

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



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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 and the Summer-EBT 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 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.

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 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
- 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.

- You will receive email on a daily basis from the system telling you if you have applications to work through that have not been given a status. You are able to 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.

The screenshot shows a web application interface for managing Free / Reduced Online Applications. At the top, there are filters for 'All applications', '0244 Baker K-12 Schools', 'App Id', and 'SY2024'. A search bar is present on the right. Below the filters is a table with the following columns: Id, Date, Application Status, Sponsor, Transferred Out, Transferred In, Household Members, Number of Students, Annual Household Income, Household Status, SNAP Case, TANF Case, FDIPIR Case, and Contact. Two rows of data are visible:

Id	Date	Application Status	Sponsor	Transferred Out	Transferred In	Household Members	Number of Students	Annual Household Income	Household Status	SNAP Case	TANF Case	FDPIR Case	Contact
23169	8/10/2023	APPROVED	0244 Baker K-12 Schools			9	5	\$68,800.00	FREE				[REDACTED]
23292	8/16/2023	DENIED	0244 Baker K-12 Schools	23289		3	1	\$1,042,000.00	does not qualify				[REDACTED]

At the bottom left, it says 'Showing 1 to 2 of 2 entries'. At the bottom right, there are 'Previous', '1', and 'Next' navigation buttons.

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

As you see in Figure 2, 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 – 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:

The screenshot shows a dialog box titled 'Application Status' with a close button (X) in the top right corner. Under the heading 'APPROVED', there are several radio button options:

- 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

- Cancelled – used for the following reasons:

The screenshot shows a dialog box titled 'Application Status' with a close button (X) in the top right corner. Under the heading 'CANCELLED', there are several radio button options:

- 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

At the bottom right of the dialog box, there are 'Save' and 'Cancel' buttons.

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

The screenshot shows a window titled 'Application Status' with a close button (X) in the top right corner. Below the title bar, the word 'DENIED' is displayed in bold. There are three radio button options:

- 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

 The 'Other' option is followed by a text input field.

- Filed All Students DC – used for the following reasons:

The screenshot shows a window titled 'Application Status' with a close button (X) in the top right corner. Below the title bar, the text 'FILED All Students DC' is displayed in bold. There are four radio button options:

- All students DC SNAP
- All students DC SNAP Letter Method
- All students DC All other sources besides SNAP
- Other

 The 'Other' option is followed by a text input field.

- 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.
- 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 3) if it is blue to research it in DCA, if necessary.

Figure 3. Example of Application with SNAP/TANF Case Numbers Listed by Family

2.2 Automated Application Eligibility Determination – The Power!

Figure 4 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 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 a household status, as well as individual child statuses and displays them on the page. They are highlighted in Figure 4. 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.

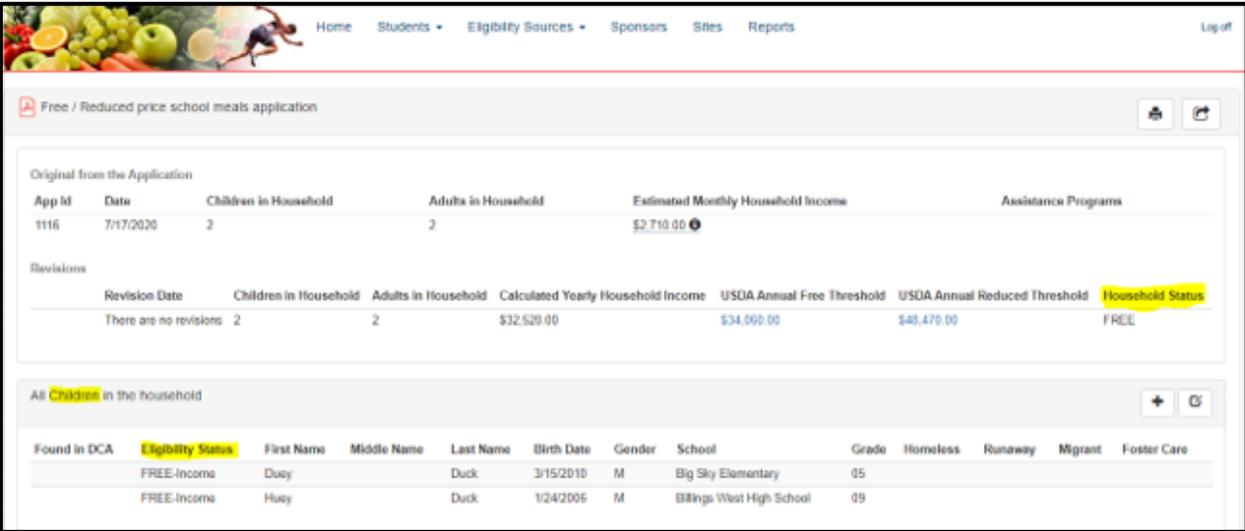


Figure 4. Household and Student Status.

