

Determining Official User Manual for processing  
Montana's Free and Reduced On-Line  
Applications Using the  
Direct Certification  
Application



Last Updated 05/31/2026

## Table of Contents

1	Introduction .....	5
2	DO Portal.....	5
2.1	DCA Home Page Dashboard – DO Portal.....	6
2.1.1	Unprocessed Free / Reduced Applications Tab .....	7
2.1.2	Processed Free / Reduced Applications Tab .....	10
2.1.3	Free/Reduced/Paid Students Tab .....	11
2.2	Automated Income-Based Household Eligibility Determination – The Power! .....	11
2.3	Application Display, Edit and Audit functions .....	13
2.3.1	General Information Section .....	13
2.3.2	Household Children Section .....	15
2.3.3	Other Household Adults Section .....	21
2.3.4	Household Income Section .....	22
2.3.5	Contact Info Section .....	24
2.3.6	Racial/Ethnic Identities Section.....	26
2.3.7	Application Status Determination.....	28
2.4	Application Transfer .....	30
2.5	Reports .....	34
2.5.1	Application Print.....	34
2.5.2	Free/Reduced/Paid Students Eligibility List .....	34
2.5.3	Combined DCA and On-Line Apps F/R Students Report .....	35
2.6	Opt-in Setup.....	37

## Table of Figures

Figure 1.	Error-prone Application Indicator.....	6
Figure 2.	Free and Reduced On-line Application Dashboard.....	7
Figure 3.	Approval status sub reason codes. ....	8
Figure 4.	Denied status sub reason codes. ....	8
Figure 5.	Cancelled status sub reason codes. ....	8
Figure 6.	All Students Directly Certified – neither Approved or Denied status sub reason codes. ....	9
Figure 7.	Example of Application with SNAP/TANF Case Numbers Listed by Family .....	10
Figure 8.	Example page for processed free / reduced applications .....	10
Figure 9.	Household and Student Status. ....	11

Figure 10. USDA Free/Reduced Income Guidelines Table.....	12
Figure 11. Assistance programs entered on the application appear in the green- boxed area. Those that are a link are found in DCA with at least one open program. Those that are not displayed as a link require verification. ....	13
Figure 12. Application General Information.....	14
Figure 13. Example of Application with SNAP and TANF Case Numbers.....	14
Figure 14. Warning Message regarding Application Version on Display.....	15
Figure 15. Household Children Section.....	15
Figure 16. State ID must be populated by clicking on the search icon.....	16
Figure 17. Enter one or more fields to search for a student in your district.....	16
Figure 18. Case Page is accessed by clicking on a case number link from anywhere in the system or by selecting it under the Eligibility Sources menu.....	17
Figure 19. Use the highlighted icon in the Potential Match section of the Student Detail page to open the Advanced Search functionality. ....	17
Figure 20. Search by one or more fields to find the referral to link the student.....	18
Figure 21. Manual certification results in automatic DC for eligible children.....	18
Figure 22. Add Child Dialog Box.....	19
Figure 23. Edit/Remove Children Dialog Box.....	20
Figure 24. Required Note Textbox.....	20
Figure 25. Other Household Adults Section.....	21
Figure 26. Add 'Other Adults' Dialog Box.....	21
Figure 27. Edit/Remove 'Other Adults' Dialog Box.....	22
Figure 28. Household Income Section.....	22
Figure 29. Add Income Dialog Box.....	23
Figure 30. Edit Household Income Dialog Box.....	23
Figure 31. Required Note Textbox.....	24
Figure 32. Contact Info Section.....	24
Figure 33. Edit Household Contact Info Dialog Box.....	24
Figure 34. Contact Email, Part 1.....	25
Figure 35. Contact Email, Part 2.....	26
Figure 36. Contact Email Record in User Notes.....	26
Figure 37. Contact Email Contents.....	26
Figure 38. Racial/Ethnic Identities Section.....	27
Figure 39. Racial/Ethnic Identities Edit Dialog Box.....	27
Figure 40. Application Status Drop down, sub-reason, and user/date/timestamp.....	28
Figure 41. Application transfer icon.....	30
Figure 42. Application transfer dialog box.....	31
Figure 43. Transfer confirmation message.....	31
Figure 44. Application status and user notes to indicate application was transferred.....	32
Figure 45. Applications list.....	32
Figure 46. Updated application block of sending sponsor following transfer to another sponsor.....	32
Figure 47. Updated application block of receiving sponsor after transfer.....	33
Figure 48. Children block edit icon is highlighted. Use this to edit child data if necessary. Schools will not always translate accurately to the new sponsor.....	33

Figure 49. Dialog box to change and save child information and a user note.....	33
Figure 50. Application Print Icon.....	34
Figure 51. Free/Reduced/Paid Students List.....	34
Figure 52. Links on the Reports List take you to the report where you can enter various parameters before generating the report.....	35
Figure 53. Sample of Combined DCA and On-Line Apps F/R Students Report. ....	36
Figure 54. Sponsor Opt-in Section. ....	38
Figure 55. Free/Reduced Application Opt-in Dialog Box. ....	38
Figure 56. Page that appears from your district’s individual URL (no dropdown selection needed).....	39
Figure 57. FRAPP Statewide URL with District Choice Dropdown List.....	40

## Table of Tables

Table 1. Combined DCA and On-Line Apps F/R Students Report Column Descriptions.....	36
---	----

## 1 Introduction

This User Manual is provided for Determining Officials (DOs) at school districts using the Direct Certification Application (DCA) DO Portal to process Montana on-line free and reduced applications submitted through Montana's On-line Free and Reduced Application (FRAPP) system.

FRAPP is the parent portal through which household applications are submitted for free and reduced meals. The parent portal can also be used by the school district to enter data from paper applications so that all applications are stored on-line within the DCA DO Portal. The User Guide for FRAPP is available on the OPI website under the School Nutrition Program and provides details regarding usage of the parent portal.

To activate FRAPP for your district and to process FRAPP applications within DCA, you will go through a one-time process to opt in. When you opt in, the FRAPP will be available to your families. You will publish your district's personalized URL that you receive once you opt in to parents via your district website or newsletter. Additionally, your DCA FRAPP processing dashboard and application details pages will become available to you within DCA. Any edits you need to make to a family's application will be made within DCA, tracked by automatic versioning and notes input by you. You will be able to choose the application status and run reports within DCA as well. You will use the parent portal, FRAPP, to manually enter paper applications into the system, if your district chooses to do so.

Because your FRAPP application processing occurs within DCA, it is simple to move from reviewing household applications from the DCA FRAPP dashboard on the DCA Home Page to performing direct certification research and actions all in one system. We have integrated the functionality of DCA with FRAPP processing where possible, in that it looks like one system, the already-familiar DCA, with some additional functionality. You simply use menu options and dashboards as you already do within DCA. There are also a couple of links within the free and reduced application detail data, described later in this manual, that will take you directly to some of the DCA information pages, such as Student Information and Case Information, if applicable.

## 2 DO Portal

The DO Portal for on-line free and reduced application processing is simply a dashboard on your DCA Home Page. The dashboard displays all applications that have been submitted from families (or district entry) via FRAPP, with initial household income eligibility determination based on the family's application. You simply click on the submittal date of the application you wish to process, which opens the application display pages, and allows you to review, edit, leave notes, and status the application. The applications can be printed individually, if desired, and you can generate aggregate reports.

To benefit from this automated system, the district needs to opt-in before applications can be submitted through FRAPP. The opt-in process is completed by the district in the Sponsor Setup section within the DO Portal in DCA. Instructions are provided in Section 2.6 of this manual. Once a district has opted in and made their FRAPP URL available to the public, the power of the DO portal goes to work!

The DO portal includes:

- Home Page Dashboard
- Automated Application Eligibility Determination

- Application Display, Edit and Audit functions
- Application Versioning
- Application Transfer
- Link with DCA Infinite Campus (IC) students
- Application Status Determination
- Reporting
- Sponsor Opt-in Setup

## 2.1 [DCA Home Page Dashboard – DO Portal](#)

The Dashboard is the entry point to all applications submitted on-line by families in your district or input by the district on behalf of families. You click on each application to go to the application detail pages for that application where you make final student eligibility determinations and approve, deny, cancel, or file the application. The following list highlights dashboard information and functionality.

- You will receive a daily email from the system telling you if you have applications to work through that have not been given a status. You can change the frequency of the notifications in the Sponsor menu where you opt in to using FRAPP. See Section 2.6 for more information.
- The application status filter at the top allows you to display all applications, or any status, including blank status.
- Applications with a red exclamation circle are error-prone applications.



Figure 1. Error-prone Application Indicator

- If you have more than one sponsor in your jurisdiction, you can search by sponsor using the sponsor search filter. This filter will not show if you only have one sponsor in your jurisdiction.
- The application ID filter allows you to search by Application ID number, by selecting from the dropdown. You can do a quick search by typing the application ID number in the search box and choosing the auto-highlighted application.
- The program year filter allows you to display all applications for the selected school year, or you can display all years for which you have used this method of collecting applications.
- The bottom left shows you which group of ten applications you are viewing on the dashboard out of the total number of applications on the dashboard.
- The bottom right provides paging navigation for you.
- The dashboard updates if you edit the application in the application detail page.
- **\*\*NOTE\*\*** - You must work through all applications, even those that say 'does not qualify' to assure accurate information has been submitted and attend to any student eligibility statuses that might differ from the household status. For example, a household income may result in Paid status (does not qualify) for the household, but there may be qualifying students within the household due to foster care, migrant, homeless, or runaway categorical eligibility.

