

Removing People from a Household Application

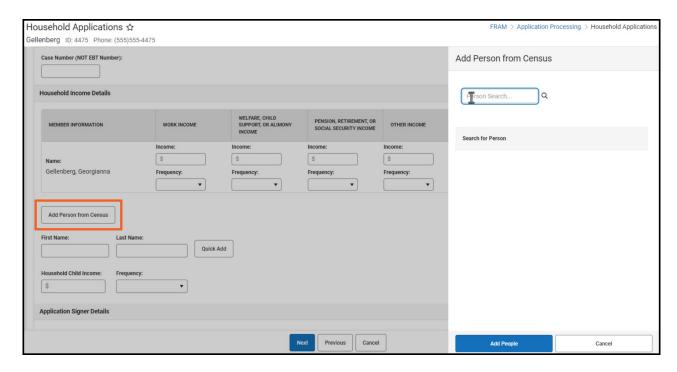
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Tool Search: Household Applications

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.

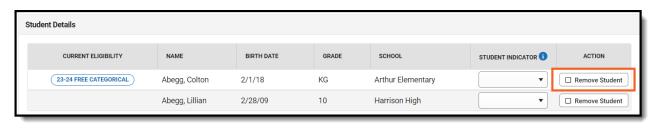
Moving Students

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.



Removing Students

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





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.

