



CONNECT

Give your Free & Reduced a 'boost' with Application Management

PRESENTED BY Brandon Collie



Agenda

- Manually Adding a New Eligibility Record
- Adding Disclosures
- Review/Modify an Existing Eligibility Record
- Printing Eligibility Letters
- New System Settings

The background features abstract, organic shapes in shades of orange, purple, and blue. Scattered throughout are small clusters of dots in various colors (purple, orange, pink) and dashed lines in orange and pink, creating a modern, artistic feel.

Manually Adding a New Eligibility Record

Manually Adding a New Eligibility Record

- Eligibility (F&R) > Eligibility Management > Add New Eligibility Record
- Choose Application or Direct Certification
- Add Household Details
 - Categorical Eligibility
 - Contact Info
 - Household Members
- Save if record is incomplete
- Process if record is complete



Adding Disclosures

Adding Disclosures

- Eligibility (F&R) > Setup
- Used to generate a list of households that agree to share the F&R results with other departments

| Order # | Name | Description | Active |
|-------------------|-------------------|-------------------|--------|
| 1 | Band | Band Fees | Yes |
| 2 | Parking Fees | Parking Fees | Yes |
| 3 | Share Information | Share Information | Yes |
| 4 | Pre-K | Pre-K | Yes |

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Review/Modify an Existing Eligibility Record

Review/Modify an Existing Eligibility Record

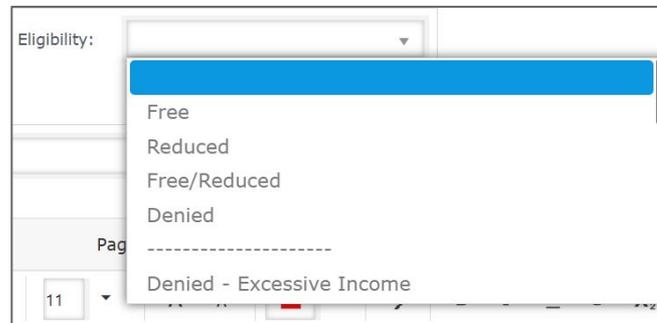
- Eligibility (F&R) > Eligibility Management > Eligibility Record Maintenance
- Record ID prefix determines the school year for your search
 - Defaults to current school year
- Make sure to add notes if making any changes
 - Helpful for audits
- Use the process button to save and update eligibility determination based on updated info

The background features a white central area surrounded by abstract, organic shapes in shades of orange, purple, and blue. There are several decorative elements: orange dashed lines, solid orange lines, and clusters of small dots in purple, orange, and pink. The overall style is modern and artistic.

Printing Eligibility Letters

Printing Eligibility Letters

- Letter Setup
 - Eligibility (F&R) > Setup > Notification Letter Setup
 - Set Eligibility and DC filters
 - [Verification letter guide](#)
- Mark Letters as Sent
 - Click “No” to preview the letter without updating the letter date on the record



Eligibility:

- Free
- Reduced
- Free/Reduced
- Denied
-
- Denied - Excessive Income

Page: 11



Direct Certification:

- Yes
- No

Email Subject: Child Nutr

Body (English Language

The background features a central white space surrounded by abstract, organic shapes in shades of orange, purple, and blue. These shapes are decorated with dashed lines and small clusters of dots in various colors (orange, purple, blue).

New System Settings

Application Import Effective Date

- Setup>System Settings and Options > System Settings > Eligibility (F&R)
- Date of the application in Mosaic can be date submitted by parent/guardian or the day the application was imported to Mosaic

System Setting Information

Name:* Application Import Effective Date

Value:*

MSA Date Submitted

MSA Date Submitted

Date of Import

Cancel Save

Number of Days for Adverse Action (CEP/Prov)

- Setup > System Settings and Options>System Settings > Eligibility (F&R)
- # of Grace Period days when a students switches from a CEP/Prov school to Non CEP/Prov

| | |
|--|----|
| Number of Days for Adverse Action | 20 |
| Number of Days for Adverse Action (CEP/Prov) | 10 |

Per Administrator Extendable

- Setup > System Settings and Options > System Settings > Eligibility (F&R)
- Allows the per administrator status to be extended

System Setting Information

Name:* Per Administrator Extendable

Value:*

No

Yes

No

Cancel Save

Thank you

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