Unprocessed Free / Reduced Applications															Processed Free / Reduced Applications															Free/Reduced/Paid Students														
All Sponsors															SY2026																													
Applications will show the day AFTER they are submitted for processing. The system is able to match MOST kids on the application to IC students and auto-populate. You may have to manually perform a search to populate some.															Search entire list:																													
Id	Submittal Date	Processing Deadline	Suggested Status	Suggested Sub Status	Sponsor	Transferred Out	Transferred In	Household Members	Number of Students	Annual Household Income	Income Based Household Status	SNAP Case	TANF Case	FDPIR Case	Contact																													
42490	07/18/2025	08/01/2025	All Students DC	All students DC All other sources besides SNAP	0327 Somers Elementary			2	1	\$0.00	FREE																																	
42502	07/20/2025	08/01/2025	All Students DC	All students DC All other sources besides SNAP	0712 Deer Lodge School District No1			3	1	\$52,800.00	does not qualify																																	
42504	07/20/2025	08/01/2025	Approved	FREE INCOME	0487 Helena Public Schools			4	1	\$6,220.00	FREE																																	

Figure 2. Free and Reduced On-line Application Dashboard.

As you see in Figure 2, there are 3 tabs on the dashboard. The dashboard defaults to the first tab, which displays the Unprocessed Free / Reduced Applications that you have yet to review and status.

### 2.1.1 Unprocessed Free / Reduced Applications Tab

The family's application number is followed by a few important pieces of information.

- Id - the application number generated in FRAPP when the family submits their application. Click on this to move to the application detail page.
- Submittal Date - the date the application was submitted.
  - The applications are listed oldest to newest of the unprocessed applications.
- Processing Deadline – the date by which you're expected to process the application. This turns red when the deadline has passed. You must still process the application, even if it's past the deadline.
- Suggested status – this status is determined by the system based on policy in relation to the information entered into the application and data that is in the DCA regarding direct certification. You are still responsible for determining if it is correct and MUST enter a sub status for the application on the detail page.
- Suggested Sub Status - this sub status is determined by the system based on policy in relation to the information entered into the application and data that is in the DCA regarding direct certification. You are still responsible for determining if it is correct and MUST enter a sub status for the application on the detail page.
- Status – the options for application status are:
  - Blank – this is the default when the application is submitted by family or district.
  - Approved – used when one or more students is eligible for the following reasons:

Application Status

**APPROVED**

- FREE INCOME for all students
- REDUCED INCOME for all students
- Partial HH Approval – Some students FREE or REDUCED Income qualified and some students directly certified in DCA (any category, including extended eligibility)
- SELF REPORTED FOSTER CARE for all students but not in DCA as foster care - DO unable to obtain official documentation to manually certify in DCA
- ADMINISTRATIVE APPLICATION for all students – HH not willing to fill out an application but school submits it on behalf of the children
- SELF-REPORTED SNAP, TANF, FDPIR for all students – unable to find in DCA
- Other

Figure 3. Approval status sub reason codes.

- Denied – used when no students qualify for free or reduced for the following reasons:

Application Status

**DENIED**

- PAID INCOME for all students
- Partial HH Denial – Some students PAID Income and some students directly certified in DCA (any category, including extended eligibility)
- Other

Figure 4. Denied status sub reason codes.

- Cancelled – used for the following reasons:

Application Status

**CANCELLED**

- HH declined benefit
- More than one application for same students – split HH or accidental double submittal.
- Submitted without income – unable to verify categorical eligibility – requested new application
- New application overrides previous application eligibility determination
- Did not provide enough information to process the application. If you cannot provide a valid eligibility status for each child, you will need to give the application a status of Cancelled (not enough information provided) or leave it blank until you get enough information to process it.
- Other

Save Cancel

Figure 5. Cancelled status sub reason codes.

- All Students Directly Certified – neither Approved or Denied – used for the following reasons:

Figure 6. All Students Directly Certified – neither Approved or Denied status sub reason codes.

- Sponsor – for DOs assigned to more than one sponsor, this will vary; otherwise, it is the same throughout your entire list.
- Transferred Out – displays the new case number of an application you have transferred within FRAPP to another sponsor using FRAPP.
- Transferred In – displays the new case number of an application you have received via transfer within FRAPP from another sponsor using FRAPP.
- Household Members – total number of children and adults in the household, as filled in on the application per USDA policy.
- Number of Students – total number of students, which may not be all children, in the household. This is handy for pulling apps for verification.
- Annual Household Income – annual income based on frequency used for eligibility per USDA policy.
- Income Based Household Status – eligibility determination auto-calculated per USDA policy. This is NOT the same as the Application status or the Student Eligibility Status.
  - **\*\*NOTE\*\*** - You must work through all applications and review all students, family members and income, then select an application status. You must assure accurate information has been submitted and attend to any student eligibility statuses that might differ from the household status. For example, a household may have a 'does not qualify' or Reduced household status, meaning the household income may result Paid (does not qualify) or reduced status for the household, but there may be students within the household that qualify for Free meals due to foster care, migrant, homeless, or runaway categorical eligibility.
- SNAP, TANF, FDPIR Case Number – program case number(s) entered by family on application.
  - Click on the case number link (highlighted in Figure 7) if it is blue to research it in DCA, if necessary.
  - If it is not blue, you must verify if it is a valid case number for the family with open programs on it that would cause the kids to be categorically eligible. Note: Medicaid programs cannot be used to approve applications for categorical eligibility like SNAP, TANF, and FDPIR. Medicaid MUST only be determined through the automated DCA system. Medicaid eligibility can be extended through manual direct certification to other members of a household (Medicaid Free – EE and Medicaid Reduced – EE) but you cannot manually directly certify an individual as Medicaid Free or Reduced, nor can you accept it or use it as a reason to approve an application as categorically eligible if self-reported.

Id	Submittal Date	Processing Deadline	Suggested Status	Suggested Sub Status	Sponsor	Transferred Out	Transferred In	Household Members	Number of Students	Annual Household Income	Income Based Household Status	SNAP Case	TANF Case	FDIR Case
42895	07/29/2025	08/12/2025	Approved	All Categorically Eligible	0985 Shepherd Public Schools			2	1	\$0.00	FREE	653450		

Figure 7. Example of Application with SNAP/TANF Case Numbers Listed by Family

- Contact (hidden) – adult household member completing the application that is entered at the beginning of the application.

There are filters on the top of the dashboard, as well as an export icon. There are also instructions and a search window.

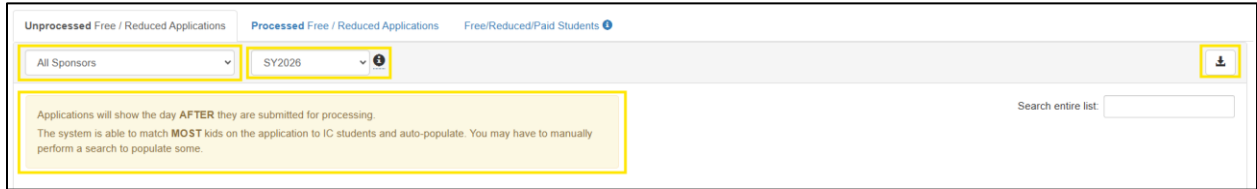


Figure 8. Filters, exports, instructions, and search icon can be used to customize your view

- All Sponsors - If you are responsible for more than one sponsor, you can select to filter the dashboard to the sponsor’s data you wish to view.
- SYYYYY - The system defaults to the current program year; however, if you wish to filter by a prior year, you can do so from the second dropdown.
- Down arrow – use to export the entire dashboard.
- Gold instruction box – provides important information for you. In this instance, it shows that applications will display for you the day AFTER they are submitted in order for the system to run matches on the students to provide State ID numbers where possible and reduce your need to search and connect students to their State IDs.

### 2.1.2 Processed Free / Reduced Applications Tab

The second tab contains free and reduced applications you’ve already processed. Most of the fields are the same as those described for the first tab. The only difference is the Application Status field takes the place of the Suggested status columns on the Unprocessed Applications tab.

Id	Submittal Date	Application Status	Sponsor	Transferred Out	Transferred In	Household Members	Number of Students	Annual Household Income	Income Based Household Status	SNAP Case	TANF Case	FDIR Case	Contact
81120	08/19/2025	APPROVED	0758 Fairview Public Schools			2	1	\$36,400.00	Reduced				

Figure 8. Example page for processed free / reduced applications

- Application Status – This is the status you provide for the entire application. It differs from the student eligibility status and the income-based household status. The application status is determined by the combination of all of the students’ App-Determined Eligibility Statuses and the DCA-Determined Eligibility Sources, in conjunction with the Income-based Household Status.

You must apply meal eligibility policy correctly to determine final results. The system is designed to enforce policy where possible.

### 2.1.3 Free/Reduced/Paid Students Tab

The third tab contains a list of all Free/Reduced/Paid students that are on either Approved or Denied applications. Applications with Cancelled or All Students DC – neither Approved or Denied statuses are not included in this list. This report is addressed later in this manual.

## 2.2 Automated Income-Based Household Eligibility Determination – The Power!

Figure 9 is an example of an application detail page, which is displayed after you select an application to review from the free and reduced application dashboard on your DCA Home Page. The automated eligibility determination and reporting are the real power behind the DO Portal!

When DCA receives an application from FRAPP, this detail page displays the application ID, submittal date, number of children and adults in the household, and *estimated* income on the top line. The application information on the top line is static and is provided to you so you have knowledge of what the family initially saw on the summary page of their submitted application, in the event they reference it while speaking with you. The FRAPP application where applications are entered uses an *estimated* monthly income to keep the applicant’s review simple, in that most people know their approximate monthly income but likely do not understand how to apply USDA policy to their income for the purposes of free and reduced eligibility determination. The DO portal calculates *actual* household income eligibility by applying USDA policy to the individual submitted income values and frequencies, and assigns an income-based household status, as well as individual child statuses and displays them on the page. They are highlighted in Figure 9. If you edit the application’s household numbers or income, applicable values and statuses dynamically update. You are also able to update student eligibility manually, if applicable.

