

## **Process an Online Application**

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The Online Applications tool allows district FRAM processors to process online Meal Benefits Applications <u>submitted to the district via the Portal</u>.

## **Before you begin:**

- Only district employees marked as a *FRAM Processor* on their <u>District Assignment</u> can process Educational Benefits or Meal Benefits Applications. FRAM Processors will receive a Process Alert message when an application is ready for processing
- The *FRAM Processor Locked Time* in <u>FRAM Preferences</u> sets the number of minutes a FRAM Processor can work on processing an Online Meal Benefits Application before other FRAM Processors can open it.

## **Process an Online Application**

Signer Name	Reference #	Submitted Date	Due Date	Begin Process
		month/day/year	All	
Fillmore, Deon	995	7/9/24	7/24/24	Review
Calthorpe, Amar	994	7/9/24	7/24/24	Review

- 1. Select an application from the Online Applications window or search for a specific application.
- 2. Click the **Review** button to open the application.
- 3. Enter or select the Effective Date.
- 4. If needed, modify the **Expiration Date**. This date defaults to the date set in <u>FRAM</u> <u>Preferences</u>, but can be changed if needed.

Pending Application: Fillmore, Deon Household					
Application Details					
School Year: 24-25	Signer Name: Fillmore, Deon	Submitted Date: 7/1/24	Reference Number: 995		
Effective Date: * 07/08/2024	Expiration Date: * 09/24/2025	Application Type: Meal Benefits Educational Benefits	Determining Official: Administrator, Demo		

- If your district has one or more schools participating in the <u>Community Eligibility Provision</u> program AND Provision Preferences are set in <u>FRAM Preferences</u>, verify the correct **Application Type** is set.
- 6. Review the **Student Details**.



Student Details						
CURRENT ELIGIBILITY	NAME	DOB	SCHOOL	GRADE	STUDENT INDICATOR	
23-24 FREE DIRECT	Loftie, Eleanor	6/29/11	Carter Middle	07	Foster	
	Loftie, Lianne	7/4/10	Carter Middle	07		

- **Current Eligibility** for any students on the application will be listed. Processing this application will update their eligibility.
- The **Student Indicator** will show if the application signer indicated any students are Foster, Homeless, Migrant or Runaway.
- 7. If the **Manually Added Students** section displays, the applicant added a person they indicated was a student. Completing this process is required.
  - Click here to expand...

Tool Search: Online Applications

If the application signer added a student who is not part of the household to the online application, the student must be added to the application when it is processed.

Manually Added Students (Required)					
NAME	DOB	SCHOOL	GRADE	STUDENT INDICATOR	ADD STUDENT
Smith, Elijah	5/24/11	Carter Middle	08		Find Person

- 1. Click **Find Person** to open the Add Student from Census side panel.
- 2. Search for the student.

If the student is not found in the Search Results, do not process the application.



The student must be added in Census and have an enrollment created before processing the application.

3. Select the student in the search results.

ine Applications w				_	FRAM > Application Frocess	sing > Onine Appi
CURRENT ELIGIBILITY	NAME	DOB	SCHOOL		Add Student from Census	
	Mawby, Amber	6/18/09	Van Buren High	School	Please select one student.	
	Mawby, Carey	3/3/11	Carter Middle		Smith, Elijah Q	
Manually Added Students (	Required)					
NAME	DOB SC	HOOL	GRADE	STUDENT IND	Smith, Elijah 05/24/2011 #241100002	SELECTE
Smith, Elijah	5/24/11 C	arter Middle	08			
usehold Details	DOB		WORK	WELFARE, CHILD SU		
				Al		
Mawby, Kristian SIGNER			\$45,000.00 Annual			

4. Click **Replace Student**.

Infinite Campus

- 5. In the confirmation pop-up, click **OK**. The student will be added to the Student Details.
- 8. Review the **Household Details**. Added individuals who are not students are counted in the household for determining eligibility based on income but are not added to the household in Campus.

Household Details					
NAME	DOB	WORK	WELFARE, CHILD SUPPORT, ALIMONY	PENSION, RETIREMENT, SOCIAL SECURITY	OTHER INCOME
Mawby, Kristian SIGNER		\$45,000.00 Annual			
Mawby, Amber	6/18/09				
Mawby, Carey	3/3/11				
Mawby, Geraldine					
Mawby, Giles	8/29/09				
Smith, Elijah	5/24/11				
Child Income: \$0.00 Annual	Case Number: N/A				

Household Details Field Descriptions

Click here to expand...

Display of the **Annual** frequency option is controlled by an option in <u>FRAM</u> <u>Preferences</u> and may not be available in your site.

Field	Description
Name	The names of household members included on the application.



Field	Description
Work Income	<ul> <li>The household member's regular earnings from employment.</li> <li>The amount is entered in the Income field, and the Frequency is selected to indicate how often the amount is received: <ul> <li>Annual</li> <li>Monthly</li> <li>Twice Per Month Semi-monthly (24 payments annually)</li> <li>Every Two Weeks Bi-weekly (26 payments annually)</li> <li>Weekly</li> </ul> </li> </ul>
Welfare, Child Support, or Alimony Income	The amount of welfare, child support or alimony the household member receives. The amount is entered in the Income field, and the Frequency is selected to indicate how often the amount is received: • Annual • Monthly • Twice Per Month Semi-monthly (24 payments annually) • Every Two Weeks Bi-weekly (26 payments annually) • Weekly
Pension, Retirement, or Social Security Income	The amount of pension, retirement or social security benefits the household member receives. The amount is entered in the Income field, and the Frequency is selected to indicate how often the amount is received: • Annual • Monthly • Twice Per Month Semi-monthly (24 payments annually) • Every Two Weeks Bi-weekly (26 payments annually) • Weekly
Other Income	<ul> <li>The miscellaneous income the household member receives.</li> <li>The amount is entered in the Income field, and the Frequency is selected to indicate how often the amount is received: <ul> <li>Annual</li> <li>Monthly</li> <li>Twice Per Month Semi-monthly (24 payments annually)</li> <li>Every Two Weeks Bi-weekly (26 payments annually)</li> <li>Weekly</li> </ul> </li> </ul>
Child Income	A lump sum total of all income the children in the household receive. The amount is entered in the Income field, and the Frequency is selected to indicate how often the amount is received: • Annual • Monthly • Twice Per Month Semi-monthly (24 payments annually) • Every Two Weeks Bi-weekly (26 payments annually) • Weekly



9. Review the Eligibility Status and Other Details.

Eligibility Status			
Total Household Income: \$45,000.00 Annual	Household Size: 6	Approved Eligibility: Free	Application Status: Complete: income approval
NAME	APPI	DVED ELIGIBILITY	CERTIFIED TYPE
Mawby, Amber	FR	Ð	Income
Mawby, Carey	FR	Ð	Income
Smith, Elijah	FR	D	Income
Other Details			
IP Address: 10.26.244.42	Signer SSN: 8765	<b>Race:</b> Black or African American,White	Ethnicity: Hispanic or Latino
<b>Opt Out Medicaid</b> : No	Opt Out SCHIP: No	Athletic Fees No	Enrollment Fee No

10. Once the application is reviewed, select the **Process** button.

Process Suspend	Cancel	Print
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11. Select if you wish to **Print** the Approval/Denial Letter.

The processed application now appears in the Processed Applications tab where users can review application details and print a detailed report of application information. The information displayed is the original information submitted by the application signer. By law, this information cannot be deleted or edited.

The student eligibilities are saved in the Eligibility tool, and the application is also visible on <u>Household Applications</u>.