

Students who have been assigned a family number will appear in the drop down list. Locate the student name and select from the list to populate the student information.

nourishFaR - Application: Training CSD

Students: Auman Donald :1531 ; Processed Family Numbers: [] Close

name	AppType	St.Type	firstApprv	Approved	Letter	updated
Auman Donald	Income-Paid	P	8/12/2019	8/12/2019	<input checked="" type="checkbox"/>	<input type="checkbox"/>
*					<input type="checkbox"/>	<input type="checkbox"/>

Family Number [] Page Down [] Page Up [] Print App []

(Extension -only updates student(s) NOT SNAP/Medicaid)

Income | Other | History | Notes/Review | Individual | Manual OverRide | DateToUpdate | CEP to non-CEP

3-2 (Not Verified) 3-3 (Not Verified) 3-4 (Not Verified) 4-1 (App. - Elig. for Verification)

MEDICAID-Direct Cert

- FDPIR
- Foster
- Medicaid
- Extension-Medicaid
- Head Start
- Homeless
- Migrant
- Non-App. Approved by Official

SNAP-Direct Cert

- Direct Cert with SNAP
- Extension-Direct Cert
- DECLINE Direct Cert
- Pre-K Even Start
- Runaway
- TANF

Categorically Elig. SNAP letter

FDPIR (Verify)

Foster (Verify)

SNAP (Verify)

TANF (Verify)

Forced to Paid

Force to Update Today

Record Option and Save []

New students, students who do not appear in the dropdown list will need to be assigned a family number before continuing. Select the **Family Number** button.

Family Number

Begin typing in the student name and select the down arrow to see a list of students matching the last name.

Students: [HALL Ivan :8006111] [v]

[HALL Ivan :8006111] [^]

Student Name	Family Number
HARRIGAN Owen	:8006103
HARRIS Irene	:8004982
HARTSOCK Melissa	:8006113
HARTZOG Irene	:8004499
HASSAN Irene	:8003743
Haynes Curtis	:8003843
Jadoski Samuel	:8005970
JOHNSON Theodore	:8004935
KAMPBELL Keith	:8005232

Select the student from the list to populate the student information.

Student NOT assigned a family number

Name

ID#

Prnt/Guard

Grade

Homerroom

Select the **Create/Add to Family** button, the system will assign a new family number.

To add a student to an existing family, find a household member from the drop down list and select the student name to populate the family number information. Locate the student to be added to the family from the dropdown list and select the name to populate the new student information, the family number should remain in place.

nourishFaR - Family Number: Training CSD

Students

Student NOT assigned a family number

Name

ID#

Prnt/Guard

Grade

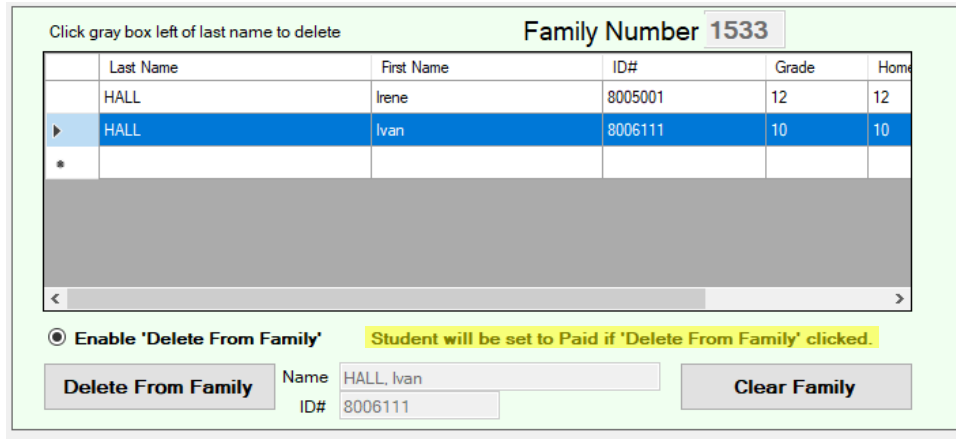
Homerroom

Click gray box left of last name to delete Family Number

	Last Name	First Name	ID#	Grade	Home
▶	HALL	Ivan	8006111	10	10
*					

Select the **Create/Add to Family** button to update the family information for the existing family number.

To delete a student from a family, locate the student in the drop down list to populate the family number information. Select the gray box to the left of the student name to highlight the row. Select the **Enable 'Delete From Family'** button and select the **Delete from Family** button. This student will be removed from the family and the student status will be set to Paid.



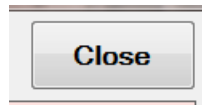
Click gray box left of last name to delete Family Number 1533

	Last Name	First Name	ID#	Grade	Home
	HALL	Irene	8005001	12	12
▶	HALL	Ivan	8006111	10	10
*					

