

# 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:

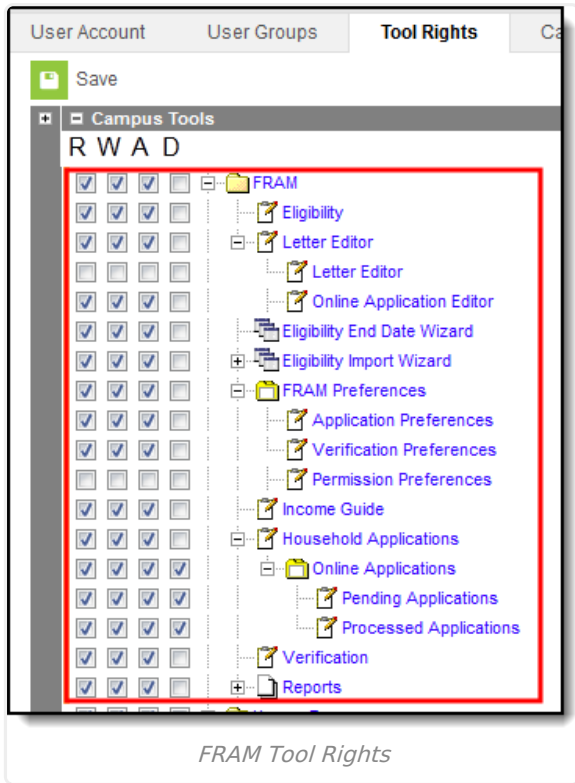
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Household income guidelines are effective on July 1. As a result, the online meal benefit application for the new school year should be made available to parents on July 1st. Your district should not allow online applications to be submitted prior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

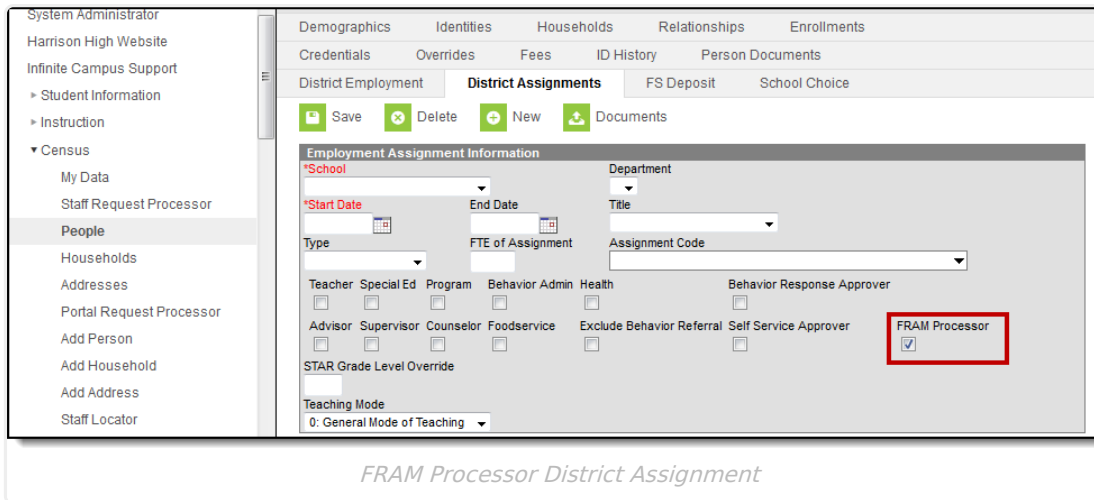
## Step 1. Assign Proper Tool Rights and District Assignment Values

