

Removing People from a Household Application

Last Modified on 10/21/2024 8:21 am CDT

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.

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' form for Gellenberg. The 'Add Person from Census' button is highlighted with a red box. The form includes sections for Case Number, Household Income Details, and Application Signer Details. The 'Add Person from Census' button is located in the 'Household Income Details' section, below the income input fields.

Removing Students

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

| CURRENT ELIGIBILITY | NAME | BIRTH DATE | GRADE | SCHOOL | STUDENT INDICATOR i | ACTION |
|------------------------|----------------|------------|-------|-------------------|--|---|
| 23-24 FREE CATEGORICAL | Abegg, Colton | 2/1/18 | KG | Arthur Elementary | <input type="text"/> | <input type="checkbox"/> Remove Student |
| | Abegg, Lillian | 2/28/09 | 10 | Harrison High | <input type="text"/> | <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="text"/> | Income: <input type="text" value="\$"/> Frequency: <input type="text"/> | Income: <input type="text" value="\$"/> Frequency: <input type="text"/> | Income: <input type="text" value="\$"/> Frequency: <input type="text"/> | <input type="button" value="Remove Person"/> |
| Name: Abegg, Ryo W Birth Date: 2/27/01 | Income: <input type="text" value="\$"/> Frequency: <input type="text"/> | Income: <input type="text" value="\$"/> Frequency: <input type="text"/> | Income: <input type="text" value="\$"/> Frequency: <input type="text"/> | Income: <input type="text" value="\$"/> Frequency: <input type="text"/> | <input type="button" value="Remove Person"/> |
| Name: Abegg, Harrison | Income: <input type="text" value="\$67,600"/> Frequency: (Required) <input type="text" value="Annual"/> | Income: <input type="text" value="\$"/> Frequency: <input type="text"/> | Income: <input type="text" value="\$"/> Frequency: <input type="text"/> | Income: <input type="text" value="\$"/> Frequency: <input type="text"/> | <input type="button" value="Remove Person"/> |