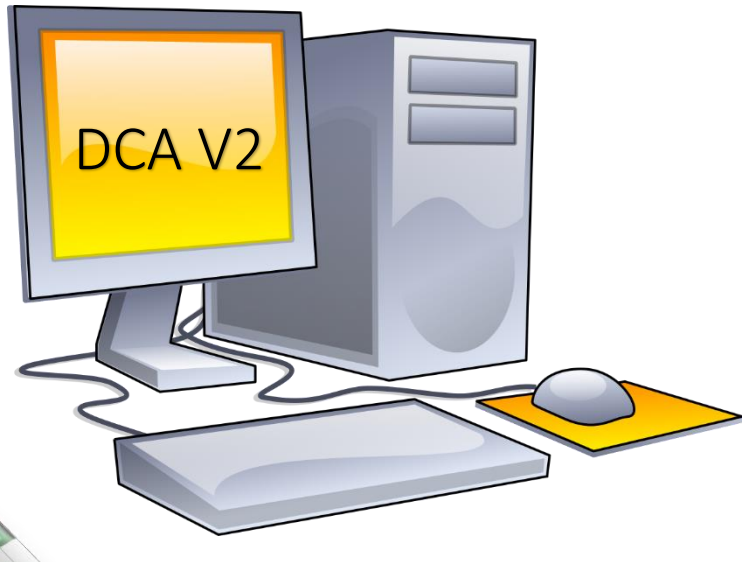
Determining Official User Manual for processing Montana's Free and Reduced On-Line Applications Using the

Direct Certification Application



Created School Year 2020-2021

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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 provided through the National School Lunch Program. 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 and publish your district's personalized URL to parents via your district website or newsletter, the FRAPP will be available to your families. 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 only 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 new DCA FRAPP dashboard on the DCA Home Page to doing direct certification research 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 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.

In order 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 the Opt-in Setup section toward the end 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
- Link with DCA AIM 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.

- The application status filter at the top allows you to display all applications, or any status, including blank status.
- 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.

Free / Reduced Online Applications | All applications | All Sponsors | App Id | All Program Years

Id	Date	Status	Sponsor	Household Members	Annual Household Income	Household Status	SNAP Case	TANF Case	FDPIR Case
3154	9/4/2020	APPROVED	0790 Forsyth Public Schools	8	$51,780.00	FREE			
3159	9/4/2020	APPROVED	0790 Forsyth Public Schools	4	$38,600.00	Reduced			
3166	9/4/2020	APPROVED	0790 Forsyth Public Schools	3	$24,648.00	FREE			
3188	9/6/2020	APPROVED	0790 Forsyth Public Schools	9	$22,368.00	FREE			
3198	9/8/2020	APPROVED	0790 Forsyth Public Schools	5	$48,000.00	Reduced			
3201	9/8/2020	APPROVED	0790 Forsyth Public Schools	6	$28,800.00	FREE			
3203	9/8/2020	APPROVED	0790 Forsyth Public Schools	3	$26,856.00	FREE			
3208	9/9/2020	APPROVED	0790 Forsyth Public Schools	3	$30,470.64	Reduced			
3217	9/9/2020	APPROVED	0790 Forsyth Public Schools	3	$3,000.00	FREE			
3157	9/4/2020	DENIED	0790 Forsyth Public Schools	6	$66,100.00	does not qualify			

Showing 1 to 10 of 10 entries Previous 1 Next

Figure 1. Free and Reduced On-line Application Dashboard.

As you see in Figure 1, 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.
- Date - the date the application was submitted.
  - The applications are listed oldest to newest of the unprocessed applications, followed by oldest to newest of each group of statuses.
- Status – the options for application status are:
  - Blank – default when submitted.
  - Approved – used when one or more students is eligible.
  - Cancelled – used when the family has to turn in a new application that will supersede the cancelled one; for example, to include income that was previously not included.
  - Denied – used when no students qualify for free or reduced.
  - Filed No Approval Needed – used when the family turned in an application when it was unnecessary to do so.
- Sponsor – for DOs assigned to more than one sponsor, this will vary; otherwise, it is the same throughout your entire list.
- Household Members – total number of children and adults in the household, as filled in on the application per USDA policy.
- Annual Household Income – annual income based on frequency used for eligibility per USDA policy.
- Household Status – eligibility determination auto-calculated per USDA policy.
  - **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.
- SNAP, TANF, FDPIR Case Number – program case number(s) entered by family on application.
  - Click on the case number link (highlighted in Figure 2) if it is blue to research it in DCA, if necessary.

958	5/27/2020	FILED No Approval Needed	0966 Billings Public Schools	2	FREE	626939	626939

Figure 2. Example of Application with SNAP/TANF Case Numbers Listed by Family and found in DCA.

2.2 Automated Application Eligibility Determination – The Power!

Figure 3 is an example of an application detail page, which is what displays 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 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 a household status, as well as individual child statuses and displays them on the page. They are highlighted in Figure 3. 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.

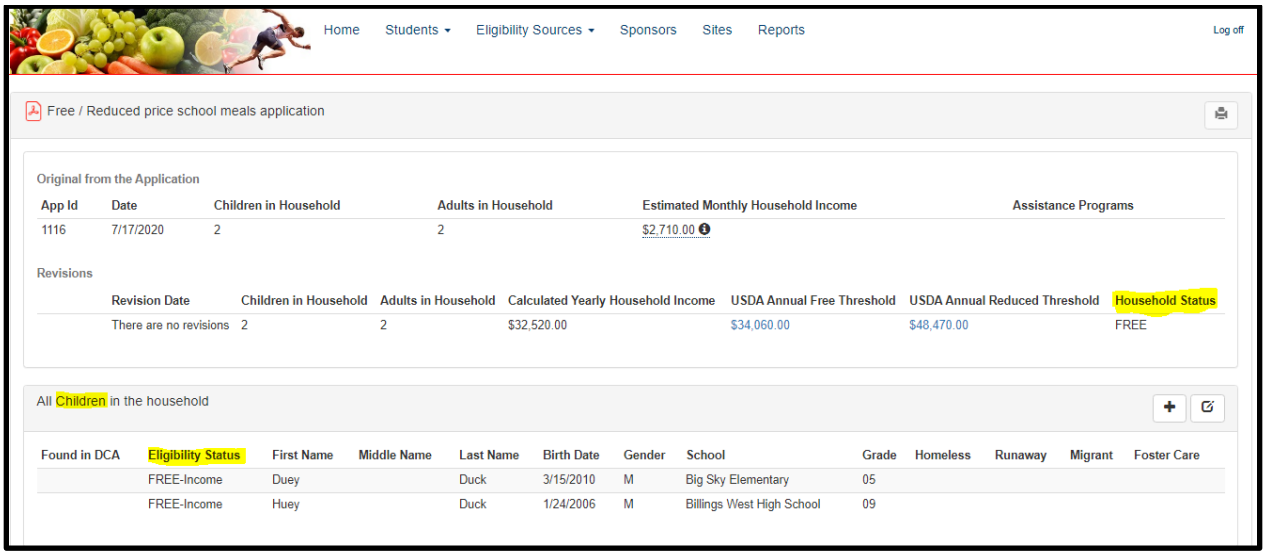


Figure 3. Household and Student Status.

