exclude button is selected

Household Applications									
Sch Yr	Household Application	App Type	Ref #	Eligibility	Eff. Date	Exp. Date	Process Date	Determining Official	Exclude
20-21	Aarens, John	Meal	14062-A	Reduced	10/30/2020	11/01/2021	10/30/2020	System Administra	X

Example of an excluded application with an "X" in the Exclude column of the Household Applications editor.

Exclude an Application

1. Select the application to be excluded from the Household Applications editor.
2. Click the **Exclude** icon located in the action bar.

Result

A confirmation window displays.

3. Click **OK** on the confirmation window.