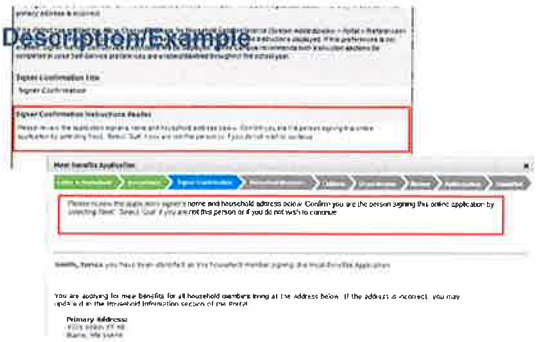
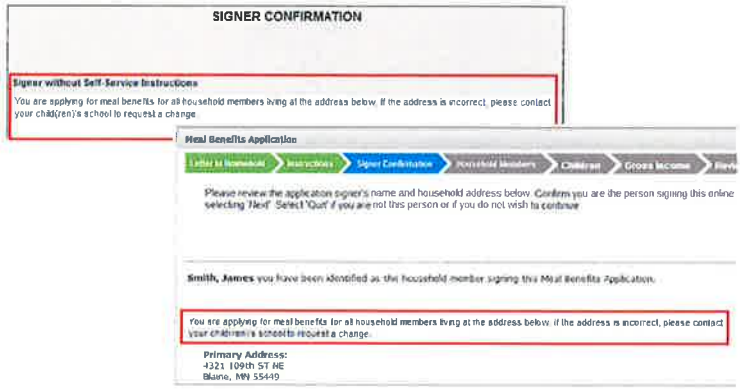
Sub-template	Description/Example
	

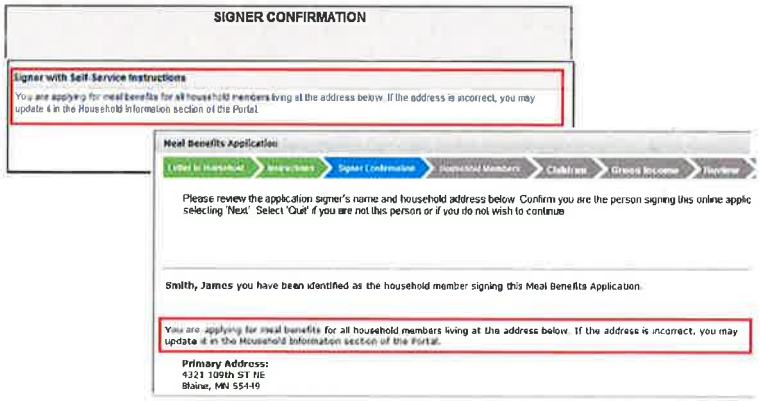
Signer without Self-Service Instructions

The Signer without Self-Service Instructions provides the parent/guardian with information about what they should do if their primary address is incorrect.



Signer without Self-Service Instructions

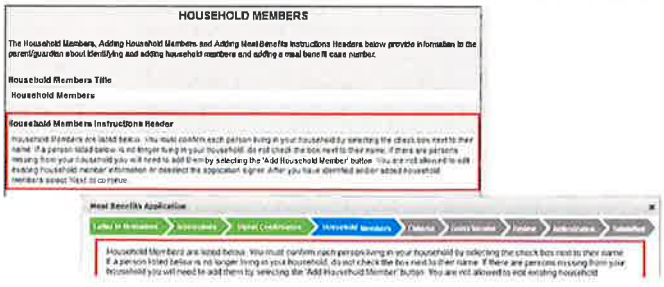
If the district has enabled the **Allow Change Requests for Household Data** preference (System Administration > Portal > Preferences> Self-Service) the parent/guardian will see the Signer with Self-Service Instructions displayed. If this preferences is not enabled, Signer without Self-Service Instructions will be displayed. Campus recommends both instruction sections be completed in case Self-Service preferences are enabled/disabled throughout the school year.



