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

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.

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...
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...

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	FREE	Income
Mawby, Carey	FREE	Income
Smith, Elijah	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.
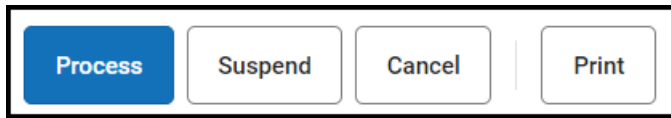
11. Select if you wish to **Print** the Approval/Denial Letter.

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.