

# Setting up Online Meal Benefit Applications [.2119 - .2323]

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You are viewing a previous version of this article. See Setting up Online Meal Benefit Applications for the most current information.

To properly enable and manage online Meal Benefit Applications, the following setup steps must be completed:

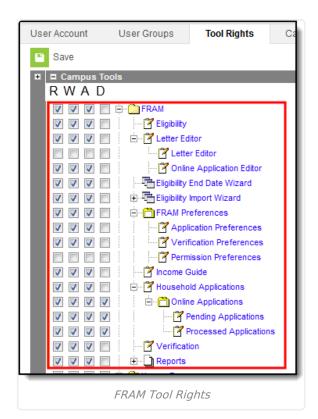
- Step 1. Assign Proper Tool Rights and District Assignment Values
- Step 2. Set Up Messenger Email Settings
- Step 3. Enable Password Reset
- Step 4. Enable E-Signature
- Step 5. Create Permission Preferences
- Step 6. Establish Online Application Templates
- Step 7. Establish Application Preferences
- Step 8. Enable Online Meal Benefit Application Functionality
- Step 9. Assign Emancipated Students the Campus Parent Portal Homepage
- Submitting Meal Benefit Applications via Portal

Household income guidelines are effective on July 1. As a result, the online meal benefit application for the new school year should be made available to parents on July 1st. Your district should not allow online applications to be submitted prior to July 1st. Paper applications can be submitted at any time.

# **Step 1. Assign Proper Tool Rights and District Assignment Values**

Classic View: System Administration > User Security > Users > Tool Rights

In order for Campus application users to properly manage and process Meal Benefit Applications, proper tool rights must be assigned to appropriate users.



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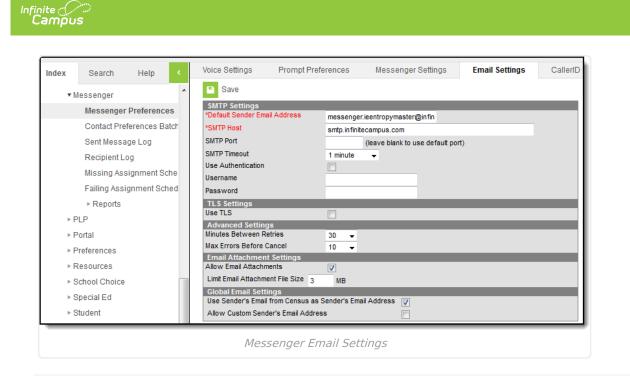
Along with proper FRAM tool rights, users responsible for processing applications must have the FRAM Processor checkbox marked on their District Assignment.

System Administrator		Demographics Id	entities Hous	eholds	Relationships	Enrollments	
Harrison High Website		Credentials Over	rides Fees	ID His	story Person	Documents	
Infinite Campus Support	Ξ	District Employment	District Assignm	ents	FS Deposit	School Choice	
<ul> <li>Student Information</li> </ul>		P Save 🛛 Dele					
► Instruction		🖹 Save 😣 Dele	te 🕂 New	🕹 Docur	ments		
▼ Census		Employment Assignme	ent Information				
My Data		*School	•	Dep	artment		
Staff Request Processor		*Start Date	End Date	Title			
People			FTE of Assignment		ignment Code	•	
Households		Туре	FIE of Assignment	Ass	agnment Code		•
Addresses		Teacher Special Ed Prog		Health	Beh	avior Response Approve	er
Portal Request Processor							
Add Person		Advisor Supervisor Cou	nselor Foodservice	Exclude E	Behavior Referral Self	f Service Approver	FRAM Processor
Add Household		STAR Grade Level Overrid	le				
Add Address							
Staff Locator		Teaching Mode 0: General Mode of Teach	ing -				
				_			
		EDAM D	rocessor Dis	strict	Assignmer	h+	
		INAM FI	ULESSUI DIS	SLIICL	Assignmen	I L	

#### Step 2. Set Up Messenger Email Settings

Classic View: System Administration > Messenger > Messenger Preferences > Email Settings

In order for online Meal Benefit Applications to function correctly, Messenger Email Settings must be established. See the Email Settings article for more information.



