

Process an Online Application

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

Before you begin:

- Only district employees marked as a *FRAM Processor* on their *District Assignment* 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 *FRAM Preferences* 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
<input type="text"/>	<input type="text"/>	month/day/year	All	
Fillmore, Deon	995	7/9/24	7/24/24	<input type="button" value="Review"/>
Calthorpe, Amar	994	7/9/24	7/24/24	<input type="button" value="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 [FRAM Preferences](#), 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: * <input type="text" value="07/08/2024"/>	Expiration Date: * <input type="text" value="09/24/2025"/>	Application Type: <input checked="" type="radio"/> Meal Benefits <input type="radio"/> Educational Benefits	Determining Official: Administrator, Demo

5. If your district has one or more schools participating in the [Community Eligibility Provision](#) program AND Provision Preferences are set in [FRAM Preferences](#), 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		<input type="button" value="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.

Add Student from Census

Please select one student.

No People Found

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

3. Select the student in the search results.

Online Applications ☆ FRAM > Application Processing > Online Applications

CURRENT ELIGIBILITY	NAME	DOB	SCHOOL
	Mawby, Amber	6/18/09	Van Buren High School
	Mawby, Carey	3/3/11	Carter Middle

Manually Added Students (Required)

NAME	DOB	SCHOOL	GRADE	STUDENT ID
Smith, Elijah	5/24/11	Carter Middle	08	

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				

Add Student from Census

Please select one student.

Smith, Elijah
05/24/2011
#241100002 SELECTED

Buttons: Process, Suspend, Cancel, Print, Replace Student, Cancel

4. Click **Replace Student**.
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 FRAM Preferences and may not be available in your site.

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

Field	Description
Work Income	<p>The household member's regular earnings from employment. The amount is entered in the Income field, and the Frequency is selected to indicate how often the amount is received:</p> <ul style="list-style-type: none"> ◦ Annual ◦ Monthly ◦ Twice Per Month Semi-monthly (24 payments annually) ◦ Every Two Weeks Bi-weekly (26 payments annually) ◦ Weekly
Welfare, Child Support, or Alimony Income	<p>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:</p> <ul style="list-style-type: none"> ◦ 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	<p>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:</p> <ul style="list-style-type: none"> ◦ Annual ◦ Monthly ◦ Twice Per Month Semi-monthly (24 payments annually) ◦ Every Two Weeks Bi-weekly (26 payments annually) ◦ Weekly
Other Income	<p>The miscellaneous income 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:</p> <ul style="list-style-type: none"> ◦ Annual ◦ Monthly ◦ Twice Per Month Semi-monthly (24 payments annually) ◦ Every Two Weeks Bi-weekly (26 payments annually) ◦ Weekly
Child Income	<p>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:</p> <ul style="list-style-type: none"> ◦ 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	APPROVED ELIGIBILITY	CERTIFIED TYPE	
Mawby, Amber	<input type="button" value="FREE"/>	Income	
Mawby, Carey	<input type="button" value="FREE"/>	Income	
Smith, Elijah	<input type="button" value="FREE"/>	Income	
Other Details			
IP Address: 10.26.244.42	Signer SSN: 8765	Race: Black or African American,White	Ethnicity: Hispanic or Latino
Opt Out Medicaid: No	Opt Out SCHIP: No	Athletic Fees: No	Enrollment Fee: No

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

<input type="button" value="Process"/>	<input type="button" value="Suspend"/>	<input type="button" value="Cancel"/>	<input type="button" value="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 [Household Applications](#).