Step 3. Print Pre-Notice Letters (FRAM)

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Tool Search: Verification

Printing this letter officially begins the verification process. If you do not want to use the Campus default templates for Pre-Notice letters, custom letters may be created in FRAM Communication.

Printing 1st Pre-Notice Letter

After applications have been reviewed and removed/replaced as necessary, the 1st Pre-Notice Letters can be printed and sent to households.

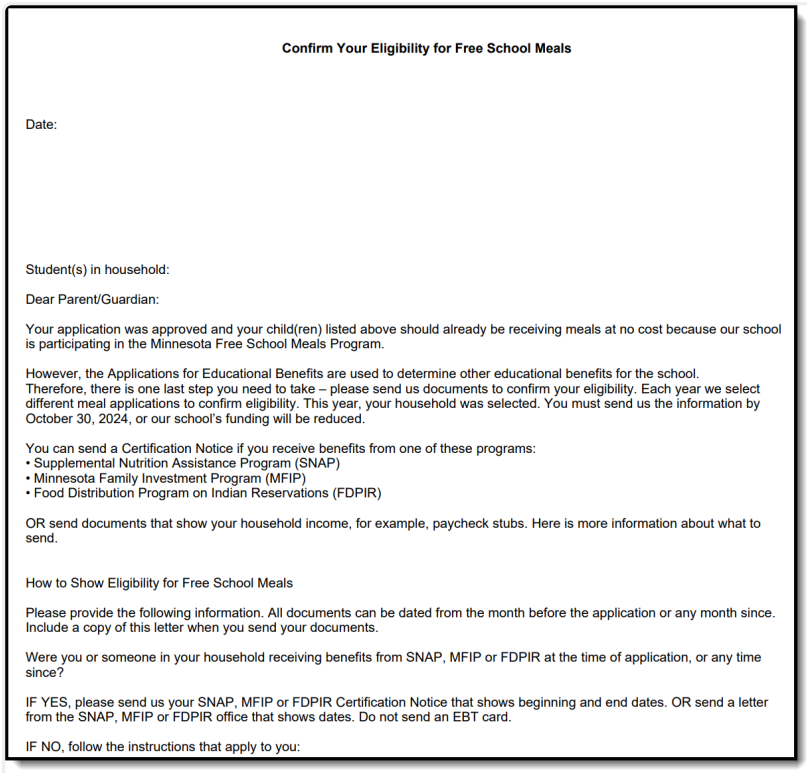
A letter is generated for each pending application in the verification sample and is addressed to the application signer.

> Modify the **Due Date** field on the Verification Preferences in FRAM Preferences to indicate the date by which the requested verification materials should be returned to the district. This date is inserted in the second (date) field of the Pre-Notice letter.

1. Click **View** for the verification for which the 1st Pre-Notice letter should be printed is selected.
2. Select **1st Pre Notice** from Print Type.



3. Click **Print**.
   Result
   The letter is displayed in a new tab.



Confirm Your Eligibility for Free School Meals

Date:

Student(s) in household:

Dear Parent/Guardian:

Your application was approved and your child(ren) listed above should already be receiving meals at no cost because our school is participating in the Minnesota Free School Meals Program.

However, the Applications for Educational Benefits are used to determine other educational benefits for the school. Therefore, there is one last step you need to take – please send us documents to confirm your eligibility. Each year we select different meal applications to confirm eligibility. This year, your household was selected. You must send us the information by October 30, 2024, or our school's funding will be reduced.

You can send a Certification Notice if you receive benefits from one of these programs:
• Supplemental Nutrition Assistance Program (SNAP)
• Minnesota Family Investment Program (MFIP)
• Food Distribution Program on Indian Reservations (FDPIR)

OR send documents that show your household income, for example, paycheck stubs. Here is more information about what to send.

How to Show Eligibility for Free School Meals

Please provide the following information. All documents can be dated from the month before the application or any month since. Include a copy of this letter when you send your documents.

Were you or someone in your household receiving benefits from SNAP, MFIP or FDPIR at the time of application, or any time since?

IF YES, please send us your SNAP, MFIP or FDPIR Certification Notice that shows beginning and end dates. OR send a letter from the SNAP, MFIP or FDPIR office that shows dates. Do not send an EBT card.

IF NO, follow the instructions that apply to you:

Sample Pre-Notice Letter

The date on which the 1st Pre-Notice letter is generated will be populated in the **1st Contact Date** fields of the Application Status for each application.

If you need to replace an application after printing pre-notice letters, click the Replace button next to the application. This should only be used if a household leaves the district prior to verification being completed and verification information cannot be gathered.