

Free-Reduced Lunch Application (FRLA) Guide

Setup

Step 1: Determine if Free-Reduced Lunch Applications will be handled at the school or district level.

(SD Admin > Options > School Permissions)

District Level: In this mode there will be one application for the whole family even if they have students that attend different schools within district.

School Level: In this mode there will be one application per school.
(recommended mode for districts with schools that operate independently such as Dioceses, or districts with only one school)

School Permissions					
Auto Logout: 1h 04m					
SD Admin Main > Options Main > School Permissions					
Academic Year: 2015-16					
Yearly Permission	District Managed	School Managed	Timeless Permission	District Managed	School Managed
Academic Years		✓	Courses		✓
Status(Future/Active/Closed)		✓	Grading Scales		✓
Calendars		✓	Graduation Requirements		✓
Grading Periods		✓	Grade Reporting Options		✓
Status(Active/Closed)		✓			
Report Cards		✓			
Visual Layout Options		✓			
Status(Active/Closed)		✓			
Free-Reduced Lunch Apps		✓			

Edit
Back

With either option, the person working on the Free-Reduced Lunch Applications must be a School Admin with “Modify” permissions for Free-Reduced Lunch Applications at all schools for which that admin is doing Free-Reduced Lunch Applications. (Admins > Edit)

Free-Reduced Lunch Applications
✓
✓

Any admin with “modify” permissions will receive an email any time an application is completed by a parent.

Step 2: Determine if parents can complete the applications online.
(Admin > Lunch > Options)

Free-Reduced Lunch Applications	
Managed at:	School
Allow parents to complete applications:	Yes <input type="checkbox"/>
Message displayed to parents after completing Free-Reduced Lunch Applications:	Your free-reduced lunch application has been submitted. The application will be reviewed before it is approved. You may be required to provide proof of income to complete the process.

Step 3: FRLA letter templates are created automatically. There are placeholder fields for each of these that need to be updated. *(Letter Templates > Edit)*

Lunch Program Eligibility (Approve)	Free-Reduced Lunch Application Approval	Required	edit
Lunch Program Eligibility (Reject)	Free-Reduced Lunch Application Rejection	Required	edit
Lunch Program Eligibility (Verification - First Notification)	Free-Reduced Lunch Application Verification - First Notification	Required	edit
Lunch Program Eligibility (Verification - No Response)	Free-Reduced Lunch Application Verification - No Response	Required	edit
Lunch Program Eligibility (Verification - Requirements Not Met)	Free-Reduced Lunch Application Verification - Requirements Not Met	Required	edit
Lunch Program Eligibility ()	Free-Reduced Lunch Application Verification - Second Notification	Required	edit
Lunch Program Eligibility (Verification - Verified)	Free-Reduced Lunch Application Verification - Verified	Required	edit

(text inside brackets [] needs to be updated)

*Bottom Body	<p>If you do not agree with the decision, you may discuss it with [school official's name] at [phone number] or at [e-mail address]. If you wish to review the decision further, you have a right to a fair hearing. This can be done by calling or writing the following official:</p> <p>NAME: [name] ADDRESS: [address] PHONE NUMBER: [phone number] E-MAIL: [e-mail address]</p>
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Completing an Applications as an Admin

Admin Main > Free-Reduced Lunch Application > Create Lunch Application

Part 1: All Household Members


Enter the last name of a student. Select the student from the list. Custodial Parent/Guardians will appear. Other household members can be added. Each member needs to be assigned a school, or marked as not a student. There are checkboxes for foster, homeless, migrant, runaway, or head start.


Part 1. All Household Members										
Last Name	First Name	Middle Initial	Has Income	School	Foster	Homeless	Migrant	Runaway	Head Start	
Arias	Rachelle	A	<input type="checkbox"/>	Lencioni Demo 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[remove]
<input type="text" value="Arias"/>	<input type="text" value="Deborah"/>	<input type="text"/>	<input checked="" type="checkbox"/>	N/A - this is not a student						[remove]
<input type="text" value="Arias"/>	<input type="text" value="Kenneth"/>	<input type="text"/>	<input checked="" type="checkbox"/>	N/A - this is not a student						[remove]
Household Size: 3										
Add Household Member										

Basic Information

Determine the effective date, and who completed the application.

Basic Information


Effective Date: 

Application Completed By: 


Part 2: Benefits


Mark if any member of the household receives benefits from SNAP, TANF, or FDPIR.


Part 2. Benefits

Does any member of the household receive benefits from the Assistance Programs SNAP, TANF, or FDPIR? 

Part 2. Benefits

Does any member of the household receive benefits from the Assistance Programs SNAP, TANF, or FDPIR? 

Program Name: 

Household Member: 

Case Number (Not EBT Card Number):

Part 3: Total Household Gross Income (Before Deductions)

Enter the household income. Values can be entered as weekly, every 2 weeks, twice monthly, monthly, or annually. An Annual Total is provided at the bottom.