**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.



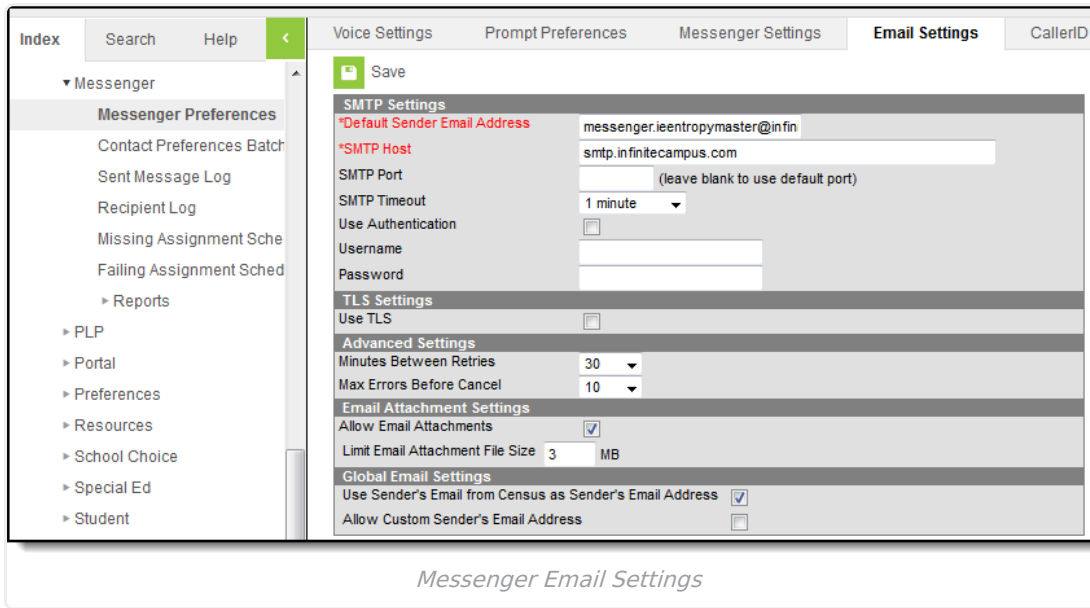
Along with proper FRAM tool rights, users responsible for processing applications must have the FRAM Processor checkbox marked on their [District Assignment](#).



## 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.

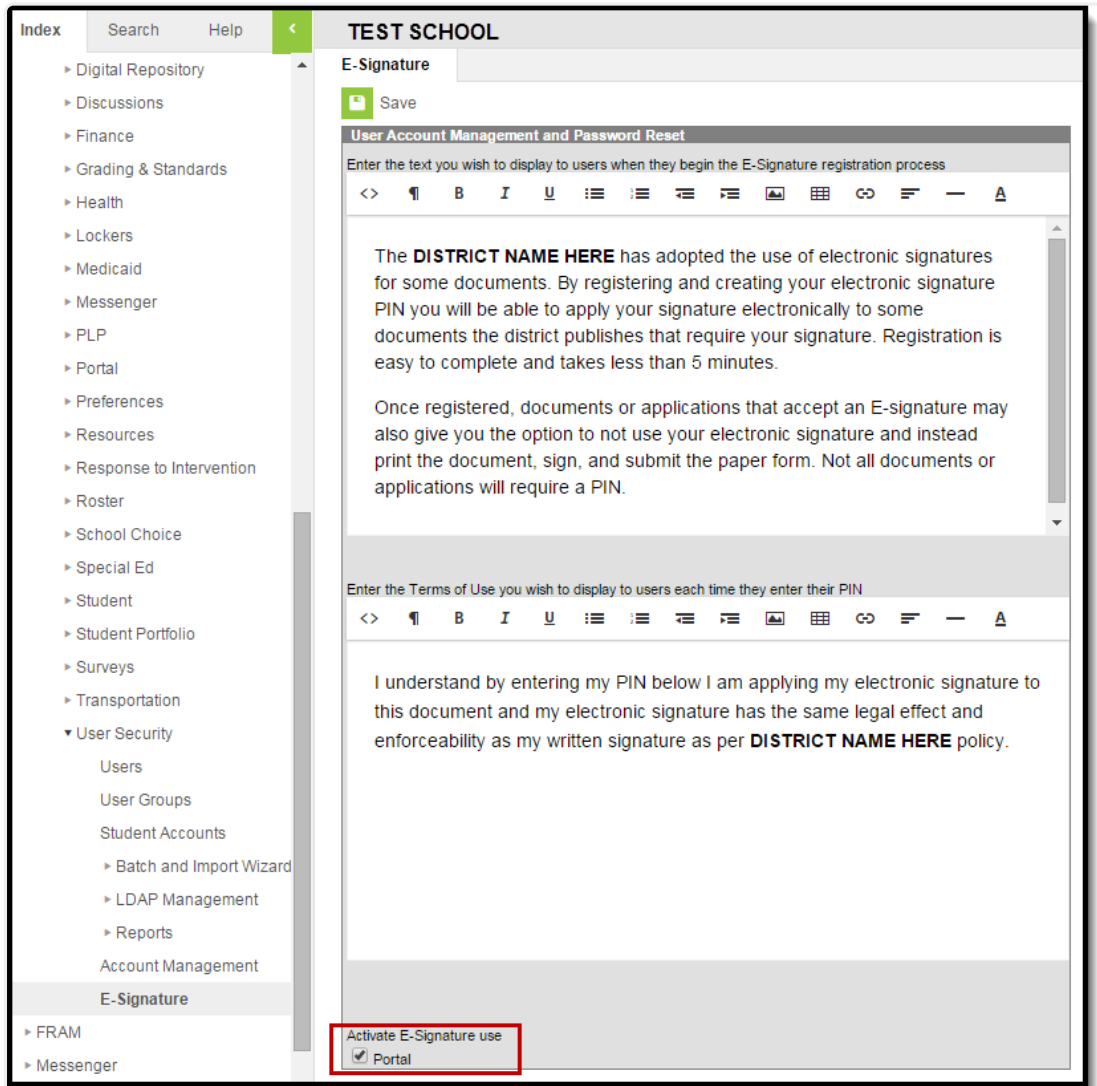
See the [E-Signature](#) article for instructions on setting up E-Signature functionality.