The screenshot shows the 'Free / Reduced price school meals application' detail page. It includes a navigation bar at the top with links like Home, Students, Eligibility Sources, Sponsors, Sites, Reports, and Settings. The main content area is divided into several sections:

- Original from the Application:** A table with columns for App Id, Date, Children in Household, Adults in Household, Estimated Monthly Household Income, and Assistance Programs. The data row shows App Id 44118, Date 8/18/2025, 4 children, 2 adults, and an estimated income of \$4,753.00.
- Revisions:** A table with columns for Revision Date, Children in Household, Adults in Household, Calculated Yearly Household Income, USDA Annual Free Threshold, USDA Annual Reduced Threshold, and Income-Based Household Status. The data row shows 'There are no revisions', 4 children, 2 adults, a calculated income of \$57,032.00, a free threshold of \$56.095, a reduced threshold of \$79.828, and a status of 'Reduced'.
- All Children in the household:** A table with columns for App-Determined Eligibility Status, StateID, DCA-Determined Eligibility Source, First Name, Middle Name, Last Name, Birth Date, Gender, School, Grade, Homeless, Runaway, Migrant, and Foster Care. The data rows show three children with statuses of 'REDUCED-Income' and 'MEDICAL-FREE', and one child with a status of 'n/a'.

Figure 9. Household and Student Status.

- Income- Based Household Status - defaults based on information submitted in the application. It may be updated by the system if you make updates to income or number of household members that change the eligibility determination. It is not directly editable.
- Income-Based Household status options, based on income calculations, and measured against the current school year USDA Free/Reduced Income Guidelines, are:
  - Free
  - Reduced
  - Does Not Qualify (Paid)
- View the USDA Free/Reduced Income Guidelines table in Figure 10 by clicking on the blue link under the free or reduced threshold columns.

Household Size	Free					Reduced				
	Yearly	Monthly	Weekly	Bi-Weekly	Bi-Monthly	Yearly	Monthly	Weekly	Bi-Weekly	Bi-Monthly
1	\$16,588.00	\$1,383.00	\$319.00	\$638.00	\$692.00	\$23,606.00	\$1,968.00	\$454.00	\$908.00	\$984.00
2	\$22,412.00	\$1,868.00	\$431.00	\$862.00	\$934.00	\$31,894.00	\$2,658.00	\$614.00	\$1,227.00	\$1,329.00
3	\$28,236.00	\$2,353.00	\$543.00	\$1,086.00	\$1,177.00	\$40,182.00	\$3,349.00	\$773.00	\$1,546.00	\$1,675.00
4	\$34,060.00	\$2,839.00	\$655.00	\$1,310.00	\$1,420.00	\$48,470.00	\$4,040.00	\$933.00	\$1,865.00	\$2,020.00
5	\$39,884.00	\$3,324.00	\$767.00	\$1,534.00	\$1,662.00	\$56,758.00	\$4,730.00	\$1,092.00	\$2,183.00	\$2,365.00
6	\$45,708.00	\$3,809.00	\$879.00	\$1,758.00	\$1,905.00	\$65,046.00	\$5,421.00	\$1,251.00	\$2,502.00	\$2,711.00
7	\$51,532.00	\$4,295.00	\$991.00	\$1,982.00	\$2,148.00	\$73,334.00	\$6,112.00	\$1,411.00	\$2,821.00	\$3,056.00

Figure 10. USDA Free/Reduced Income Guidelines Table.

- The row and income frequency used to evaluate the application’s income is highlighted in yellow on the table.
  - Per USDA policy, the frequency used for eligibility determination depends on the frequency(ies) the household used to enter income.
- App-Determined Eligibility Status defaults based on information submitted in the application. It will update if you edit it directly using the edit icon or automatically through edits to other parts of the application.
- App-Determined Eligibility Status options are:
  - Free-Income
  - Reduced-Income
  - Paid-Income
  - FREE-SNAP
  - FREE-TANF
  - FREE-FDPIR
  - FREE-Migrant
  - Free- Homeless/Runaway
  - Free-Foster Care
  - DCA Source Override
    - This status is assigned by the system under certain circumstances related to Medicaid direct certification since Medicaid-based meal eligibility MUST be determined by the automated system and cannot be determined by anything entered into an application.

- Needs Verification
  - **\*\*NOTE\*\*** the system defaults to this status for students checked as Homeless, Migrant, and Runaway on the application. You must change it to the appropriate status and/or directly certify each student, depending on the results of your verification by editing the student's information (pencil icon at top right of section).
  - **\*\*NOTE\*\*** It also defaults to this status for SNAP, TANF, and FDPIR case numbers that are entered on the application but not found in DCA with an open program for any children. See Figure 11. You must change it to the appropriate status and/or directly certify each student, depending on the results of your verification by editing the student's information (pencil icon at top right of section).

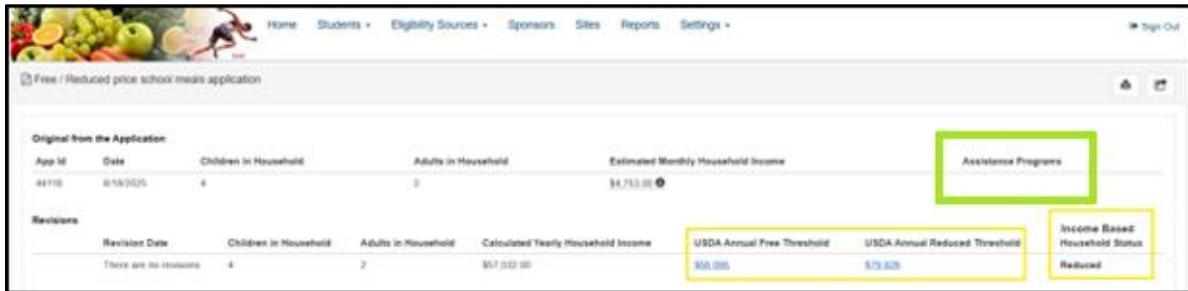


Figure 11. Assistance programs entered on the application appear in the green- boxed area. Those that are a link are found in DCA with at least one open program. Those that are not displayed as a link require verification.

- Each student's status may change if you make updates to income, number of household members, categorical eligibility checkmarks (Migrant, Homeless, Runaway, Foster Care), or edit the status manually (for example, from NEEDS VERIFICATION to FREE-Migrant). Student statuses are updated both by the system and directly editable, as applicable.
- State ID is pulled directly from the statewide information system, Infinite Campus. It can be entered through the add/edit function for this section or populated using the search feature described in a later section.
- DCA-Determined Eligibility Source is pulled in directly from the DCA and is not editable directly through this page. It must be edited on the Student Detail page.

Further sections in this documents will describe all fields on this page in more detail.

## 2.3 [Application Display, Edit and Audit functions](#)

### 2.3.1 [General Information Section](#)

The application is divided into sections of information from the family's application. The first section, shown in Figure 12 shows general information directly from the application, as well as any revised data, if applicable.

Free / Reduced price school meals application current version Use the dropdown to view previous versions.

**Original from the Application**

App Id	Date	Children in Household	Adults in Household	Estimated Monthly Household Income	Assistance Programs
42490	7/18/2025	1	1		

**Revisions**

Revision Date	Children in Household	Adults in Household	Calculated Household Income	USDA Free Threshold	USDA Reduced Threshold	Income-Based Household Status
5/13/2026	1	1				FREE

Figure 12. Application General Information.

- Original data never changes since it is directly from the family application.
- There are several tool tips on the page indicated by an 'i'. Please review these as they should help you understand how to work through the application.
- The system will issue error messages or warning messages that you should read through to help you process your applications. Error messages require you to change something on the page before you can continue. Warning messages provide information you need to consider before choosing to provide a status for an application.
- Click on the printer icon in the upper right corner to print the application.
- The Estimated Monthly Household income is from the application and is **always** annualized. Because of that, it may differ slightly from the actual income calculated per USDA policy and displayed in the line below it.
- Assistance programs and case numbers listed in the application are displayed, if applicable, as shown in Figure 13.
  - Click on the case number link (highlighted in Figure 13) if it is blue to research it in DCA, if necessary.

Free / Reduced price school meals application current version Use the dropdown to view previous versions.

**Original from the Application**

App Id	Date	Children in Household	Adults in Household	Estimated Monthly Household Income	Assistance Programs
43540	8/13/2025	1	1	\$500.00 <sup>i</sup>	SNAP - <a href="#">890627</a> TANF - <a href="#">890627</a>

**Revisions**

Revision Date	Children in Household	Adults in Household	Calculated Annual Household Income	USDA Annual Free Threshold	USDA Annual Reduced Threshold	Income-Based Household Status
<a href="#">5/13/2026</a>	1	1	\$6,000.00	<a href="#">\$27,495</a>	<a href="#">\$39,128</a>	FREE

Figure 13. Example of Application with SNAP and TANF Case Numbers.

- Revision data is displayed in the bottom half of the application general information section.
  - If there have been no revisions, that fact will be stated under 'Revision Date' (see Figure 12)
  - If there have been revisions, there will be a dropdown list at the top of the box that tracks revision dates, times, user, and version (see Figure 13). You can select any revision to review

it and compare with other versions. The page defaults to the current version every time you enter the page.

- You have to be on the current version to select a status for the application. There is a nice warning message at the top of the page when you are not on the most recent version shown in Figure 14. You can click on 'here', per the instructions in the message, to quickly get back to the current version.
- If you prefer a previous version as a final application, you need to recreate that version by editing the current version to contain the data from the previous version. That will then be your most recent revision, and you can select a status for it.

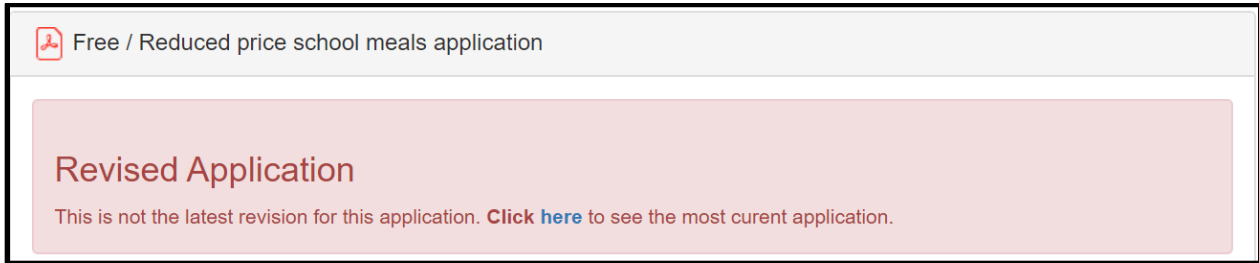


Figure 14. Warning Message regarding Application Version on Display.