If yes in part 2, then part 3 may not be required.

Part 3. Total Household Gross Income (Before Deductions)	
Name	Income Sources
Your participation in a Part 2: Benefits program qualifies you for eligibility. You do not need to complete Part 3: Total Household Gross Income. You can choose to enter this information, but it is not required. <u>[enter income information anyway]</u>	

Part 3. Total Household Gross Income (Before Deductions)	
Name	Income Sources
Arias, Deborah	Earnings from work before deductions: <input type="text"/> Monthly ⌵
	Welfare, child support, alimony: <input type="text"/> Monthly ⌵
	Social Security, SSI, VA, retirement benefits: <input type="text"/> Monthly ⌵
	All other income (such as Unemployment) benefits: <input type="text"/> Monthly ⌵
Annual Subtotal:	
Arias, Kenneth	Earnings from work before deductions: <input type="text"/> Monthly ⌵
	Welfare, child support, alimony: <input type="text"/> Monthly ⌵
	Social Security, SSI, VA, retirement benefits: <input type="text"/> Monthly ⌵
	All other income (such as Unemployment) benefits: <input type="text"/> Monthly ⌵
Annual Subtotal:	
Annual Total: \$0	

When you select “Continue” the system will calculate the student’s status as Free, Reduced, or None.

<div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center; margin: 0;">Save Application ✕</p> <p style="font-size: small;">Calculated eligibility is shown below.</p> <p style="text-align: center;">Eligibility: Free</p> <p style="text-align: center; margin: 0;"> Save Application & Go To Approval Save Only Cancel </p> </div>	<div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center; margin: 0;">Save Application ✕</p> <p style="font-size: small;">Calculated eligibility is shown below.</p> <p style="text-align: center;">Eligibility: Reduced</p> <p style="text-align: center; margin: 0;"> Save Application & Go To Approval Save Only Cancel </p> </div>	<div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center; margin: 0;">Save Application ✕</p> <p style="font-size: small;">Calculated eligibility is shown below.</p> <p style="text-align: center;">Eligibility: None</p> <p style="text-align: center; margin: 0;"> Save Application & Go To Approval Save Only Cancel </p> </div>
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Once saved, the lunch application is now entered and ready for review.

Completing an Applications as a Parent

Miscellaneous > Free-Reduced Lunch Application

Complete the application, similar to admin.

Part 1. All Household Members										
Last Name	First Name	Middle Initial	Has Income	School	Foster	Homeless	Migrant	Runaway	Head Start	
Plantz	Maria	A	<input type="checkbox"/>	Lencioni Demo 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[remove]
<input type="text" value="Plantz"/>	<input type="text" value="Jill"/>	<input type="text"/>	<input checked="" type="checkbox"/>	N/A - this is not a student						[remove]
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>						[remove]

Household Size: 3

[Add Household Member](#)

Part 2. Benefits

Does any member of the household receive benefits from the Assistance Programs SNAP, TANF, or FDPIR?

Part 3. Total Household Gross Income (Before Deductions)

Name	Income Sources		
	Earnings from work before deductions:	<input type="text"/>	Monthly
	Welfare, child support, alimony:	<input type="text"/>	Monthly
Plantz, Jill	Social Security, SSI, VA, retirement benefits:	<input type="text"/>	Monthly
	All other income (such as Unemployment) benefits:	<input type="text"/>	Monthly
Annual Subtotal:			

Annual Total: \$0

On continue, the parents are presented with a digital signature form.

Part 4. Signature and Last Four Digits of Social Security Number

Use of Information Statement

- The Richard B. Russell National School Lunch Act requires the information on this application. You do not have to give the information, but if you do not, we cannot approve your child for free or reduced price meals. You must include the last four digits of the social security number of the adult household member who signs the application. The social security number is not required when you apply on behalf of a foster child or you list a Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) Program or Food Distribution Program on Indian Reservations(FDPIR) case number or other FDPIR identifier for your child or when you indicate that the adult household member signing the application does not have a social security number. We will use your information to determine if your child is eligible for free or reduced price meals, and for administration and enforcement of the lunch and breakfast programs.
- We may share your eligibility information with education, health, and nutrition programs to help them evaluate, fund, or determine benefits for their programs, auditors for program reviews, and law enforcement officials to help them look into violations of program rules.

Calculated eligibility is shown below.

Eligibility: Reduced

By digitally signing below, you are certifying that the information provided is true, and that you are aware this application is made in connection with the receipt of federal funds. School officials may verify the information on the application, and deliberate misrepresentation of information may subject the applicant to prosecution under state and federal statutes.

Digital Signature: **Effective Date:** 3/28/2016

While disclosure of the last 4 digits of a social security number is voluntary, the National School Lunch Act requires the last 4 digits of a social security number or an indication of "none" for approval of the application.

