

FRAM Preferences

Last Modified on 08/01/2025 11:35 am CDT

Year Preferences | Application Preferences | Verification Preferences

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.

FRAM Preferences ☆		FRAM > Setup > FRAM Preferences
Year Preferences Application Preferences	Verification Preferences	
Please remember to read the USDA regulations	and Campus Community for any FRAM changes.	
School Year (Required) 24-25 Default Expiration Date (Required) 09/24/2024		
Permission to Share Campus Product Permissions		
Custom Permissions		
Name (Required) Weekend Food Backpack	Sequence (Required) 1 Remove	
Add Custom		
Save Koll Forward Permissions		
See the <u>FRAM Setup Tool Rig</u>	<u>ahts</u> 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 <u>Permissions Report.</u>

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 <u>Permissions Report</u>.

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 <u>Meal Benefits Application</u>.

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.	 <u>School Store</u> <u>Activity Dashboard</u> <u>Activity Monitor</u>

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.

≡	Q	Infinite Campus					24-25 Harrison H	igh 🔎	?		+
	Elig Hall,	i bility ☆ Margene 🛋 s HS Graduation	tudent #: 1391	DOB: 06/22/2008	Counselor: Kat	ie Couns	FRAI	M > Application	Process	sing > E	ligibility
No	eligibilities	found					Eligibility Detail				
Elig	gibility						School Year * 24-25				Î
SCH	OOL YEAR	START DATE	END DATE	ELIGIBILITY TYPE	ELIGIBILITY	CERT	Start Date *	End Date *			
							08/19/2024	09/24/2024		Ë	
							Eligibility Type *	Eligibility *			
							Meal	Reduced		•	
							Source *	Certified Type	*		
							O Non-Direct	Income		•	
							 Direct 				
							Opt Out Medicaid	Opt Out SCHIP			
							Weekend Food Backpack *	School Store a Registration *	nd Activity		
								⊖ No			
							0 105	O Yes			
New	Doc	uments					Save		Cancel		

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

al Benefits Ap	plication
haring Inforr	nation with Other Programs
If your child is el meal eligibility st	igible for free or reduced priced meals, he or she may also qualify to receive other benefits. You must give your permission for us to share your child(ren)'s name and tatus with staff in charge of other school programs.
Filling out the M	eal Benefits Application does not automatically qualify your child to receive other benefits.
I do not wish to sha	ire my information with other programs.
Allow my child(re	en)'s name and meal eligibility to be shared with staff in charge of Athletic Fees *
Select One *	
O No	
○ Yes	
Allow my child(re	en)'s name and meal eligibility to be shared with staff in charge of Enrollment Fee *
Select One *	
⊖ No	
○ Yes	

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.

Year Preferences	Application Preferences	Verification Preferences	
Eligibility Import	t Preferences 🧃		
Include Medicaid	in Extend Direct Certification		Non-Direct Eligibility Overwrite
General Letter P	references		
Hide Breakfast Pr	ogram		Hide Eligibility Expiration Date
Default Signature	6		
		6	
Custom Letter P	references		
Save			

See the <u>FRAM Setup Tool Rights</u> article for information on available tool rights.



Preference	Definition Areas Affected							
Eligibility Import	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 <u>import a direct</u> <u>certification file</u> . 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-DirectIf this checkbox is marked, new non-direct eligibilitiesEligibilityimported from the Eligibility Import Wizard will overwriteOverwriteexisting non-direct eligibilities. This checkbox is marked by default.		Eligibility Import Wizard						
General Letter Pr	references							
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						
DefaultInformation 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 Pr	eferences							
Use Custom Approval/Denial Letter	If this checkbox is marked, custom approval/denial letters are used instead of canned letters. See the <u>FRAM</u> <u>Communication</u> article for more information about custom letters. This option must be selected for districts utilizing Online Meal Benefit Applications.	 Household Applications Tool FRAM <u>Communication</u> Verification Letters Online Meal <u>Benefits</u> <u>Applications</u> 						
Canned Letter Pr	eferences							



Preference	Definition	Areas Affected
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.	 <u>Household</u> <u>Applications Tool</u> <u>FRAM</u> <u>Communication</u> <u>Verification Letters</u>
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 <u>Communication</u> 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.	 <u>FRAM</u> <u>Communication</u> <u>Verification Letters</u>
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 <u>Communication</u> Verification Letters
General Applicati	on Preferences	
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 (<i>e.g.</i> , 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



