

Step 1. Start a New Verification (FRAM)

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Tool Search: Verification

Before You Begin

- Verify the [Verification Preferences](#) of [FRAM Preferences](#) are configured.
- Verify applications being excluded from the Verification process are marked as "excluded" on the [Household Applications](#) tool.

1. Click **New**.

Result

The Free Reduced Verification Detail editor displays.

The screenshot shows the 'Verification' tool interface. At the top, there is a breadcrumb trail: 'FRAM > Application Processing > Verification'. A blue 'New' button is highlighted with a red box and a red arrow pointing to the 'Free Reduced Verification Detail' form below. The form contains the following fields and options:

- Verification Type:**
 - Standard Sample Size (Error Prone)
 - Alternate Sample Size One (Random)
 - Alternate Sample Size Two (Error Prone plus Categorical)
- *Year:** 20-21 (dropdown menu)
- Application Approved Date:** 10/01/2020 (text input)
- Exclude DRCT Applications:**
- Exclude CEP:**
- Include Application Detail:**

At the bottom of the form, there is a note: '* Infinite Campus recommends performing a Confirmation Review prior to Generating Verification.' and two buttons: 'Confirmation Review' and 'Generate Verification'.

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

2. Select a **Verification Type**.

The standard selection for most districts is the **Standard Sample Size (Error Prone)**. The **Alternate Sample Size One (Random)** and **Alternate Sample Size Two (Error Prone Plus Categorical)** options are alternative methods of verification that require special state permission. (Please see the [Verification Types and Logic](#) article for more information.)

3. Select the school **Year** for which the verification should be performed.
4. Verify the **Application Approved Date**.

This read-only field is populated according to the school year selected in Step 3. Applications approved on or before this date are included in the verification pool.

5. Mark the **Exclude DRCT Applications** checkbox to review which applications should be removed from the Verification process.

When you select this checkbox and perform a Confirmation Review, the report will provide a list of applications that should be considered for exclusion.
When you select this checkbox and select Generate Verification, the process will exclude the applications in the database.

6. Mark the **Exclude CEP** checkbox to exclude applications from students enrolled at a CEP school from the verification pool.

Only applications where all student enrollments are at a CEP school are excluded.

7. Mark the **Include Application Detail** checkbox if you want the application details to be included on the confirmation and validation reports.
8. Click **Confirmation Review** to perform a final review of all qualified applications prior to generating the Verification sample.

Result

The Confirmation Review Report (PDF) displays.

100 Plainview Schools District Generated on 03/13/2016 11:04:31 AM Page 1 of 2		Confirmation Review Report				
THIS IS A TEST. NO DATA IS WRITTEN TO THE DATABASE						
Summary of Applications included in Verification						
Application Type		Qualified		Used in Sample		
Income Error-Prone Applications		0		0		
Income Non-Error Prone Applications		41		2		
Categorical Applications		0		0		
Total		41		2		
Applications Considered for Exclusion						
Reference #	Application Name	Children	POS Eligibility/Certified Type	CEP		
666	Amis, Nina	Amis, Amarantha	Paid/Override			
745	Dfam, Dave	Dfam, Shawn	Paid/Override			
Applications Included in Verification						
Reference #	Application Name	Approved Status	Error Prone	Eligibility	Effective Date	Expiration Date
594	Aasland, Leo	Income		Reduced	07/10/2015	09/30/2016
668-V	Amis, Genevieve	Income		Reduced	07/10/2015	09/30/2016
818-A	Arterton, Ned	Income		Reduced	10/01/2015	09/30/2016
598	Babel, Faisal	Income		Reduced	07/10/2015	09/30/2016
599-A	Bachmann, Estelle	Income		Free	07/10/2015	09/30/2016
604	Bales, Marlon	Income		Reduced	07/10/2015	09/30/2016
696-V	Chamberlaine, Ellery	Income		Free	07/10/2015	09/30/2016
697	Chameau, Clara	Income		Reduced	07/10/2015	09/30/2016
719	Cley, Courtney	Income		Reduced	07/10/2015	09/30/2016
721-V	Crabbe, Ann	Income		Reduced	07/10/2015	09/30/2016

This section only displays if the Include Application Detail checkbox is marked.

9. Click **Generate Verification**.

Result

The Validation Report displays and the Free Reduced Verification Status Detail editor (which displays all pending applications included in the verification sample) also displays on the Verification tab.

To continue the verification process, go to [Step 2. Review and Replace Applications \(FRAM\)](#). See the [Verification Screen Examples and Field Definitions](#) article for more information about the new editors and fields that display after generating a verification.