### 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.



*Enabling E-Signature Functionality*

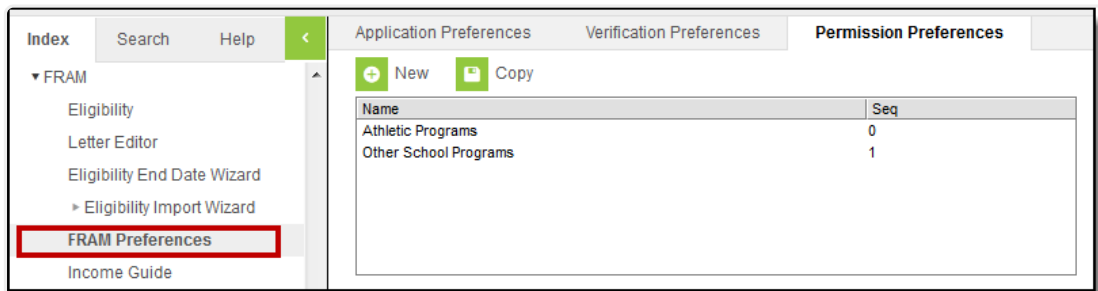
## Step 5. Create Permission Preferences

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

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

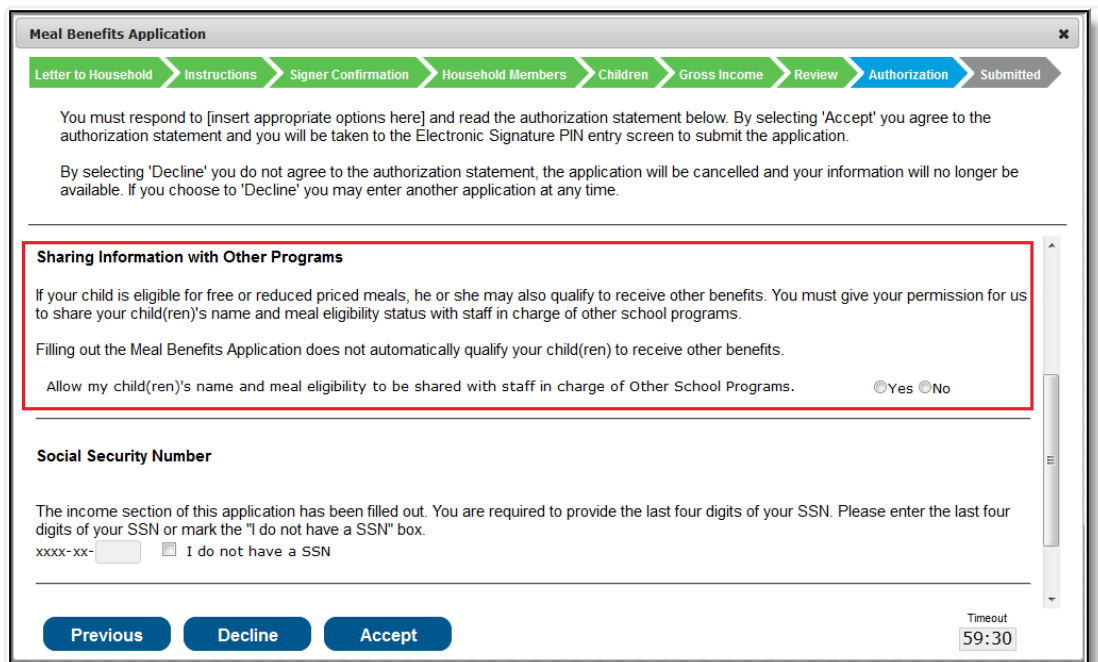
books, etc.) to students who have a free or reduced meal benefit, then permissions can be established on the [Permissions Preferences](#) tab. Permission Preferences allow the application signer to give the district permission to share their child(ren)'s free or reduced meal benefit with staff in charge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