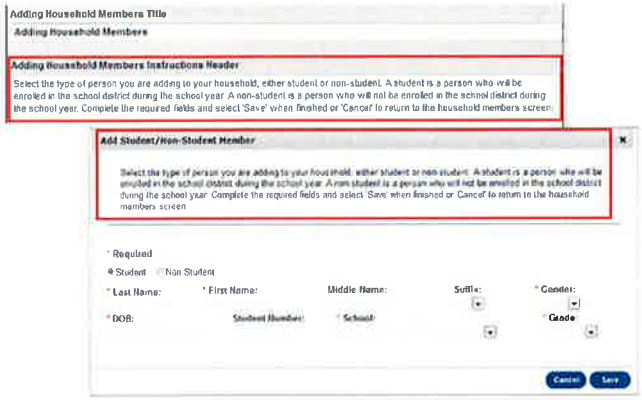
Household Members

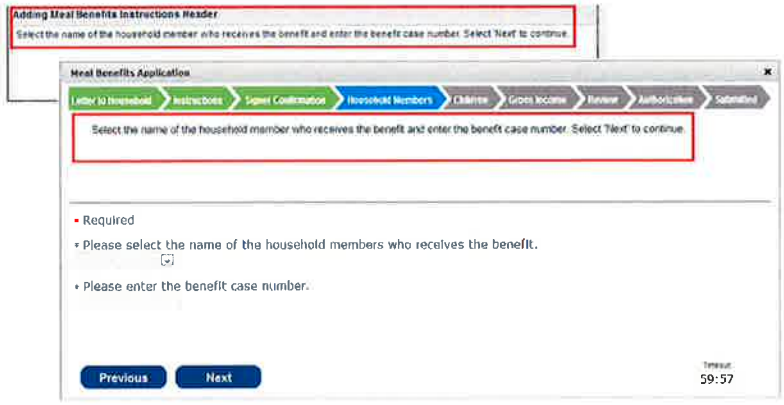
Household Members Instructions Header

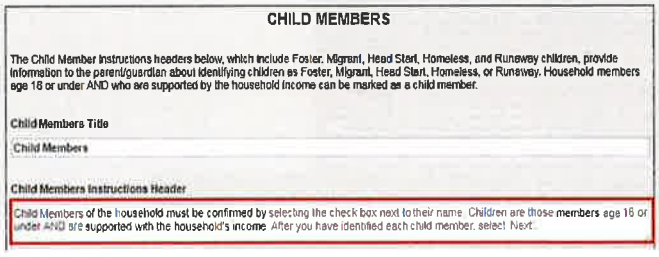
Provides information to the parent/guardian about how to identify household members.



Sub-template	Description/Example
Adding Household Members Instructions Header	The Adding Household Members Instructions Header provides information to the parent/guardian about the type of person being added to the household. A student is a person who will be enrolled in the school district during the school year. A non-student is a person who will not be enrolled in the school district during the school year. A student member has required fields including Last Name, First Name, Gender, Date Of Birth, School and Grade. The School and Grade dropdown list includes an "unknown" option if the parent/guardian is unaware what school/grade the student will be enrolled.
Adding Meal Benefits Instructions Header	The Adding Meal Benefits Instructions Header provides information to the parent/guardian about how to select the name of the person receiving the benefits and entering the benefit case number. The district may include additional information regarding case # formats, etc.
Child Members	
Child Members Instructions Header	The Child Members Instruction Header provides information to the parent/guardian about how the Child Members of the household are selected. A child is a person who will be enrolled in the school district during this school year. Non-student members should not be selected. It is not possible to deselect a manually added child.



