Create New Eligibility Records

Last Modified on 06/27/2024 3:03 pm CDT

We're trying something new in the knowledge base. Please give us your feedback!

[Eligibility Editor Field Descriptions](#) | [Certified Types](#)

Tool Search: Eligibility

The Eligibility tool shows a student's eligibility for free or reduced-price benefits. The USDA Food and Nutritional Services agency requires districts to track student eligibility for federal reimbursement.

> If no eligibility records are shown in the Eligibility Editor, the student has a default Eligibility value of **Paid** and an Eligibility Type of **Meal**.

New eligibility records can be created manually on the Eligibility tool, imported to the Eligibility tool using the Eligibility Import Wizard, or processed through the FRAM Household Applications and Online Applications tools.

State Edition users should also refer to the Eligibility (State) article.

Manually Enter a New Student Eligibility

> When adding a new eligibility, do not overwrite existing eligibilities. Overlapping **Start/End Dates** are not allowed; therefore, the previous Eligibility automatically adjusts to end before the new Eligibility begins.
>
> **Point-of-Sale users only:** If a student's eligibility changes, existing transactions for those students will NOT be updated. If transactions exist with an Eligibility that has been edited or overwritten, a district staff member must manually modify those transactions in the student's account Journal.

1. Click **New** in the action bar.
2. Select the **School Year** to which the Eligibility should apply.
3. Enter or select a **Start Date.**
4. The End Date will be set to the Default Expiration Date set in FRAM Preferences, based on Eligibility Carryover. Change if needed.

   More about Eligibility Carryover

   ▶ Click here to expand...

5. Select the **Eligibility Type** and **Eligibility.**

   Reference: Eligibility Editor Field Descriptions

   ▸ Click here to expand...

6. Select the **Source** and **Certified Type** for the student.

   Reference: Certified Type Options

   ▸ Click here to expand...

7. If enabled by your district in FRAM Preferences, mark the **Opt Out Medicaid/SCHIP** checkbox(es) if your state's Medicaid/SCHIP agency should not contact the student's guardians.

8. Select the relevant **Share Permission** radio buttons if the parent wishes to have their child's eligibility status shared with district programs or staff.
   - The School Store and Activity Permission shares the student's eligibility with the Campus School Store and Activity Registration tools. If the School Store setting to allow free and reduced pricing is enabled, students are charged a free or reduced price for items, activities, or athletics.
   - Districts may create additional Permissions, such as for a weekend food backpack program.

9. Click **Save**.

Sync Eligibility to State

> **This information applies only to districts linked to a Campus State Edition or Regional Edition installation.**

In districts linked to a Campus State or Regional Edition installation, certain district-level eligibility information is synched to the state-level Eligibility tool. District-level values from the following fields will be automatically synced to the state level when an eligibility record is created, updated, or deleted:

- **Eligibility**
- **Eligibility Type**
- **Source**
- **Certified Type**
- **School Year**
- **Start Date**
- **End Date**
- **State Eligibility Code**