

# Eligibility Report

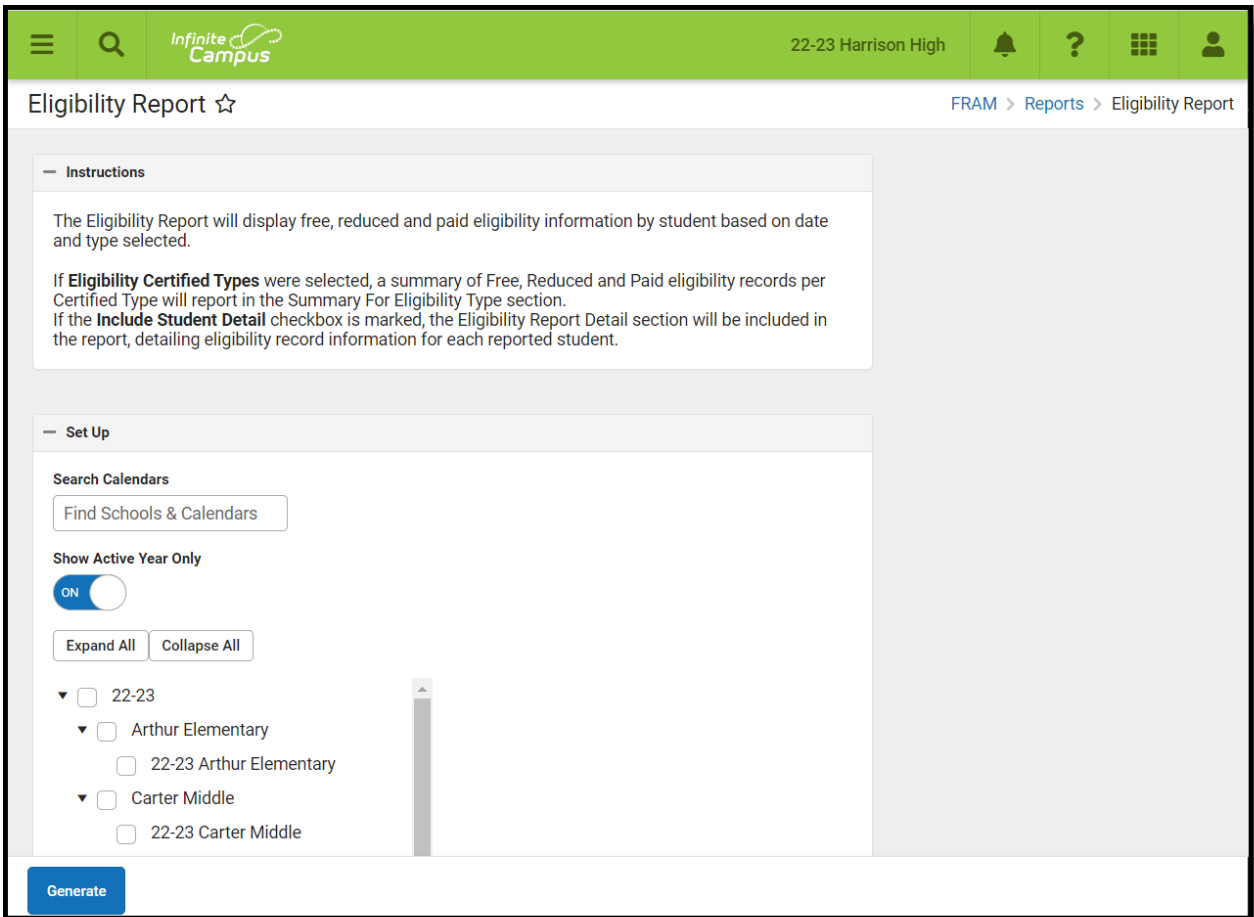
Last Modified on 03/11/2024 8:46 am CDT

## Tool Search: Eligibility Report

The Eligibility Report provides Free and Reduced eligibility information by student based on the report criteria entered.

- The Eligibility Report will list the number of Free, Reduced and Paid eligibility records per report criteria entered on the Eligibility Report editor.
- Students with an Eligibility Type of SES are not counted in the Paid count section of the report.
- Students in Campus who did not submit a FRAM Application appear on this report with an Eligibility of PAID. The Type column is blank for students who have this type of default PAID eligibility.
- If the student's eligibility is the result of a family member's eligibility being extended to them, an **X** displays in the Source/Extended column.
- If a student has multiple Free eligibilities within the report's date range, each eligibility is included in the overall number of Free Eligibilities.
- Report information is pulled from student enrollment and student eligibility data. Campus uses the following logic to count enrollments.