### 2.3.2 Household Children Section

This section of the application displays all children entered as students in your district as well as other children in the household. Those that are NOT students in your district have N/A for grade and school (Example: 4<sup>th</sup> child in the list in Figure 15).

App-Determined Eligibility Status	StateID	DCA-Determined Eligibility Source	First Name	Middle Name	Last Name	Birth Date	Gender	School	Grade	Homeless	Runaway	Migrant	Foster Care
REDUCED-Income	758966871	Medicaid Free - EE				9/5/2018	M	Meadowlark School	01				
REDUCED-Income	518883706	Medicaid Free				6/26/2020	F	Meadowlark School	KF				
REDUCED-Income	139183857	Medicaid Free				6/26/2020	F	Meadowlark School	KF				
						11/9/2022	F	n/a	n/a				

Figure 15. Household Children Section.

- Making changes to this section may result in a recalculation of eligibility determination and may change household, student, and application statuses. See Automated Income-Based Household Eligibility Determination for details.
- You MUST not leave an App-Determined Eligibility Status of NEEDS VERIFICATION unless you are going to give the application a CANCELLED status or wait for more information before you determine the status. You MUST change the NEEDS VERIFICATION status to something else in order to approve the application.

The following list describes the meaning and functionality for each of the fields in this section of the application detail page.

- App-Determined Eligibility Status was discussed in Section 2.2.

- State ID – This MUST be populated for all students before you can work through the application.
  - All students (those children whose school and grade are not N/A) on the application MUST have a State ID for you to be able to finalize the application. Only students who are enrolled at an NSLP operating school are eligible for meal benefits.
  - You must be sure all students are enrolled in Infinite Campus (IC) so they show as active in DCA and have a State ID before working through applications.
  - If your school is a private non-OPI-accredited school that operates the NSLP, the State ID will default to NOAS-NO ST ID.
  - Most State IDs will populate through the auto-match process. If they don't, you'll see a magnifying glass icon (Figure 16).
  - Click on the icon to search for the student from a list of students within your district. See Figure 17.


All Children in the household					
App-Determined Eligibility Status ⓘ	StateID	DCA-Determined Eligibility Source ⓘ	First Name	Middle Name	Last Name
FREE-Income			Some	X	Kidd

Figure 16. State ID must be populated by clicking on the search icon.

Student Search ✕

All IC-enrolled students are in DCA, so you should be able to find State IDs for all of your students. Remember that sometimes names and DOBs are different in IC than what is entered on an application. Do a thorough search by one or more fields below to find and select your enrolled student on the list that appears, or type in the child's State ID to pull up the record for selection.

If the child is not found and is enrolled in your school, add him/her to IC, if appropriate, to be assigned a State ID before you can finish this application. Only enrolled students are eligible for free/reduced meals.

If a child is incorrectly shown as a student (displays a grade and school), you must change that child's school and grade to N/A before selecting a status for the application.

StateID	First Name	Last Name	Date of Birth	Gender
Some		Kidd	2008-01-01	F

StateID	Name	DOB	Gender	School	Grade	DC
<input type="checkbox"/> 599647193		2/22/2009	F		11	
<input type="checkbox"/> 196121228		10/8/2001	F		11	
<input type="checkbox"/> 320736650		10/26/2015	F		04	

Figure 17. Enter one or more fields to search for a student in your district.

- Once selected using the checkbox on the far left of the list, the student's DCA information will populate in the State ID column and will pull in data for the DCA-Determined Eligibility Source column, if applicable.
- DCA-Determined Eligibility Source – This is the direct certification recorded in DCA, and is displayed on the Student Detail page in the Certification section on the top-right of that page, and in the DC History section at the bottom of that page. You must take appropriate action for

each student in the household and for the application’s status based on any direct certification information you see in this column. This may include:

- Overriding a Medicaid Reduced direct certification status with a Free-Income status for each student if the family is determined to be FREE – eligible based on income.
- Providing partial approval or denial
- Linking other students in the household to the active case via potential links
  - If any child in the household is DC’d as SNAP, TANF, Medicaid, or FDPIR, you should go to that child’s case and check and see if the other kids on the application are on the case

Case 807593 - Flathead (SNAP/TANF/MA)

Sources

Sources [SUN Bucks File Sent History](#)

Check to expand the list to see inactive participants in the case.

Source ID	Last	First	Middle	DOB	Age	Programs
5223952	[REDACTED]	[REDACTED]	[REDACTED]	1/18/2018	7	SNAP/TANF/MA
5298193	[REDACTED]	[REDACTED]	[REDACTED]	2/7/2020	5	SNAP/TANF/MA

Active Programs

Code	Source ID	Case	Start	End	Created On	Modified On	Household Size	Household Income
Medicaid Free	5223952	807593	5/1/2020	6/30/2026	7/3/2025 6:14:07 AM		3	\$0
Medicaid Free	5298193	807593	9/1/2024	6/30/2026	7/3/2025 6:14:07 AM		3	\$0

Figure 18. Case Page is accessed by clicking on a case number link from anywhere in the system or by selecting it under the Eligibility Sources menu.

- If they are, find the Source ID for each of the kids on the Case page, then go to the Student Detail page for each child, click on the search icon in the upper right corner of the Potential Matches section (Figure 19), then paste the Source ID, hit Search, and if a referral link appears with green link button and red invalidate button, check to see if it is a valid referral and hit the green button if so. If not, hit the invalidate button (Figure 20).

Potential Matches

Eligibility Source

Last	First	Middle	DOB	Gender	Programs
[REDACTED]	[REDACTED]	[REDACTED]	2/7/2020	M	SNAP/TANF/MA

Potential Matching Student(s)

Link	Invalid	State Id	Last	First	Middle	DOB	Gender	School	Grade	Confidence
There are no potential matches for Maverick Aarstad.										

Figure 19. Use the highlighted icon in the Potential Match section of the Student Detail page to open the Advanced Search functionality.

Figure 20. Search by one or more fields to find the referral to link the student.

- Search by multiple names, DOBs, one or more fields to see if you can find the referral for this student.
  - If a child on the application is NOT on the case for the other child, you still want to search for each child and determine if you can link the child to a valid referral.
  - Children become immediately directly certified if you link them to a case on which they have an open program.
- If you cannot find a referral source to link the child to, then you can manually extend eligibility to the child in DCA on the Student Detail page.
- Extending eligibility to other students in the household using the Extended Eligibility Candidates list
- Manually directly certifying other students in the household

Figure 21. Manual certification results in automatic DC for eligible children.

- If a student is DC'd Medicaid Free or Medicaid Free – Extended Eligibility, the App-Determined Eligibility Status will default to DCA Override since Medicaid MUST be determined by the automated system and can't be selected for applications. Then you must select the appropriate application status based on the full student list picture.
- If a student is DC'd Medicaid Reduced or Medicaid Reduced - Extended Eligibility you will need to review household income and other factors entered on the application to determine whether you accept the Medicaid Reduced direct certification or work the application to see if the family qualifies for free meals based on income or other Free direct certification categories.
- If all children are then DC, you can give the application a status of All Students DC – neither Approved or Denied. **\*\*NOTE\*\***: If you have done all your work in DCA to connect (link)

potentially eligible students to their referrals, this example family would not have had to turn in an application, as all students would have been directly certified. Once a link is established, it is established for eternity, and you never have to do it again in subsequent years. It is worth the effort!

See the DCA User Manual for more information on linking Potentially Eligible students and referrals to each other and Manual Direct Certification.

- Child demographics – First Name, Middle Name, Last Name, Birth Date, Gender, School, and Grade are displayed based on what the parent/guardian has put in the application.
  - They may or may not match exactly the Infinite Campus student or Source Referral records in DCA, so you may need to search for a student in a number of ways to match the application’s student to the student with the correct State ID from Infinite Campus if it hasn’t automatically matched.
  - Review Names, DOBs, grades, schools, program checkmarks, and DC source for all children on the FRAPP Detail page. Correct or add children and students if necessary, using the edit or add icons.
  - Unrequired fields (Middle Name, DOB, Gender) will be blank if left blank on the application.
  - Children not enrolled in your districts will display N/A for grade and school. If a parent/guardian has added a grade or school for a child that is not enrolled in your district, you will be unable to populate the required State ID. You must edit the child to show N/A for the grade and school before you can process the application. If edited to show N/A for grade and school, they will display a State ID of NOAS-NO ST ID.
  - Income can only be added to children listed on the application, so add children first, then add their income in the income section.
  - Use the ‘plus sign’ icon in the upper right of the section to add more students or children to the application. The dialog box in Figure 22 displays. Type of child is student or additional child. Fill in details as appropriate and click ‘Save’.

The image shows a dialog box titled "Add children" with a close button in the top right corner. Inside the dialog, there is a section labeled "Type of child" with a dropdown menu currently set to "Student". Below this is an "Add student" section containing several input fields: "Eligibility Status" (dropdown), "StateID" (text), "First Name" (text), "Middle Name" (text), "Last Name" (text), "Birth Date" (text with a calendar icon), "Gender" (dropdown), "School" (dropdown with "N/A" selected), and "Grade" (dropdown with "N/A" selected). At the bottom of this section are four checkboxes: "Homeless", "Runaway", "Migrant", and "Foster Care", all of which are currently unchecked. At the bottom right of the dialog are two buttons: "Save" and "Cancel".

Figure 22. Add Child Dialog Box.

- Use the ‘notepad/pencil’ icon in the upper right of the section to edit or remove students or children listed in the section. The dialog box in Figure 23 displays.
  - To delete an incorrectly selected or hand-entered state ID, blank it out, then replace it with the accurate State ID or leave it blank and make the grade and school N/A.
  - Click on the ‘trashcan’ icon to remove a child.
  - Fill in details as appropriate.
  - Your checkbox for Homeless, Runaway, Migrant, or Foster Care **MUST** be in sync with the Eligibility status in the top-most field.

