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



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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 <u>DCA Home Page Dashboard – DO Portal</u>

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	e / Reduced	Online Application	All applications 🗸 All S	ponsors ~	App Id V All Prog	ram 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 e	entries						Prev	ious 1 Ne

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	<mark>626939</mark>	
--	-----	-----------	-----------------------------	---------------------------------	---	------	--------	---------------------	--

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.

		ormean	application									
riginal fro	om the Application											
App Id	Date	Childre	n in Household	1	Adults in House	ehold	Estimate	ed Monthly Household Inco	me		Assistance P	rograms
116	7/17/2020	2		2	2		\$2,710.0	0 🕄				
evisions												
	Revision Date	Cł	nildren in Househ	old Adults in H	lousehold Ca	Iculated Yearly I	Household Inc	come USDA Annual Free	Threshold	USDA Annual	Reduced Thresho	ld <mark>Household Sta</mark>
	Revision Date	Ch sions 2	ildren in Househ	old Adults in H	lousehold Ca \$33	Iculated Yearly F 2,520.00	Household Inc	USDA Annual Free \$34,060.00	Threshold	USDA Annual \$48,470.00	Reduced Thresho	rree FREE
I <mark>Childre</mark>	Revision Date There are no rev n in the househol	Cł sions 2	ildren in Househ	old Adults in H	lousehold Ca \$3:	Iculated Yearly H 2,520.00	Household Inc	some USDA Annual Free \$34,060.00	Threshold	USDA Annual \$48,470.00	Reduced Thresho	Id Household Sta FREE
l <mark>Childre</mark> ound in l	Revision Date There are no rev n in the househol DCA Eligibility	Cł sions 2 1 Status	nildren in Househ	old Adults in H 2 Middle Name	lousehold Ca \$33 Last Name	Iculated Yearly H 2,520.00 Birth Date	Household Inc	School USDA Annual Free	Threshold Grade	USDA Annual \$48,470.00 Homeless	Reduced Thresho Runaway Mig	rant Foster Car
II <mark>Childre</mark> ⁻ ound in I	Revision Date There are no rev in in the househol DCA Eligibility FREE-Inc	Cł sions 2 1 <u>Status</u> me	ildren in Househ	old Adults in H 2 Middle Name	Last Name Duck	lculated Yearly H 2,520.00 Birth Date 3/15/2010	Household Inc Gender 4 M E	School USDA Annual Free	Grade 05	USDA Annual \$48,470.00 Homeless	Reduced Thresho Runaway Mig	Id Household Sta FREE

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/Re	duced Incom	ne Guideline	es							×
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)
 - o Free-Income
 - Reduced-Income
 - o Paid-Income
 - o 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 / F	Reduced price so	chool meals application	1					
Original f	rom the Applicatio	on						
App Id	Date	Children in Household	Adu	ts in Household	Estimated	Monthly Household In	come	Assistance Programs
1116	7/17/2020	2	2		\$2,710.00	9		
Revisions	5							
	Revision Date	Children in Household	Adults in Household	Calculated Yearly Hous Income	ehold U T	SDA Annual Free hreshold	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 / R	educed price s	chool meals application	current version	✓ Use the	Iropdown to view previous version	ns.	ê.
Original fr	om the Applicati	on					
App Id	Date	Children in Household	Adults in	Household Estim	ated Monthly Household Ir	ncome	Assistance Programs
958	5/28/2020	1	1				SNAP - 626939 TANF - 626939
Revisions							
	Revision Date	Children in Household	Adults in Household	Estimated Household Inco	ne USDA Free Threshold	USDA Reduced Thresho	Id 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

All Children in	the household											+ 0
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	М	Big Sky Elementary	05				
	FREE-Income	Huey		Duck	1/24/2006	М	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'.

Type of child			
Student	~		
Add student			
Eligibility Status		~	
First Name	First Name		
Middle Name	Middle Name		
Last Name	Last Name		
Birth Date	mm/dd/yyyy		
Gender	Prefer not to disclose	~	
School	Alkali Creek School	~	
Grade	01	~	
Homeless			
Runaway			
Migrant			
Foster Care			

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.

