

Removing People from a Household Application

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Tool Search: Household Applications

Household members may be removed from the application. The household members on the Meal or Educational Benefits Application must match what was submitted on the paper application.

See the [FRAM Application Processing Tool Rights](#) article to learn about tool rights needed to use this and related tools.

Moving Students

If a person listed in Student Details is no longer a student in your district *but still is listed on the household application* (such as a graduated student living at home), use the **Add Person from Census** in the Household Income Details to search for them. Selecting to add them moves them to the Member Information.

The screenshot shows the 'Household Applications' page. At the top, it displays 'Case Number (NOT EBT Number):' and 'Gellenberg ID: 4475 Phone: (555)555-4475'. The main section is titled 'Household Income Details' and contains five income categories: MEMBER INFORMATION, WORK INCOME, WELFARE, CHILD SUPPORT, OR ALIMONY INCOME, PENSION, RETIREMENT, OR SOCIAL SECURITY INCOME, and OTHER INCOME. Each category has fields for 'Name', 'Income', 'Frequency', and 'Income'. Below this is a section for 'Add Person from Census' with fields for 'First Name' and 'Last Name', and a 'Quick Add' button. To the right, a sidebar titled 'Add Person from Census' features a search bar with 'Person Search...' and a magnifying glass icon, and a 'Search for Person' button.

Removing Students

If a student is no longer part of the household, the student may be removed by clicking the **Remove Student** button.

Student Details

CURRENT ELIGIBILITY	NAME	BIRTH DATE	GRADE	SCHOOL	STUDENT INDICATOR <small>i</small>	ACTION
23-24 FREE CATEGORICAL	Abegg, Colton	2/1/18	KG	Arthur Elementary	<input type="button" value="▼"/>	<input type="checkbox"/> Remove Student
	Abegg, Lillian	2/28/09	10	Harrison High	<input type="button" value="▼"/>	<input type="checkbox"/> Remove Student

Removed students will not be assigned the eligibility determined for the household by the application nor count as part of the household size to determine income-based eligibility.

Removing Household Members

To remove a person from the household, select the **Remove Person** button in the Household Income Details.

MEMBER INFORMATION	WORK INCOME	WELFARE, CHILD SUPPORT, OR ALIMONY INCOME	PENSION, RETIREMENT, OR SOCIAL SECURITY INCOME	OTHER INCOME	ACTION
Name: Abegg, Glissa	Income: <input type="text" value="\$"/> Frequency: <input type="button" value="▼"/>	Income: <input type="text" value="\$"/> Frequency: <input type="button" value="▼"/>	Income: <input type="text" value="\$"/> Frequency: <input type="button" value="▼"/>	Income: <input type="text" value="\$"/> Frequency: <input type="button" value="▼"/>	<input type="checkbox"/> Remove Person
Name: Abegg, Ryo W Birth Date: 2/27/01	Income: <input type="text" value="\$"/> Frequency: <input type="button" value="▼"/>	Income: <input type="text" value="\$"/> Frequency: <input type="button" value="▼"/>	Income: <input type="text" value="\$"/> Frequency: <input type="button" value="▼"/>	Income: <input type="text" value="\$"/> Frequency: <input type="button" value="▼"/>	<input type="checkbox"/> Remove Person
Name: Abegg, Harrison	Income: <input type="text" value="\$67,600"/> Frequency: (Required) <input type="button" value="Annual"/>	Income: <input type="text" value="\$"/> Frequency: <input type="button" value="▼"/>	Income: <input type="text" value="\$"/> Frequency: <input type="button" value="▼"/>	Income: <input type="text" value="\$"/> Frequency: <input type="button" value="▼"/>	<input type="checkbox"/> Remove Person