FRAM Preferences

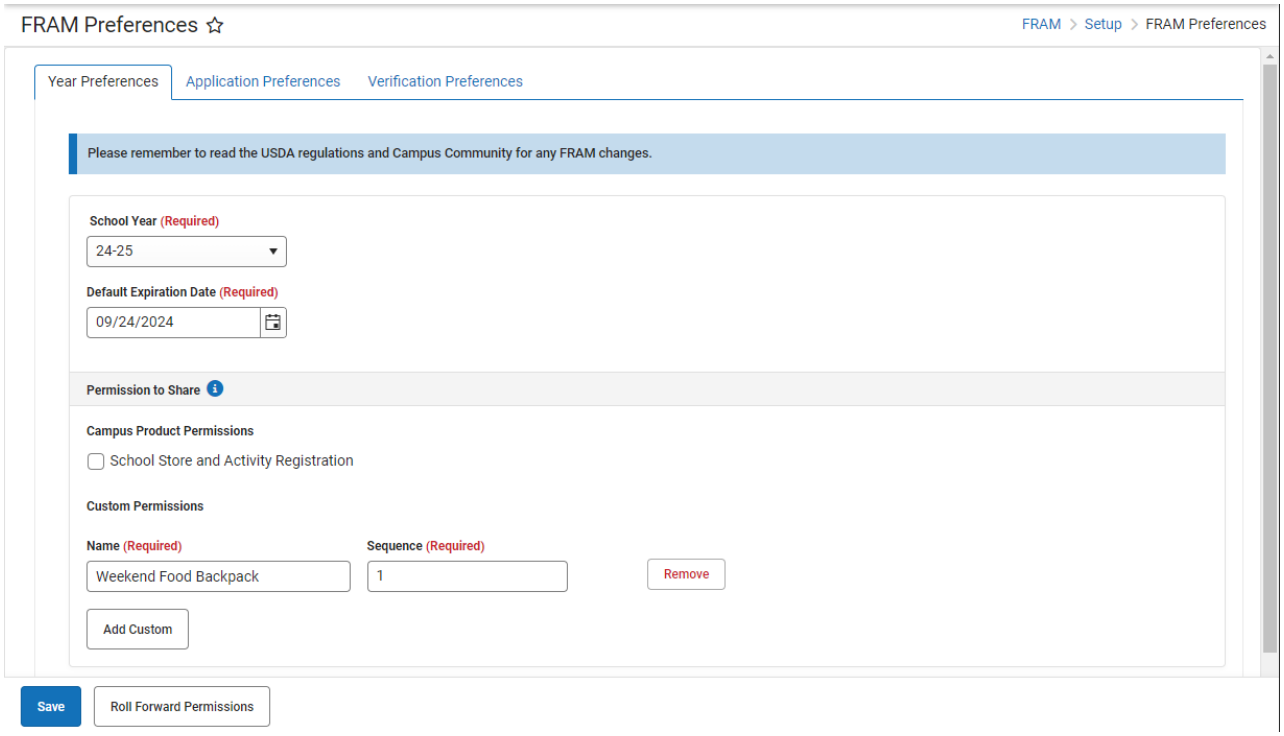
Last Modified on 05/11/2026 2:28 pm CDT

Tool Search: FRAM Preferences

FRAM Preferences houses all of the functionality related to permission, application, and verification preferences.

Year Preferences

The Year Preferences tab allows districts to set the Default Expiration Date and create Permissions. Preferences are associated with a year so items can change from year to year as needed.



See the FRAM Setup Tool Rights article for information on available tool rights.

Preference	Definition	Affected Areas

Preference	Definition	Affected Areas
Default Expiration Date	This is the date on which current student eligibilities should expire. Typically, this date is set to 30 days into the next school year. The date set in this field will auto-populate Meal Benefits Application expiration/end date fields.	• Household Applications Tool • Eligibility Tool • Eligibility Report • FRAM Letter Batch Report • Household Applications Report

Permission to Share

Permissions allow parents to determine what additional programs may have access to their child's eligibility in order to receive Free and Reduced benefits. Permissions can be viewed on the online Meal Benefits Application (Authorization step), the Household Applications editor, or the Eligibility tool. Responses can be obtained through the Permissions Report.

