Pending Online Applications

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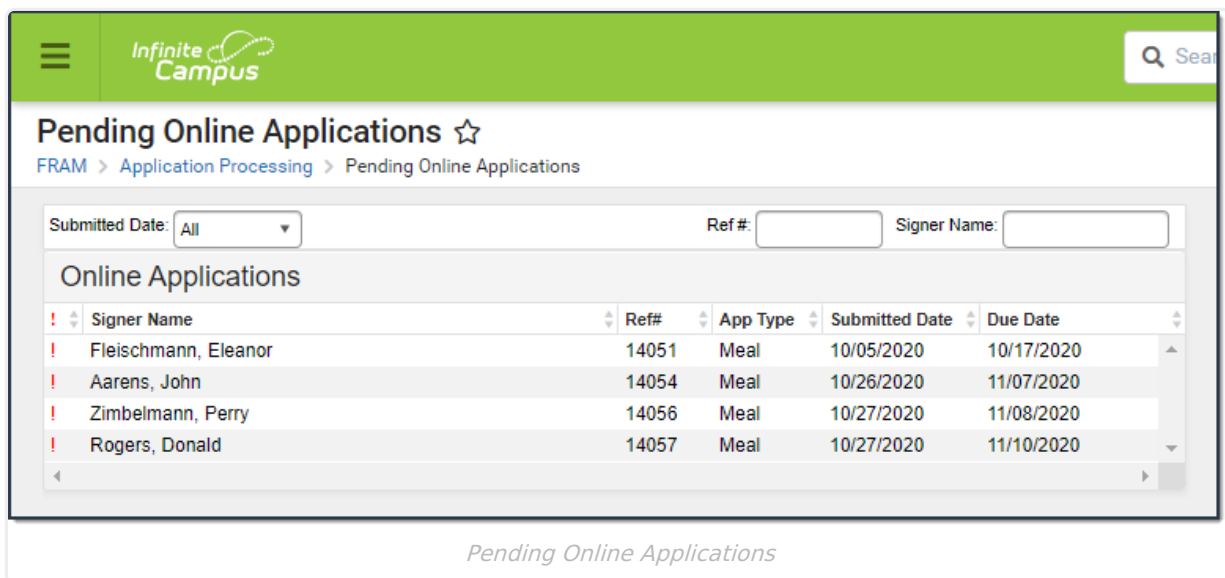
Important Information About This Tool | Inbox Messages for Application Signers | View Pending Online Applications | Print a Detailed Report of the Application | Search for a Specific Pending Online Application | Process an Online Application | Suspend an Online Application

Classic View: FRAM > Online Applications

Search Terms: Pending

The Online Applications tool allows district FRAM processors to process online Meal Benefits Applications submitted to the district via the Portal.

What can I do?	What do I need to know?
- View Pending Online Applications - Print a Detailed Report of the Application - Search for a Specific Pending Online Application - Process an Online Application - Suspend an Online Application	- Important Information About This Tool - Inbox Messages for Application Signers

Pending Online Applications

Important Information About This Tool

- District employees marked as a **FRAM Processor** are allowed to process Educational Benefits and Meal Benefits Applications. FRAM Processors will receive a Process Alert message indicating an application is ready for processing. Selecting the link within the message directs the user to the application.
- The *FRAM Processor Locked Time* FRAM Preference indicates the number of minutes a FRAM Processor is able to work on processing a Online Meal Benefits Application submitted via the
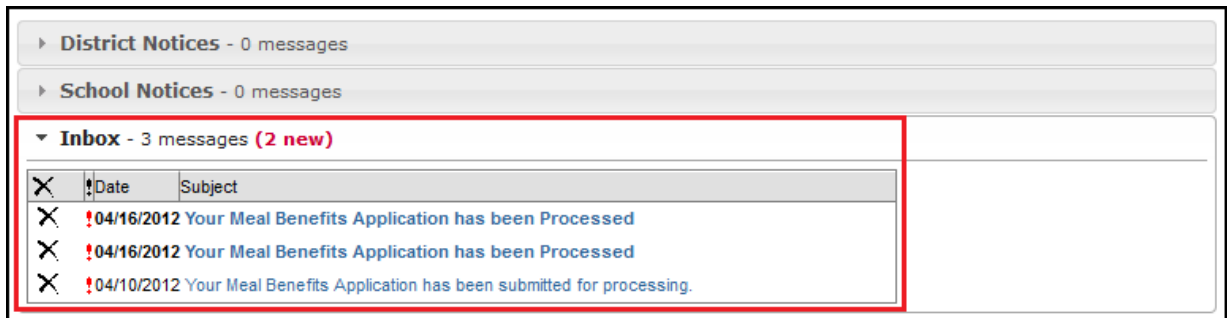
Portal before other FRAM Processors are allowed to open and process the online Meal Benefits application.