- 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.
- 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 4 by clicking on the blue link under the free or reduced threshold columns.

USDA Free/Reduced Income Guidelines

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 4. 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.
- Student Eligibility Status defaults based on information submitted in the application.
- Student Eligibility Status options are:
  - Needs Verification
    - **NOTE** the system defaults to this status for Homeless, Migrant, Runaway students, and you must change it to the appropriate status, depending on the results of your verification by editing the student's information (pencil icon)
  - Free-Income
  - Reduced-Income
  - Paid-Income
  - FREE-SNAP
  - FREE-TANF
  - FREE-FDPIR
  - FREE-Migrant
  - Free- Homeless/Runaway
  - Free-Foster Care
- 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.

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 5 shows general information directly from the application, as well as any revised data, if applicable.

Free / Reduced price school meals application

Original from the Application

App Id	Date	Children in Household	Adults in Household	Estimated Monthly Household Income	Assistance Programs
1116	7/17/2020	2	2	$2,710.00	

Revisions

	Revision Date	Children in Household	Adults in Household	Calculated Yearly Household Income	USDA Annual Free Threshold	USDA Annual Reduced Threshold	Estimated Household Status
	There are no revisions	2	2	$32,520.00	$34,060.00	$48,470.00	FREE

Figure 5. Application General Information.

- Original data never changes since it is directly from the family application.
- Click on the printer icon in the upper right corner to print the application.
- The Estimated Monthly Household income is from the parent 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 6.

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
958	5/28/2020	1	1		SNAP - 626939 TANF - 626939

Revisions

	Revision Date	Children in Household	Adults in Household	Estimated Household Income	USDA Free Threshold	USDA Reduced Threshold	Estimated Household Status
	5/28/2020	1	1				FREE

Figure 6. Example of Application with SNAP and TANF Case Numbers.

  - Click on the case number link (highlighted in Figure 6) if it is blue to research it in DCA, if necessary.
- 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 5).
  - 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 6). 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 7. 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.

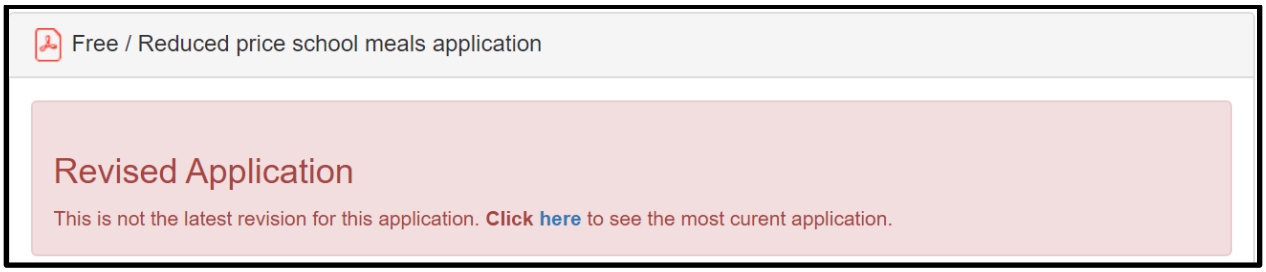
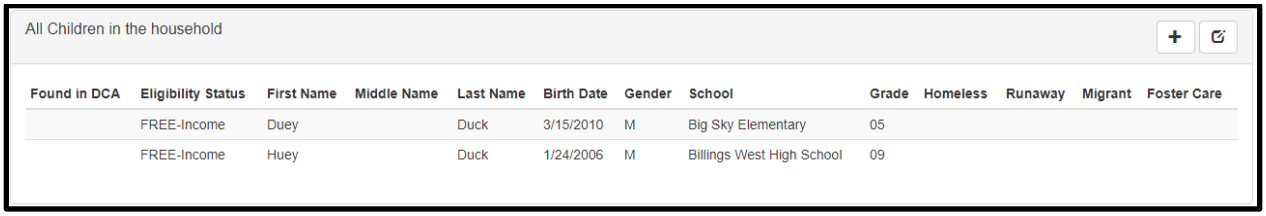


Figure 7. Warning Message regarding Application Version on Display.

2.3.2 Household Children Section



Found in DCA	Eligibility Status	First Name	Middle Name	Last Name	Birth Date	Gender	School	Grade	Homeless	Runaway	Migrant	Foster Care
	FREE-Income	Duey		Duck	3/15/2010	M	Big Sky Elementary	05				
	FREE-Income	Huey		Duck	1/24/2006	M	Billings West High School	09				

Figure 8. Household Children Section.

- Lists all students and other children 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 Application Eligibility Determination for details.
- 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 9 displays. Type of child is student or additional child. Fill in details as appropriate and click 'Save'.

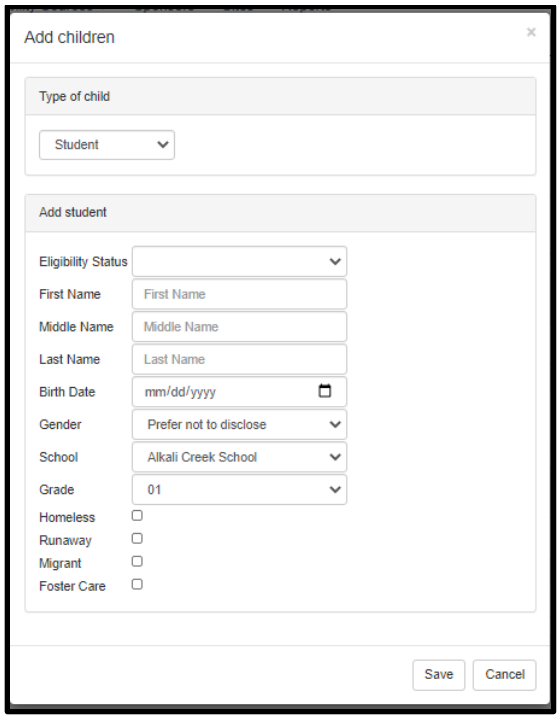


Figure 9. Add Child Dialog Box.

