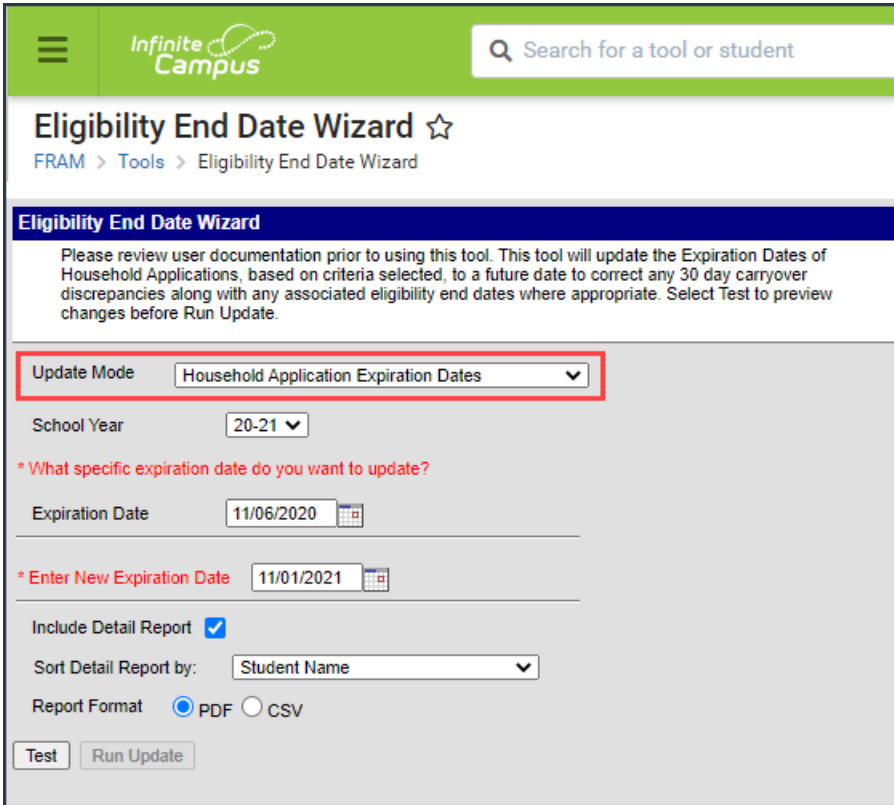


# Eligibility End Date Wizard: Update Household Application Dates

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Tool Search: Eligibility End Date

The Eligibility End Date Wizard allows districts to update [Household Application](#) expiration and [Eligibility](#) end dates en masse. This tool was designed to help correct future 30-day carryover discrepancies at the end of school years.



The screenshot shows the 'Eligibility End Date Wizard' interface. At the top, there is a search bar and the Infinite Campus logo. Below the search bar, the title 'Eligibility End Date Wizard' is displayed with a star icon. A breadcrumb trail shows 'FRAM > Tools > Eligibility End Date Wizard'. A blue header bar contains the title 'Eligibility End Date Wizard'. Below this, a warning message states: 'Please review user documentation prior to using this tool. This tool will update the Expiration Dates of Household Applications, based on criteria selected, to a future date to correct any 30 day carryover discrepancies along with any associated eligibility end dates where appropriate. Select Test to preview changes before Run Update.' The main form area includes:
 

- 'Update Mode' dropdown menu set to 'Household Application Expiration Dates' (highlighted with a red box).
- 'School Year' dropdown menu set to '20-21'.
- A red asterisk followed by the text '\* What specific expiration date do you want to update?'.
- 'Expiration Date' input field with a calendar icon, set to '11/06/2020'.
- A red asterisk followed by the text '\* Enter New Expiration Date'.
- 'Enter New Expiration Date' input field with a calendar icon, set to '11/01/2021'.
- 'Include Detail Report' checkbox, which is checked.
- 'Sort Detail Report by:' dropdown menu set to 'Student Name'.
- 'Report Format' radio buttons for 'PDF' (selected) and 'CSV'.
- 'Test' and 'Run Update' buttons at the bottom.

## Update Household Application Expiration Dates

Before using the Eligibility End Date Wizard, users should consider the following:

- When updating the Expiration Date for a Household application, users must verify the Default Expiration Date is correctly entered on the school year on the [FRAM Preferences](#) tool.
- This wizard will only update the latest end-dated eligibility associated with the application being updated.
- The wizard will not update any Excluded applications.
- Users will not be able to update any eligibilities to dates existing in the past (retroactive date) due to the potential impact on state and meal reporting. If users need to change any eligibility end date to a date from the past, the district will have to manually perform

this.

