

Step 3. Print Pre-Notice Letters (FRAM)

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Tool Search: Verification

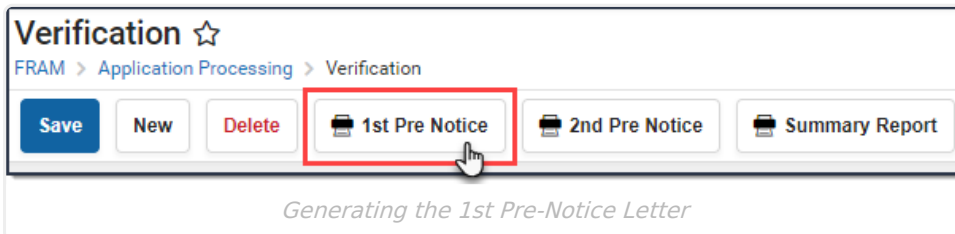
Printing this letter officially begins the verification process. If you do not want to use the Campus default templates for Pre-Notice letters, custom letters may be created in [FRAM Communication](#).

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. Verify the verification for which the 1st Pre-Notice letter should be printed is selected.
2. Click the print icon for the **1st Pre-Notice** letter in the action bar.

Result

The letter displays.

WE MUST CHECK YOUR APPLICATION

You must send the information we need, or contact Susan Jones by 09/01/2011, or your children will stop getting free or reduced price meals.

CAMPUS

Dear Parent or Guardian: Lynn [Redacted] Date: 06/24/2011

We are checking your Free and Reduced Price School Meals Application. Federal rules require that we do this to make sure only eligible children get free or reduced price meals. You must send us information to prove that [Redacted] is eligible. If possible, send copies, not original papers. If you do send originals, they will be sent back to you only if you ask.

1. If you were getting SNAP or TANF when you applied for free or reduced price meals, or at any time since then, send us a copy of one of these:

- SNAP or TANF Certification Notice that shows dates of certification.
- Letter from SNAP or Welfare Office that says you have gotten SNAP or TANF.
- Do not send your EBT card.

2. If you get this letter for a homeless, migrant or runaway child, please contact, the school, David Williams (Homeless coordinator), Ann Brown (Migrant coordinator), or Ben Thompson (Runaway coordinator) for help.

3. IF THE CHILD IS A FOSTER CHILD:

- Provide written documentation that verifies the child is the legal responsibility of the agency or court or provide the name and contact information for a person at the agency or court who can verify that the child is a foster child.

4. IF NO ONE IN YOUR HOUSEHOLD RECEIVES State SNAP or State TANF or FDIPIR benefits:

- Send this page along with papers that show the amount of money your household receives from each source of income.
- The papers you send must show the name of the person who received the income, the date it was received, how much was received, and how often it was received. Send information to: 4321 109th Ave NE, Blaine, MN 55449.

Acceptable papers include:

Jobs: Paycheck stub or pay envelope that shows the amount and how often pay is received; letter from employer stating gross wages and how often they are paid; or business or farming papers, such as ledger or tax books.

Social Security, Pensions, or Retirement: Social Security retirement benefit letter, statement of benefits received, or pension award notice.

Unemployment, Disability, or Worker's Comp: Notice of eligibility from State employment security office, check stub, or letter from Worker's Compensation.

Welfare Payments: Benefit letter from welfare agency.

Child Support or Alimony: Court decree, agreement, or copies of checks received.

Other income (such as rental income): Information that shows the amount of income received, how often it is received, and the date received.

No income: A brief note explaining how you provide food, clothing and housing for your household, and when you expect an income.

Military Housing Privatization Initiative: Letter or rental contract showing that your housing is part of the Military Housing Privatization Initiative.

Sample Pre-Notice Letter

The date on which the 1st Pre-Notice letter is generated will be populated in the **First Contact Date** fields of the Free Reduced Verification Status Detail editor for each application.

If you need to replace an application after printing pre-notice letters, click the Delete 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. The checkbox in the **Replace App** column is only available before pre-notice letters are printed.

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"/>	1	(Verify) 4170	O'Neill (Sara) Household	Pending	Reduced	Error Prone	06/13/2013	