- 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 10 displays.

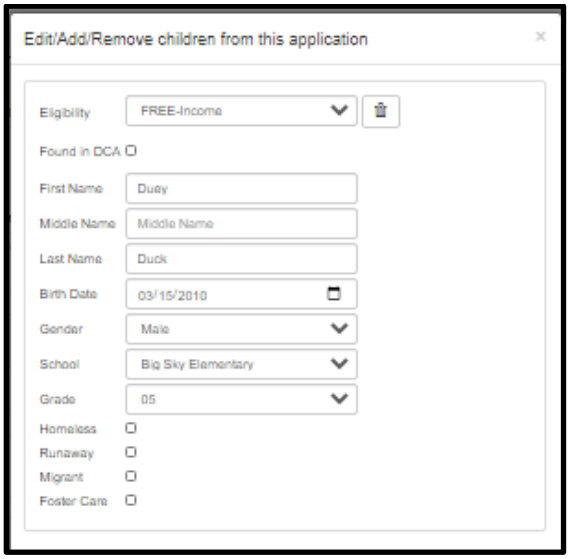


Figure 10. Edit/Remove Children Dialog Box.

- Click on the 'trashcan' icon to remove a child.
- Fill in details as appropriate.

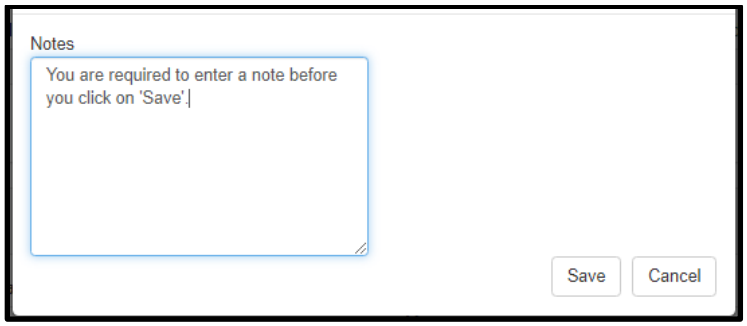


Figure 11. Required Note Textbox.

- Enter your note for audit purposes and click on 'Save'.
- Notes are accumulated at the bottom of the application page.

- Found in DCA - displays checkmarks for children from the application who are found in DCA. **NOTE** *These are not just students that are directly certified in DCA; It is looking at all children in DCA in your district.*
  - The search/compare will only look at name, DOB, and gender and compare to the AIM students listed in DCA, so if the parent has not entered the name and DOB ***exactly*** as it is in DCA from AIM, the 'Found in DCA' column will not be checked. Because there is so much data that is ***not required*** in the free and reduced application, and because parents might not enter children the same way as they are stored in DCA from AIM, there is not much data to definitively compare to make robust links between the application data and the DCA data.
  - If a student is found in DCA, then the student name becomes a link in the application detail page, and you can click on it to go to the DCA student information page.
  - You can edit any child and mark 'Found in DCA' in the edit dialog box. Marking 'Found in DCA' will not change eligibility status in the application or direct certification status in DCA. **NOTE** *You must make those changes manually and note why you made your changes in one or both systems. For example, if you determine a student is eligible due to SNAP, and that is not recorded in DCA, go to potential matches and attempt to link the student to a referral. If you can't find a referral, then manually certify the student with SNAP in DCA.*
- Eligibility Status – defaults original status from automatic analysis of the data entered on the application. See Automated Application Eligibility Determination for details.
  - You can edit any child's eligibility status in the edit dialog box.
- First Name, Middle Name, Last Name, Date of Birth, Gender, School, Grade – displays as submitted on the application.
  - Unrequired fields (Middle Name, DOB, Gender) will be blank if left blank on the application.
  - Non-student children will not show a school or grade.
  - You can edit any child's information in the edit dialog box.
- Homeless, Migrant, Runaway, Foster Care – displays checkmark for each category indicated for each child in the submitted application.
  - You can edit any child's information in the edit dialog box.

2.3.3 Other Household Adults Section

The section shown in Figure 12 lists adults, other than the adult contact that filled out the application. The household contact is listed in the Contact Info Section.

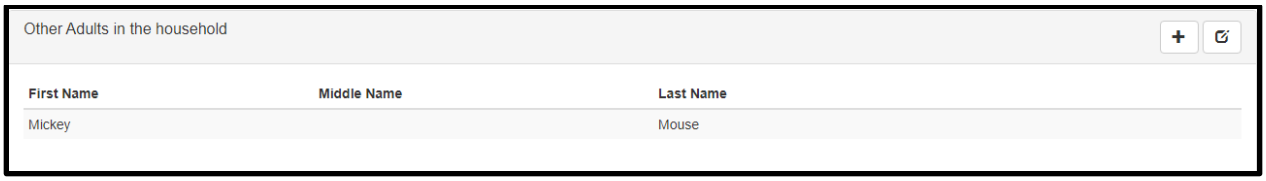


Figure 12. Other Household Adults Section.

- Lists all 'other adults' 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 Application 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 10 displays. Fill in as needed and click on 'Save'.

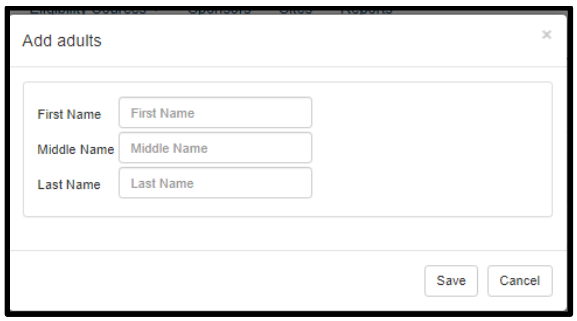


Figure 13. Add 'Other Adults' Dialog Box.

- Use the 'notepad/pencil' icon in the upper right of the section to edit adults listed in the section. The dialog box in Figure 14 displays.

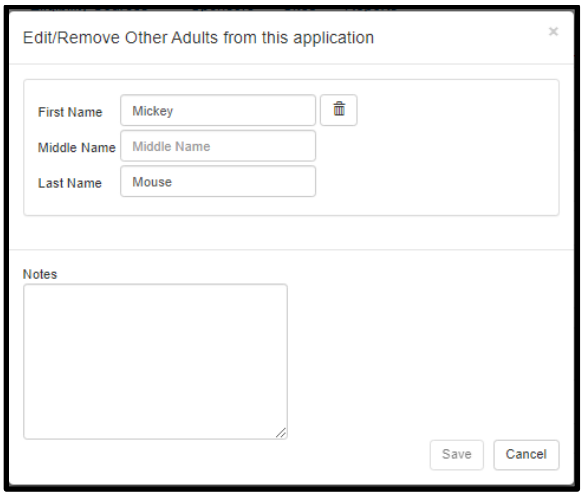


Figure 14. Edit/Remove 'Other Adults' Dialog Box.