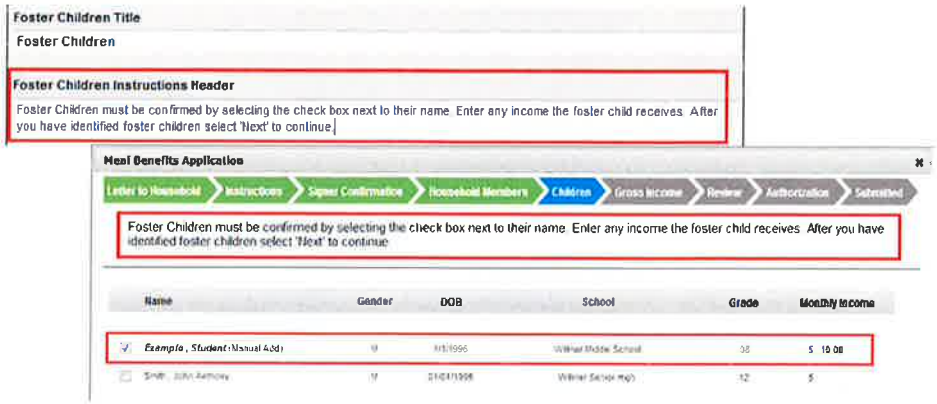




Sub-template

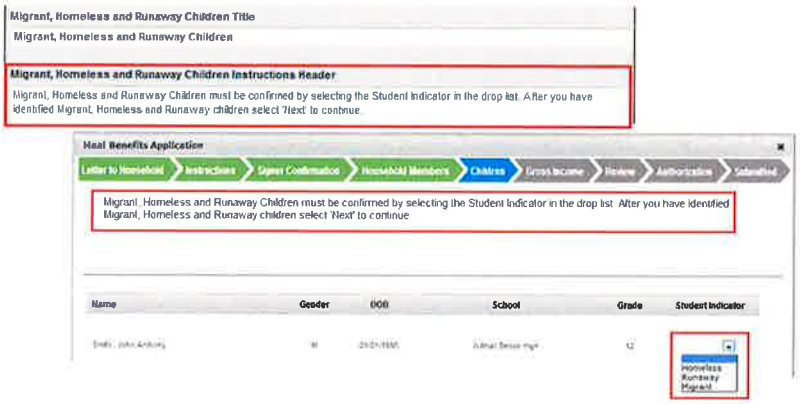
Foster Children Instructions Header

The Foster Children Instructions Header provides information to the parent/guardian about how Foster Children are selected and how to enter foster income.



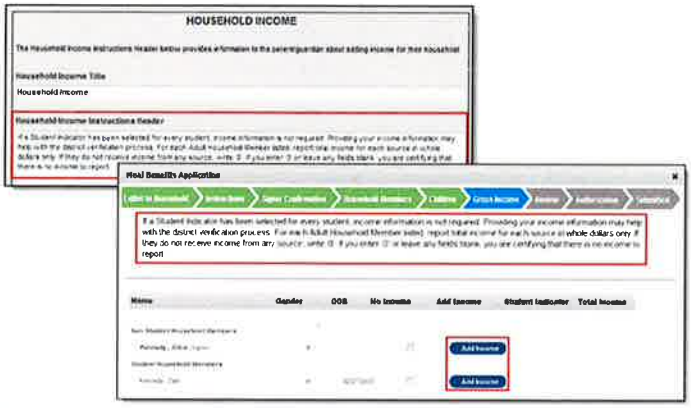
Migrant, Homeless and Runaway Children Instructions Header

Provides information to the parent/guardian about how Migrant, Homeless and Runaway Children are selected.



Household Income Instructions Header

Provides information to the parent/guardian about how the income must be entered for each household member.