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



*Establishing Permission 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 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 Applications**

**New Application Type**

Meal Benefits Application
  Educational Benefits Application

**New Application Detail**

*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	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	

**Permission Detail**

Permission Name	Share Permission	Permission Name	Share Permission
Athletic Programs	<input type="radio"/> Yes <input checked="" type="radio"/> No	Other School Programs	<input type="radio"/> Yes <input checked="" type="radio"/> No

*Permissions in Household Application Tool*

## 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](#)

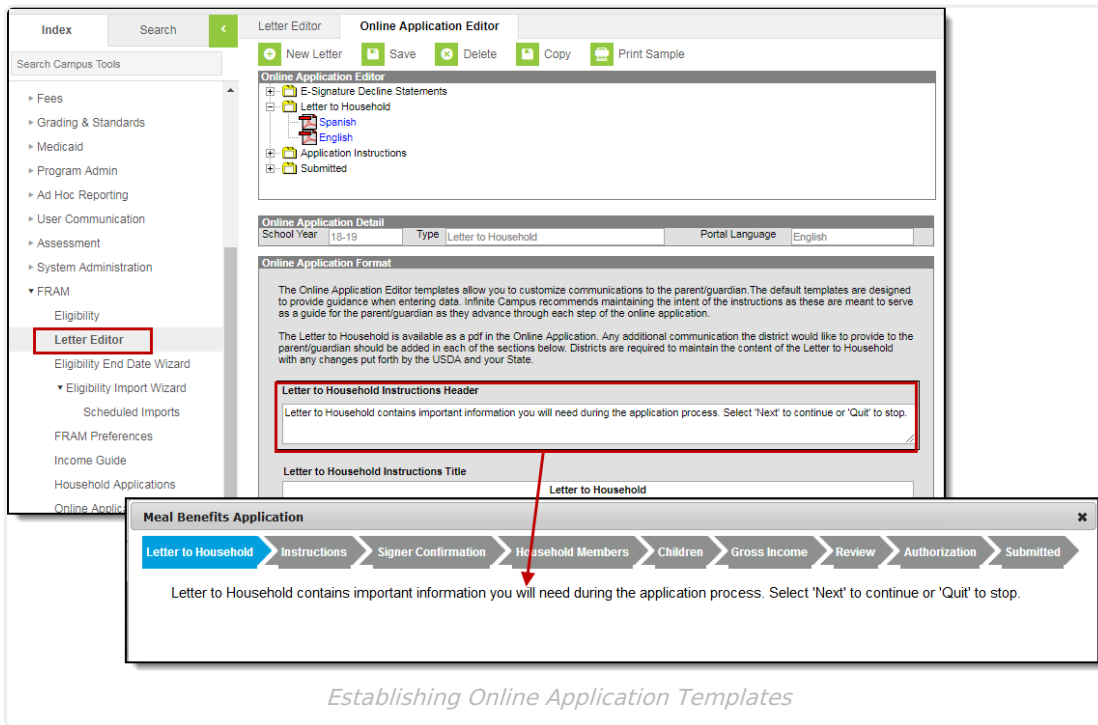
You must have at least one **English (Portal)** Process Inbox letter on the [Letter Editor tab](#). If the letter is not set up, the error message "Online Application Letters must be set up" will display on the [FRAM Preferences](#).

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.

**Letter Editor**    Online Application Editor

**Letter Editor**

- [-] Pre-Application Letter
- [-] Direct Certification Approval Letter
- [-] Approval/Denial Letter
- [-] Verification Letters
- [-] Process Inbox Messages
  - [-] US English
  - [-] English (Portal) ←



*Establishing Online Application Templates*

## Step 7. Establish Application Preferences

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

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.

Application Preferences    Verification Preferences    Permi

Save

**17-18 Date Preferences**  
 \*Default Expiration Date 10/08/2018

**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 Letter

**Canned Letter Preferences**  
 Hearing Official Name   
 Homeless Coordinator   
 Migrant Coordinator   
 Runaway Coordinator

**General Application Preferences**  
 Auto Fill Application Name Signer's Name   
 Auto Fill Reference Number 9917   
 Display Medicaid Opt Out   
 Display SCHIP Opt Out   
 Hide Annual (Yearly)   
 \*Benefit Case Number Min 4 Max 20

