Step 5. Print 2nd Pre-Notice Letters (FRAM)

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Tool Search: Verification

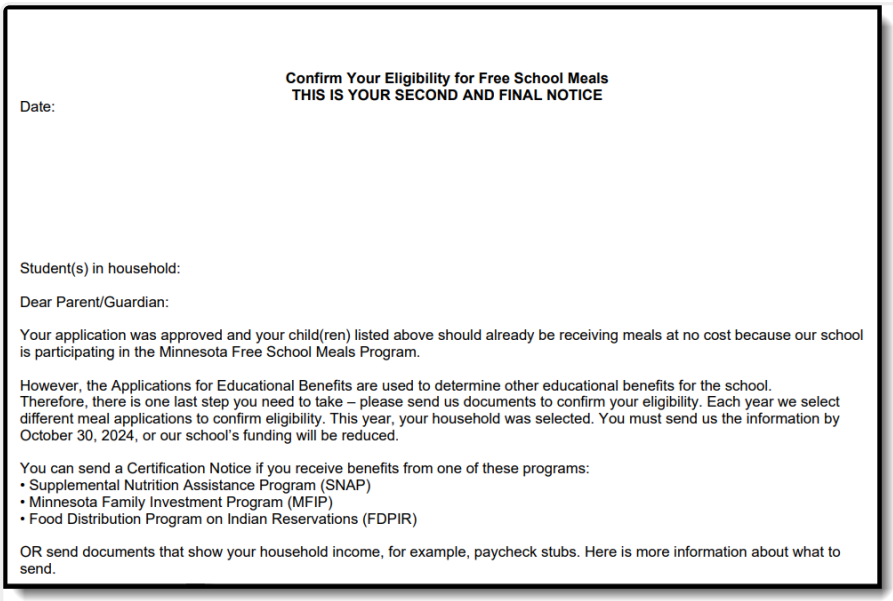
A second notice must be delivered to unresponsive households in which eligibilities are changing. This notification can be delivered via phone or generated and sent through the **2nd Pre Notice** Print Type. If the notification is delivered via phone instead of a letter, you may enter a date in the 2nd Contact Date field for reference purposes; otherwise, it is automatically populated when the 2nd Pre Notice is generated.

Modify the **Due Date** field on the Verification 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. Allow for return and processing time before the November 15 deadline.

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



3. Click the **Print**.
   Result
   The letter is generated for households that have not been verified yet.



Confirm Your Eligibility for Free School Meals
THIS IS YOUR SECOND AND FINAL NOTICE

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.

Sample Pre-Notice Letter