- 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 5 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

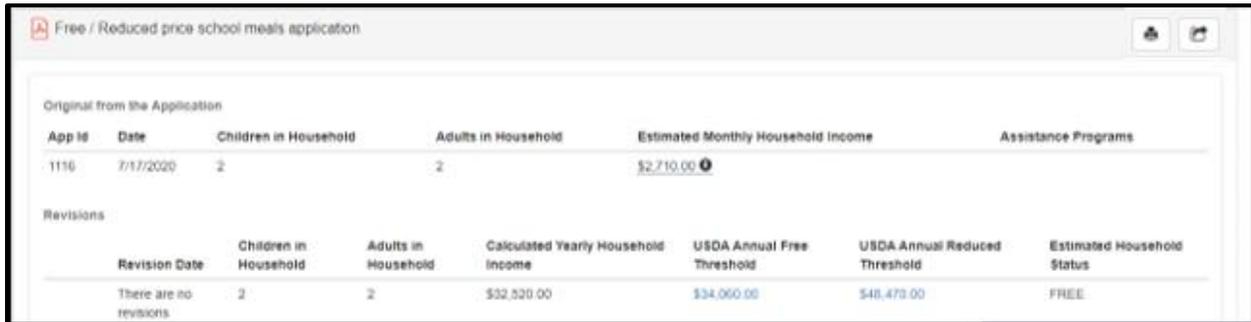
Figure 5. USDA Free/Reduced Income Guidelines Table.

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



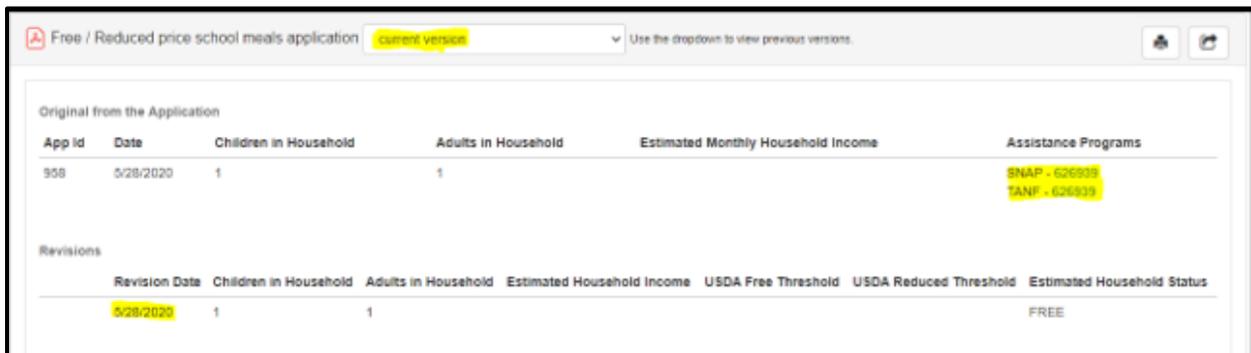
The screenshot shows a web interface for a 'Free / Reduced price school meals application'. It features two tables: 'Original from the Application' and 'Revisions'. The 'Original' table has columns for App Id, Date, Children in Household, Adults in Household, Estimated Monthly Household Income, and Assistance Programs. The 'Revisions' table has columns for Revision Date, Children in Household, Adults in Household, Calculated Yearly Household Income, USDA Annual Free Threshold, USDA Annual Reduced Threshold, and Estimated Household Status.

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 6. 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 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 7.



The screenshot shows a web interface for a 'Free / Reduced price school meals application'. It features a dropdown menu for 'current version' and a note 'Use the dropdown to view previous versions.' Below are two tables: 'Original from the Application' and 'Revisions'. The 'Original' table has columns for App Id, Date, Children in Household, Adults in Household, Estimated Monthly Household Income, and Assistance Programs. The 'Revisions' table has columns for Revision Date, Children in Household, Adults in Household, Estimated Household Income, USDA Free Threshold, USDA Reduced Threshold, and Estimated Household Status.

Original from the Application					
App Id	Date	Children in Household	Adults in Household	Estimated Monthly Household Income	Assistance Programs
908	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 7. Example of Application with SNAP and TANF Case Numbers.

- Click on the case number link (highlighted in Figure 7) 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 6).
 - 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 7). 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 8. 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.

