

## **Printing Eligibility Notification Letters**

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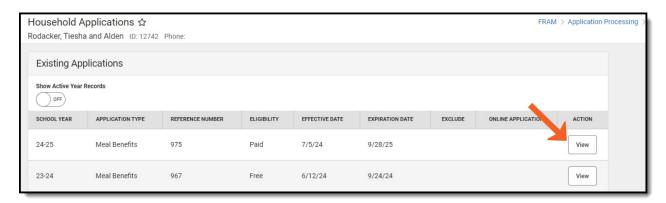
Tool Search: Household Applications

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 predefined 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.



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

Rodacker, Alden 2310 Onyx Court Blaine, MN 55449

Date: 06/24/2024

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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