- 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 15. 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 Application 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 16 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’.

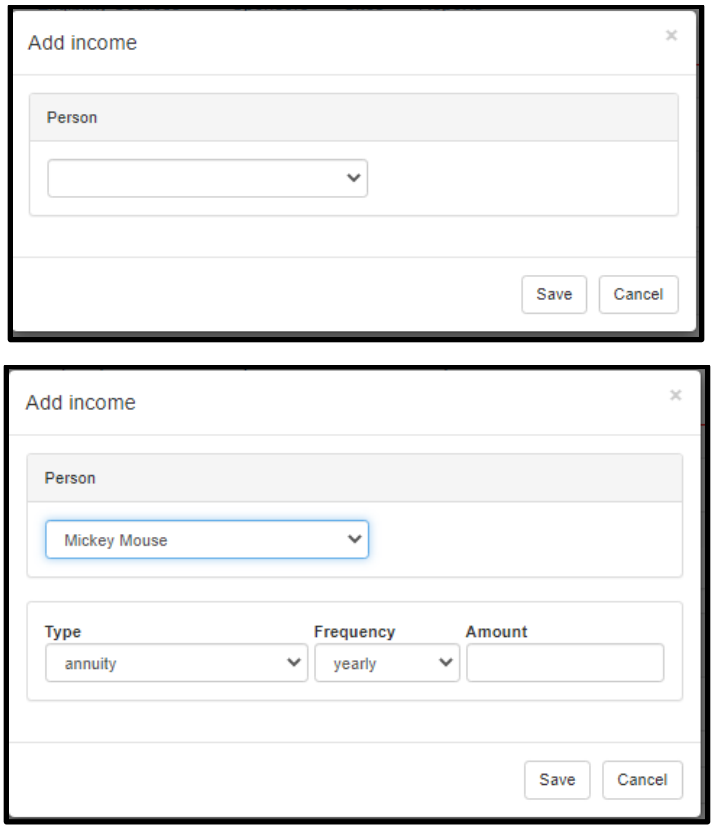


Figure 16. Add Income Dialog Box.

- Use the 'notepad/pencil' icon in the upper right of the section to edit income listed in the section. The dialog box in Figure 17 displays.

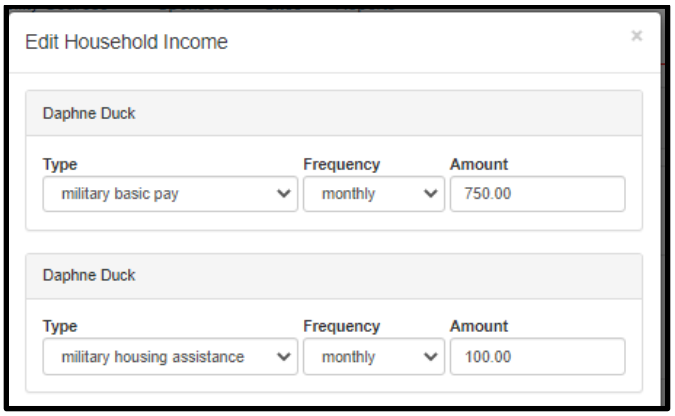


Figure 17. Edit Household Income Dialog Box.

  - Fill in details as appropriate.

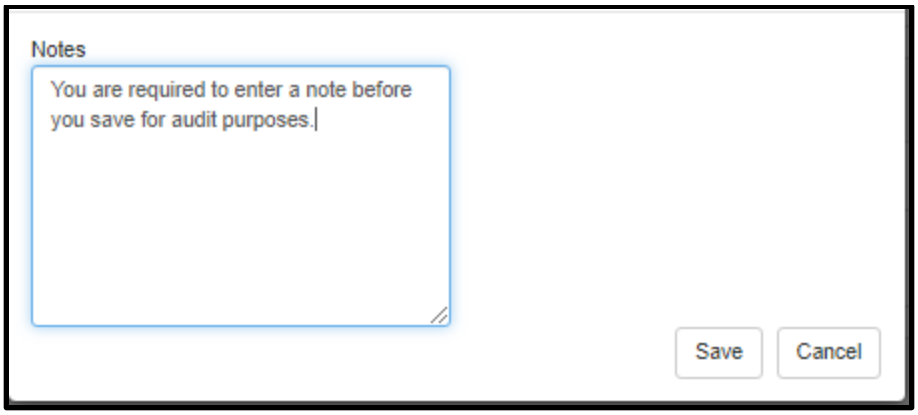


Figure 18. Required Note Textbox.

- Enter your note for audit purposes and click on 'Save' as shown in Figure 18.
- 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.

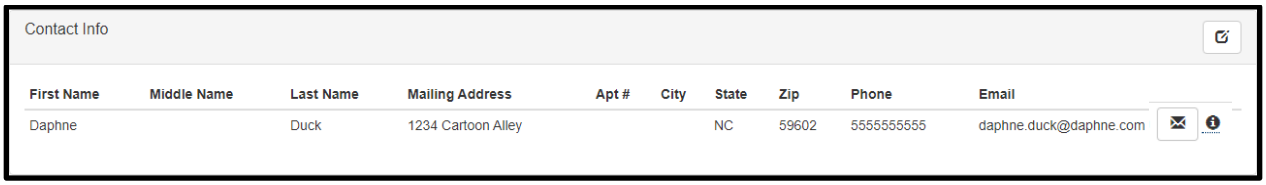


Figure 19. Contact Info Section.

- Displays Contact Info of household adult that filled out 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 20 displays.

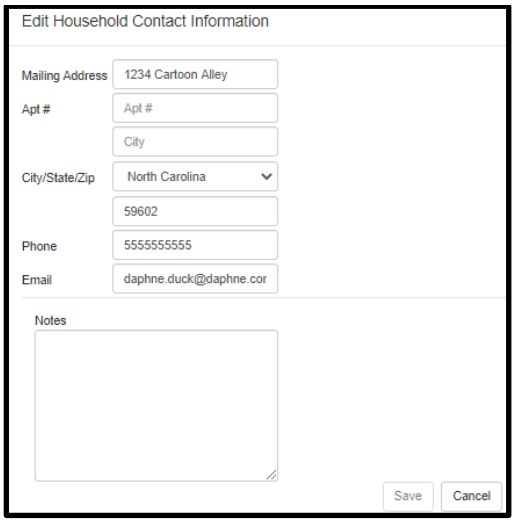


Figure 20. Edit Household Contact Info Dialog Box.