Eligibility	FREE-Income	v û	
Found in DCA	0		
First Name	Duey		
Middle Name	Middle Name		
Last Name	Duck		
Birth Date	03/15/2010		
Gender	Male	~	
School	Big Sky Elementary	~	
Grade	05	~	
Homeless	0		
Runaway	0		
Migrant	0		
Foster Care	0		

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.

Other Adults in the household			+ 0
First Name	Middle Name	Last Name	
Mickey		Mouse	

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'.

First Name	First Name		
Middle Name	Middle Name		
Last Name	Last Name		

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.

First Name	Mickey	a		
Middle Name	Middle Name			
Last Name	Mouse			
otes				

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 Incom	le			+ 0
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'.

Add income		×
Person		
	~	
		Save Cancel
Add income		×
Person		
Mickey Mouse	~	
Type	Frequency vearly	Amount
unnusy	jouni	
		Save Cancel

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.

Daphne Duck		
Туре	Frequency	Amount
military basic pay	✓ monthly	750.00
Daphne Duck	_	
Туре	Frequency	Amount
military housing assistance	monthly	✓ 100.00

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.

Contact Info											ď
First Name	Middle Name	Last Name	Mailing Address	Apt #	City	State	Zip	Phone	Email		
Daphne		Duck	1234 Cartoon Alley			NC	59602	5555555555	daphne.duck@daphne.com	\mathbf{M}	0

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.

Mailing Address	1234 Cartoon Alley		
Apt #	Apt #		
	City		
City/State/Zip	North Carolina 🗸 🗸		
	59602		
Phone	555555555		
Email	daphne.duck@daphne.cor		
Notes			

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.

Email Ho	usehold Contact	×
Application Status	APPROVED 🗸	
То	daphneduck@yahoo.com	
From	determiningofficial@school.k12.mt.us	
Subject	Disney Public Schools Application for Fre	
Email Body	$\begin{array}{c c c c c c c c c c c c c c c c c c c $	
	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 • Duey Duck: FREE-Income • Luey Duck: FREE-Income • Luey Duck: FREE-Income	•
	Email Print Cance	ł

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.

Email Ho	usehold Contact ×	
Application Status	APPROVED V	
То	daphneduck@yahoo.com	
From	determiningofficial@school.k12.mt.us	
Subject	Disney Public Schools Application for Fre	
Email Body	$\begin{array}{c c c c c c c c c c c c c c c c c c c $	
	the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov. This institution is an equal opportunity provider. Sincerely, Determining Official First and Last Name determiningofficial@school.k12.mt.us (406) 555-5555]	
	Email Print Cancel	

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.

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

Figure 23. Contact Email Record in User Notes

				Log of
User Notes				Email from [determiningofficial@school.k12.mt.og to [dephneduct@yshoo.csm] Thank you for filling out the Fire and Reduced On-Line Application for school mails. Your application #124 has been APPROVED. All inductors in your household have been approved at eligible for reduced mesh based on your reported household income. The distributive for each of the inducers in your household are:
Created On	Created By	Туре	Note	In the mysening seturates for exercise of the mulateries on you'r mulateries at the Dowid Duck's REE-Income Hwy Duck's REE-Income Lang Duck's REE-Income REE-In
4/15/2021	cp3321	Email	Email from [determini	
12:12:24 PM		Contact	[daphneduck@yahoo	o.com]

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.

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

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.

Edit Optional Racial / Ethnicity Identities						
	Child	Ethnicity	Race			
	Duck, Duey	Not Hispanic 🗸	American Indian or Alaskan Native			
			Asian			
			Black or African American			
			Native Hawaiian or Other Pacific Islander			
	Duck, Huey	Hispanic 🗸	American Indian or Alaskan Native			
			Asian			
			 Black or African American 			
			Native Hawaiian or Other Pacific Islander			
			White			
	Notes					
				_		
			Save Cance	el		
_				_		

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

Application Status	
	~

> 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
 - \circ 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
 - \circ 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 <u>Reports</u>

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.