Two types of Permissions exist in Campus:

- **Campus Product Permissions**: Specific tools within Campus will adjust item pricing based on if the parent has selected to share or not. Subject to any additional Free and Reduced preferences within the tool.
- **Custom Permissions**: Custom Permissions are permissions that may be needed for programs outside of Campus, such as free textbooks, weekend food backpack programs, etc. Responses can be obtained through the Permissions Report.

Setting up permissions is optional and not required. Check to see if your district currently provides permission to share approval via paper applications.

If a Permission is added after the Application Instructions Template has been created, the template will need to be recreated for the permission information to populate correctly and for it to display properly in the online Meal Benefits Application.

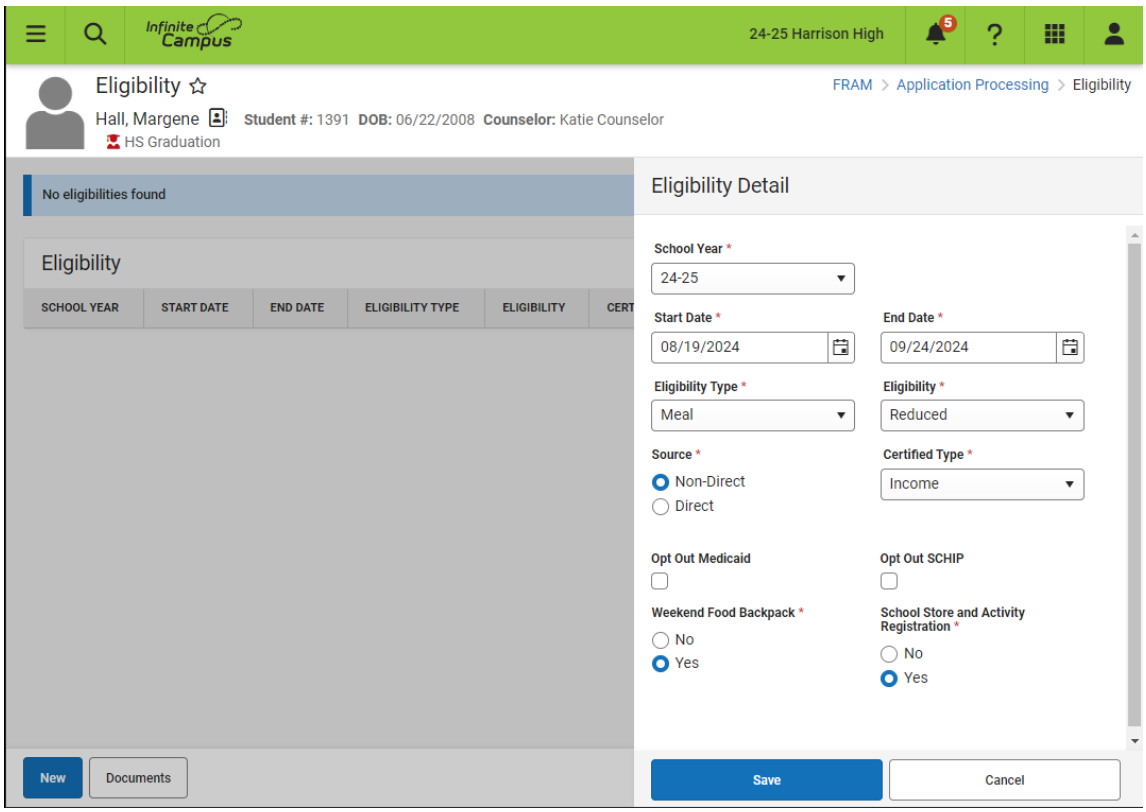
Preference	Definition	Affected Areas

Preference	Definition	Affected Areas
School Store and Activity Registration Product Permission	If selected, School Store and Activity Registration will be a permission option for parent/guardians in the household application tool, online meal benefits application and eligibility tool. If School Store and Activity registration items have free and reduced prices setup, it will use the permission response to adjust any pricing.	• School Store • Activity Dashboard • Activity Monitor