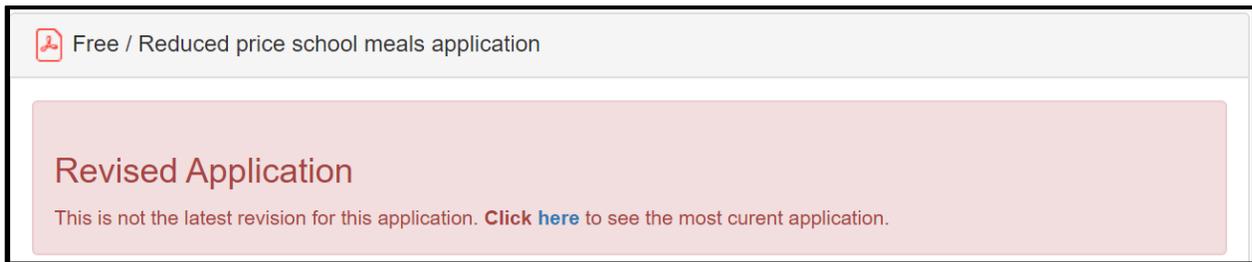


Figure 8. Warning Message regarding Application Version on Display.

2.3.2 Household Children Section

All Children in the household												
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 9. 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 10 displays. Type of child is student or additional child. Fill in details as appropriate and click 'Save'.

Figure 10. 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 11 displays.

Figure 11. Edit/Remove Children Dialog Box.

- 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.

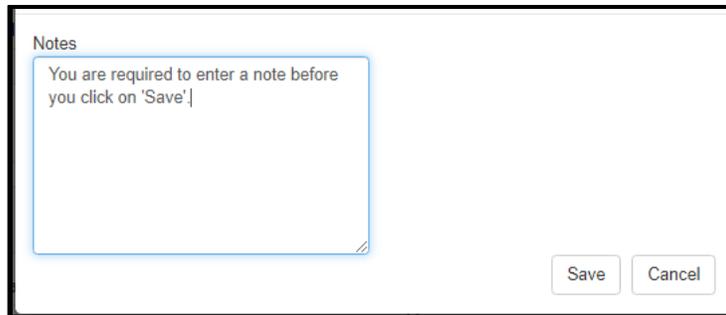


Figure 12. Required Note Textbox.

- Enter your note for audit purposes and click on 'Save'.
- Notes are accumulated at the bottom of the application page.
 - If we're able to find the student as entered on the FRAPP application in the AIM student information system, the student's name becomes a link in the application detail page, and you can click on it to go to the DCA student information page to check child's DCA status.
 - *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.*
- 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, as needed or required by policy. For example, if you determine a child should be directly certified in DCA, once you verify that or link through potential match, extended eligibility, manual certification, update the eligibility status on the application to match what you did in DCA. This will also impact the application's status. If all students are directly certified, then the application should get a status of Filed All Students DC. Applications with this status are not subject to verification.
 - You MUST not leave an 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.
- 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.

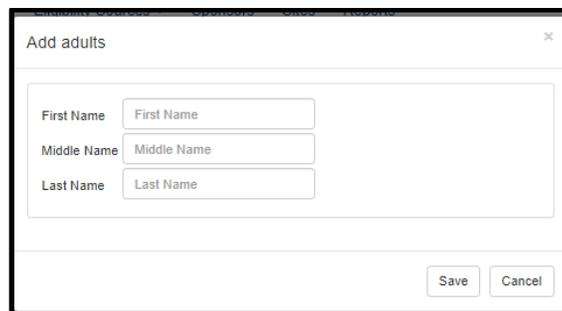
2.3.3 Other Household Adults Section

The section shown in Figure 13 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		
First Name	Middle Name	Last Name
Mickey		Mouse

Figure 13. Other Household Adults Section.

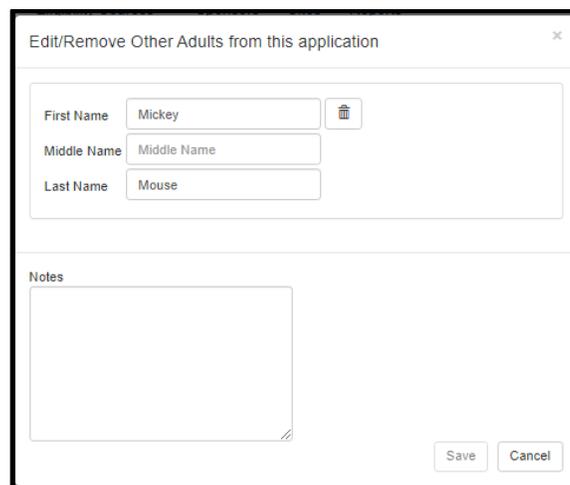
- Lists all 'other adults' in the household as submitted in the application.
- Making changes to this section results in a recalculation of eligibility determination and may change household and student eligibility status. See Automated Application Eligibility Determination for details.
- Income can 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 11 displays. Fill in as needed and click on 'Save'.



The 'Add adults' dialog box contains three input fields: 'First Name', 'Middle Name', and 'Last Name'. Each field has a placeholder text of the same name. At the bottom right, there are 'Save' and 'Cancel' buttons.

Figure 14. 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 15 displays.