- The FRAM Processor should **suspend** the application if:
    - the signer submitted multiple online applications.
    - the signer submitted an online application and a paper application and the paper application was already processed.
    - students in the household already have an eligibility for the current school year (i.e., directly certified).
- Campus considers the Eligibility Effective date when populating the student's school in the Verify Student(s) in Household section of the application. If there are overlapping enrollments within the same calendar year, Campus uses the school from the most recent enrollment.

Inbox Messages for Application Signers

Once the application signer submits their application to the district they receive an Inbox message indicating the action as well as information about the application reference number and any specific district-entered instructions.

Once the application is processed by a district FRAM Processor, the application signer receives an Inbox message indicating their application has been processed as well as an Approval/Denial Letter, if established within FRAM Preferences.

View Pending Online Applications

Application processors can view and sort pending applications in the Pending Application tool. Once an application signer submits their Meal Benefits Application to the district, the application appears in the Online Applications window in the Pending Applications tool.

To view details about a pending application, select the application within the Online Applications window.

Pending Online Applications ☆
FRAM > Application Processing > Pending Online Applications

Begin Process **Suspend** 🖨 **Detail Report**

Online Applications

!	Signer Name	Ref#	App Type	Submitted Date	Due Date
!	Fleischmann, Eleanor	14051	Meal	10/05/2020	10/17/2020
!	Aarens, John	14054	Meal	10/26/2020	11/07/2020
!	Zimbelmann, Perry	14056	Meal	10/27/2020	11/08/2020
!	Rogers, Donald	14057	Meal	10/27/2020	11/10/2020

Submitted Application Detail

School Year:	20-21	**Signer Name:**	Fleischmann, Eleanor	**Reference Number:**	14051
Submitted Date:	10/05/2020 11:22:00 AM	**SSN Last 4 Digits:**	No Signer SSN	**Household Size:**	9
Received Date:	10/05/2020 11:22:00 AM	**IP Address:**	10.26.245.7	**Total Household Income:**	$45,000.00 (Y)
Ethnicity:		**Race:**			
Omit Sharing:	No				

Opt Out Medicaid: Yes   **Opt Out SCHIP:** Yes   **Backpack Meals:** No   **Book Program:** No

Student(s) In Household

Name	Gender	DOB	School	Grade	Homeless/Runaway/Migrant/Foster/Head Start
Fleischmann, Brady	M	12/24/2010	STEM Academy	4	
Fleischmann, Brian	M	12/24/2010	STEM Academy	4	
Fleischmann, Catherine	F	05/10/2003	Harrison High School	12	
Fleischmann, Karl	M				
Fleischmann, Kristen	F	05/01/2005	Harrison High School	10	
Fleischmann, Troy	M	08/25/2012	STEM Academy	3	
Zimmer, Henry	M	02/22/2013	STEM Academy	4	Foster

Case Number

Case Number:

All Household Members

Name	Work	Welfare, CS, Alimony	Pension, Retirement, SS	Other Income	Total Income
Fleischmann, Amelia					NO INCOME
Fleischmann, Brady					
Fleischmann, Brian					

Pending Applications

Print a Detailed Report of the Application

To generate a PDF version of application details, click the **Detail Report** button.