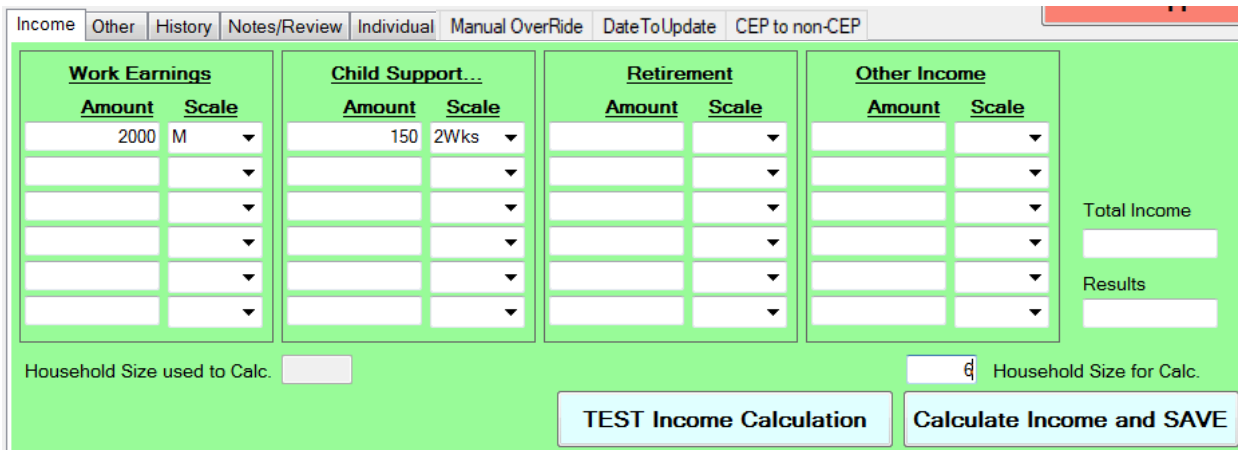
Enable 'Delete From Family' Student will be set to Paid if 'Delete From Family' clicked.

Name: HALL, Ivan
 ID#: 8006111

Close the window to continue the application process.



For income verification, select the Income tab and enter the income information into the worksheet. Be sure to enter the **household size for calculation** in the field above the Calculate Income and SAVE button.



Income | Other | History | Notes/Review | Individual | Manual OverRide | DateToUpdate | CEP to non-CEP

Work Earnings		Child Support...		Retirement		Other Income		
Amount	Scale	Amount	Scale	Amount	Scale	Amount	Scale	
2000	M	150	2Wks					Total Income
								Results

Household Size used to Calc. Household Size for Calc.

A new feature allows the income to be tested BEFORE saving. Selecting the **Test Income Calculation** button will calculate the total income and show the result for the application. **** When using the test button you will need to re-enter the income information to save an application. ****

Save the application by selecting the **Calculate Income and SAVE** button. A confirmation window will appear indicating the application has been processed.

After selecting **OK**, the entered information should appear in the areas indicated below.

If not using income to verify the application, select the **Other** tab to choose additional options.

Select **Record Option and Save** before leaving this tab.

The **Print App** button will create a paper copy of the application with the results listed.



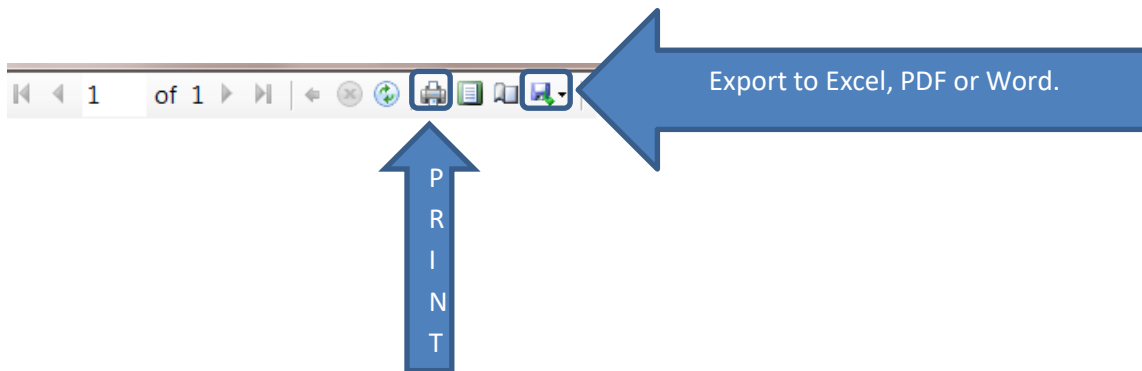
Training CSD
 Application Processing Information for FREE and REDUCED School Meals
 Family#: 1533

Student	Reason	Type	Income	House Hold Size	Letter Date	Process ed	Approved By	Date Approved	Date to Update
HALL, Irene	Income-Reduced	Reduced	27900.00	3		X	AJBAILEY	6/1/2020	6/11/2020
HALL, Ivan	Income-Reduced	Reduced	27900.00	3		X	AJBAILEY	6/1/2020	6/11/2020

Income Information

Work Earnings	Child Support, Etc.	Retirement	Other Income
Amount Scale	Amount Scale	Amount Scale	Amount Scale
2000.00 M	150.00 2Wks	0.00	0.00

Print the application using the print icon or save an external copy by selecting the export icon.



Verify Applications, from the main FaR menu, will allow the user to check the number of applications processed.

Select the Verify Applications button.



nourishFaR - Verify Counts: Training CSD

Date: 10/ 1/2019 Print Close

District Totals		Income		FDPIR/TANF		Medicaid		Direct Cert		Other**		Reduced		Free	F&R	Denied	Flagged	Enroll
Std	App	Std	App	Std	App	Std	App	Std	App	Std	App	Std	App	Std	Std	Apps	Apps	
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0
Extension				0	0	0	0											

School Totals																%	#Ver.		
Training	Elem/Mid	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		

# Free Apps for Verification:	<input type="text" value="0"/>	UNDER 80%	RANDOM	FOCUS
# Reduced Apps:	<input type="text" value="0"/>	Under 80% verify: <input type="text" value="0"/>	# apps to verify: <input type="text" value="0"/>	Income app to verify: <input type="text" value="0"/>
Total # Applications:	<input type="text" value="0"/>	Under 80%	Random (Over	FS/TANF to verify: <input type="text" value="0"/>
# SNAP/TANF/FDPIR(4-1):	<input type="text" value="0"/>			Focus (Over 80%)

*3-3 and 4-1 **Foster, Head Start, Homeless, Migrant, Non-App Approved, Pre-K Even Start, Runaway, Categorically Elig. SNAP letters

Close the window when finished reviewing the information.