Figure 23. Edit/Remove Children Dialog Box.

Figure 24. Required Note Textbox.

- Enter your note for audit purposes and click on ‘Save’.
- Notes are accumulated at the bottom of the application page.
- Once we match the FRAPP child to a student in DCA from the statewide information system, the State ID is a link you can click on it to go to the DCA student information page to check child’s information.
- **You MUST check each student’s status to see if they are directly certified in DCA before determining the application’s status. You should check the student information page, potential matches, and the extended eligibility candidate lists to match and link in DCA. You may manually certify if that is necessary.**

- Homeless, Runaway, Migrant, and Foster Care – these are checked if the parent/guardian has responded ‘Yes’ to the applicable questions in the application OR if you have edited or added a

### 2.3.3 Other Household Adults Section

The section shown in Figure 25 lists adults, other than the adult contact that filled out the application. The household contact is listed in the Contact Info Section.

First Name	Middle Name	Last Name
Mickey		Mouse

Figure 25. Other Household Adults Section.

- Lists all ‘**other adults**’ in the household as submitted in the application. DO NOT repeat the adult who is filling out the application in this section. That adult is already counted. If the applicant is also listed in this section, delete that adult from this section.
- Making changes to this section results in a recalculation of eligibility determination and may change household and student eligibility status. See Automated Income-Based Household Eligibility Determination for details.
- Income can only be added to adults listed on the application, so add adults first, then add their income in the income section.
- First Name, Middle Name, Last Name – displays as submitted on the application.
  - Middle Name will be blank if left blank on the application.
  - You can edit any ‘other adult’s’ information in the edit dialog box.
- Use the ‘plus sign’ icon in the upper right of the section to add more ‘other adults’ to the application. The dialog box in Figure 23 displays. Fill in as needed and click on ‘Save’.

Figure 26. Add ‘Other Adults’ Dialog Box.

- Use the ‘notepad/pencil’ icon in the upper right of the section to edit adults listed in the section. The dialog box in Figure 27 displays.

Figure 27. Edit/Remove 'Other Adults' Dialog Box.

- Click on the 'trashcan' icon to remove an 'Other Adult'.
- Fill in details as appropriate.
- Enter your note for audit purposes and click on 'Save'.
- Notes are accumulated at the bottom of the application page.

### 2.3.4 Household Income Section

The next block of data contains household income details.

Household Income				
First Name	Last Name	Income Type	Frequency	Amount
Daphne	Duck	Military basic pay	Monthly	\$750.00
Daphne	Duck	Military housing assistance	Monthly	\$100.00
Daphne	Duck	Salary / Wages	Annually	\$15,000.00
Daphne	Duck	Tips	Twice per month	\$50.00
Daphne	Duck	Alimony or Child Support	Every two weeks	\$150.00
Daphne	Duck	Retirement income from Social Security or pensions	Monthly	\$110.00
Duey	Duck	Part Time	Monthly	\$50.00
Duey	Duck	Friends or family	Monthly	\$25.00

Figure 28. Household Income Section.

- Lists all income and income frequency for all child and adult members in the household as submitted in the application.
- Making changes to this section results in a recalculation of eligibility determination and may change household and student eligibility status. See Automated Income-Based Household Eligibility Determination for details.
- Use the 'plus sign' icon in the upper right of the section to add income to the application. The dialog box in Figure 29 displays. Select the household member from the 'Person' dropdown list. The 'Type', 'Frequency', and 'Amount' boxes appear. Fill in as needed and click on 'Save'.

The figure shows two sequential screenshots of the 'Add income' dialog box. The top screenshot shows the 'Person' dropdown menu. The bottom screenshot shows the 'Person' dropdown menu with 'Mickey Mouse' selected, and the 'Type' dropdown menu with 'annuity' selected, the 'Frequency' dropdown menu with 'yearly' selected, and the 'Amount' text input field.

Figure 29. Add Income Dialog Box.

- Use the 'notepad/pencil' icon in the upper right of the section to edit income listed in the section. The dialog box in Figure 30 displays.

The figure shows the 'Edit Household Income' dialog box. It displays two entries for 'Daphne Duck'. The first entry has 'Type' as 'military basic pay', 'Frequency' as 'monthly', and 'Amount' as '750.00'. The second entry has 'Type' as 'military housing assistance', 'Frequency' as 'monthly', and 'Amount' as '100.00'.

Figure 30. Edit Household Income Dialog Box.

- Fill in details as appropriate.

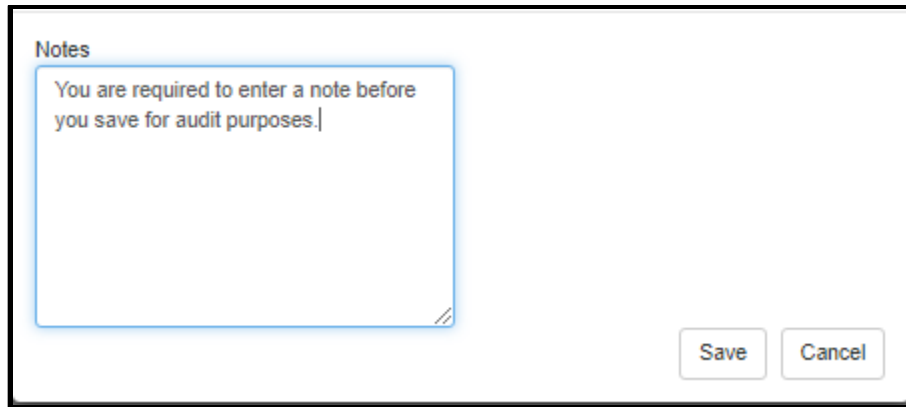


Figure 31. Required Note Textbox.

- Enter your note for audit purposes and click on ‘Save’ as shown in Figure 31.
- Notes are accumulated at the bottom of the application page.

### 2.3.5 Contact Info Section

The Contact Info section can be used to call, email, or send a letter to the person who applied on behalf of the family.

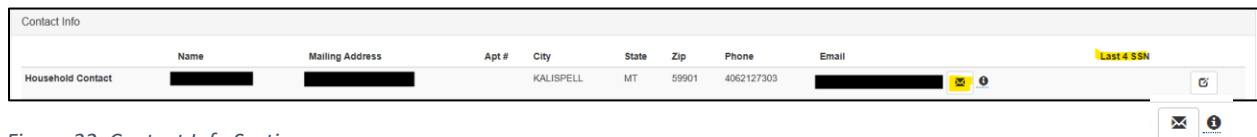


Figure 32. Contact Info Section.

- Displays Contact Info of household adult that filled out the application.
- Displays email address, if provided by the application contact.
- Displays last 4 digits of the contact’s SSN if entered on the application.
- Use the ‘notepad/pencil’ icon in the upper right of the section to edit contact info listed in the section. The dialog box in Figure 33 displays.

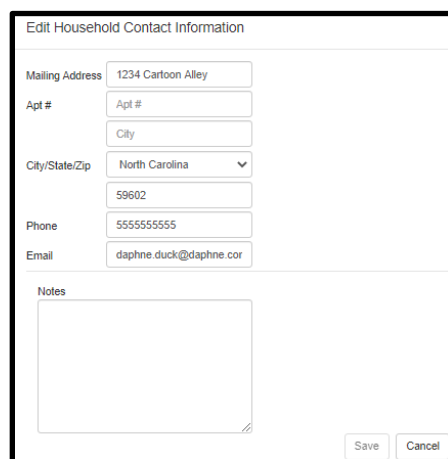


Figure 33. Edit Household Contact Info Dialog Box.

- Fill in details as appropriate.

- Enter your note for audit purposes and click on 'Save'.
- Notes are accumulated at the bottom of the application page.
- Once you have provided the application status at the bottom left of the application detail page, an envelope icon will appear next to the email address.
  - Select the Email (envelope) icon next to the contact email address to send an email to the contact regarding the application's status once it is determined. If you hover over the 'i', or 'information' icon next to the 'envelope' icon, you will see a username/date/time stamp for the last email to this contact.
  - The email defaults the To, From, Subject and body of letter based on the information in the application and per the application status and status reason you have determined; and individual child(ren) status you have accepted or edited.

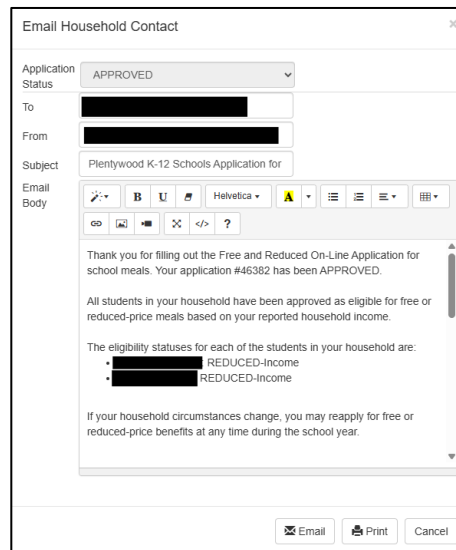


Figure 34. Contact Email, Part 1

- Edit any information necessary in the email from/to/subject lines, as well as in the text, if necessary, before sending. DO NOT edit the Non-Discrimination statement, as it is determined by the USDA.

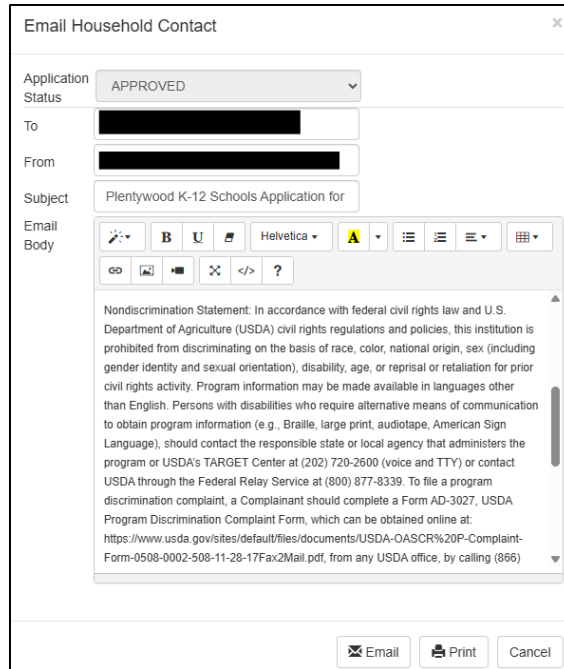


Figure 35. Contact Email, Part 2

- The email is recorded in a note. You can hover over the email note to see the contents of any sent email.