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123 Main Street, Metro City, MN 55555
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Pending Application Detail

Submitted Application Detail

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Submitted Date:	10/05/2020 11:22:00 AM	SSN Last 4 Digits:	No Signer SSN	Toal Household Size:	9
Received Date:	10/05/2020 11:22:00 AM	IP Address:	10.26.245.7	Total Household Income:	$45,000.00(Yearly)

Omit Sharing: No
Opt Out Medicaid: Yes, **Opt Out SCHIP:** Yes, **Backpack Meals:** No, **Book Program:** No,
Ethnicity: Race:

Student(s) In Household

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Zimmer, Henry	M	02/22/2013	STEM Academy	4	Foster

Case Number for Household

Case Number:

All Household Members

Name	SNAP/ FDPIR/TANF#	Work	Welfare, CS, Alimony	Pension, Retirement, SS	Other Income	Total Income
Fleischmann, Amelia						*NO INCOME*
Fleischmann, Brady						
Fleischmann, Brian						
Fleischmann, Catherine						
Fleischmann, Eleanor (Signer)		$45,000.00 (Y)				$45,000.00 (Y)
Fleischmann, Karl						
Fleischmann, Kristen						
Fleischmann, Troy						
Zimmer, Henry						

Pending Application Detail Report

Search for a Specific Pending Online Application

You can search for a specific pending application by entering the application Ref # or Signer Name and pressing Enter. Matching search results appear in the Online Application window.

Searching for a Specific Pending Application

Process an Online Application

Once an application is submitted to the district, the application must be processed by a FRAM Processor.

1. Select an application from the Online Applications window or search for a specific application using the Ref # or Signer Name fields in the upper right-hand corner then click the **Begin Process** button.

    Result
    All application details are presented for review.

2. Review the application and if necessary, modify the *Effective Date*, *Expiration Date* and manually add students to the household by selecting the **Find Person** button next to their name.

Community Eligibility Provision (CEP)

▶ Click here to expand...

When at least one school has a provision like CEP set within System Administration > Resources > School in addition to having Provision Preferences set up in the FRAM Preferences tool, FRAM Processors must first verify the application type when processing an online application.

> If a person was added to the household by the application signer during the application process, the person must be identified within Campus before the application can be processed.
>
> ▸ Click here to expand...
>
> To find the added household member within Campus, select the **Find Person** button next to the person's name. The Person Search tool appears. Enter search criteria and select the **Search** button. People matching search criteria appear to the right. Select the person and click the **Replace Student** button. The person manually added to the application is now tied to their Campus account.

3. Once the application is reviewed, select the **Process** button.
   Result
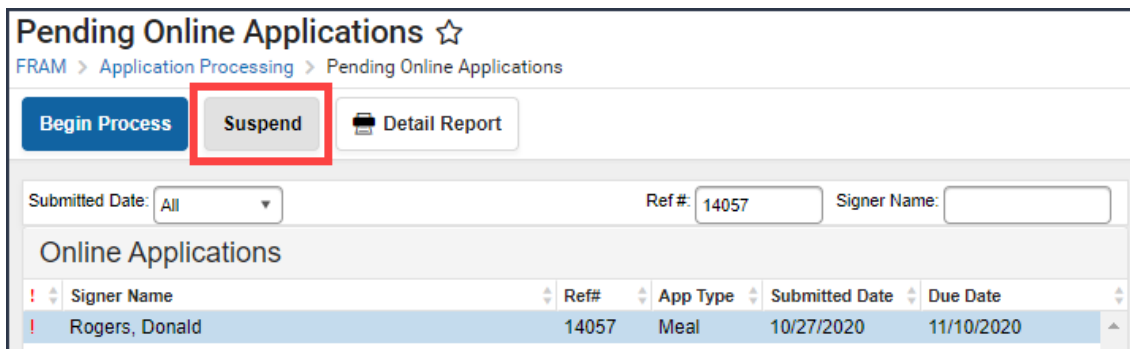   A confirmation window displays. Click **OK** if you want to print the Approval/Denial Letter. The processed application now appears in the Processed Application tool by year where users can review application details and print a detailed report of application information. The processed application indicates the application was processed and the Processed Status. The information displayed is the original information submitted by the application signer. By law, this information cannot be deleted or edited. To see more information about the processed application, the FRAM Processor can view the application on the Household Applications tool.

Suspend an Online Application

If an application is incorrect or a duplicate submission, the application can be suspended.

> Once an application is suspended it cannot be processed. The suspended application is only accessible in the Processed Applications tool.

To suspend an application, select the application from the Pending Applications window, click the **Suspend** button, enter a Suspending Comment, then click **Save**. Once an application is suspended it is moved to the Processed Applications tool where it can no longer be processed.