## **Step 3. Enable Password Reset**

**Classic View**: System Administration > User Security > User Preference Management > Password Reset Configuration

Password Reset functionality must be enabled for online Meal Benefit Applications to function correctly. Password Reset gives users the ability to reset their PIN (electronic signature) if they forget it. See the Password Reset Configuration article for detailed instruction on how to enable this feature.

## Step 4. Enable E-Signature

**Classic View**: System Administration > User Security > E-Signature

E-Signature is functionality that allows application signers to use a PIN to submit a legally-binding signature with their application.

See the E-Signature article for instructions on setting up E-Signature functionality.

#### 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 > Letter Editor > Online Application Instructions) lists 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.

Index Search Help <	TEST SCHOOL
Digital Repository	E-Signature
▶ Discussions	Save
▶ Finance	User Account Management and Password Reset
▶ Grading & Standards	Enter the text you wish to display to users when they begin the E-Signature registration process
▶ Health	
► Lockers	A
Medicaid	The <b>DISTRICT NAME HERE</b> has adopted the use of electronic signatures
► Messenger	for some documents. By registering and creating your electronic signature PIN you will be able to apply your signature electronically to some
▶ PLP	documents the district publishes that require your signature. Registration is
▶ Portal	easy to complete and takes less than 5 minutes.
Preferences	Once registered, documents or applications that accept an E-signature may
▶ Resources	also give you the option to not use your electronic signature and instead
Response to Intervention	print the document, sign, and submit the paper form. Not all documents or
▶ Roster	applications will require a PIN.
School Choice	· ·
► Special Ed	
► Student	Enter the Terms of Use you wish to display to users each time they enter their PIN
Student Portfolio	<>¶ B I U :≡ :≡ = = ≡ ≡ ⊡ ⊞ ⊕ = − A
► Surveys	I understand by entering my PIN below I am applying my electronic signature to
<ul> <li>Transportation</li> </ul>	this document and my electronic signature has the same legal effect and
▼ User Security	enforceability as my written signature as per <b>DISTRICT NAME HERE</b> policy.
Users	
User Groups	
Student Accounts	
Batch and Import Wizard	
LDAP Management	
► Reports	
Account Management	
E-Signature	
▶ FRAM	Activate E-Signature use
▶ Messenger	Portal
	Enabling E-Signature Functionality

### **Step 5. Create Permission Preferences**

**Classic View**: FRAM > FRAM Preferences > Permission Preferences

If your district provides additional educational benefits (i.e. reduced or no charge sports fees, text



books, etc.) to students who have a free or reduced meal benefit, then permissions can be established on the Permissions Preferences tab. Permission Preferences allow the application signer to give the district permission to share their child(ren)'s free or reduced meal benefit with staff in charge of other school programs.

Permissions should be done before setting up Online Application templates as permissions will appear and can be established within templates.

Index	Search	Help	<	Application Preferences	Verification Preferences	Permission Preferences
▼ FRAM			*	<ul> <li>New</li> <li>Copy</li> </ul>		
Elig	ibility			Name		Seq
Lett	er Editor			Athletic Programs Other School Programs		0
Elig	ibility End Dat	e Wizard		outer Sensor Programs		
►E	ligibility Impor	t Wizard				
FRA	M Preference	es				
Inco	ome Guide					
				Establishing Perr	mission Preferences	

Once permissions are established, application signers will be asked whether or not they authorize the district to share their student's meal benefit information with relevant district staff.

Meal Benefits Application	×
Letter to Household > Instructions > Signer Confirmation > Household Members > Children > Gross Income > Review > Authorization > Submitted	
You must respond to [insert appropriate options here] and read the authorization statement below. By selecting 'Accept' you agree to the authorization statement and you will be taken to the Electronic Signature PIN entry screen to submit the application.	
By selecting 'Decline' you do not agree to the authorization statement, the application will be cancelled and your information will no longer be available. If you choose to 'Decline' you may enter another application at any time.	
Sharing Information with Other Programs	•
If your child is eligible 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 meal eligibility status with staff in charge of other school programs.	
Filling out the Meal Benefits Application does not automatically qualify your child(ren) to receive other benefits.	
Allow my child(ren)'s name and meal eligibility to be shared with staff in charge of Other School Programs.	1
Social Security Number The income section of this application has been filled out. You are required to provide the last four digits of your SSN. Please enter the last four digits of your SSN or mark the "I do not have a SSN" box.	
xxxx-xx-	
Previous Decline Accept 59:30	
Meal Benefit Permissions on Application	

Establishing permissions will also enable permissions to appear within the Household Applications tool, where the user can decide whether or not the child(ren)'s meal benefits are shared with relevant district staff members.