- 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.

➢ 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.

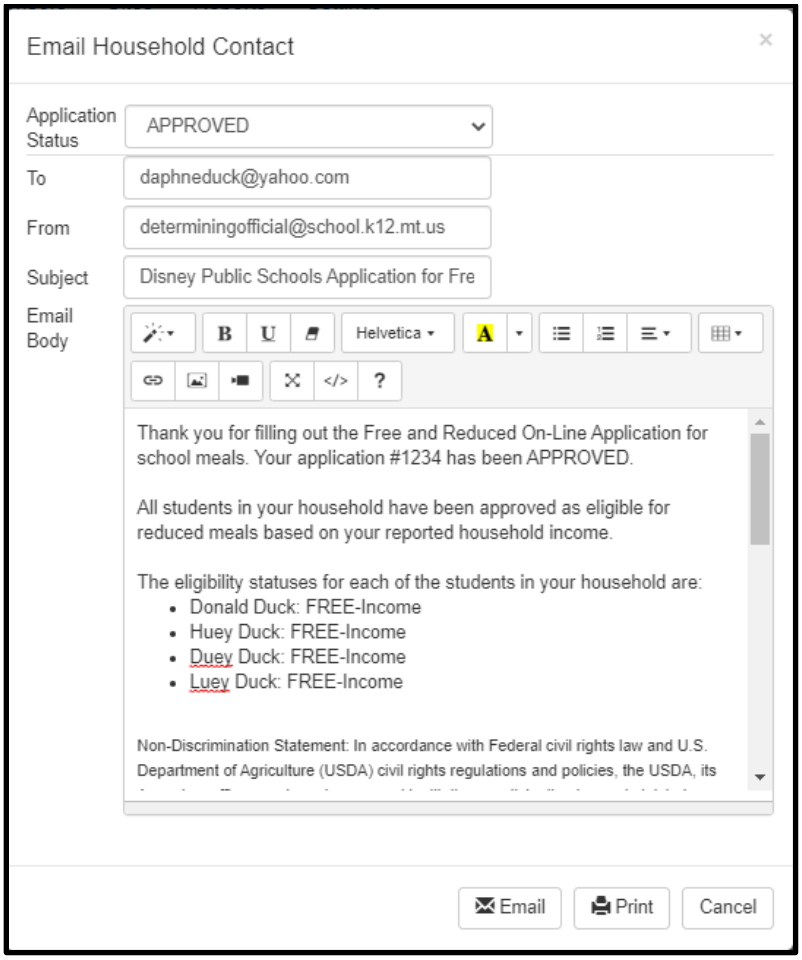


Figure 21. Contact Email, Part 1

- 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.