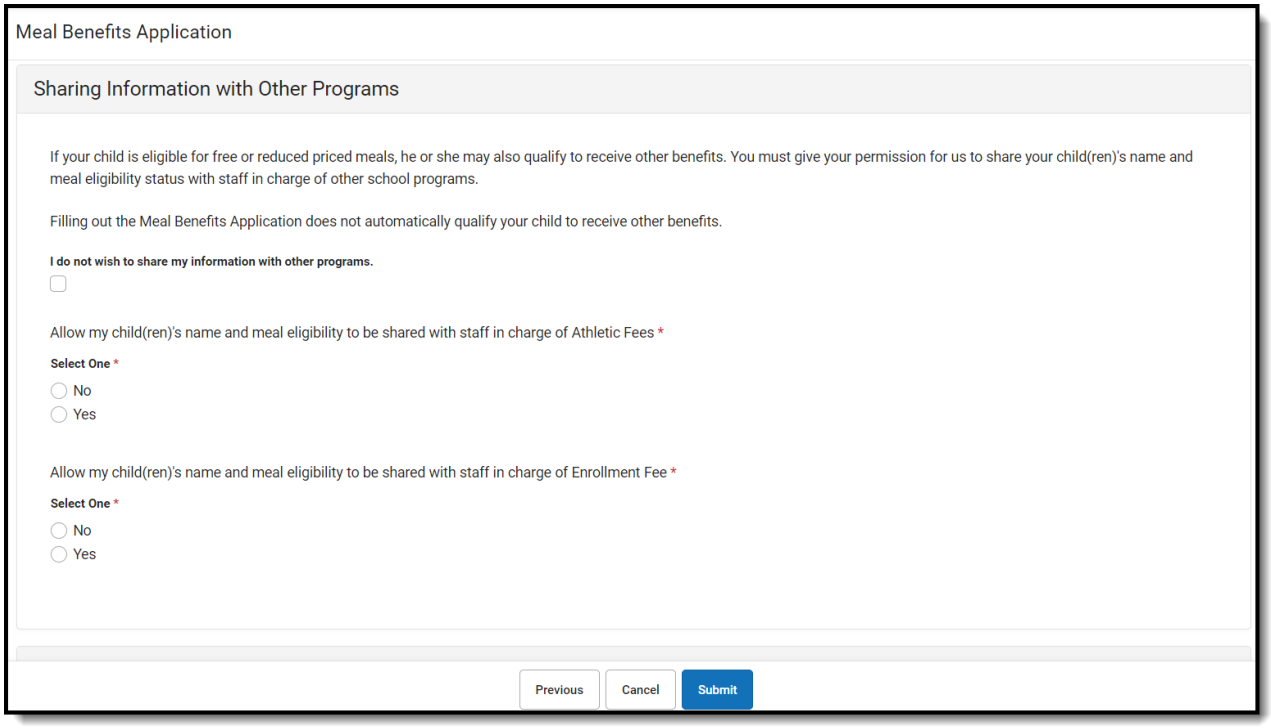
Adding a Custom Permission

1. Click **Add Custom.**
2. Enter the **Name** for the Permission.
3. Set the **Sequence** number to set the order permissions list on applications and the Eligibility Detail.
4. **Save.**

The image below is an example of how permissions are established on a student's Eligibility record.