The 'Edit/Remove Other Adults from this application' dialog box shows the same three input fields as Figure 14, but with the 'First Name' field containing the text 'Mickey'. A trash can icon is located to the right of the 'First Name' field. Below the input fields is a 'Notes' section with a text area. At the bottom right, there are 'Save' and 'Cancel' buttons.

Figure 15. 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 16. 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 17 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 dialog box is titled "Add income" and has a close button (X) in the top right corner. It features a section labeled "Person" with a dropdown menu that is currently empty.

The dialog box is titled "Add income" and has a close button (X) in the top right corner. It features a section labeled "Person" with a dropdown menu showing "Mickey Mouse". Below this, there are three input fields: "Type" with a dropdown menu set to "annuity", "Frequency" with a dropdown menu set to "yearly", and an empty "Amount" text box.

Figure 17. 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 18 displays.

The dialog box is titled "Edit Household Income" and has a close button (X) in the top right corner. It displays two income entries for "Daphne Duck". Each entry has a "Type" dropdown, a "Frequency" dropdown, and an "Amount" text box.

Type	Frequency	Amount
military basic pay	monthly	750.00
military housing assistance	monthly	100.00

Figure 18. Edit Household Income Dialog Box.

- Fill in details as appropriate.

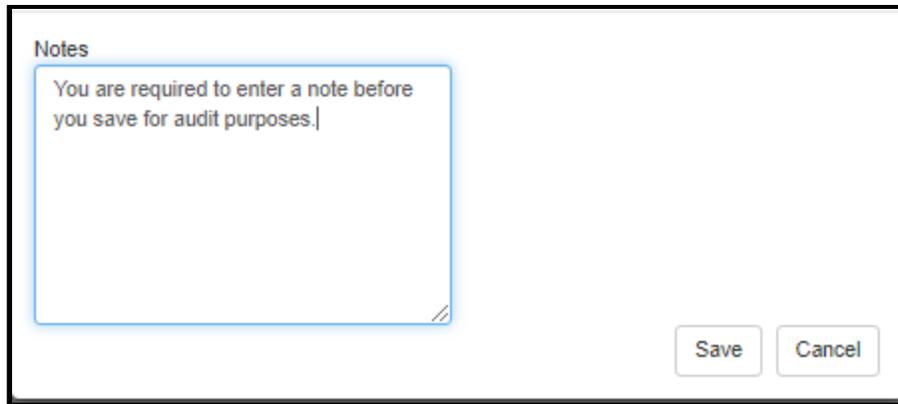


Figure 19. Required Note Textbox.

- Enter your note for audit purposes and click on ‘Save’ as shown in Figure 19.
- 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 20. 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.
- If a parent has entered contact information for S-EBT, it will be listed below the Household Contact and used to mail benefits in the summer. Only the State Agency can add or edit S-EBT address information from requests made through the S-EBT hotline or the S-EBT email.
- 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 21 displays.

The image shows a dialog box titled "Edit Household Contact Information". It contains several input fields: "Mailing Address" with the value "1234 Cartoon Alley", "Apt #" with "Apt #", "City" with "City", "City/State/Zip" with a dropdown menu showing "North Carolina", "Zip" with "59602", "Phone" with "5555555555", and "Email" with "daphne.duck@daphne.cor". Below these fields is a "Notes" section with a large empty text area. At the bottom right of the dialog box are "Save" and "Cancel" buttons.

Figure 21. 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.

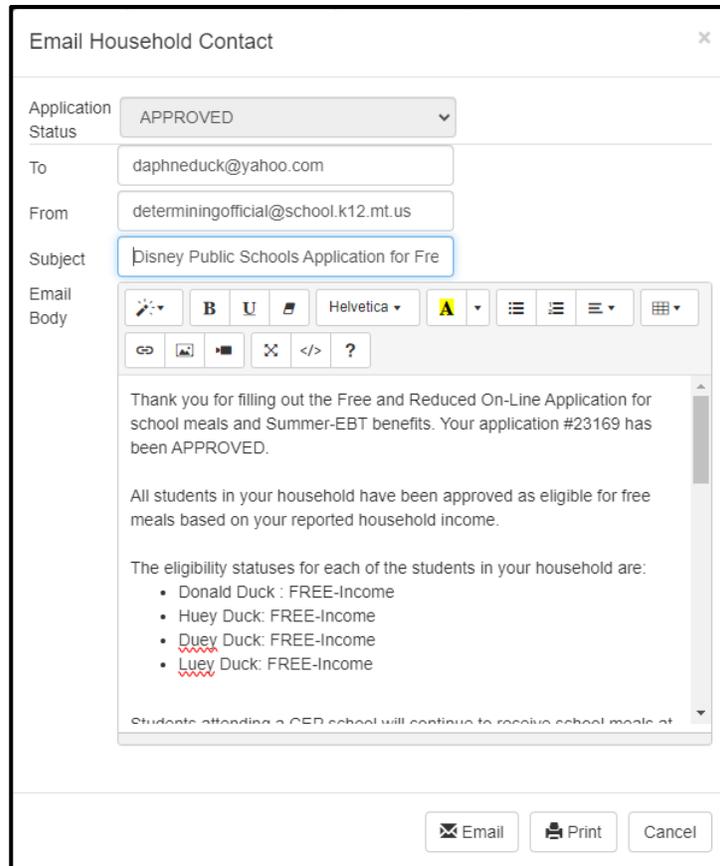


Figure 22. Contact Email, Part 1

- 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.

