

Step 4. Verify Applications (FRAM)

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Tool Search: Verification

The FRAM Verification tool helps districts complete the required, yearly process of verifying a percentage of approved, free/reduced applications. Applications with the status **No Response** should NOT be verified.

Applications are verified when an application signer submits the documentation requested through the verification process (usually in response to the 1st or 2nd Pre-Notice letter). A list of verified, pending, and replaced applications appears in the Free/Reduced Verification Status Detail area.

| If... | Then... |
|---|---|
| the household responded that they "do not want to participate any more" | <ol style="list-style-type: none"> 1. Click Verify. 2. Change the Effective Date to be 10 days out. 3. Enter the Override Status of <i>Paid</i>. 4. Enter "Does not want to participate in the program" in the Override Reason text box. |
| the local SNAP office has verified that a household DID NOT receive SNAP benefits | <p>remove the benefit number.</p> <p>If the household provided income information, enter the information and the application will be complete.</p> <p>If there is no income information, select the Override Status <i>Free</i>. Enter "No income" in the Override Reason text box.</p> <p>Make sure all paperwork is kept in the verification file in the event that the auditor needs to know what happened.</p> |

Applications may be verified more than one time.

1. Click the **Verify** link next to the application.

Result

The Verify Application Detail, Verify Student(s) in Household, and Verify Income in Household editors display.

▶ [Click here to expand...](#)

| 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 | 13984-A | | No Response | Free | Income | 05/26/2020 | 05/26/2020 | 06/18/2020 | 06/28/2020 |
| Total - (1 apps) | | | | | | | | | | |

Verify Application Type

Meal Benefits Application
 Educational Benefits Application

Verify Application Detail

| | | | |
|---|---|--|--|
| *Application Date <input type="text" value="07/01/2019"/> | *Effective Date <input type="text"/> | *Expiration Date <input type="text" value="10/30/2020"/> | Determining Official <input type="text" value="System Administrator"/> |
| School Year <input type="text" value="19-20"/> | *Opt Out Medicaid <input type="radio"/> Yes <input checked="" type="radio"/> No | *Opt Out SCHIP <input type="radio"/> Yes <input checked="" type="radio"/> No | |

Permission Detail

| | | | |
|------------------------|---|------------------------|---|
| Permission Name | Share Permission | Permission Name | Share Permission |
| Gym | <input type="radio"/> Yes <input checked="" type="radio"/> No | Admin | <input type="radio"/> Yes <input checked="" type="radio"/> No |

Race & Ethnicity Detail

| | |
|--|---|
| Ethnicity (check one) <input type="radio"/> Hispanic or Latino <input type="radio"/> Not Hispanic or Latino <input checked="" type="radio"/> No Response | Race (check one or more) <input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> White |
|--|---|

Verify Student(s) In Household

| Current Eligibility | Name | DOB | School | Grade | Homeless/Foster/Runaway/Migrant/Head Start |
|---|--|---|----------------------|----------------------|--|
| <input checked="" type="checkbox"/> Paid Income | <input type="checkbox"/> Wellman, Madison Louise | <input type="text" value="03/03/2005"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="button" value="Remove"/> | | | | | |

Verify Case Number for Household

Case Number:

Verify Income In Household

| App Sign | Name | DOB | SNAP/ FDPIR/TANF # | No Income | Work | Welfare, CS, Alimony | Pension, Retirement, SS | Other Income | |
|---|--------------------------|---|----------------------|-------------------------------------|--|----------------------|-------------------------|----------------------|--|
| <input type="radio"/> | <input type="checkbox"/> | <input type="text" value="03/03/2005"/> | <input type="text"/> | <input type="checkbox"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | |
| <input type="radio"/> | <input type="checkbox"/> | <input type="text" value="11/01/1994"/> | <input type="text"/> | <input type="checkbox"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | |
| <input checked="" type="radio"/> | <input type="checkbox"/> | <input type="text" value="01/05/1966"/> | <input type="text"/> | <input checked="" type="checkbox"/> | <input type="text" value="1100.00"/> M | <input type="text"/> | <input type="text"/> | <input type="text"/> | |
| Application Signed <input checked="" type="checkbox"/> Last 4 digits <input type="text" value="1111"/> No Signer SSN <input type="checkbox"/> | | | | | | | | | |
| <input type="radio"/> | <input type="checkbox"/> | <input type="text" value="11/01/1994"/> | <input type="text"/> | <input type="checkbox"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | |
| <input type="radio"/> | <input type="checkbox"/> | <input type="text" value="10/16/1964"/> | <input type="text"/> | <input type="checkbox"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | |
| <input type="button" value="Remove"/> <input type="button" value="Add Student"/> | | | | | | | | | |
| Last Name <input type="text"/> | | | | | First Name <input type="text"/> | | | | |
| <input type="button" value="Quick Add"/> | | | | | | | | | |

Verify Application Status

| | | | |
|--|---|--|---|
| Household Income <input type="text" value="1,100.00 (Monthly)"/> | Household Size <input type="text" value="5"/> | Approved Eligibility <input type="text" value="Free"/> | Application Status <input type="text" value="Complete: income approval"/> |
|--|---|--|---|

| | | | |
|--|--------------------------------|--------------------------|--|
| Reference Number 13984-V1 | Application Name [Redacted] | Override Status Paid | Override Reason No response from verification |
| Verify Application Eligibility Approval by Student | | | |
| Name [Redacted] | Approved Eligibility Free | Certified Type Income | |

2. Compare the existing data with the data that the application signer submitted.

| If... | Then.. |
|--|---|
| no discrepancies are found during the verification | Process the verification as is. |
| discrepancies are found during the verification | Make adjustments to the application on this screen then process the verification. This screen allows you to complete the following tasks: <ul style="list-style-type: none"> ◦ Remove students and/or household members. ◦ Adjust income levels. ◦ Update student information. ◦ Add students and household members using the Find New Person button or the Quick Add button. |
| you want to exit without completing the verification | Click the Back button to exit the editor. Changes will not be saved. |

- Verify/adjust the **Effective Date**. If the application has changed, the Effective Date is the date the changes will go into effect. If there is a reduction in benefits requiring a 10-day notice of adverse action, the Effective Date must be adjusted.
- Enter an **Application Date**. If the application has changed, this is the date the application is being verified.
- Select the **Process** button in the action bar to save the verification.

Result

The Verification screen reappears. The newly verified application is listed in the Verified Applications editor, below the remaining pending applications, at the bottom of the screen. The eligibility value in the **Verify Status** column is updated and the current date is auto populated in the **Process Date** and **Eligibility Eff Date** columns.

| 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 | (Verify) | 10180 | Alvarez, Lynn | Pending | Free | Error Prone | 10/30/2011 | | | |
| Total - (1 apps) | | | | | | | | | | | |
| Verified Applications | | | | | | | | | | | |
| <input type="checkbox"/> | 1 | View (Verify) | 10178 | Alvarez, Sara J | Free | Free | Error Prone | 10/30/2011 | | 10/30/2011 | 11/02/2011 |
| Total - (1 apps) | | | | | | | | | | | |
| Replaced Applications | | | | | | | | | | | |
| <input checked="" type="checkbox"/> | 1 | | 10181 | Alvarez, Kaiti Fay | | Free | Error Prone | | | | |
| Total - (1 apps) | | | | | | | | | | | |

Verified Application Example