Household Application	ons			
🕂 New 🕒 Pr	ocess Q Find Ne	w Person		
New Application Typ	e			
Meal Benefits Appl	ication 🔘 Educational Be	nefits Application		
New Application Deta	ail			
*Application Date	*Effective Date	*Expiration Date	Determining Official	
08/06/2014	09/06/2014	09/30/2015	System Administrator	
School Year	*Opt Out Medicaid	*Opt Out SCHIP		
14-15 👻	🛇 Yes 🛇 No	🛇 Yes 🛇 No		
Permission Detail				
Permission Name	Share Permission		Permission Name	Share Permission
Athletic Programs	🔘 Yes 🔘 No		Other School Programs	s 💿 Yes 🔍 No

# Step 6. Establish Online Application Templates

Classic View: FRAM > Letter Editor

Once permissions have been entered, Online Application and Inbox Message templates must be reviewed and filled out accordingly. These templates allow districts to dictate what text is provided to the Portal user during the online Meal Benefits Application process.

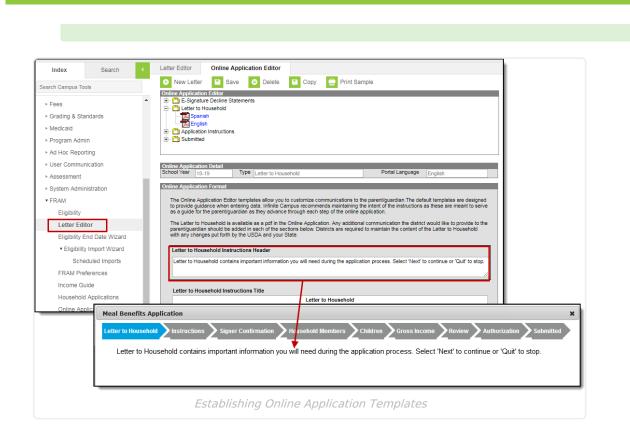
For more information, see the following articles:

- Online Application Editor
- FRAM Letter Editor

You must have at least one **English (Portal)** Process Inbox letter on the Letter Editor tab. If the letter is not set up, the error message "Online Application Letters must be set up" will display on the FRAM Preferences.

If this is the first time you are enabling Online Applications and you are setting up the Approval/Denial Letter for the upcoming school year prior to July 1, must set up Approval and Denial Letters for both the current and future years, even if you do not intend to use the current year's letters.

New Letter	
Letter Editor	
Pre-Application     Pre-Application     Direct Certific     Process Inbo     Process I	ation Approval Letter iial Letter etters x Messages h



### Step 7. Establish Application Preferences

**Classic View**: FRAM > FRAM Preferences > Application Preferences

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Users must establish Application Preferences related to Meal Benefit Application functionality. The fields highlighted below must be reviewed and entered appropriately.

For more information about each field, see the FRAM Preferences article.

Infinite	
Can	nipus

	Application Preferences	Verificatio	on Preferenc	es Permi
	Save			
	17-18 Date Preferences			
	*Default Expiration Date		10/08/2018	
	Eligibility Import Preference Include Medicaid in Extend Direct			
	General Letter Preferences			
	Hide Breakfast Program			
	Hide Eligibility Expiration Date			
L	Custom Letter Preferences Use Custom Approval/Denial Let			
	Canned Letter Preferences			
	Hearing Official Name			
	Homeless Coordinator			
	Migrant Coordinator			
	Runaway Coordinator	2000	_	
	General Application Prefere Auto Fill Application Name	inces	Signer's Nar	ne 🚽
	Auto Fill Reference Number		9917	
	Display Medicaid Opt Out			
	Display SCHIP Opt Out			
	Hide Annual (Yearly)			
	*Benefit Case Number		Min 4 M	Max 20
	Process Alerts Messages:			
	Include Paper Applications			
L	Include Approval/Denial Letter			
	State Agency Name		MDE	
	SFA ID		_	
	Provision Preferences	n Droossed		
	Educational Benefits Application	s Processed		
	Online Application Preferen	ces		
	Meal Benefits			
	FRAM Processor Locked Time USDA Acronym:		15 - State Acron	vm:
	Medicaid		State Acron	yill.
	SCHIP			
	SNAP			
	TANF			
	FDPIR			
	Other			
	Other			
	Other			
			_	