**Process Alerts Messages:**  
 Include Paper Applications   
 Include Approval/Denial Letter

State Agency Name MDE   
 SFA ID

**Provision Preferences**  
 Educational Benefits Applications Processed

**Online Application Preferences**  
 Meal Benefits

FRAM Processor Locked Time 15

**USDA Acronym:** **State Acronym:**

Medicaid	<input type="text"/>
SCHIP	<input type="text"/>
SNAP	<input type="text"/>
TANF	<input type="text"/>
FDPIR	<input type="text"/>
Other	<input type="text"/>
Other	<input type="text"/>
Other	<input type="text"/>

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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The screenshot shows the 'Application Preferences' form with the following sections and values:

- 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 Letter:
- Canned Letter Preferences:** Hearing Official Name: Ceil Nordquist; Homeless Coordinator: Helga Holly; Migrant Coordinator: Mario Tennison; Runaway Coordinator: Ricky Varai; Head Start Coordinator: [Empty]
- General Application Preferences:** Auto Fill Application Name: Signer's Name; 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: [Empty]; SFA ID: [Empty]
- Provision Preferences:** Educational Benefits Applications Processed: ; \*Provision applies to:  Individual School(s);  All Schools
- Online Application Preferences:** Meal Benefits:  (highlighted with a red box); FRAM Processor Locked Time: 60
- USDA Acronym:** Medicaid, SCHIP, SNAP, TANF, FDPIR, Other, Other, Other
- State Acronym:** [Empty]

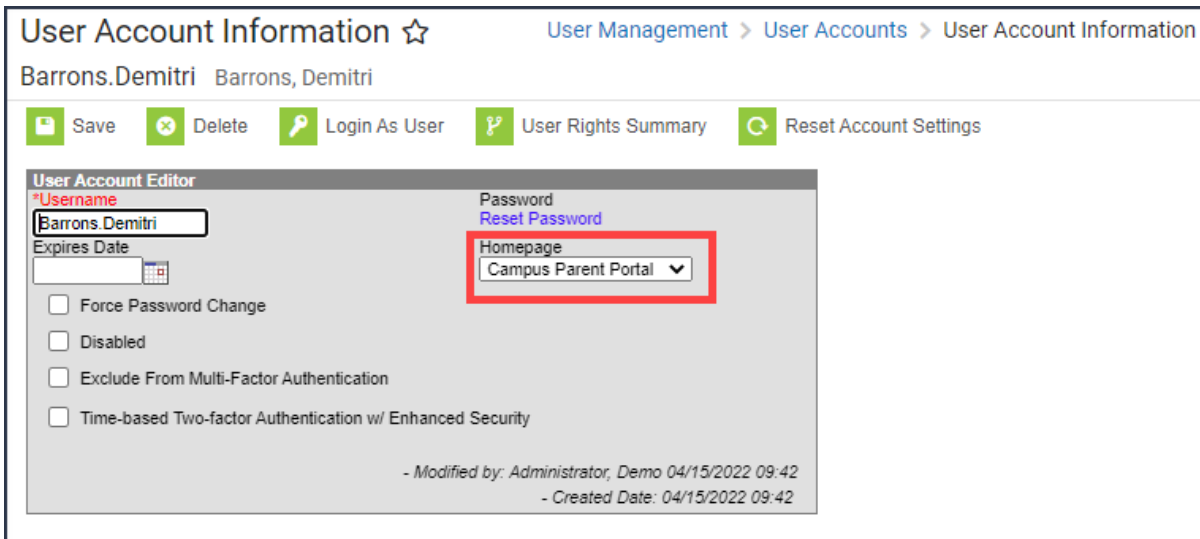
*Enabling Meal Benefits Applications on Portal*

## 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.

Applications/Forms

Meal Benefits Application [click here to start the application process.](#)

Reports on this page require the Adobe Acrobat Reader (free). 

**Meal Benefits Application** [Close]

Letter to Household > Instructions > Signer Confirmation > Household Members > Children > Gross Income > Review > Authorization > Submitted

Letter to Household contains important information you will need during the application process. You may print a PDF of this letter by selecting the print icon. Select 'Next' to continue or 'Quit' to stop.

### Letter to Household

Dear Parent/Guardian:

Children need healthy meals to learn. [Name of School] offers healthy meals every school day. Breakfast costs [\$]; lunch costs [\$]. Your children may qualify for free meals or for reduced price meals. Reduced price is [\$] for breakfast and [\$] for lunch.

1. DO I NEED TO FILL OUT AN APPLICATION FOR EACH CHILD? No. Complete the application to apply for free or reduced price meals. Use one Free and Reduced Price School Meals Application for all students in your household. We cannot approve an application that is not complete, so be sure to fill out all required information. Return the completed application to: [name, address, phone number]. If you would like to complete a paper application instead, you can print a paper application by

Timeout  
24:51

[Quit](#) [Next](#)