User Notes			
Created On	Created By	Type	Note
4/15/2021 12:12:24 PM	cp3321	Email Contact	Email from [determiningofficial@school.k12.mt.us] to [daphneduck@yahoo.com] ...

Figure 36. Contact Email Record in User Notes

Log off

User Notes

Created On	Created By	Type	Note
4/15/2021 12:12:24 PM	cp3321	Email Contact	Email from [determiningofficial@school.k12.mt.us] to [daphneduck@yahoo.com] ...

Email from [determiningofficial@school.k12.mt.us] to [daphneduck@yahoo.com]

Thank you for filling out the Free and Reduced On-Line Application for school meals. Your application #1234 has been APPROVED. All students in your household have been approved as eligible for reduced meals based on your reported household income.

The eligibility statuses for each of the students in your household are:

Donald Duck: FREE-Income  
Huey Duck: FREE-Income  
Daisy Duck: FREE-Income  
Lucky Duck: FREE-Income

Non-Discrimination Statement: In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Figure 37. Contact Email Contents

- User notes display a variety of information and act as an audit trail for your work.

### 2.3.6 Racial/Ethnic Identities Section.

Racial/ethnic information is optionally provided for students on the application, not other children in the household.

Optional Racial / Ethnic Identities			
First	Last	Ethnicity	Race
Duey	Duck	Not Hispanic	Hawaiian
Huey	Duck	Hispanic	American Indian

Figure 38. Racial/Ethnic Identities Section.

- Displays Racial/Ethnic Identities of household students as submitted in the application.
- Use the ‘notepad/pencil’ icon in the upper right of the section to edit racial/ethnic data listed in the section. The dialog box in displays.

Edit Optional Racial / Ethnic Identities ✕

Child	Ethnicity	Race
Duck, Duey	Not Hispanic ▼	<input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input checked="" type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> White
Duck, Huey	Hispanic ▼	<input checked="" type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> White

Notes

Figure 39. Racial/Ethnic Identities Edit Dialog Box.

- Fill in details as appropriate.
- Enter your note for audit purposes and click on ‘Save’.
- Notes are accumulated at the bottom of the application page.

### 2.3.7 Application Status Determination

The screenshot shows a user interface for 'Application Status'. At the top, there is a header 'Application Status' with an information icon. Below this, there are two light blue boxes. The first box contains an information icon, a red 'Suggested' label, and the text 'Status: All Students DC'. The second box contains an information icon, a red 'Suggested' label, and the text 'Sub Status: All students DC All other sources besides SNAP'. Below these boxes is a dropdown menu with the text 'All Students Directly Certified - neither A' and a downward arrow. To the right of the dropdown is the text 'by cp3321 on 5/15/2026'. At the bottom of the interface, there is a text field containing 'all students dc all other sources besides snap' and a checkmark icon.

Figure 40. Application Status Drop down, sub-reason, and user/date/timestamp.

- This function is only used on the most current version of the application.
- Suggested Status and Suggested Sub Status are determined by the system based on policy in relation to the information entered into the application and data that is in the DCA regarding direct certification. You are still responsible for determining if it is correct and MUST enter a sub status for the application on the detail page.
- The Suggested Status and Suggested Sub Status are displayed on the Home Page Dashboard under the Unprocessed Applications tab.
- Select the appropriate status for this application from the drop-down list.
  - Make sure to status applications correctly as you don't want to create more verification work for yourselves than necessary.
  - Applications in APPROVED status are the pool from which applications are pulled for verification. This includes those that are approved for income and non-direct categorical eligibility.
  - It is important to keep your applications statuses updated if the original status becomes obsolete. For example, if someone is approved on a first application in September for Reduced and they submit a second application in October that qualifies them for free, you may want to 'CANCEL' the first application with the status reason of 'New application overrides previous application eligibility determination', which will keep the students from appearing on the Free and Reduced Students list twice. Conversely, if a second application comes in that has additional information on it, you may want to update/edit the first application with the new information to maintain the earlier eligibility date and cancel the second application. As a second example, if you deny or approve an application based on income and then find out all kids are directly certified, you may want to edit the appropriate fields in the application and change your application status from 'APPROVED' or 'DENIED' to 'All Students Directly Certified – neither Approved or Denied'.
  - The status is displayed on the Home Page Dashboard under the Processed Applications tab.
  - Applications can be filtered by status on the Home Page Dashboard.
- Select the appropriate status reason for this application from the dialog box that appears.

- If you choose 'Other', type your reason in the text box.
- The options for application status and related status reasons are:
  - APPROVED

Application Status

**APPROVED**

- FREE INCOME for all students
- REDUCED INCOME for all students
- Partial HH Approval – Some students FREE or REDUCED Income qualified and some students directly certified in DCA (any category, including extended eligibility)
- SELF REPORTED FOSTER CARE for all students but not in DCA as foster care - DO unable to obtain official documentation to manually certify in DCA
- ADMINISTRATIVE APPLICATION for all students – HH not willing to fill out an application but school submits it on behalf of the children
- SELF-REPORTED SNAP, TANF, FDIPIR for all students – unable to find in DCA
- Other

➤ DENIED

Application Status

**DENIED**

- PAID INCOME for all students
- Partial HH Denial – Some students PAID Income and some students directly certified in DCA (any category, including extended eligibility)
- Other

➤ CANCELLED – if you leave a child in NEEDS VERIFICATION status, you MUST choose this option, which will default to the 5<sup>th</sup> sub-reason code.

Application Status

**CANCELLED**

- HH declined benefit
- More than one application for same students – split HH or accidental double submittal.
- Submitted without income – unable to verify categorical eligibility – requested new application
- New application overrides previous application eligibility determination
- Did not provide enough information to process the application. If you cannot provide a valid eligibility status for each child, you will need to give the application a status of Cancelled (not enough information provided) or leave it blank until you get enough information to process it.
- Other

Save Cancel

➤ All Students Directly Certified – neither Approved or Denied – you MUST use this if all students are directly certified.

Application Status ✕

---

**All Students Directly Certified - neither Approved or Denied**

All students DC SNAP

All students DC SNAP Letter Method

All students DC All other sources besides SNAP

Other

## 2.4 Application Transfer

There are circumstances under which you might want to transfer an application to another sponsor. For example, a parent went in through the OPI Website to the FRAPP and selected and submitted to the wrong school district; or perhaps the children moved to another district.

After receiving the request from the sponsor to which the children have transferred, you can use the transfer icon highlighted in Figure 41 to SEND the application to the RECEIVING district.

The screenshot shows a web application interface for managing school meal applications. At the top, there is a navigation menu with items: Home, Students, Eligibility Sources, Sponsors, Sites, Reports, Settings, and Sign Out. Below the navigation, the current application is identified as 'Free / Reduced price school meals application' with a dropdown menu set to 'current version'. To the right of the dropdown are icons for printing and a transfer icon (a yellow square with a white arrow pointing right). Below this, there are two tables. The first table, 'Original from the Application', has columns for App Id, Date, Children in Household, Adults in Household, Estimated Monthly Household Income, and Assistance Programs. The second table, 'Revisions', has columns for Revision Date, Children in Household, Adults in Household, Calculated Weekly Household Income, USDA Weekly Free Threshold, USDA Weekly Reduced Threshold, and Household Status.

Original from the Application					
App Id	Date	Children in Household	Adults in Household	Estimated Monthly Household Income	Assistance Programs
12914	8/29/2022	1	1	\$433.00 ⓘ	

Revisions						
Revision Date	Children in Household	Adults in Household	Calculated Weekly Household Income	USDA Weekly Free Threshold	USDA Weekly Reduced Threshold	Household Status
8/29/2022	1	1	\$100.50	\$458.00	\$652.00	FREE

Figure 41. Application transfer icon.

- The application can be transferred with or without an application status of Approved, Denied, Cancelled, or All Students Directly Certified – neither Approved or Denied.
- The application can be transferred to any sponsor that has opted into using the on-line free/reduced application.
  - You will be stopped and asked to contact the RECEIVING sponsor if they have not opted into using the on-line free/reduced application to see if they wish to opt in or if you should mail the printed application (see Section 2.5.1) to them.
  - Before you transfer, you will be asked to provide a reason for the transfer and click on the Transfer button.

### Application Transfer ✕

Select the school district to transfer this application to

Belgrade Public Schools ▾

App Id	Children in Household	Adults in Household
12914	1	1

Transfer to

District	Determining Official	Phone
0368 - Belgrade Public Schools	Rebecca Ankney	(406) 924-2496

You are about to transfer App ID **12914** to the **Belgrade Public Schools** school district.  
 This can not be undone.  
 To continue, select a reason for the transfer and click the 'Transfer' button below.

**Transfer Reason**

Students Withdrawn

Students Terminated

Parent submitted to the wrong district

Other

Transfer

Cancel

Figure 42. Application transfer dialog box.

- You'll receive a confirmation message regarding the transfer. Hit Continue to return to the DCA Home page.

### Transfer Complete

Appld 13018 was transferred from 0005 - Dillon Elementary to 0368 - Belgrade Public Schools successfully with a status of " Parent submitted to the wrong district "

Continue

Figure 43. Transfer confirmation message.

- The F/R/P list for the SENDING sponsor will have an updated student status, with their prior status appended with the transfer reason.
- The RECEIVING sponsor application will be assigned a new number; the SENDING sponsor application will keep the old number.

- The SENDING sponsor will no longer be able to edit the application, and there is a log note regarding the transfer; RECEIVING sponsor will be able to edit the application if necessary.

