

Free/ Reduced-Price Applications for Meals (FRAM)

Dates of Noteworthiness:

Determination Date: The date the person determining eligibility approves or denies the application. This is also the date that the determiner signs the application. Eligibility status is effective immediately.

Request to use the **Parent Application Submission date:** May be used if:

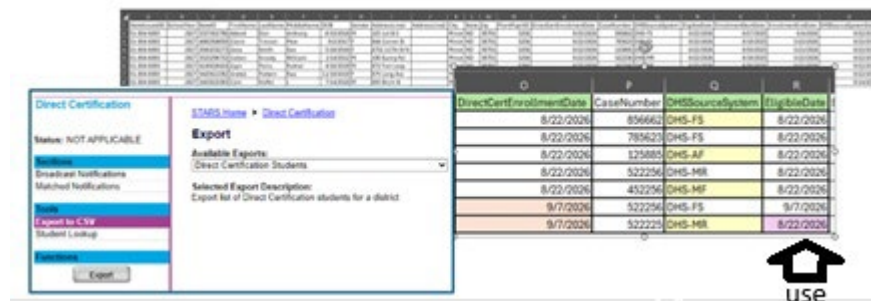
- Request appears in ND Foods under 'Sponsor tab'
- Application has a 'Date of Receipt' applied to it along with all other applications.
- Application must be complete. If it is sent back for missing information or signature, a new "Date of Receipt" must be applied.
- Date of Receipt may not be more than 10 days before Determination date.

Direct Certification

Date of Eligibility:

This is listed on your Direct Certification list from STARS.

- This is the only time eligibility can be back dated.
- Remember to check the Direct Certification list at least 3 times per year; however best practice is at least once per week!



The screenshot shows the STARS Direct Certification interface. On the left, there's a sidebar with 'Direct Certification' selected. The main area shows a list of students with columns for 'DirectCertEnrollmentDate', 'CaseNumber', 'OHSourceSystem', and 'EligibleDate'. An 'Export' button is visible at the bottom right of the list.

DirectCertEnrollmentDate	CaseNumber	OHSourceSystem	EligibleDate
8/22/2020	856662	OH5-FS	8/22/2020
8/22/2020	783623	OH5-FS	8/22/2020
8/22/2020	125885	OH5-AF	8/22/2020
8/22/2020	522256	OH5-MR	8/22/2020
8/22/2020	452256	OH5-MF	8/22/2020
9/7/2020	522256	OH5-FS	9/7/2020
9/7/2020	522225	OH5-MR	9/7/2020

30 Day Carry Over Period: The household/eligible student may carryover the eligibility from the previous year for the first 30 School Days or until another application is received – whichever comes first.

- The eligibility must be updated on the roster to the current eligibility, whether higher, lower or neutral on the determination day or parent submission date, if requested.

Verification starts Thursday, October 1st. [SNP Free & Reduced Price Information | North Dakota Department of Public Instruction](#)

1. Determine the number of applications to verify by multiplying all the federally eligible applications, whether by income or categorical by assistance (SNAP, TANF, FDPIR) received by 3%. Applications with case numbers that are also found on the Direct Certification list are considered 'verified' and are not subject to verification but those that are not found on the Direct Certification list must be included in the application number. Verification is also not required for migrant, runaway, homeless, foster or Head Start verified through the appropriate liaison.
2. Round this number up, i.e. if the number is 1.11 applications, the school must round up to two applications. All schools must verify at least one application.
3. Randomly choose the applications from error prone income applications received.
4. Have someone other than the determiner conduct a second review of the application. If the confirmation review:
 - **Confirms** the eligibility status, verification moves on.
 - **Finds that a higher eligibility status** should have been determined, (ex. Reduced-price to Free eligible); move the affected student(s) to the new eligibility status immediately, notify the household of the change in eligibility status and verify the application.
 - **Reveals a lower eligibility status from Free to Reduced-price** should have been determined, do NOT change the student's eligibility status AND verify the application. The household will be notified upon verification outcome.
 - **Reveals an eligibility determination that should have been Paid** rather than Free or Reduced-price; immediately notify the household of an adverse action including the 10 days of appeal before the eligibility moves to Paid. Select a different application for verification and continue with the confirmation process of the new application.
 - **Optional/Best Practice:** Complete a Verification Tracker to each application that is verified.

Verification ends on November 15th. The verification report, also known as the FNS 742 is due by December 15th.

Remember to keep all program documentation for three years plus the operating year.