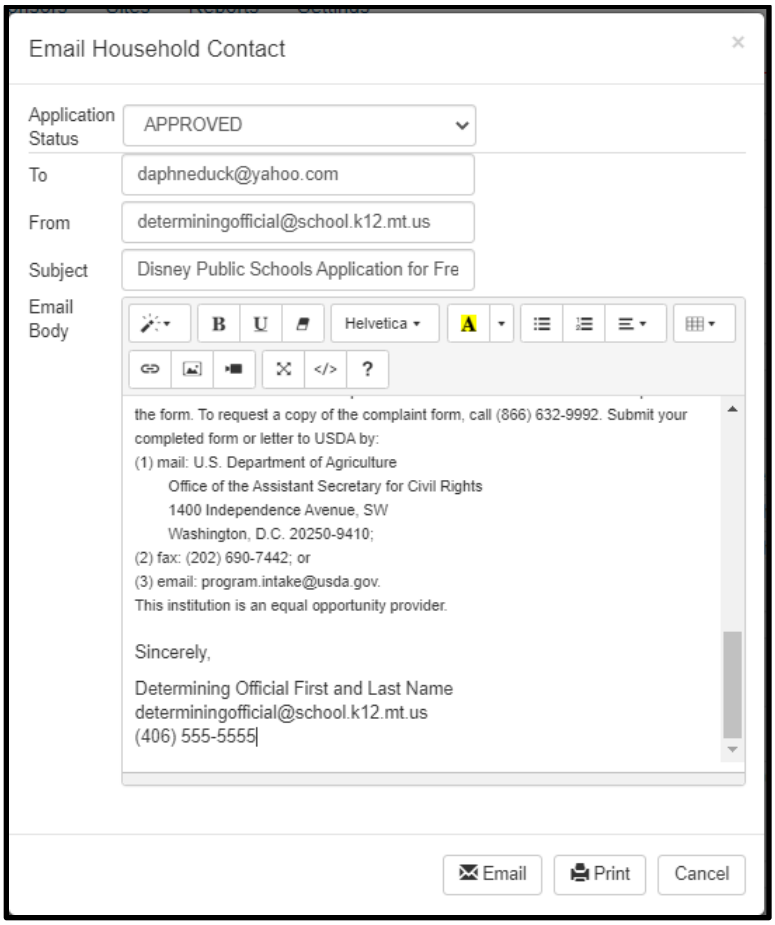


Figure 22. Contact Email, Part 2

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

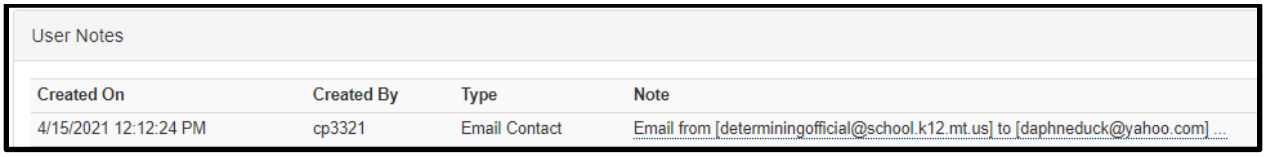


Figure 23. Contact Email Record in User Notes

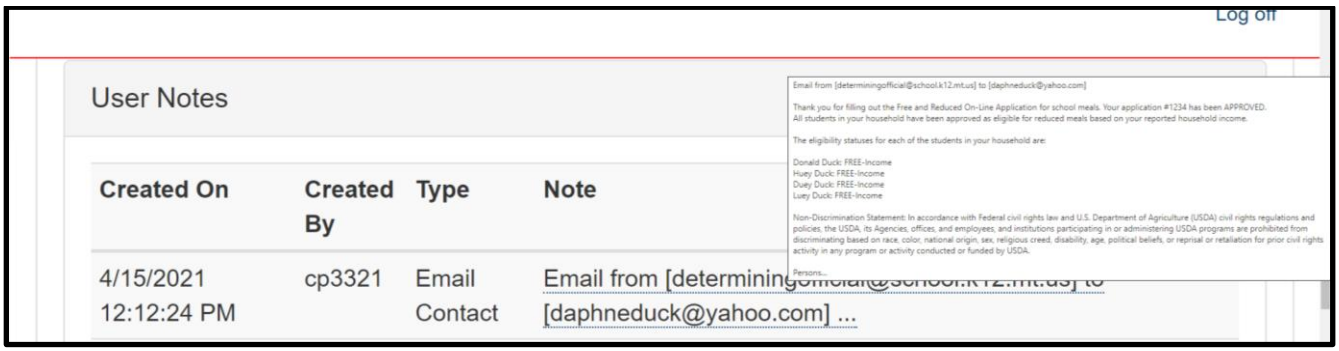


Figure 24. Contact Email Contents

2.3.6 Racial/Ethnic Identities Section.

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

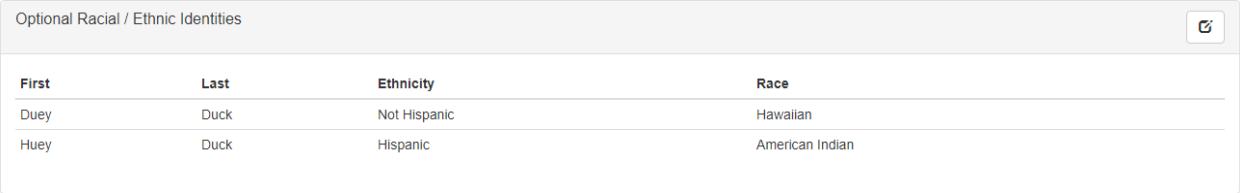


Figure 25. Racial/Ethnic Identities Section.

- 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.

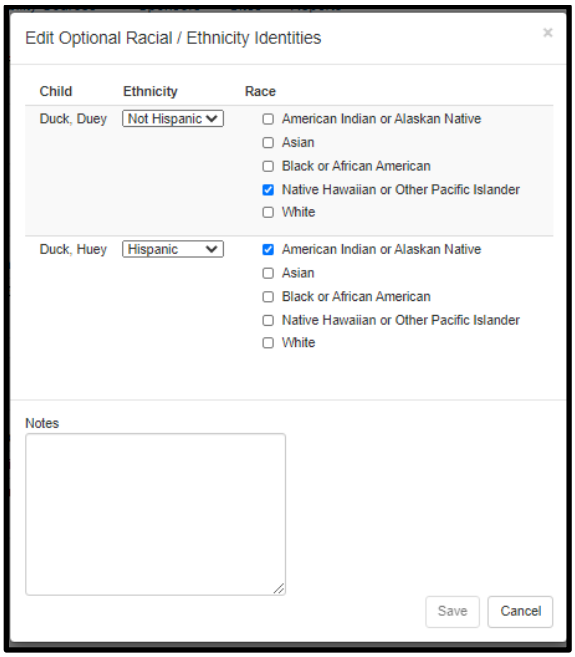
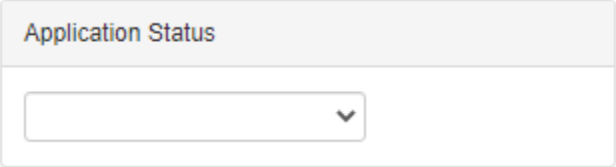


Figure 26. Racial/Ethnic Identities Edit Dialog Box.

- 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



- This function is only used on the most current version of the application

- Select the appropriate status for this application from the drop down list.
  - Applications in APPROVED status are the pool from which applications are pulled for verification.
    - 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 will 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. As a second example, if you deny or approve an application based on income and then find out all kids are directly certified, you need to edit the appropriate fields in the application and change your application status from 'APPROVED' or 'DENIED' to 'FILED - All Students DC'.
  - The status is displayed on the Home Page Dashboard.
  - 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
    - 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
      - Text box
  - 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
      - Text box
  - 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
    - Other
      - Text box

- FILED – All students DC
  - All students DC SNAP
  - All students DC SNAP Letter Method
  - All students DC All other sources besides SNAP
  - Other
    - Text box

2.4 Reports

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

2.4.1 Application Print

The application detail page allows you to print the application.

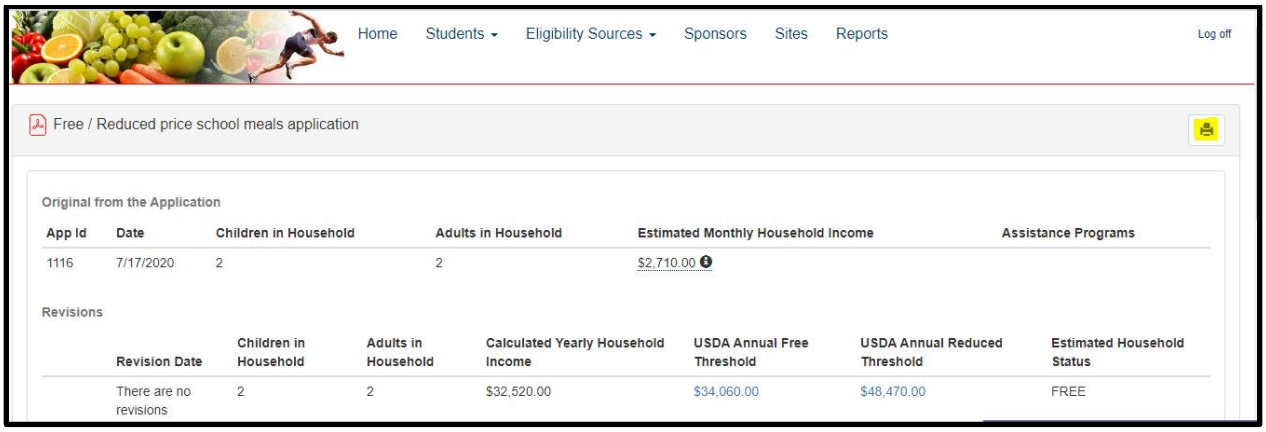


Figure 27. Application Print Icon.

- This functionality is not yet in the system. When it becomes available, you will be able to 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.

2.4.2 Free/Reduced Students Eligibility List

You can print the list of free and reduced students processed via FRAPP applications by going to the Sponsor Menu and clicking on the Free/Reduced Students tab next to the Sites tab on the dashboard.