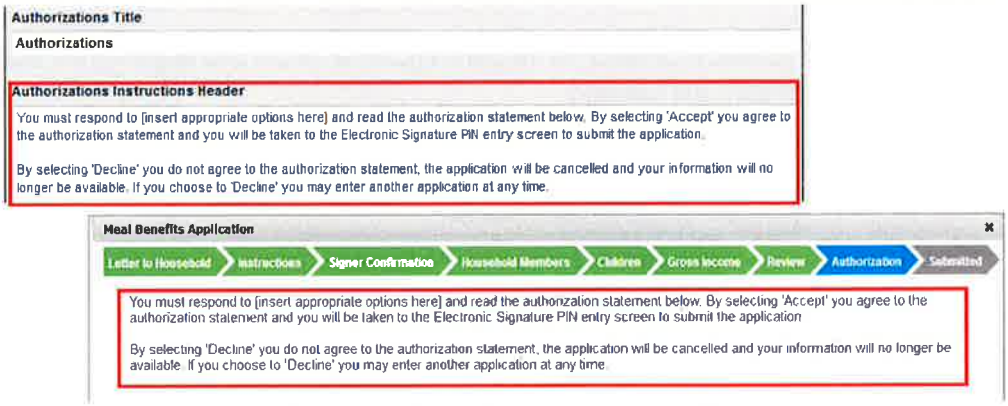
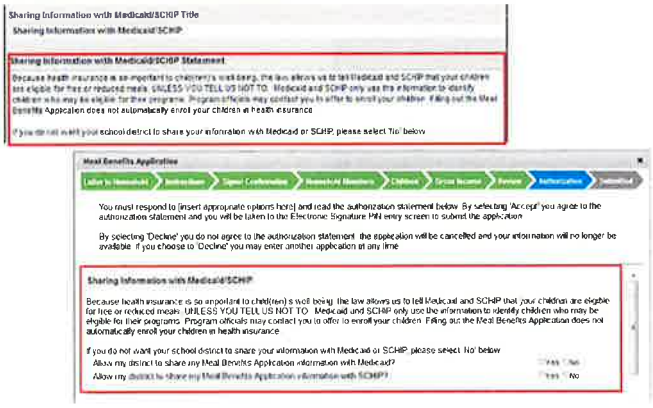
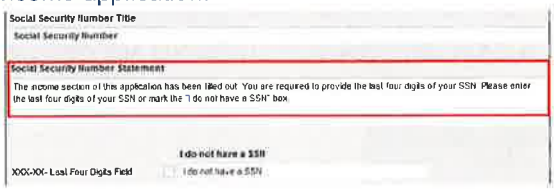
Summary Review

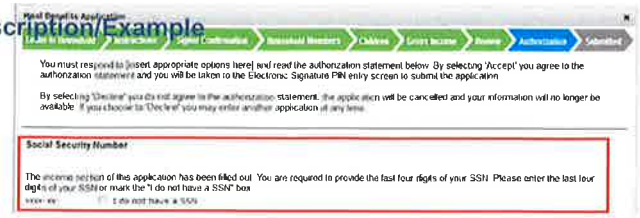
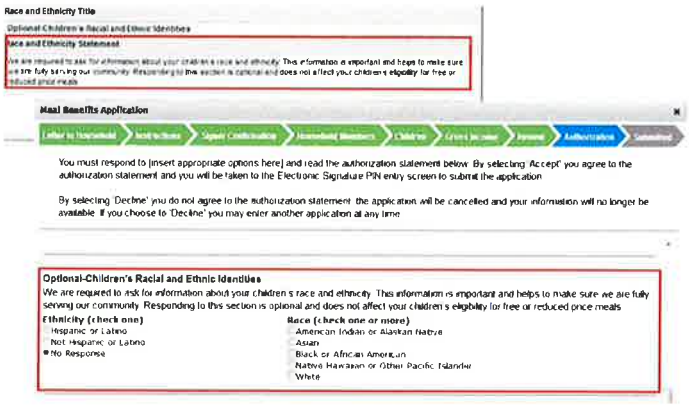
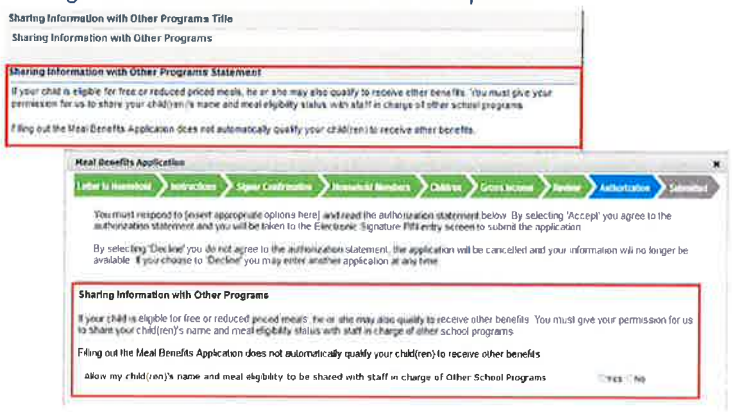
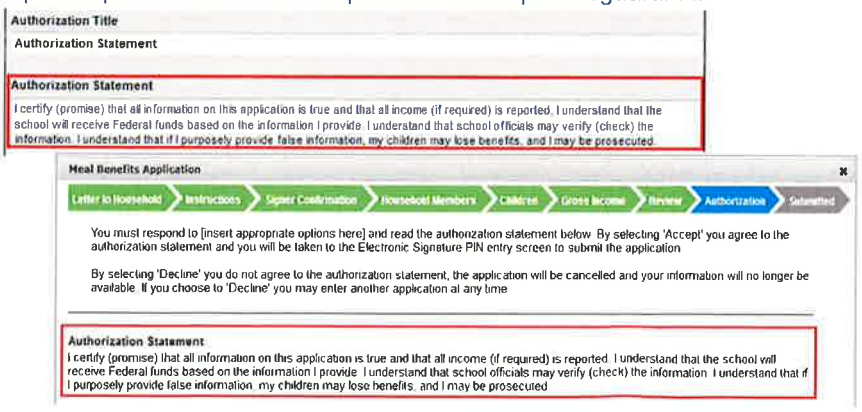
Summary Review Instructions Header