Application Status		User Notes			
APPROVED by cp3345 on 8/29/2022 Transferred to 0368 - Belgrade Public Schools by cp3321		Created On	Created By	Type	Note
		1/28/2023 4:17:00 PM	cp3321	Transfer	Transferred to 0368 - Belgrade Public Schools by cp3321
		8/29/2022 2:21:32 PM	cp3345	Income Edit	got a .50 cent raise that i forgot to mention. OOPSI

Figure 44. Application status and user notes to indicate application was transferred.

- The Applications list will contain an application number under the Transfer In and/or Transfer Out headings.

Id	Date	Application Status	Sponsor	Transferred Out	Transferred In	Household Members	Number of Students	Annual Household Income	Household Status	SNAP Case	TANF Case	FDPHR Case	Contact
23189	8/19/2023	APPROVED	0344 Baker K-12 Schools			9	5	\$68,800.00	FREE				[REDACTED]
23252	8/19/2023	DENIED	0344 Baker K-12 Schools	23289		3	1	\$1,042,000.00	does not qualify				[REDACTED]

Figure 45. Applications list.

- Multiple transfers of an application are allowed. Each transfer is tracked by a new application number, a new log note, and date/time stamped in the top section of the application detail page for each sponsor.

Original from the Application						
App Id	Date	Children in Household	Adults in Household	Estimated Monthly Household Income	Assistance Programs	
12914	8/29/2022	1	1	\$433.00		
Revisions						
Revision Date	Children in Household	Adults in Household	Calculated Weekly Household Income	USDA Weekly Free Threshold	USDA Weekly Reduced Threshold	Household Status
8/29/2022	1	1	\$100.50	\$458.00	\$852.00	FREE
Transferred Out						
To FRAppID	On Date	To	By	Reason		
13081	1/28/2023	0368 - Belgrade Public Schools	cp3321 - Drew. Gitney (90hour@md.gov)	Students Withdrawn		

Figure 46. Updated application block of sending sponsor following transfer to another sponsor.

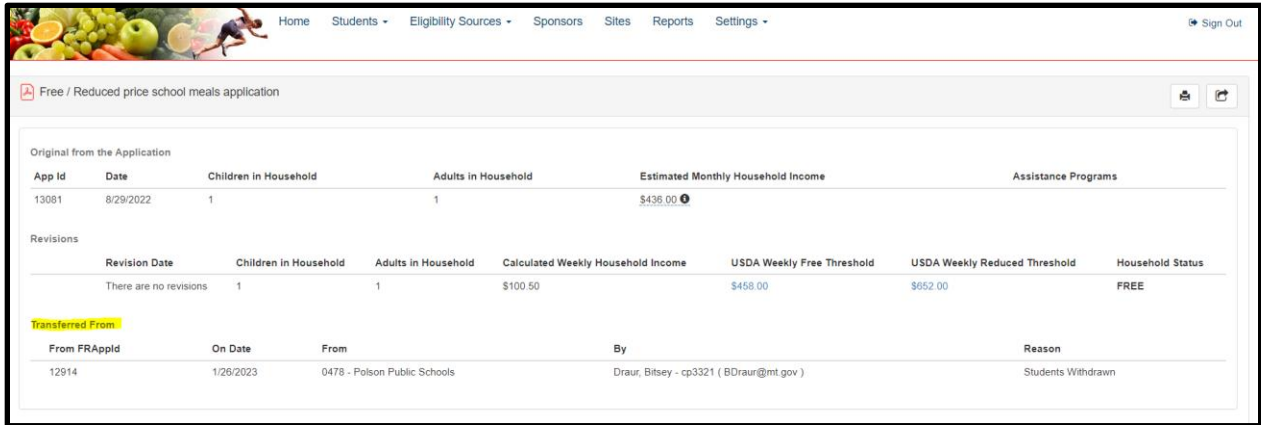


Figure 47. Updated application block of receiving sponsor after transfer.

- The SENDING sponsor is unable to edit after transfer, and there is a log note regarding the transfer.
- The RECEIVING sponsor needs to verify the schools are correct for the children. If not, use the edit button on the children data block to edit the school(s), then make a note and save.

Eligibility Status	StateID	First Name	Middle Name	Last Name	Birth Date	Gender	School	Grade	Homeless	Runaway	Migrant	Foster Care	DC
REDUCED-Income	151968926	[REDACTED]		[REDACTED]	11/18/2009	M	Plentywood High School	10					
REDUCED-Income	107479356	[REDACTED]		[REDACTED]	10/26/2008	F	Plentywood High School	11					

Figure 48. Children block edit icon is highlighted. Use this to edit child data if necessary. Schools will not always translate accurately to the new sponsor.

Edit/Remove children from this application

Eligibility: FREE-SNAP

StateID: 473015574

First Name: Oakley

Middle Name: Middle Name

Last Name: Templeton

Birth Date: 06/29/2019

Gender: Male

School: Linderman Elementary School

Grade: 05

Homeless:

Runaway:

Migrant:

Foster Care:

Notes:

[Text Area]

Save Cancel

Figure 49. Dialog box to change and save child information and a user note.

## 2.5 Reports

There are several ways to report free and reduced information from the DCA FRAPP DO Portal.

### 2.5.1 Application Print

The application detail page allows you to print the application.

App Id	Date	Children in Household	Adults in Household	Estimated Monthly Household Income	Assistance Programs
12914	8/29/2022	1	1	\$433.00	

Revision Date	Children in Household	Adults in Household	Calculated Weekly Household Income	USDA Weekly Free Threshold	USDA Weekly Reduced Threshold	Household Status
8/29/2022	1	1	\$100.50	\$458.00	\$652.00	FREE

Figure 50. Application Print Icon.

- You can print the application, if necessary, using the icon highlighted in Figure 29. This should only be necessary in rare circumstances since the information is stored on-line.

### 2.5.2 Free/Reduced/Paid Students Eligibility List

You can print the list of free and reduced students processed via FRAPP applications by going to the Home Page and clicking on the Free/Reduced/Paid Students tab next to the Free/Reduced Applications on the dashboard.

App #	Date	Household Status	Sponsor	School	Student Status	Last	Middle	First	DOB	Grade	Gender	State ID	Address	Contact	Contact SSN
23431	7/5/2024	does not qualify	0368 - Belgrade Public Schools	0491 - Belgrade High School	PAID-income				09/12/2009	N/A	F	213721690	123 Some street Telpen, MT 98272	Parent, Some	9999

Figure 51. Free/Reduced/Paid Students List.

- Contains all students from all applications that are in 'APPROVED' and 'DENIED' statuses. Students from 'CANCELLED' and 'All Students Directly Certified – neither Approved or Denied' applications are not included. It is important to keep your applications statuses updated if the original status becomes obsolete.

- If a student is direct certified in DCA and also submitted on an application and is on an application in 'APPROVED' or 'DENIED' status, you will have to work through those duplicate situations for reporting purposes.
  - This data will automatically load to IC. If you don't use IC as your POS, you can use this report to load your POS with your non-direct student statuses if you wish. Work with your POS vendor to figure out the best way to do so.
- The Information icon on the list tab reminds you that this list only displays students for whom you have provided an application status.
  - App ID, Date of Application, Household Status, Sponsor, School, Student Status, Student Name, Student DOB, Student Grade, Student Gender, State ID, Address, Contact, and last 4 of SSN are displayed if data exists.
  - The filter allows you to view a list for the school year you select or for all programs years in which you have used this method of collecting applications.
  - List can be exported to Excel using the 'down-arrow' in the upper right corner.
  - Use the Search textbox in the upper right corner to sort by keywords in any column.
  - Each column can be sorted in ascending or descending order using the up-down arrows at the top of each column.

### 2.5.3 Combined DCA and On-Line Apps F/R Students Report

This report (yellow highlighted bullet) includes both students determined Free in DCA and those determined Free or Reduced in FRAPP.

- You will have to review your lists and sort out duplicates in the combined report.
- The report displays on-line and can be exported to .csv as well for you to filter, parse, and use as needed.
- To avoid having the student show up in the list twice, you must correctly status the application. If students are DC'd, don't approve the application. Instead, choose All students DC. Better yet, don't even have the family fill out an application if the students are DC'd.
- This data will be loaded to IC on a nightly basis. If you don't use IC as your POS, you can use this report to load data to your POS. You can also use the DC Report and the Free/Reduced/Paid list separately to load your POS, if desired. Work with your POS vendor to see the best way to do this.

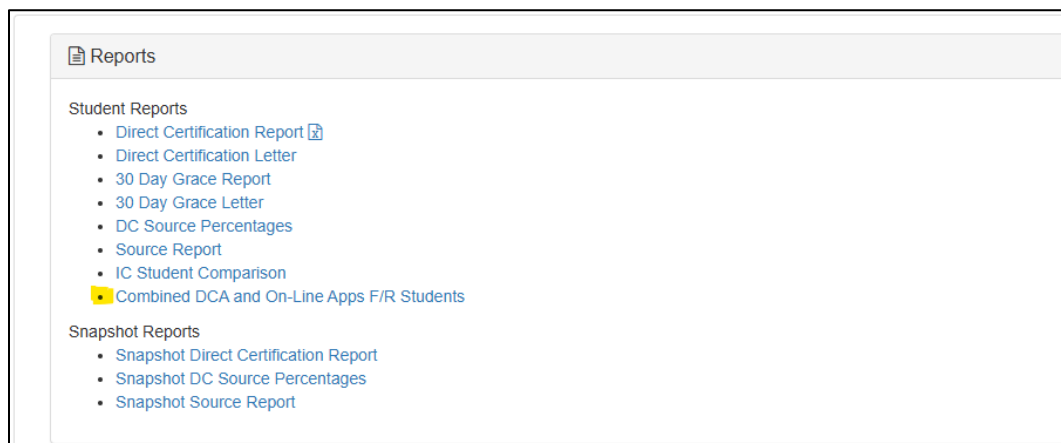


Figure 52. Links on the Reports List take you to the report where you can enter various parameters before generating the report.