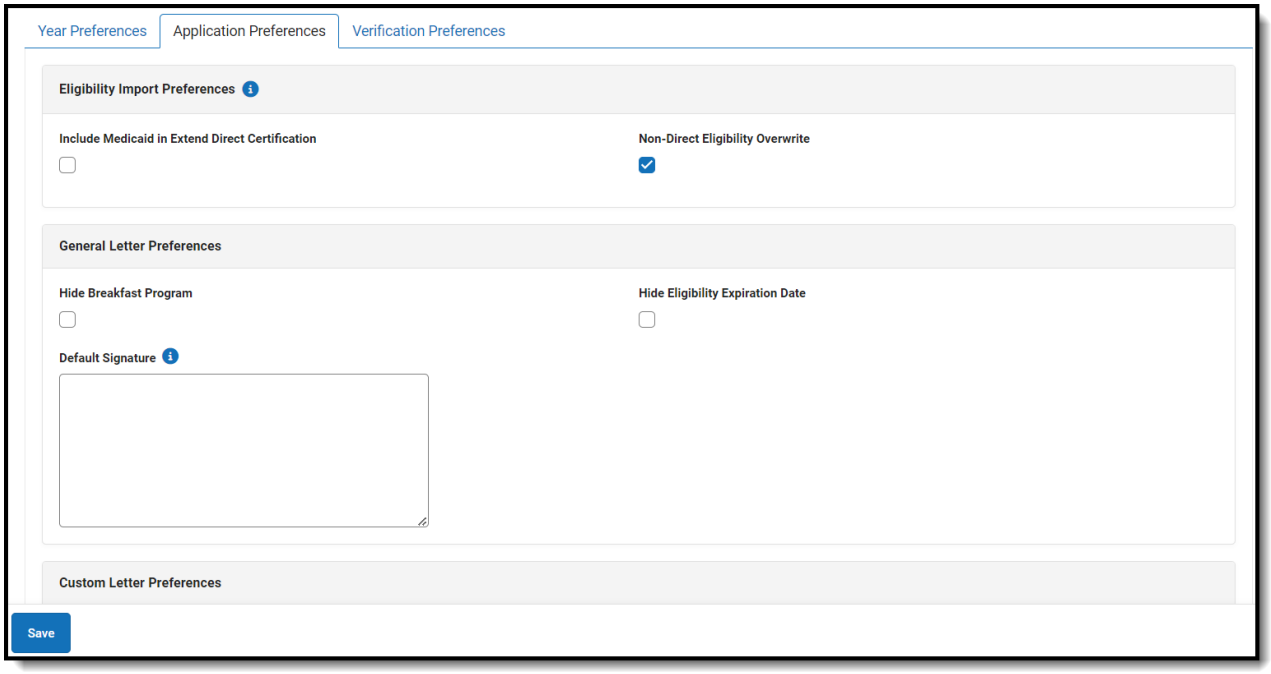


The image below is an example of how permissions are set by the application signer when filling out the online Meal Benefits Application via Portal.



Application Preferences

Settings on the Application Preferences tab allow the user to set default values for letter configuration and to configure options available during Meal Benefits and Educational Benefits application processing.



See the FRAM Setup Tool Rights article for information on available tool rights.

Preference	Definition	Areas Affected
Eligibility Import Preferences		
Include Medicaid in Extend Direct Certification	If this checkbox is marked, the **Extend Direct Certification Status to Additional Students in Household** checkbox will also include Medicaid when using the Eligibility Import Wizard to import a direct certification file. If all students in the same household as the import student should be assigned a Direct Certification eligibility status (even when not included in import file), users can mark the **Extend Direct Certification Status to Additional Students in Household** checkbox. Marking this checkbox will compare the student in the import file to the student(s) listed in the primary household or at the same address. Students in the household who do not have existing eligibilities will be assigned the same eligibility status as the student included in the import file.	Eligibility Import Wizard
Non-Direct Eligibility Overwrite	If this checkbox is marked, new non-direct eligibilities imported from the Eligibility Import Wizard will overwrite existing non-direct eligibilities. This checkbox is marked by default.	Eligibility Import Wizard
General Letter Preferences		
Hide Breakfast Program	If this checkbox is marked, the breakfast-related fields will be hidden on default and custom Approval/Denial letters.	FRAM Communication
Hide Eligibility Expiration Date	If marked, the Eligibility Expiration Date will be hidden on default and custom Approval/Denial letters.	FRAM Communication
Default Signature	Information entered in the Default Signature box is used when new custom letter templates are created in FRAM Communication and is inserted on canned pre-application, direct certification, and verification letters.	FRAM Communication
Custom Letter Preferences		