1. Select an **Update Mode** of Household Application Expiration Dates.
2. Select the **School Year** in which household applications should be updated.
3. Enter which specific expiration date to update. Only household applications with this Expiration Date will be updated.
4. Enter the **New Expiration Date**. All household applications matching the Expiration Date and School Year entered will be updated to this date.
5. Mark the **Include Detail Report** checkbox to have additional information about each updated household application included on the report generated once the Test or Run Update buttons are selected.
6. If the Include Detail Report checkbox is marked, select the Sort Detail Report option to determine how household information is sorted on the report.
7. Select a **Report Format**.
8. To review which household applications will be impacted by this change before changing expiration dates in the database, click the **Test** button. The Eligibility End Date Report appears in a separate window.
9. To update all household applications that meet the criteria entered above, select the **Run Update** button. The Eligibility End Date Report appears in a separate window, detailing which household applications were updated.

## Eligibility End Date Report

Once the Eligibility End Date Wizard is run for an Update Mode of Household Application Expiration Dates, the Eligibility End Date Report appears in a separate window, describing all changes made.

### Summary of Eligibility End Date Changes

This section summarizes Eligibility records impacted by the change, broken down by the Certified Type and Eligibility (Free, Reduced, Paid) of each record.

Generated on 01/18/2012 07:31:51 AM Page 1 of 2		<b>Eligibility End Date Report</b> <b>End Date Updated to: 07/29/2012</b> Update Mode: Household Application Expiration Dates School Year: 11-12 Expiration Date Selected to Update: 10/15/2012 Sort by: Student Name		
<b>Summary of Eligibility End Date Changes</b>				
Certified Type	Free	Reduced	Paid	Total
Direct	0	0	0	0
Income	6	0	0	6
Categorical	0	0	0	0
Override	0	0	0	0
Runaway	0	0	0	0
Homeless	0	0	0	0
Foster	0	0	0	0
Migrant	0	0	0	0
Temporary/No Income	0	0	0	0
Head Start	0	0	0	0
RCCI	0	0	0	0
Early Childhood	0	0	0	0
Declined	0	0	0	0
Denied	0	0	0	0
Did Not Apply	0	0	0	0
<b>Total</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>6</b>

In the example above, six records with a Certified Type of Income and an Eligibility of Free were impacted by a change to the person's Household Application Expiration Date and an updated eligibility record. The Detail: Update Records section defines each affected person.

## Summary of Household Application Expiration Date Changes Only

This section reports the total number of household applications, for which only the expiration dates were updated. Eligibility records associated with the Household Applications could not be updated to a new end date because the new end date would have changed other existing eligibility records for students.

* The Summary below reports the total number of Household Applications where only the Expiration Dates were updated. In these cases, the eligibility records associated with the Household Applications could not be updated to the new end date because the new end date would have changed other existing eligibility records for students.	
<b>*Summary of Household Application Expiration Date Changes Only</b>	<b>Total</b>
Only Household Application Expiration Dates Updated	7

## Warnings: Gap in Eligibility Created

This section appears if a gap was created between a student's existing updated eligibility record and subsequent eligibility records.

If this is unacceptable, users should consider the following:

- Not use the Eligibility End Date Wizard.
- Change criteria on the Eligibility End Date Wizard editor so that no gap in Free/Reduced eligibility is created.
- Select the Run Update button, knowing gaps in eligibility will be created for some students and manually correcting these gaps, as appropriate based on District policy/procedures.

\*\* The Warning section below indicates the process of updating the eligibility end dates will result in a gap between the end date of the updated record and a subsequent eligibility record. In most cases, a gap between Free/Reduced eligibilities should not occur. Please review these records and correct gaps where appropriate.

**\*\*Warnings: Gap In Eligibility Created**

Paid Start Date	Paid End Date	Student Name	Eligibility	Certified Type	Original Eligibility End Date	Application Reference #	Application Name	Original Application Exp. Date
07/30/2012	10/15/2012	[REDACTED], Adam	Free	Income	10/15/2012	2868	[REDACTED], Nancy	10/15/2012

## Detail: Updated Records

This section identifies which student eligibility record end dates were updated to match the updated Household Application Expiration Date.

**Detail: Updated Records**

Student Name	Eligibility	Certified Type	Original Eligibility End Date	Application Reference #	Application Name	Original Application Exp. Date
[REDACTED], Anthony J	Free	Income	10/15/2012	2839-V	[REDACTED], Annette	10/15/2012
[REDACTED], Carly A	Free	Income	10/15/2012	2839-V	[REDACTED], Annette	10/15/2012
[REDACTED], Seth I	Free	Income	10/15/2012	2827-A	[REDACTED] Household	10/15/2012
[REDACTED], Zena	Free	Income	10/15/2012	2868	[REDACTED], Nancy	10/15/2012
[REDACTED], Adam	Free	Income	10/15/2012	2868	[REDACTED], Nancy	10/15/2012

## Detail: Updated Household Application Expiration Dates Only

This section identifies all household applications where the Expiration Date was updated but no student eligibility record end dates were updated. Eligibility records associated with the Household Application could not be updated to a new end date because the new end date would have changed other existing eligibility records for students.

**Detail: Updated Household Application Expiration Dates Only**

Application Reference #	Application Name	Original Application Exp. Date
2884	[REDACTED] Household	10/15/2012
2839-A	[REDACTED], Annette	10/15/2012
2839-V	[REDACTED], Annette	10/15/2012