

## **Printing Eligibility Notification Letters**

Last Modified on 07/31/2025 3:48 pm CD7

Tool Search: Household Applications

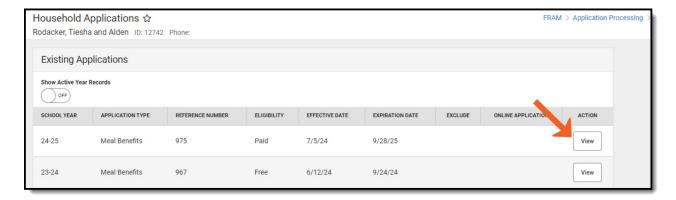
You can generate a letter to send to parents/guardians indicating whether a household was approved (eligible) or denied (not eligible) for meal benefits. Immediately after <u>processing a household application</u>, Campus prompts you to print the approval/denial letter. You can also print the approval/denial 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 <u>FRAM Communication</u> article for modifying and printing FRAM letters using predefined letter templates.
- See the <u>FRAM Letter Batch Report</u> article for batch printing notification letters.
- Letters cannot be generated for Educational Benefits applications.

See the <u>FRAM Application Processing Tool Rights</u> article to learn about tool rights needed to use this and related tools.

## **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.



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**

Date: 06/24/2024	NOTIFICATION OF APPROVAL OR DENIAL FOR FREE OR REDUCED-PRICED BENEFITS
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	
<ul> <li>Individual household member</li> <li>Names of all household mem</li> <li>Signature of adult household</li> </ul>	lete and return the enclosed application. The following information is missing: 's income by source bers
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.	
	may discuss it with a school official. If you wish to review the decision further you have a 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	
In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.	