Preference	Definition			Areas Affected
Display Medicaid Opt Out	If this checkbox is m Medicaid checkbox reports. When the O displayed, it is used wishes to be contact Program) agency as eligibility. More infor on the tools for whic	 Household Applications Eligibility Eligibility Report Household Applications Report Online Meal Benefits Application 		
Display SCHIP Opt Out	If this checkbox is m will display on sever Opt Out SCHIP che indicate whether or r by the SCHIP (State agency as related to eligibility. More infor on the tools for whic	 Household Applications Eligibility Eligibility Report Household Applications Report Online Meal Benefits Application 		
Hide Annual (Yearly)	If this checkbox is m income is hidden on Online Applications.	 <u>Household</u> <u>Applications</u> <u>Online Meal</u> <u>Benefits</u> <u>Application</u> 		
Benefit Case Number	This field allows you number of digits allo Number.	 <u>Household</u> <u>Applications</u> <u>Online Meal</u> <u>Benefits</u> <u>Application</u> 		
Process Inbox Messages	Option	Description	Areas Affected	



Preference	Defitition	Description	Areas Affected	Areas Affected
	Include Paper Applications	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.	 Household Applications Messages (Portal) 	



Preference State Agency	Defitition The name of the age	Description ancy that makes eli	Areas Affected gibility	Areas Affected
Name	determinations.	If selected, the	• <u>Household</u>	
SFA ID	Approval/Denial The School Food Aut Letter Nutrition Services.	application hority ID as assign signer who submitted an	ed by Food & • <u>Messages</u> (Portal)	• <u>Verification</u>
Provision Prefere	nces	Online Meal	Online Meal	
Educational Benefits Applications Processed	If marked, this indica are processed in the participating in Provi create an Educationa Household Applicatio	Benefits t As Educational Be district due to one sion programs and al Benefits Applicat montal Inbox	Benefits Applications or more schools enables users to ion in the	Household <u>Applications Tool</u>
	This is a district-wi	defsetting. application has		
	 Individual Sch schools in the d Applications. W processed, the Application whe Application. All Schools- In process Educati benefit applicat selection will be when selecting This field will Program fields 	been processed owlinit-darieates istrict process Edu hen han at process Edu hen han at process Edu hen han at process Edu hen han at process Edu at processed in the at processed in Campus via not appear unless to tappear unless s are enabled on the Application will receive an Approval/Denial	some but not all cational Benefits ations are ill be Meal Benefits Household in the district cations. When , the default fits Application Application.	
Online Application	n Preferences	Letter via their		
		Portal Inbox.		



Preference	Definition	Areas Affected
Preference Meal Benefits	 Definition Enables the Application/Forms section to become available within the Campus Portal. This checkbox also enables users to use the Meal Benefits Application within the Applications/Forms section for submitting Household Applications 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 stateadministered 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-Signature, 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. 	Areas Affected • Applications/Forms • Household Applications
	Applications article for a detailed walk-through of the workflow required to enable and properly manage Online 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.	<u>Online Applications</u>
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 <u>Verification</u> tool.

e Com mpus				
Vear Preferences Application Preferences	Verification Preferences			
Verification Letter Preferences				
Canned Custom				
Canned Letter Preferences				
Required fields are only neccesary if Canned Let First Pre Notice Letter Due Date value * 09/25/2023	Second Pre Notice Letter Due Date *	Hearing Date * 11/07/2022	Confirming Official Name Verona Beaumont	
Reverse Charge or Toll Free Information *	·			
If you have any questions regarding this lette	, please call toll-free 1-800-555-5555			
Secondary Breakfast Cost	Middle Breakfast Cost	Elementary Breakfast Cost	Reduced Breakfast Cost	
2.00	2.00	1.50	0.30	
Casandani Lunah Cast	Middle Lunch Peat	Elamantan: Lunah Paat	Baduaad Lunah Pant	

See the <u>FRAM Setup Tool Rights</u> article for information on available tool rights.

Preference	Definition
Verification Letter Preferences	Choose either Canned or Custom letters. If Custom is selected, see the <u>FRAM</u> <u>Communication</u> 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.
Elementary Lunch	The standard price of elementary lunch.

Preference	Definition
Elementary Breakfast	The standard price of elementary breakfast.