Preference	Definition	Areas Affected
Use Custom Approval/Denial Letter	If this checkbox is marked, custom approval/denial letters are used instead of canned letters. See the FRAM Communication article for more information about custom letters. This option must be selected for districts utilizing Online Meal Benefit Applications.	• Household Applications Tool • FRAM Communication • Verification Letters • Online Meal Benefits Applications
Canned Letter Preferences		
Hearing Official Name	The name of the person who conducts Meal Benefits Application appeals. This field will insert the Hearing Official's name into default Approval/Denial letters. This option is not used in Custom letters.	• Household Applications Tool • FRAM Communication • Verification Letters
Homeless Coordinator	The name of the person to be listed as a contact in verification letters for questions related to homeless student eligibilities and the verification process.	• FRAM Communication • Verification Letters
Migrant Coordinator	The name of the person to be listed as a contact in verification letters for questions related to migrant student eligibilities and the verification process.	• FRAM Communication • Verification Letters
Runaway Coordinator	The name of the person to be listed as a contact in verification letters for questions related to runaway student eligibilities and the verification process.	• FRAM Communication • Verification Letters
General Application Preferences		

Preference	Definition	Areas Affected
Auto Fill Application Name	This field designates how Meal and Educational Benefit applications will be named for identification purposes. Based on the value chosen, household applications will be listed under the **Signer's Name** (*e.g.*, Johnson, Sally) or the **Household Name** (Johnson Household).	• Eligibility Tool • Household Applications Tool • Household Applications Report • Online Meal Benefits Application
Auto Fill Reference Number	This field assigns a number to applications for identification purposes. This field is a read-only information field to show the next reference number to be assigned to a submitted application. This is not the exact number of applications processed to date. This includes any applications that have been started and not finished, deleted, excluded, etc. This number increments each time an online application is started (even if it's not finished) and each time New is selected in Household Applications. This number will continue to increase and does NOT restart with new school years.	• Eligibility Tool • Household Applications Tool • Household Applications Report • Online Meal Benefits Application
Display Medicaid Opt Out	If this checkbox is marked, the **Opt Out Medicaid** checkbox will display on several FRAM tools and reports. When the **Opt Out Medicaid** checkbox is displayed, it is used to indicate whether or not a parent wishes to be contacted by the Medicaid (Medicaid Program) agency as related to their student's free/reduced eligibility. More information on this checkbox is included on the tools for which it appears.	• Household Applications • Eligibility • Eligibility Report • Household Applications Report • Online Meal Benefits Application

Preference	Definition	Areas Affected
Display SCHIP Opt Out	If this checkbox is marked, the **Opt Out SCHIP** checkbox will display on several FRAM tools and reports. When the **Opt Out SCHIP** checkbox is displayed, it can be used to indicate whether or not a parent wishes to be contacted by the SCHIP (State Children's Health Insurance Program) agency as related to their student's free/reduced eligibility. More information on this checkbox is included on the tools for which it appears.	• Household Applications • Eligibility • Eligibility Report • Household Applications Report • Online Meal Benefits Application
Hide Annual (Yearly)	If this checkbox is marked, the option to enter a "Annual" income is hidden on the Household Applications and FRAM Online Applications.	• Household Applications • Online Meal Benefits Application
Benefit Case Number	This field allows you to enter the minimum and maximum number of digits allowed when users enter a Benefit Case Number.	• Household Applications • Online Meal Benefits Application
Process Inbox Messages	<table><tr><th>Option</th><th>Description</th><th>Areas Affected</th></tr><tr><td>**Include Paper Applications**</td><td>If selected, the application signer who submitted the paper Meal Benefits Application will automatically receive a Portal message informing them their application has been processed after the FRAM Processor processes the application within Campus.</td><td>• Household Applications • Messages (Portal)</td></tr></table>	