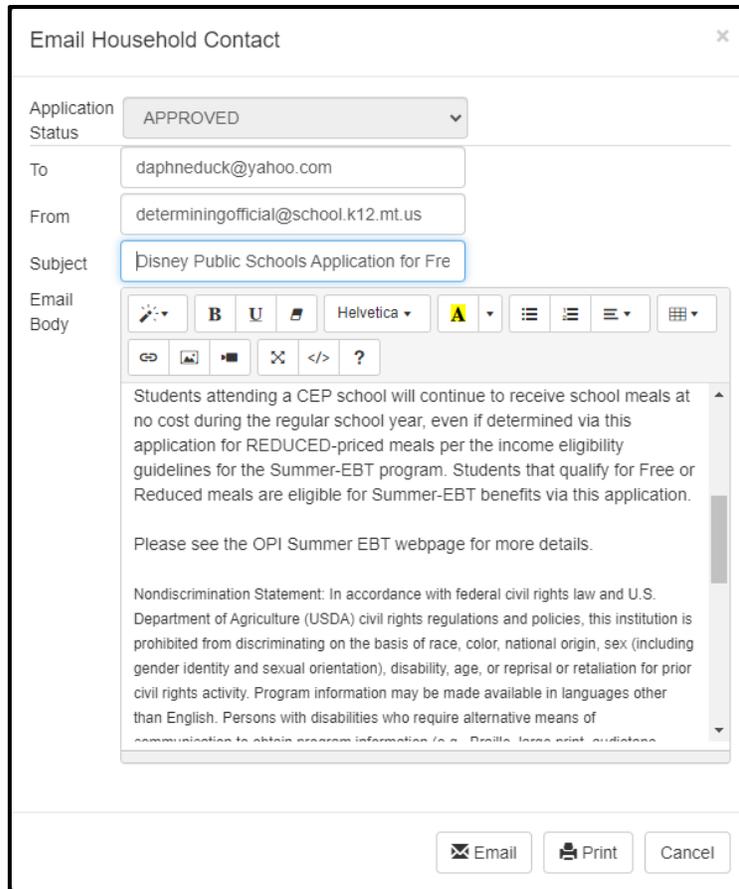


Figure 23. Contact Email, Part 2

- 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 24. Contact Email Record in User Notes

Log out

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
 Ducky Duck: FREE-Income
 Luey 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.

Persons:

Figure 25. Contact Email Contents

- User notes display a variety of information, including the file name in which the students on the application were sent for S-EBT issuance.

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 26. 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.

The dialog box is titled "Edit Optional Racial / Ethnicity Identities". It contains the following information:

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

At the bottom of the dialog box, there is a "Notes" text area and "Save" and "Cancel" buttons.

Figure 27. 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

▼

S-EBT benefits

Opt'ed out of Summer EBT benefits

Name	Phone	Email	Note
Bitsey	555-555-5555	bitsey@mail.com	Mom Bitsey called and wishes to opt out of the program

- This function is only used on the most current version of the application.
- If the family has opted out of S-EBT benefits, you will see a note like in the above example for your information. Only the State Agency can update the opt-out flag based on a call from the parent to the S-EBT hotline or an email to the S-EBT email address. There will also be an associated note under User Notes. If a parent wishes to opt out of S-EBT, they need to call the S-EBT Hotline at (406) 444-0044 or email S-EBT@mt.gov.

User Notes			
Created On	Created By	Type	Note
2/1/2024 4:13:46 PM	cp3321	SEBT Opt-Out	Opted out of S-EBT by cp3321

- If the family has not opted out and has been sent for S-EBT issuance, you will see a note that states when the students were sent and the filename in which they were sent.

User Notes			
Created On	Created By	Type	Note
2/20/2024 10:00:36 AM	STATE\cp3345	SEBT File	Students in this application were sent to DPHHS in S-EBT file DCA_SEBT_EXTRACT_20240220_095647.xlsx

- 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

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

- 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 5th 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

- FILED – All students DC – you MUST use this if all students are directly certified.

Application Status ✕

FILED All Students DC

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 28 to SEND the application to the RECEIVING district.

