

Manage Eligibility Records

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Tool Search: Eligibility

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

State Edition users should also refer to the [Eligibility \(State\)](#) article.

If a student's eligibility status changes, [add a new eligibility](#) with the effective start date. **Do not change the existing record.**

Edit Student Eligibility Meal Status

When an *error* is made when entering a student eligibility status, you can edit that information from this tab.

The exception to this is when the initial eligibility information was processed via the FRAM [Household Applications](#) or [Online Applications](#) tools. When these tools were used to set up a student's Eligibility, information displays as read-only and cannot be modified or deleted from here.

To edit a record, select the record from the list in Eligibility.

Delete Eligibility Records

When an Educational or Meal Benefits application is processed through the [FRAM Household Applications](#) and [Online Applications](#) tools, the resulting eligibility is automatically populated. These records display as read-only information that **cannot** be deleted.

Point-of-Sale users only: Changes made to a student's eligibility will NOT update existing meal transactions.

1. Select the record to delete.
2. Click the **Delete** button. A confirmation window displays.
3. Click **OK**.

Eligibility

SCHOOL YEAR	START DATE	END DATE	ELIGIBILITY TYPE	ELIGIBILITY	CERTIFIED TYPE	STATE CODE	BIE CODE	APPLICATION NAME	REFERENCE NUMBER
23-24	9/4/23	10/21/24	Meal	Free	Income	F	1		
22-23	8/1/22	9/3/23	Meal	Free	Override				
21-22	6/1/21	7/31/22	Meal	Free	Income				
20-21	8/10/20	5/27/21	Meal	Free	Income				
19-20	8/8/19	11/24/19	Meal	Free	Override				
18-19	9/22/18	10/30/18	Meal	Paid	Income	S	0		
18-19	10/31/18	6/30/19	Meal	Reduced	Income	R	2		
17-18	8/11/17	6/30/18	Meal	Reduced	Income	R	2		
16-17	9/25/16	7/31/17	Meal	Free	Income	F	1		
15-16	8/13/15	9/22/16	Meal	Free	Categorical	F	1		

Confirm Delete

You are about to delete an Eligibility, are you sure you want to continue?

DeleteKeep

Eligibility Detail

School Year *

23-24

Start Date *

09/04/2023

End Date *

10/21/2024

Eligibility Type *

Meal

Eligibility *

Free

Source *

Non-Direct

Certified Type *

Income

Opt Out Medicaid

Opt Out SCHIP

Does Not Participate

Share with Art2 *

No

Share with Gym *

No

Update

Cancel

Delete

View Modifications Made to an Eligibility Record

To view who last modified the Eligibility record and on what date, select the record within Eligibility and scroll to the bottom of the Eligibility Detail panel.

Eligibility Detail

Share with Art2 *

No

Yes

Share with Gym *

No

Yes

Share with French Club *

No

Yes

State Eligibility Code

F: Free

BIE Code

1: Free

Modified by System Administrator, 8/31/23, 9:51 AM

Update

Cancel

Delete

The hover will indicate who modified the record and on what date for any of the following reasons:

- A new manual record is entered or a change is made to an existing record within the Eligibility tool.
- Entry of a Meal Benefits Application or Educational Benefits Application via the [Household Application tool](#) or via [Online Meal Benefits Application](#).
- Use of the [Eligibility End Date Wizard](#).
- Use of the [Eligibility Import Wizard](#) to run a manual or Batch Import. If New File Import is selected and the new file is uploaded with no change to the mapping, the person who selected New File Import and uploaded and imported the new file will appear as the Modified By person and date.
- When a Scheduled Import is run, the name of the last user who edited the mapping of the import selected to run from the Eligibility Import Wizard will be the Modified By person and date.

If the fields for modifiedBy and modifiedDate are null for a record within the POSEligibility table, the hover will display "Modified By: Unknown" with no date indicated

Sync Eligibility to State

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

District-level eligibility information is synched to the state-level Eligibility tool in districts linked to a Campus State or Regional Edition installation. 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**

Previous Versions

[Eligibility \(Video\) \[.2231 - .2419\]](#)

[Eligibility \[.2231 - .2419\]](#)