Preference	Option	Description	Areas Affected	Areas Affected
	Include Approval/Denial Letter	If selected, the application signer who submitted an Online Meal Benefits Application will receive an Approval/Denial Letter in their Portal Inbox after the application has been processed within Campus. If Include Paper Applications is selected as well as Include Approval/Denial Letter, then a paper Meal Benefits application processed in Campus via Household Application will receive an Approval/Denial Letter via their Portal Inbox.	• Household Applications • Messages (Portal) • Online Meal Benefits Application	
State Agency Name	The name of the agency that makes eligibility determinations.			• Verification
SFA ID	The School Food Authority ID as assigned by Food & Nutrition Services.			• Verification
Provision Preferences				

Preference	Definition	Areas Affected
Educational Benefits Applications Processed	If marked, this indicates Educational Benefits Applications are processed in the district due to one or more schools participating in Provision programs and enables users to create an Educational Benefits Application in the Household Applications tool. This is a district-wide setting. • **Individual School(s)** - Indicates some but not all schools in the district process Educational Benefits Applications. When benefit applications are processed, the default selection will be Meal Benefits Application when selecting a new Household Application. • **All Schools**- Indicates all schools in the district process Educational Benefits Applications. When benefit applications are processed, the default selection will be Educational Benefits Application when selecting a new Household Application. This field will not appear unless Provision Program fields are enabled on the School tab.	• Household Applications Tool
Online Application Preferences		

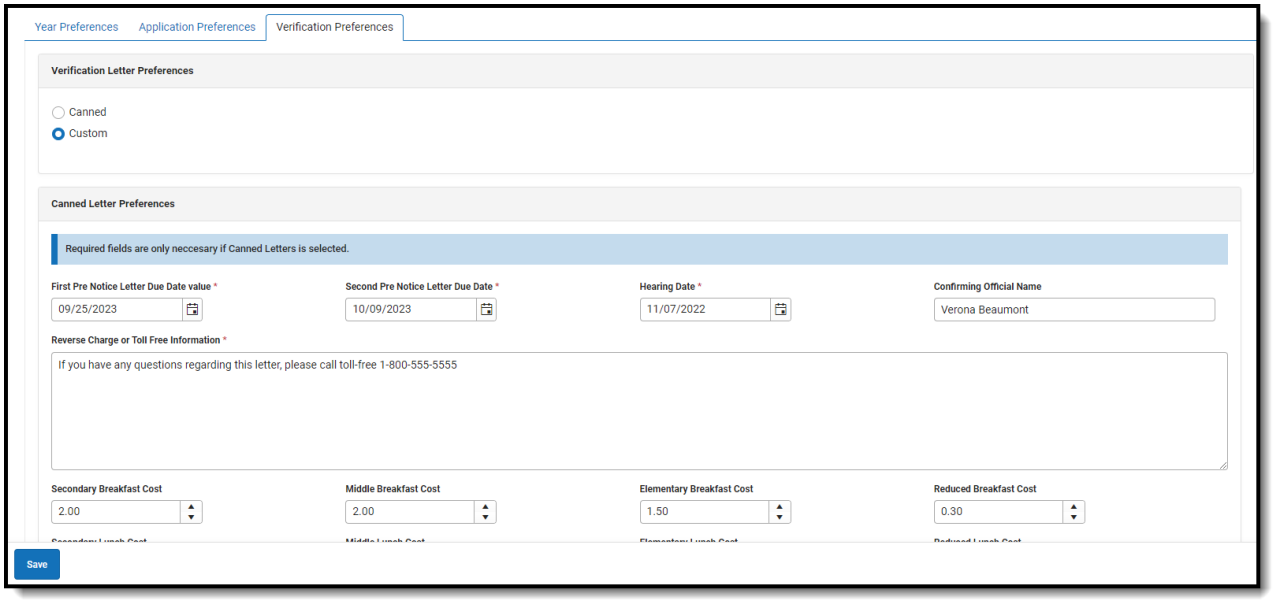
Preference	Definition	Areas Affected
Meal Benefits in Parent Portal	This checkbox enables users to use the Meal Benefits Application within the Meal Benefits section via the Portal. Per USDA guidelines, schools are not permitted to accept Meal Benefit applications for the upcoming school year before July 1. Therefore, if you choose to enable Online Applications for the first time (by selecting the Meal Benefits checkbox), you can set up the Custom Approval/Denial Letters for the upcoming school year before the July 1 but you cannot select the Meal Benefits checkbox until July 1. For example, if you decide to use Online Applications for the first time starting 7/1/2020 and you set up all Approval/Denial Letters in June 2020, you must wait until 7/1/2020 to select the Meal Benefits checkbox. **If you do NOT Activate E-Signature Functionality** • It is ultimately the responsibility of each CNP SA (Child Nutrition Program State Agency) and local agency to review their state's statutes and policies regarding what is required for the electronic transfer of information in state-administered Federal programs. Know the requirements prior to activating or deactivating E-Signature. • The standard application instructions (found in FRAM > FRAM Communication) list information on PIN use in several places. If you are turning off or not using E-Signatures, update the instructions to remove reference to the PIN requirements. • There is language in the Terms of Use section of the E-Signature which mentions the electronic signature. Consider moving the information from this section to the Authorization Statement section of the Application Instructions if you are not using the electronic signature. Please review the Setting up Online Meal Benefit Applications article for a detailed walk-through of the workflow required to enable and properly manage Online applications.	• Meal Benefits • Household Applications