The screenshot shows a web application interface for 'Free / Reduced price school meals application'. The top navigation bar includes 'Home', 'Students', 'Eligibility Sources', 'Sponsors', 'Sites', 'Reports', 'Settings', and 'Sign Out'. Below the navigation, there is a dropdown menu for 'current version' and a 'Use the dropdown to view previous versions.' link. A table displays application details for App Id 12914, dated 8/29/2022, with 1 child and 1 adult in the household, and an estimated monthly household income of \$433.00. Below this, a 'Revisions' table shows a revision on 8/29/2022 with a calculated weekly household income of \$100.50, USDA Weekly Free Threshold of \$458.00, USDA Weekly Reduced Threshold of \$652.00, and a household status of FREE. A yellow transfer icon is visible in the top right corner of the application details section.

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 28. Application transfer icon.

- The application can be transferred with or without an application status of Approved, Denied, Cancelled, or Filed All Students DC.
- 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 29. Application transfer dialog box.

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

Transfer Complete

AppId 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 30. 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 31. 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 32. 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 33. Updated application block of sending sponsor following transfer to another sponsor.

App Id	Date	Children in Household	Adults in Household	Estimated Monthly Household Income	Assistance Programs
13081	8/29/2022	1	1	\$438.00	

Revision Date	Children in Household	Adults in Household	Calculated Weekly Household Income	USDA Weekly Free Threshold	USDA Weekly Reduced Threshold	Household Status
There are no revisions						
	1	1	\$100.50	\$458.00	\$652.00	FREE

From FRAppId	On Date	From	By	Reason
12914	1/26/2023	0478 - Polson Public Schools	Draur, Bitsey - cp3321 (BDraur@mt.gov)	Students Withdrawn

Figure 34. 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.

Matched Student	Eligibility Status	First Name	Middle Name	Last Name	Birth Date	Gender	School	Grade	Homeless	Runaway	Migrant	Foster Care
✓ ⓘ	FREE-Income	[REDACTED]	[REDACTED]	[REDACTED]	2/7/2012	M	O D Speer School	05				
✓ ⓘ	FREE-Income	[REDACTED]	[REDACTED]	[REDACTED]	9/9/2017	M	O D Speer School	KF				
✓ ⓘ	FREE-Income	[REDACTED]	[REDACTED]	[REDACTED]	7/14/2009	M	E F Duvall 7-8	07				

Figure 35. Children block edit icon is highlighted. Use this to edit child data if necessary. Schools will not always translate accurately to the new sponsor.

Eligibility

Matched Student

First Name

Middle Name

Last Name

Birth Date

Gender

School

Grade

Homeless

Runaway

Migrant

Foster Care

Notes

Figure 36. 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 37. 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 Telgen, MT 98272	Parent, Some	9999

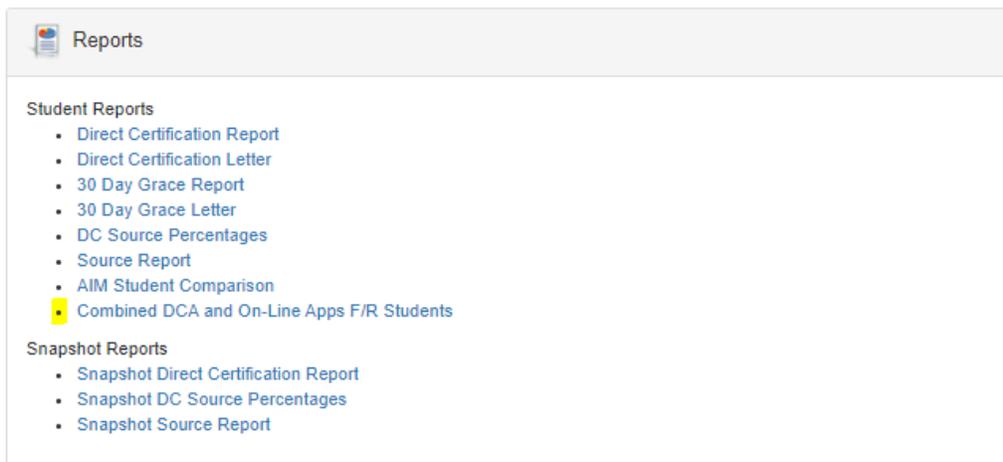
Figure 38. Free/Reduced/Paid Students List.

- 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.
- 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. 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.



The .csv report in Figure 39 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)	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	MiddleName	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	M	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	M	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	M	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 39. 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
LastName	If source is AIM, this is populated with the AIM data via DCA; if the source is FRApp, the data comes from FRAPP

Column Header	Description
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

2.6 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. 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 40.