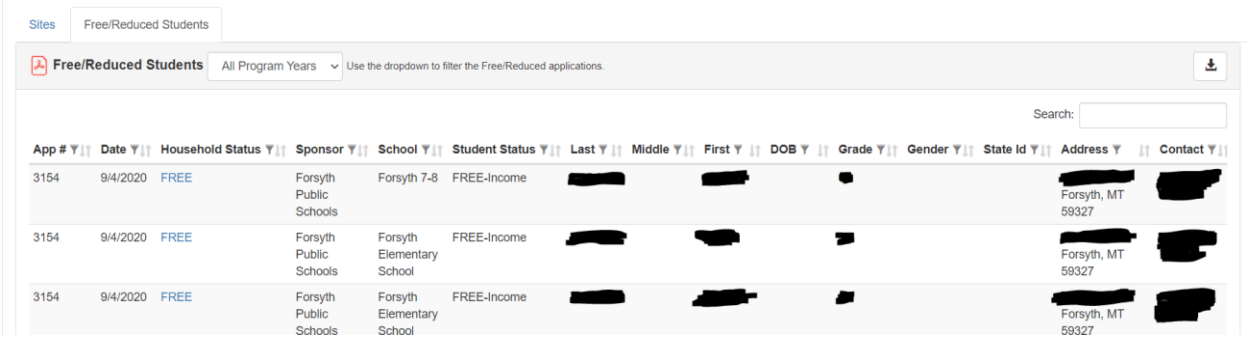


Figure 28. Free/Reduced Students List.

- Contains all students from all applications that are in 'APPROVED' and 'DENIED' statuses. Students from 'CANCELLED' and 'FILED – All Students DC' 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.
- App ID, Date of Application, Household Status, Sponsor, School, Student Status, Student Name, Student DOB, Student Grade, Student Gender, State ID, Address, and Contact are displayed if data exists.
- If a student is 'Found in DCA', the name is a link to the Student Information page in DCA.
- 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.

2.4.3 Enhanced DC Report

The DC report is enhanced to give you the option to include students that were submitted via applications. Since there is no way to determine duplicates at this time that have been submitted through applications and automatically direct certified in DCA, you will have to sort out duplicates in the combined report.

2.5 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. The family has the option to print the paper application from FRAPP, or you can provide them a paper application, 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.

To opt in, log into DCA and click on the Sponsor Menu to display the FRAPP opt-in section highlighted in Figure 29.

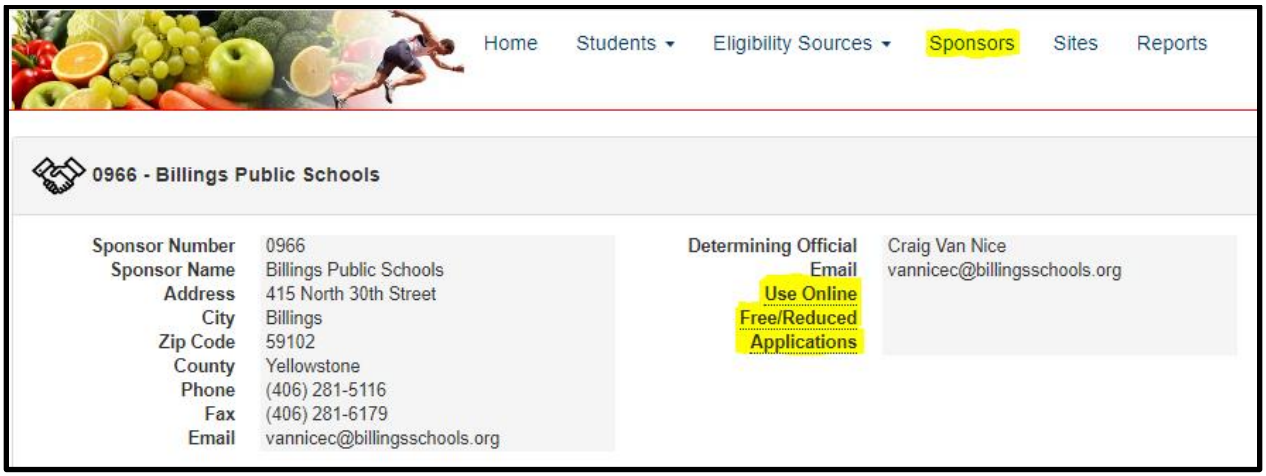


Figure 29. Sponsor Opt-in Section.

- Click on the link "Use Online Free/Reduced Applications". The dialog box in Figure 30 appears.

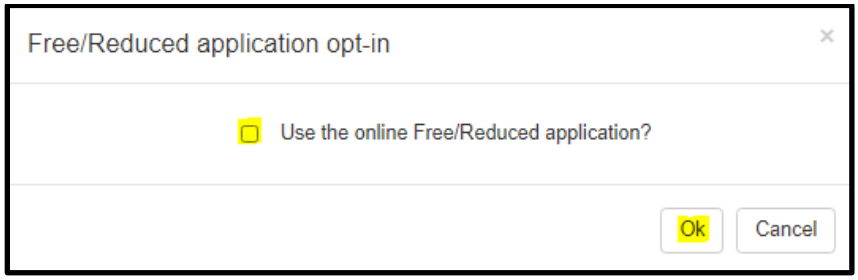


Figure 30. Free/Reduced Application Opt-in Dialog Box.

- Check the box to 'Use the online Free/Reduced application?' and click 'OK'.
- The link for your school district's personalized FRAPP URL will display as shown in Figure 31. It will also appear on your Sponsor page in the FRAPP Opt-in section.
  - You will provide this link to your families on your district web page and in your newsletters for them to access the on-line application parent portal.
  - This is also the URL used by school district personnel when entering paper applications into the on-line system.
- If you check the box in error, simply uncheck the box or click 'Cancel'.

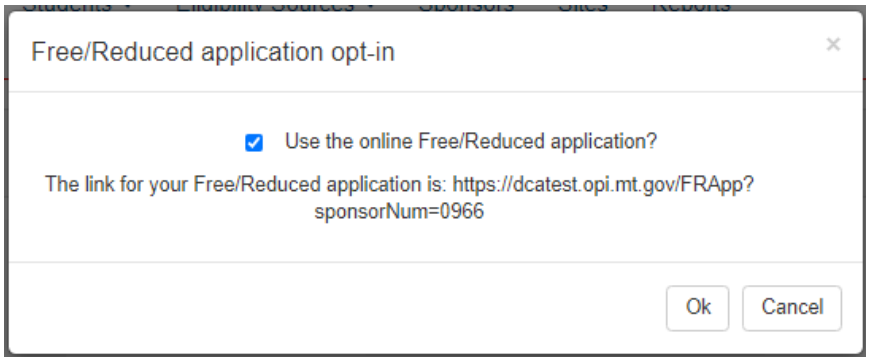


Figure 31. FRAPP URL for Families and School District Application Entry.