Last four of SSN: Social Security Number not provided

Once complete, the application is ready to be reviewed by admin.

Reviewing Free-Reduced Lunch Applications

Applications awaiting review are available on the Free-Reduced Lunch Applications page.

Auto Logout: 1h 00m
Free-Reduced Lunch Applications
Main > Free-Reduced Lunch Applications

Student:

Status: **Awaiting Review** ▼
Academic Year: **2015-16** ▼

Effective Date	Application Completed By	Student(s)	Lunch Program	Direct Certified	Calculated Eligibility	Household Size	Annual Income	Notifications	Application Status	Verification Status	Actions
3/28/2016	Plantz, Henry	Plantz, Maria A	None	No	Reduced	2	\$24,000.00		Awaiting Review		review

Total: 1

Create Lunch Application
Send Notifications
Verifications
History Report
Back

Once you've reviewed the application, you can update the demographics and lunch programs.

Update Demographics and Lunch Program

Student Demographics

Name	Low Income	Registration Fee Waiver	Foster	Homeless	Migrant	Runaway	Head Start
Plantz, Maria A	<input type="button" value="Yes"/>	<input type="button" value="No"/>	<input type="button"/>	<input type="button"/>	<input type="button"/>	<input type="button"/>	<input type="button"/>

This pushes the data to the rest of the site.

Update the status, there is an option to verify for cause, and notifications are ready to be sent.

Application Status: **Verify For Cause**

Save & Send Notification
Save Only
Cancel

Notifications can be a printable letter, or an email. The system will automatically pull the correct letter template based on the application status, and create it for each student.

Notifications can then be printed and logged.

Effective Date	Application Completed By	Student(s)	Calculated Eligibility	Notifications	Status	Actions
3/28/2016	Plantz, Henry	Plantz, Maria A	Reduced		Approved	preview

Print and Log Notification
Back
 Log notification

Free-Reduced Lunch Applications - Verifications

Admin > Free-Reduced Lunch Applications > Verifications

A random verification sample can be pulled once an academic year, and only after October 1st. This will pull 3% or 3000 applications, whichever is fewer, and all applications marked as “Verify for Cause.” Applications that are considered “error prone” will be given priority.

The system will display a breakdown and give the option to generate the random sample.

Lunch Application Info

Total Approved Applications:	2
Applications Pending Approval	1
Applications Already Verified For Cause:	1
Applications to be Randomly Selected:	1

Generate Random Sample
Back

The verification page shows the status of each application selected for verification. Notifications can be sent as email or printable letters, and can be logged in the system. Additional notifications can be sent from this screen.

Verify Free-Reduced Lunch Applications						
Effective Date	Application Completed By	Student(s)	Notifications	Verification Type	Verification Status	Actions
2/18/2016	Thomas, Bob	Thomas, Jewel A Thomas, Stormy A	3/28: Print Letter	For Cause	Open - Notified Once, Awaiting Response	view notify verify
3/28/2016	Dole, Bill	Dole, Bob A	3/28: Print Letter	Randomly Selected	Open - Notified Once, Awaiting Response	view notify verify
3/28/2016	Plantz, Henry	Plantz, Maria A		For Cause	Open - Selected for Verification	view notify
3/28/2016	Thomas, Bob	Thomas, Jewel A Thomas, Stormy A	3/28: Print Approval Letter 3/28: Print Envelope 3/28: Print Letter	For Cause	Open - Notified Once, Awaiting Response	view notify verify
Total: 4						

Send Notifications
Generate Random Verification Sample
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Verification can be done for each student, with options for “Verified, Failed - No Response, or Failed - Requirements Not Met.” The lunch program data can then be updated and notifications sent.

Application Details

Application Completed By: Thomas, Bob

Name	School	Has Income	Foster	Homeless	Migrant	Runaway	Head Start
Thomas, Jewel A	Lencioni Demo 3						
Thomas, Stormy A	Lencioni Demo 3						

Household:

Thomas, Bob	N/A - this is not a student	Yes
Thomas, Cindy	N/A - this is not a student	

Household Size: 4

Assistance Program Benefits: None
 Annual Income: \$120.00 (show income sources)
 Effective Date: 2/18/2016
 Calculated Eligibility: Free
 Notification History: 3/28: Print Letter
 Application Status: Approved
 Verification Status: First Verification Notice Sent, Response Pending

Verified
Failed - No Response
Failed - Requirements Not Met

Lunch Programs:

Plantz, Maria A

Lunch Program	Effective Date	Direct Certified	Action
None	7/13/2015	No	clear
Reduced	3/28/2016	No	clear
None	4/7/2016	No	clear

Verification Status: Failed - No Response

Save Only
Save & Send Notification
Cancel