If the student...	Then...
has a single primary enrollment at the school where the meal is served	the enrollment is counted on the calendar tied to this primary enrollment.
has a single secondary enrollment at the school where the meal is served	the enrollment is counted on the calendar tied to this secondary enrollment.
has multiple enrollments	the enrollment is counted according to the following criteria: the enrollment is counted based on primary/secondary enrollments, then the most recent enrollment Start Date, most recent End Date and finally most recent Enrollment ID.



# Generate the Food Service Eligibility Report

1. Select the school year calendars within the **Set Up** by clicking its corresponding checkbox. All students within this year who meet report criteria will report. The school year can be found by Search Calendars or by using the collapsible menu.
2. Select the **Grades** to include in the report.
3. Select the **Time Frame**: Daily or Period.
4. Enter the **Date** by which data should be returned. This field is defaulted to the current date.
5. Select the **Eligibility Type**: Meal or SES.

Type	Description
Meal	Meal Eligibilities are used with the Campus Food Service program.
SES	SES Eligibility is used by schools participating in Provision programs and is used for state reporting. SES Eligibilities are not included in the <a href="#">Edit Check</a> report because they do not message to the Point of Sale. SES meals are considered paid.

6. Select which **Eligibility** to report: Free, Reduced, Paid, or Non-reimbursable.
7. Select which **Eligibility Certified Type(s)** to report.
8. Select the **Observe State Exclude** checkbox to exclude students who have the Observe

State Exclude selected on their enrollment.

9. Mark the **Show Only Latest Eligibility** checkbox to have the report display only the most current eligibility information for each student. If unmarked, the report will return all eligibilities for each student.
10. Mark the **Include Student Details** checkbox to have the report display detailed information about each student's eligibility.
11. Select the **Person Identifier**: Student Number or State ID. This will only appear is Include Student Details is selected.
12. Select the **Report Format**: PDF or CSV.
13. Select a **Student Detail Sort Option**: Name, Start Date or End Date.
14. Click the **Generate** button. The report will display in a new window in PDF or CSV format.

If **Eligibility Certified Types** were selected on the editor, a summary of Free, Reduced and Paid eligibility records per Certified Type will report in the Summary For Eligibility Type section.

If the **Include Student Detail** checkbox is marked, the Eligibility Report Detail section will be included in the report, detailing eligibility record information for each reported student.

## Eligibility Report Example

22-23 Arthur Elementary 1234 Elementary Ln, St Paul MN 55449 Generated on 04/05/2023 09:56:50 AM Page 1 of 4		Eligibility Report Day: 07/10/2023 Multiple Grades Selected Multiple Schools Selected											
<b>Summary for Eligibility Type: Meal</b>													
Type	Free	Reduced	Paid	Total									
<b>Direct Source</b>													
SNAP	54	0	0	54									
TANF	0	0	0	0									
FDPIR	0	0	0	0									
Foster	7	0	0	7									
Head Start	0	0	0	0									
Homeless	6	0	0	6									
Medicaid	44	0	0	44									
Migrant	7	0	0	7									
Runaway	0	0	0	0									
<b>Total</b>	<b>118</b>	<b>0</b>	<b>0</b>	<b>118</b>									
<b>Eligibility Report Detail</b>													
School Year	Student Name	Date of Birth	State ID	Grade	Eligibility Type	Eligibility	Source/ Extended	Certified Type	School	Start Date	End Date	Medicaid Opt_Out	SCHIP Opt_Out
23-24	Achilles, Calandra	03/02/2016	0000006968161	02	Meal	Free	Direct	Foster	Cleveland Elementary	07/10/2023	09/30/2024		
23-24	Ahlers, Aden	08/03/2015	0000007708167	02	Meal	Free	Direct	Medicaid	Cleveland Elementary	07/10/2023	09/30/2024		
23-24	Anderson, Michael	01/03/2014	0000002038216	04	Meal	Free	Direct	Medicaid	Cleveland Elementary	07/10/2023	09/30/2024		
23-24	Ashman, Tyler	04/03/2015	0000003090891	03	Meal	Free	Direct	Foster	Arthur Elementary	07/10/2023	09/30/2024		
23-24	Baker, Fred	09/02/2015	0000003180980	03	Meal	Free	Direct	SNAP	Arthur Elementary	07/10/2023	09/30/2024		
23-24	Bambridge, Brock	11/04/2014	0000006720910	03	Meal	Free	Direct	SNAP	Arthur Elementary	07/10/2023	09/30/2024		
23-24	Batterbee, Jack	02/03/2015	0000009650925	03	Meal	Free	Direct	Migrant	Arthur Elementary	07/10/2023	09/30/2024		