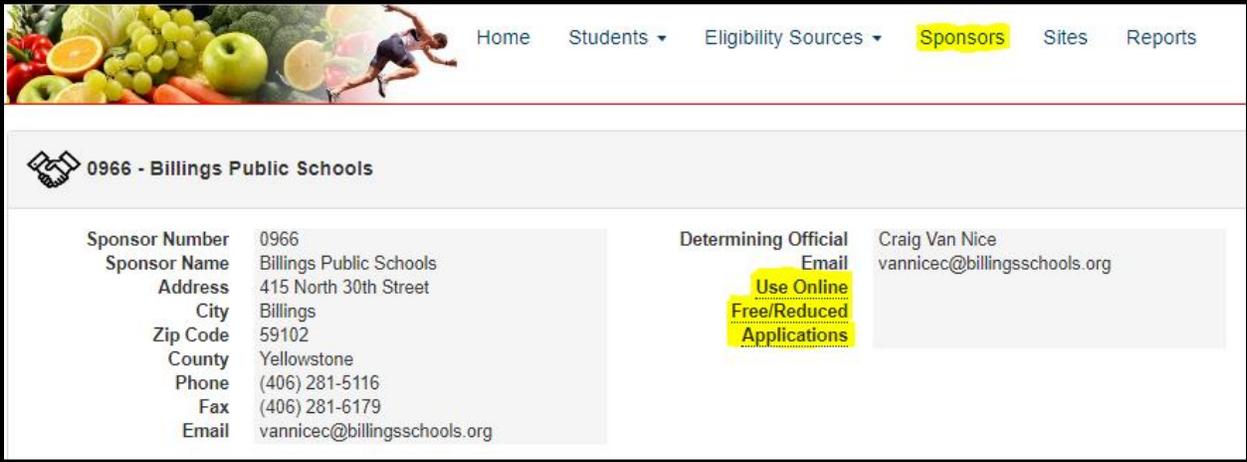


Figure 40. Sponsor Opt-in Section.

- Click on the link “Use Online Free/Reduced Applications”. The dialog box in Figure 41 appears.

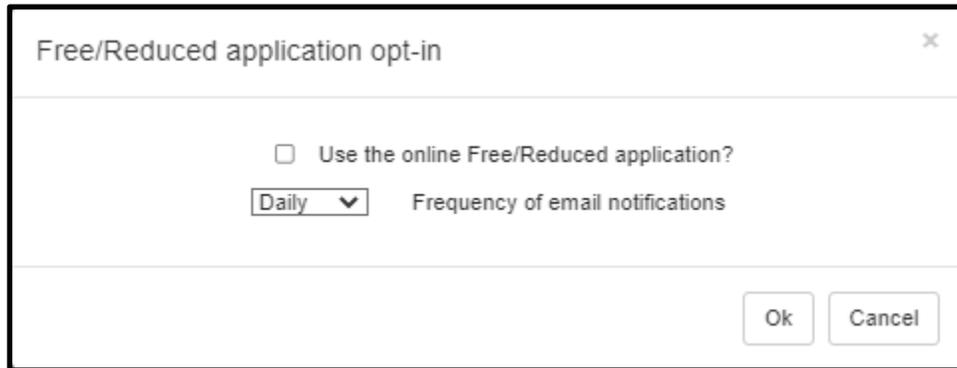


Figure 41. Free/Reduced Application Opt-in Dialog Box.

- Check the box to ‘Use 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 42. 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’.

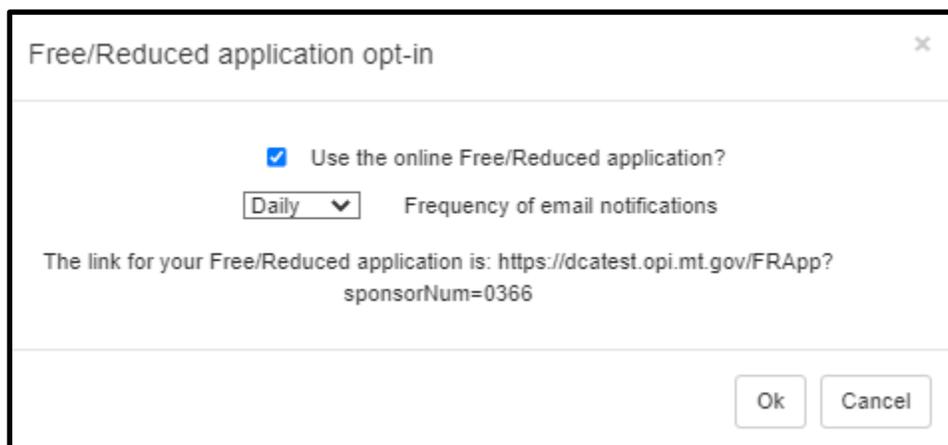


Figure 42. FRAPP URL for Families and School District Application Entry.

- Opting in enables your district to display on the public portal dropdown as a district using FRAPP, as shown in Figure 43.
 - 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 45 is an example of a district’s personalized Welcome Page.

