

Printing Eligibility Notification Letters

Last Modified on 10/21/2024 8:21 am CDT

Tool Search: Household Applications

You can generate a letter to send to parents/guardians indicating whether a household was approved (eligible) or denied (not eligible) for meal benefits. Immediately after [processing a household application](#), Campus prompts you to print the approval/denial letter. You can also print the approval/denial letter directly from the Household Applications editor.

- FRAM letters are addressed and sent to the address with the **Mailing** checkbox marked on the household [Address](#) tool.
- See the [FRAM Communication](#) article for modifying and printing FRAM letters using pre-defined letter templates.
- See the [FRAM Letter Batch Report](#) article for batch printing notification letters.
- Letters cannot be generated for Educational Benefits applications.

Printing from the Household Applications Editor

To print an approval/denial notification letter, click View for the application. Click the **Print Approval/Denial Letter** button.

SCHOOL YEAR	APPLICATION TYPE	REFERENCE NUMBER	ELIGIBILITY	EFFECTIVE DATE	EXPIRATION DATE	EXCLUDE	ONLINE APPLICATION	ACTION
24-25	Meal Benefits	975	Paid	7/5/24	9/28/25			View
23-24	Meal Benefits	967	Free	6/12/24	9/24/24			View

Click the **Print Approval/Denial Letter** button.

The letter is generated in PDF format in a new window and automatically populates the names and the eligibility of students in the household.

Example Approval/Denial Letter

**NOTIFICATION OF APPROVAL OR DENIAL
FOR FREE OR REDUCED-PRICED BENEFITS**

Date: 06/24/2024

Rodacker, Alden
2310 Onyx Court
Blaine, MN 55449

Dear Parent or Guardian:

Your application for free or reduced price meals for your child or children is:

Student(s) in household: **Tiesha Rodacker, Sol Rodacker**

- Approved and Effective 07/05/2024 until 09/28/2025
 - Free Breakfast
 - Free Lunch
 - Reduced Breakfast
 - Reduced Lunch
- Denied for the following reason(s)
 - Total household income exceeds income eligibility
 - Application is incomplete. Complete and return the enclosed application. The following information is missing:
 - Individual household member's income by source
 - Names of all household members
 - Signature of adult household member
 - Social Security number of adult signing the application or an indication he/she does not have one
 - Other:

You may reapply for benefits at any time during the school year. If you are not eligible now but have a decrease in household income, become employed, or have an increase in household size, you may fill out another application at that time.

If you do not agree with the denial, you may discuss it with a school official. If you wish to review the decision further you have a right to a fair hearing. This can be done by contacting (Hearing Official Name, Address, City, State, Zip at (phone number).

Sincerely,

Anita Jones-Torres
Plainview School District Service Center
1849 School Rd
Plainview MN 50001
612-555-8461

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