The .csv report in Figure 53 has 22 columns (yellow highlight). The color-coding provides highlights for examples in this document; there is no color-coding in the actual report you generate. The salmon line is an example where the student is determined via FRApp, was also auto-matched to a student in IC via DCA but has not been directly certified in DCA. The green line is a sample student that was determined Free-SNAP in FRApp, auto-matched to a student in IC via DCA, and has also been directly certified in DCA. There is a FRAPP determination of FREE in column H and I and a DCA Source in Column S.

Sponsor	Site	SponsorCode	SiteCode	Source	FRAppId	FRAppDate	HouseholdStatus	StudentStatus
Best K-12 Schools (37 Students)	Ultimate High School (6 Students)	0785	1760	FRApp	42405	7/10/2025	FREE	FREE-SNAP
Best K-12 Schools (37 Students)	Ultimate High School (6 Students)	0785	1760	FRApp	43628	8/14/2025	FREE	FREE-Income
Best K-12 Schools (37 Students)	Ultimate High School (6 Students)	0785	1028	FRApp	43979	8/18/2025	Reduced	REDUCED-Income
Best K-12 Schools (37 Students)	Ultimate High School (6 Students)	0785	1028	FRApp	42475	7/16/2025	Reduced	REDUCED-Income
Best K-12 Schools (37 Students)	Ultimate High School (6 Students)	0785	1028	FRApp	43458	8/13/2025	FREE	FREE-Income
Best K-12 Schools (37 Students)	Ultimate High School (6 Students)	0785	1027	FRApp	43628	8/14/2025	FREE	FREE-Income
Best K-12 Schools (37 Students)	Ultimate High School (6 Students)	0785	1027	FRApp	42405	7/10/2025	FREE	FREE-SNAP
Best K-12 Schools (37 Students)	Ultimate High School (6 Students)	0785	1027	FRApp	42438	7/14/2025	FREE	FREE-Income
Best K-12 Schools (37 Students)	Ultimate High School (6 Students)	0785	1027	FRApp	42438	7/14/2025	FREE	FREE-Income

LastName	MiddleName	FirstName	LastSSN	DOB	Grd	Gender	StateID	DCDate	DCSourceName	ManualCertification	EnrollmentStart
Duck	Dee	Daisy		2/2/2013		07 F	368861587	8/18/2025	Administrative Application	Y	8/18/2025
Duck	Darrin	Donald		10/7/2011		08 M	228212306				8/26/2025
Frankenst	Scary	Big	1234	12/9/2009		10 M	636026172				8/18/2025
Goofy	Named	Dog	5678	5/20/2009		11 M	821033806				8/18/2025
Horton	Hears	Who	9101	3/20/2008		12 F	649268238				8/18/2025
Ichabod	N	Grane		10/17/2016		03 F	996490285				8/18/2025
Jehosepha	Jimmy	Jumpin		8/7/2018		01 F	452173027	8/18/2025	SNAP		8/18/2025
Mulan	Little	Mighty	1121	10/31/2015		04 F	903374004				8/18/2025
Pauper	The	Prince	3141	3/25/2019		01 F	660061378				8/18/2025

Figure 53. Sample of Combined DCA and On-Line Apps F/R Students Report.

Table 1 provides a description of the report columns.

Table 1. Combined DCA and On-Line Apps F/R Students Report Column Descriptions.

Column Header	Description
Sponsor	Sponsor in DCA as identified from the State Student Information system, IC, or as entered on the on-line Free or Reduced Application in FRAPP
Site	Site in DCA as identified from the State Student Information system, IC, or as entered on the on-line Free or Reduced Application in FRAPP
SponsorCode	4-digit OPI Central database LEA (district code) identifier for the sponsor
SiteCode	4-digit OPI Central database LEA (school code) identifier for the site
Source	Source system for the row of data; either IC (via DCA) or FRApp
FRAppID	If source is FRApp, this is populated with the FRAPP application ID number; otherwise, blank
FRAppDate	If source is FRApp, this is populated with the FRAPP application date; otherwise, blank
HouseholdStatus	If source is FRApp, this is populated with the FRAPP/DCA household status; otherwise, blank
StudentStatus	If source is FRApp, this is populated with the FRAPP/DCA student status; otherwise, blank
LastName	If source is IC, this is populated with the IC data via DCA; if the source is FRApp, the data comes from FRAPP
MiddleName	If source is IC, this is populated with the IC data via DCA; if the source is FRApp, the data comes from FRAPP

Column Header	Description
FirstName	If source is IC, this is populated with the IC data via DCA; if the source is FRApp, the data comes from FRAPP
DOB	If source is IC, this is populated with the IC data via DCA; if the source is FRApp, the data comes from FRAPP
Grd	If source is IC, this is populated with the IC data via DCA; if the source is FRApp, the data comes from FRAPP
Gender	If source is IC, this is populated with the IC data via DCA; if the source is FRApp, the data comes from FRAPP
StateID	This is populated from IC data via DCA; if not populated, the student entered using FRAPP was not auto-matched with an IC student in DCA
DCDate	This is ALWAYS is populated from DCA; if not populated, the student was not auto-matched with an IC student in DCA
DCSourceName	This is ALWAYS is populated from DCA; if not populated, the student was not auto-matched with an IC student in DCA
Manual Certification	Flag is 'Y' if the DC source was the result of manual direct certification
EnrollmentStart	This is ALWAYS is populated from DCA; if not populated, the student was not auto-matched with an IC student in DCA. Example: Non-OPI-accredited school students.

2.6 Opt-in Setup

There is minimal setup for a district to opt into using the on-line free and reduced application system. If your district opts-in, your families will use your school district’s personalized FRAPP URL to submit their applications. You can provide families with a paper application at your discretion, and the district can choose to enter those paper applications into FRAPP by accessing the FRAPP Parent Portal, as well. All applications submitted through FRAPP are immediately sent to DCA for processing. They will appear the day after submittal, so they have an opportunity to run through the student match process overnight.

To opt in, log into DCA and click on the Sponsor Menu to display the FRAPP opt-in section highlighted in Figure 54.

Figure 54. Sponsor Opt-in Section.

- Click on the link 'Online F/R Application (FRApp)' or the edit icon. The dialog box in Figure 55 appears.

Figure 55. Free/Reduced Application Opt-in Dialog Box.

- Check the box to 'Enable the online Free/Reduced application?'
- Leave the default for Daily to receive daily notifications when new applications arrive or if you have left some without a status in the queue.
  - You can change the frequency using the dropdown if you wish.
  - The frequency can be changed at any time by coming back to this dialog box.
- Click "OK".
- The link for your school district's personalized FRAPP URL will display as shown in Figure 55. It will also appear on your Sponsor page in the FRAPP Opt-in section in Figure 54.
  - Copy the link from 'https://' to the end and put it on your district web page and in your newsletters. This provides access to the on-line Free and Reduced Application for your families, via your district's own personalized web URL similar to the Welcome page from the OPI website but personalized for your district.
  - This is also the URL used by school district personnel when entering paper applications into the on-line system.
  - After you opt in, your sponsor page will display as in Figure 57.

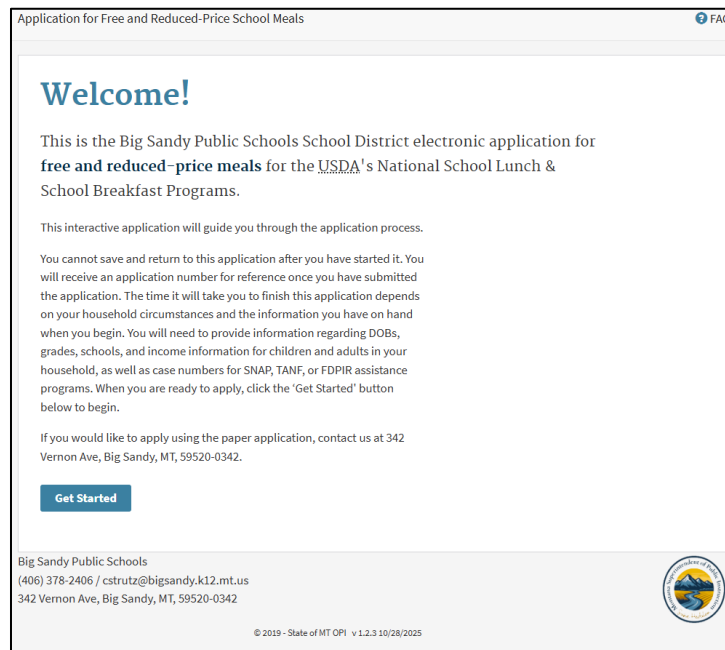


Figure 56. Page that appears from your district's individual URL (no dropdown selection needed)

- If you check the box in error, simply uncheck the box or click 'Cancel'.
- Opting in enables your district to display on the public portal dropdown as a district using FRAPP, as shown in Figure 57.
  - The welcome page in the figure is the welcome page that will be used if people access FRAPP from the OPI's web page. It allows families to find the correct district.
  - You will also have your own personalized Welcome Page when you use your district's personalized URL, so the families will not need to select your district from a dropdown.

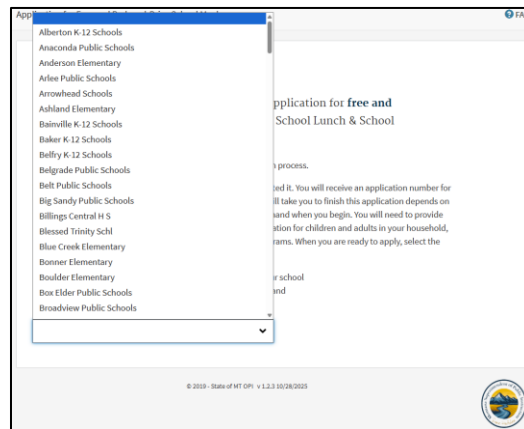


Figure 57. FRAPP Statewide URL with District Choice Dropdown List.

- Conversely, opting out from the sponsor page and subsequent dialog box removes your district from this list and disables the URL for your school district. Your free and reduced application dashboard remains intact in DCA, even if you opt out, allowing you to keep a record of on-line applications you received and processed.

Your district is now ready to begin using the FRAPP on-line application and the processing functionality within DCA!