Meal Benefit Application Preferences

### Step 8. Enable Online Meal Benefit Application Functionality

**Classic View**: FRAM > FRAM Preferences > Application Preferences

To enable online Meal Benefit Application functionality, mark the **Meal Benefits** checkbox on the Application Preferences tab. Once this checkbox is marked and saved, the **Applications/Forms** section of the Portal will become available, allowing users to select the **Meal Benefits Application** link and begin submitting their applications to the district.

This checkbox is not available unless Steps 1 - 6 are complete.



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Application Preferences	Verification Preferences	Perr
Save		
13-14 Date Preferences		
*Default Expiration Date	09/30/2014	
Eligibility Import Preferences		
Include Medicaid in Extend Direct (	Certification 🔽	
General Letter Preferences Hide Breakfast Program		
Hide Eligibility Expiration Date		
Custom Letter Preferences		
Use Custom Approval/Denial Lette	er 📝	_
Canned Letter Preferences		
Hearing Official Name	Ceil Nordquist	
Homeless Coordinator	Helga Holly	
Migrant Coordinator	Mario Tennison	
Runaway Coordinator	Ricky Varai	
Head Start Coordinator		
General Application Preferen	ces	
Auto Fill Application Name	Signer's Name	<b>-</b>
Auto Fill Reference Number	780	
Display Medicaid Opt Out		
Display SCHIP Opt Out		
Process Inbox Messages:		
Include Paper Applications		
Include Approval/Denial Letter		
State Agency Name		
SFA ID		
Provision Preferences		
Educational Benefits Applications	Processed 🔽	
*Provision applies to:		
Individual School(s) O All	Schools	
Online Application Preference		
Meal Benefits		
FRAM Processor Locked Time	60 👻	
USDA Acronym:	State Acronym:	
Medicaid		
SCHIP		
SNAP		
TANF		
FDPIR		
Other		
Other		
Other		

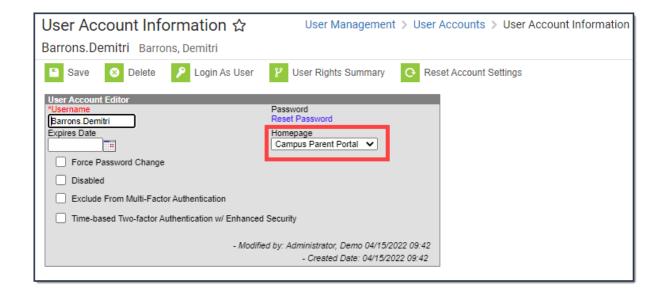
# **Step 9. Assign Emancipated Students**



# the Campus Parent Portal Homepage

To access the online application, emancipated students must be assigned the **Campus Parent Portal** homepage on their user account and given the Campus Parent Portal URL to fill out the online application.

Emancipated students who are assigned the Campus Parent Portal homepage in their user account can access their own information in Campus Student and Campus Parent. If the emancipated student is assigned as a guardian to other students, information for the other students can be viewed by the emancipated student. For more information about emancipated students, see the Emancipated Students article.



# Submitting Meal Benefit Applications via Portal

#### **Portal**: More > Meal Benefits

Once the Meal Benefit Application setup is complete, users can access and submit applications via the link within **Portal**: More > Meal Benefits Application.

For more information about the Portal application process, see the Meal Benefits Application (Portal) article.

pplications/Forms	
Meal Benefits Application click here to start the application process.	
Reports on this page require the Adobe Acrobat Reader (free).	
Meal Benefits Application	
Letter to Household Instructions Signer Confirmation Household Members Children Gross Income Review	Authorization Subm
Letter to Household Dear Parent/Guardian:	
	s [\$]; lunch costs
Dear Parent/Guardian: Children need healthy meals to learn. [Name of School] offers healthy meals every school day. Breakfast costs	[\$] for lunch. for free or ehold. We cannot d application to: