

## 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 <u>FRAM Application Processing Tool Rights</u> 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.

Household Applications ☆					FRAM > Application P	rocessing > Household Applications
Gellenberg ID: 4475 Phone: (555)555-447	5					
Case Number (NOT EBT Number):					Add Person from Census	
Household Income Details					Person Search Q	
MEMBER INFORMATION	WELFARE, CHILD WORK INCOME SUPPORT, OR ALIMON		PENSION, RETIREMENT, OR SOCIAL SECURITY INCOME	OTHER INCOME		
		INCOME			Search for Person	
	Income:	Income:	Income:	Income:		
Name:	С	С <sup>2</sup>	С	С <sup>2</sup>		
Generiberg, Georgianna	Frequency:	Frequency:	Frequency:	Frequency:		
Add Person from Census						
First Name: Last Name:	Ouick Add					
Household Child Income: Frequency:						
\$	•					
Application Signer Details						
		Ne	ext Previous Cancel		Add People	Cancel

## **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	ACTION
23-24 FREE CATEGORICAL	Abegg, Colton	2/1/18	KG	Arthur Elementary	•	Remove Student
	Abegg, Lillian	2/28/09	10	Harrison High	•	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**

Infinite Campus

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: \$ Frequency:	Income: \$ Frequency:	Income: \$ Frequency:	Income: (\$) Frequency: •	Remove Person
Name: Abegg, Ryo W Birth Date: 2/27/01	Income: \$ Frequency:	Income: S Frequency:	Income: \$ Frequency:	Income: \$ Frequency:	Remove Person
Name: Abegg, Harrison	Income: \$67,600 Frequency: (Required) Annual	Income:       \$       Frequency:	Income: \$ Frequency: •	Income: (\$) Frequency: V	Remove Person