

# 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 pre-defined letter templates.
- See the [FRAM Letter Batch Report](#) article for batch printing notification letters.
- Letters cannot be generated for Educational Benefits applications.

See the [FRAM Application Processing Tool Rights](#) 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.

Household Applications ☆ FRAM > Application Processing >

Rodacker, Tiesha and Alden ID: 12742 Phone:

Existing Applications

Show Active Year Records ☐ OFF

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			<a href="#">View</a>
23-24	Meal Benefits	967	Free	6/12/24	9/24/24			<a href="#">View</a>

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

[New](#)
[Amend](#)
[Copy](#)
[Delete](#)
[Exclude](#)
[Close](#)
[Print Approval/Denial Letter](#)

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