- Opting in enables your district to display on the public portal dropdown as a district using FRAPP, as shown in Figure 32. 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 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 34 is an example of a district's personalized Welcome Page.

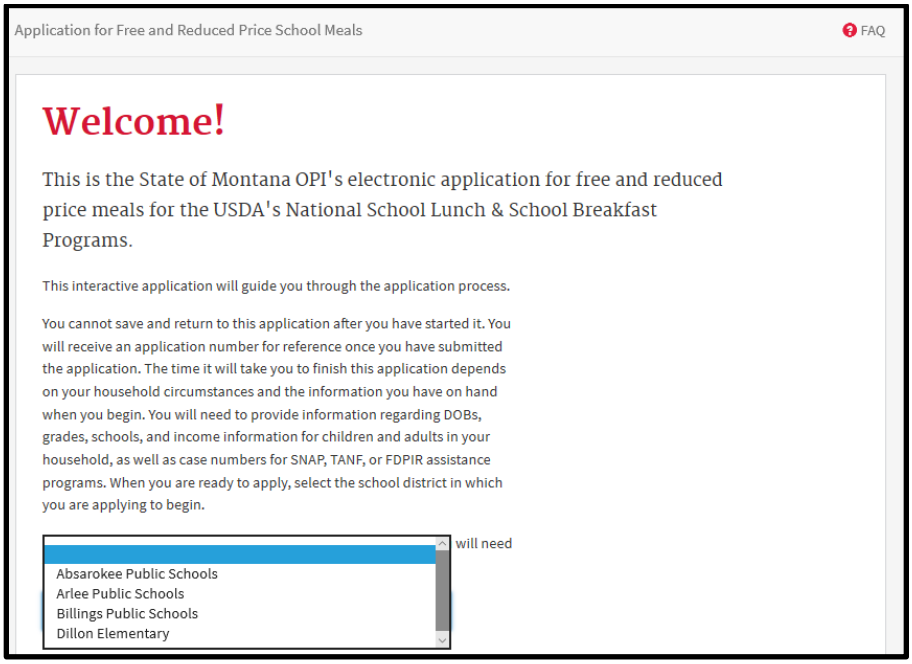


Figure 32. FRAPP Statewide URL with District Choice Dropdown List.

- 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.
- After you opt in, your sponsor page will display as in Figure 33.

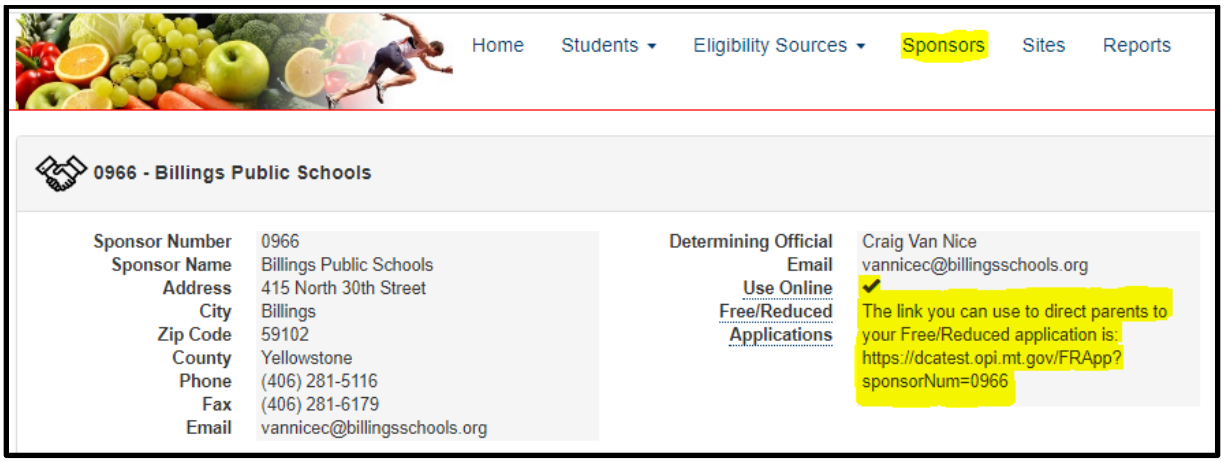


Figure 33. Sponsor Page After Opt-in.

- 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, similar to the Welcome page in Figure 34.

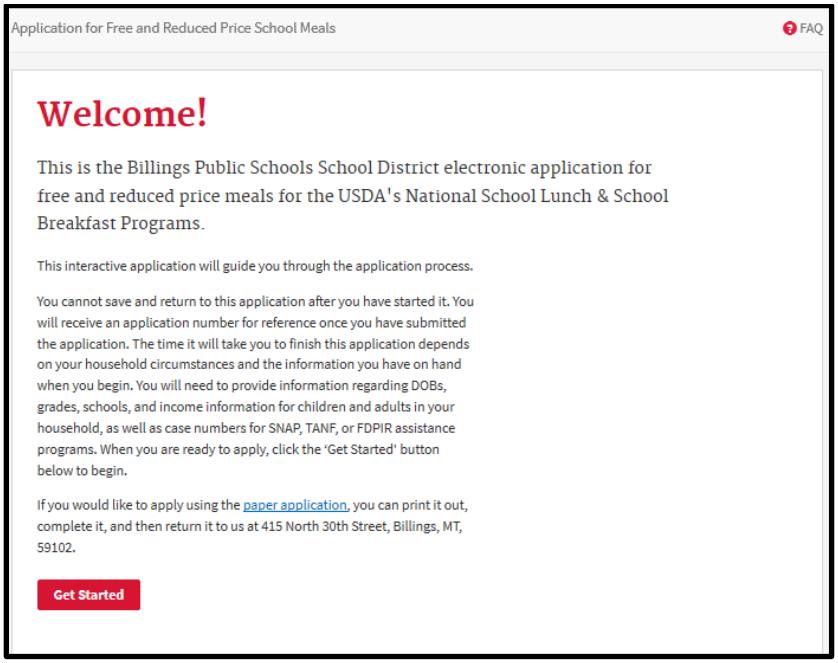


Figure 34. FRAPP Personalized District Web Page Displays for Families at URL from Sponsor Page.

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