

Printing Eligibility Notification Letters

Last Modified on 12/14/2025 8:45 pm CST

Tool Search: Household Applications

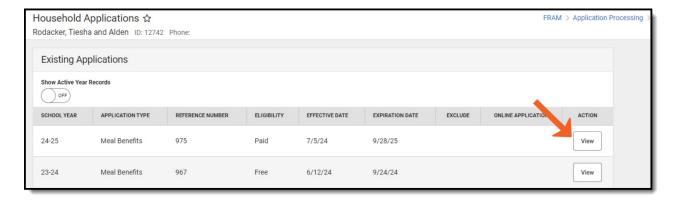
You can generate a letter to send to parents/guardians indicating whether a household was approved (eligible) or denied (not eligible) for meal benefits. Immediately after <u>processing a household application</u>, Campus prompts you to print the approval/denial letter. You can also print the approval/denial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

- FRAM letters are addressed and sent to the address with the **Mailing** checkbox marked on the household <u>Address</u> 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.



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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 □ Free Breakfast □ Free Lunch ■ Reduced Breakfast ■ Reduced Lunch	<u>until</u> 09/28/2025
Individual household memberNames of all household memSignature of adult household	lete and return the enclosed application. The following information is missing: r's income by source abers
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 Cente 1849 School Rd Plainview MN 50001 612-555-8461	er
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