Preference	Definition	Areas Affected
FRAM Processor Locked Time	Indicates the number of minutes a FRAM Processor can work on processing an Online Meal Benefits Application submitted via the Portal before other FRAM Processors are allowed to open and process the online Meal Benefits application. This functionality ensures no more than one processor is processing the same application at the same time. After an online Meal Benefits application is submitted for approval and the amount of time selected in this field has passed, any processor may process the application.	Online Applications
Medicaid	Allows schools/districts to enter a different name for their Medicaid benefits. This will be the Alternate Medicaid name used in the Authorizations screen within the online Meal Benefits Application on the Portal. If an alternate name is not entered, the USDA name will be used.	Online Meal Benefits Application
SCHIP	Allows schools/districts to enter a different name for their SCHIP benefits. This will be the alternate SCHIP name used in the Authorizations screen within the online Meal Benefits Application on the Portal. If an alternate name is not entered, the USDA name will be used.	Online Meal Benefits Application
SNAP	Allows schools/districts to enter a different name for their SNAP benefits. This will be displayed in the Benefits question in the online Meal Benefits Application workflow.	Online Meal Benefits Application
TANF	Allows schools/districts to enter a different name for their TANF benefits. This will be displayed in the Benefits question in the online Meal Benefits Application workflow.	Online Meal Benefits Application
FDPIR	Allows schools/districts to enter a different name for their FDPIR benefits. This will be displayed in the Benefits question in the online Meal Benefits Application workflow.	Online Meal Benefits Application
Other	Allows users to enter up to three additional meal benefits. These additional benefits will be displayed in the Benefits question in the online Meal Benefits Application workflow.	Online Meal Benefits Application

Verification Preferences

Settings on the Verification Preferences tab allow you to set default values/options to be used in letters sent to guardians of households whose applications are being verified.

All preferences are tied to and impact the Verification tool.



See the FRAM Setup Tool Rights article for information on available tool rights.

Preference	Definition
Verification Letter Preferences	Choose either Canned or Custom letters. If Custom is selected, see the FRAM Communication article for more information about custom letters.
First Pre Notice Letter Due Date	The first Pre Notice Letter includes the due date from this field.
Second Pre Notice Letter Due Date	The second Pre Notice Letter includes the due date from this field.
Hearing Date	If parents do not approve of their new eligibility status, they must request an appeal by this date.
Confirming Official Name	The name of the person confirming the verification of Meal Benefits applications.
Reverse Charge or Toll Free Information	The phone numbers/contact information of district officials who handle recipient inquiries on Verification Notification letters.
Secondary Lunch	The standard price of high school lunch.
Secondary Breakfast	The standard price of high school breakfast.
Middle Lunch	The standard price of middle school lunch.
Middle Breakfast	The standard price of middle school breakfast.

Preference	Definition
Elementary Lunch	The standard price of elementary lunch.
Elementary Breakfast	The standard price of elementary breakfast.