		P-									
Free / F	Reduced price s	chool meals application									ł
riginal fr	om the Applicati	on									
App Id	Date	Children in Household	,	Adults in Hous	sehold	Estim	nated Monthly H	lousehold	Income	Assistance Programs	
App Id 1116	Date 7/17/2020	Children in Household	2	Adults in Hous	sehold	Estim \$2,71	nated Monthly H	lousehold	Income	Assistance Programs	
App Id 1116 Revisions	Date 7/17/2020	Children in Household 2	2	Adults in Hous	sehold	Estim \$2,71	1ated Monthly H	lousehold	Income	Assistance Programs	
App Id 1116 Revisions	Date 7/17/2020 Revision Date	Children in Household 2 Children in Household	Adults in Household	Adults in Hous 2 Calcul Incom	sehold lated Yearly Hou e	Estim \$2,711	USDA Annu Threshold	lousehold Jal Free	USDA Annual Reduce Threshold	Assistance Programs ed Estimated Househo Status	Id

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.

Sites	Free/	Reduced	Students											
> 1	▶ Free/Reduced Students All Program Years V Use the dropdown to filter the Free/Reduced applications.													
												Sea	rch:	
Арр	# ▼↑ Da	ate ▼"↑	Household Status ▼⊥↑	Sponsor ¥1↑	School ▼↓↑	Student Status ▼↓↑	Last ▼ ↓↑	Middle Tit F	irst 🔻 \downarrow 🕆 DOB 🔻	lî Grade ▼lî	Gender ▼↓↑	State Id ▼ "↑	Address 🔻	וֶ† Contact ♥
3154	9/	4/2020	FREE	Forsyth Public Schools	Forsyth 7-8	FREE-Income		1		•			Forsyth, MT 59327	
3154	9/	4/2020	FREE	Forsyth Public Schools	Forsyth Elementary School	FREE-Income				7			Forsyth, MT 59327	
3154	9/	4/2020	FREE	Forsyth Public Schools	Forsyth Elementary School	FREE-Income	-	-		-			Forsyth, MT 59327	

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 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. Though a matching algorithm is applied as best as the data allows, there is no absolute way (no unique identifier) to determine ALL duplicates at this time that have been submitted through applications and automatically directly certified in DCA. This is because DCA student data is directly from AIM and associated with some unique identifiers, whereas, the Free or Reduced Application does not require any unique identifiers, such as SSN or Student Identification number. 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.

Reports
Student Reports Direct Certification Report Direct Certification Letter 30 Day Grace Report 30 Day Grace Letter DC Source Percentages Source Report AIM Student Comparison Combined DCA and On-Line Apps F/R Students
Snapshot Reports
Snapshot Direct Certification Report Snapshot DC Source Percentages
Snapshot Source Report

The .csv report in Figure 29 has 17 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 AIM via DCA, but has not been directly certified in DCA. The green line is a sample student that was determined Free-SNAP in FRApp, was auto-matched to a student in AIM via DCA, and has also been directly certified.

in DCA. The blue line is an example of a student who was determined reduced-eligible in FRApp, was not auto-matched to a student in AIM via DCA, and has not been directly certified in DCA.

Sponsor	Site	Source	FRAppId	FRAppDate	HouseholdStatus	StudentStatus
Best Public Schools (13 students)	Ultimate High School (13 students)	AIM				
Best Public Schools (13 students)	Ultimate High School (13 students)	AIM				
Best Public Schools (13 students)	Ultimate High School (13 students)	AIM				
Best Public Schools (13 students)	Ultimate High School (13 students)	AIM				
Best Public Schools (13 students)	Ultimate High School (13 students)	AIM				
Best Public Schools (13 students)	Ultimate High School (13 students)	AIM				
Best Public Schools (13 students)	Ultimate High School (13 students)	FRApp	7486	8/5/2021	Reduced	REDUCED-Income
Best Public Schools (13 students)	Ultimate High School (13 students)	AIM				
Best Public Schools (13 students)	Ultimate High School (13 students)	AIM				
Best Public Schools (13 students)	Ultimate High School (13 students)	FRApp	7492	8/9/2021	FREE	FREE-SNAP
Best Public Schools (13 students)	Ultimate High School (13 students)	AIM				
Best Public Schools (13 students)	Ultimate High School (13 students)	AIM				
Best Public Schools (13 students)	Ultimate High School (13 students)	FRApp	7493	8/10/2021	Reduced	REDUCED-Income