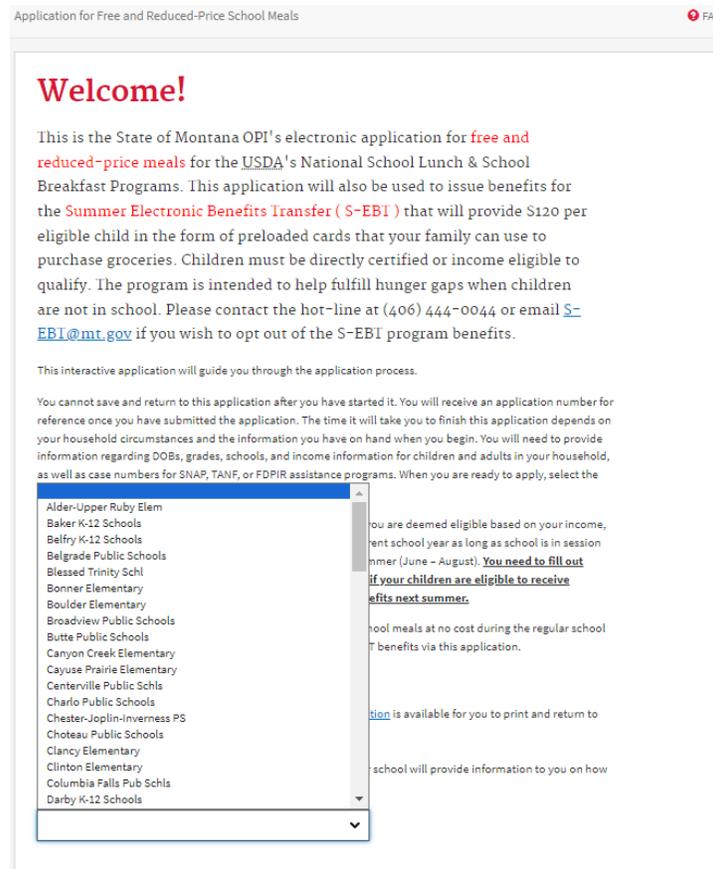


Figure 43. FRAPP Statewide URL with District Choice Dropdown List.

- 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 44.

Home Students ▾ Eligibility Sources ▾ **Sponsors** Sites Reports

0966 - Billings Public Schools

Sponsor Number	0966	Determining Official	Craig Van Nice
Sponsor Name	Billings Public Schools	Email	vannicec@billingssschools.org
Address	415 North 30th Street	Use Online	<input checked="" type="checkbox"/>
City	Billings	Free/Reduced Applications	The link you can use to direct parents to your Free/Reduced application is:
Zip Code	59102		https://dcatetest.opi.mt.gov/FRApp?sponsorNum=0966
County	Yellowstone		
Phone	(406) 281-5116		
Fax	(406) 281-6179		
Email	vannicec@billingssschools.org		

Figure 44. 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, via your district's own personalized web URL similar to the Welcome page in Figure 45.

Application for Free and Reduced-Price School Meals

Welcome!

This is the Belgrade Public Schools School District electronic application for **free and reduced-price meals** for the USDA's National School Lunch & School Breakfast Programs. This application will also be used to issue benefits for the **Summer Electronic Benefits Transfer (S-EBT)** program that will provide \$120 per eligible child in the form of preloaded cards that your family can use to purchase groceries. Children must be directly certified or income eligible to qualify. The program is intended to help fulfill hunger gaps when children are not in school. Please contact the hot-line at (406) 444-0044 or email SEBT@mt.gov if you wish to opt out of the S-EBT program benefits.

This interactive application will guide you through the application process.

You cannot save and return to this application after you have started it. You will receive an application number for reference once you have submitted the application. The time it will take you to finish this application depends on your household circumstances and the information you have on hand when you begin. You will need to provide information regarding DOBs, grades, schools, and income information for children and adults in your household, as well as case numbers for SNAP, TANF, or FDIPIR assistance programs. When you are ready to apply, click the 'Get Started' button below to begin.

You are submitting this application on or before June 30th. If you are deemed eligible based on your income, you will receive school meal benefits for the remainder of the current school year as long as school is in session (through June 30th) and Summer-EBT benefits for the current summer (June - August). **You need to fill out another application on July 1st or after to be evaluated to see if your children are eligible to receive free/reduced meals for next school year and Summer-EBT benefits next summer.**

Note: Students attending a CEP school will continue to receive school meals at no cost during the regular school year even if deemed reduced-price eligible or denied Summer-EBT benefits via this application.

Please see the OPI Summer EBT webpage for more details.

If you would like to apply using the [paper application](#), you can print it out, complete it, and then return it to us at 312 N. Weaver, Belgrade, MT, 59714-3732.

Get Started

Figure 45. 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!