LastName	MiddleNa	FirstName	DOB	Grd	Gender	StateID	DCDate	DCSourceName	EnrollmentStart
Duck	Dee	Daisy	7/1/2007	9	F	123456789	8/23/2021	SNAP	8/23/2021
Duck	Darrin	Donald	8/2/2007	9	М	987654321	8/23/2021	TANF	8/23/2021
Frankenstein	Scary	Big	9/3/2003	12	M	234567890	8/23/2021	TANF	8/23/2021
Goofy	Named	Dog	8/4/2006	10	М	345678901	8/23/2021	Foster Care	8/23/2021
Horton	Hears	Who	8/5/2006	9	M	456789012	8/23/2021	SNAP	8/23/2021
Ichabod	N	Crane	7/6/2004	12	F	567890123	8/23/2021	SNAP	8/23/2021
Jehosephat	Jimmy	Jumpin	6/7/2006	10	M	678901234	8/23/2021		8/23/2021
Mulan	Little	Mighty	7/8/2007	9	M	789012345	8/23/2021	SNAP	8/23/2021
Pauper	The	Prince	7/9/2004	12	F	890123456	8/23/2021	SNAP	8/23/2021
Pooh	Bear	Winnie	7/10/2004	12	М	901234567	8/23/2021	SNAP	8/23/2021
Queen	M	Wicked	6/11/2006	10	F	112345678	8/23/2021	SNAP	8/23/2021
Robot	Bro	Youngun	8/12/2004	12	M	765432109	8/23/2021	SNAP	8/23/2021
Tigger	the	Tiger		11	M				

Figure 29. 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,
	AIM, 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, AIM,
	or as entered on the on-line Free or Reduced Application in FRAPP
Source	Source system for the row of data; either AIM (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

Column Header	Description
LastName	If source is AIM, this is populated with the AIM data via DCA; if the source
	is FRApp, the data comes from FRAPP
MiddleName	If source is AIM, this is populated with the AIM data via DCA; if the source
	is FRApp, the data comes from FRAPP
FirstName	If source is AIM, this is populated with the AIM data via DCA; if the source
	is FRApp, the data comes from FRAPP
DOB	If source is AIM, this is populated with the AIM data via DCA; if the source
	is FRApp, the data comes from FRAPP
Grd	If source is AIM, this is populated with the AIM data via DCA; if the source
	is FRApp, the data comes from FRAPP
Gender	If source is AIM, this is populated with the AIM data via DCA; if the source
	is FRApp, the data comes from FRAPP
StateID	This is populated from AIM data via DCA; if not populated, the student
	entered using FRAPP was not auto-matched with an AIM student in DCA
DCDate	This is ALWAYS is populated from DCA; if not populated, the student was
	not auto-matched with an AIM student in DCA
DCSourceName	This is ALWAYS is populated from DCA; if not populated, the student was
	not auto-matched with an AIM student in DCA
EnrollmentStart	This is ALWAYS is populated from DCA; if not populated, the student was
	not auto-matched with an AIM student in DCA

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 30.

	Home	Students - Eligibility Sources	 Sponsors Sites Reports
0966 - Billings P	ublic Schools		
Sponsor Number Sponsor Name Address City Zip Code County Phone Fax	0966 Billings Public Schools 415 North 30th Street Billings 59102 Yellowstone (406) 281-5116 (406) 281-6179	Determining Official Email Use Online Free/Reduced Applications	Craig Van Nice vannicec@billingsschools.org

Figure 30. Sponsor Opt-in Section.

Click on the link "Use Online Free/Reduced Applications". The dialog box in Figure 31 appears.

Free/Reduced application opt-in					
Use the online Free/Reduced application?					
Ök. Cancel)				

Figure 31. 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 32. 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'.

	_
Free/Reduced application opt-in	×
Use the online Free/Reduced application?	
The link for your Free/Reduced application is: https://dcatest.opi.mt.gov/FRApp? sponsorNum=0966	
Ok Car	ncel

Figure 32. 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 33. 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 35 is an example of a district's personalized Welcome Page.



Figure 33. 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 34.



Figure 34. 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 35.



Figure 35. 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!