provides information to the parent/guardian about reviewing and correcting the entered information.

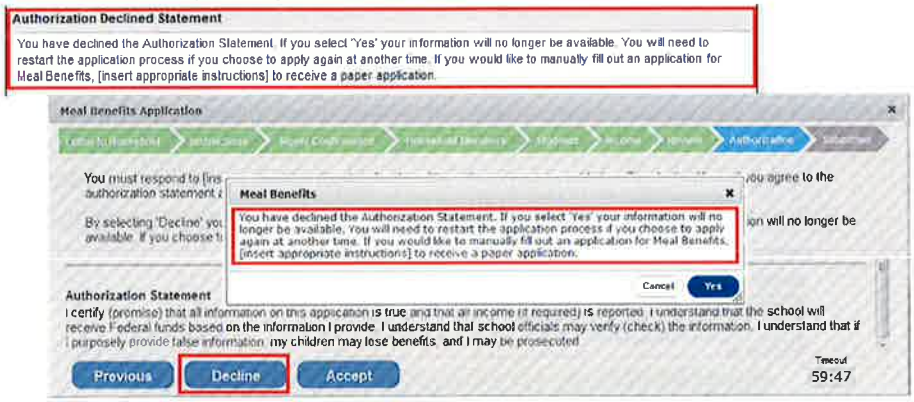
Sub-template	Description/Example

Authorizations

Authorizations Instructions Header	The Authorizations Instructions Header provides information to the parent/guardian about the options available in this step of the online application process. Authorizations may include all or some of the following depending upon State and/or District requirements: Sharing information with Medicaid/SCHIP, Sharing information with Other Programs, Information about Social Security Number entry, and the Authorization Statement. The header should be modified to reflect what the parent/guardian will be required to complete. 
Sharing Information with Medicaid/SCHIP Statement	The 'Sharing Information with Medicaid/SCHIP Statement' will only appear to the parent/guardian if the States requires this data to be collected. To enable 'Display Medicaid opt out' and/or 'Display SCHIP opt out' options to to FRAM > FRAM Preferences > Application Preferences. 
Social Security Number Statement	The 'Social Security Number Statement' will only appear to the parent/guardian if it is an income application. 

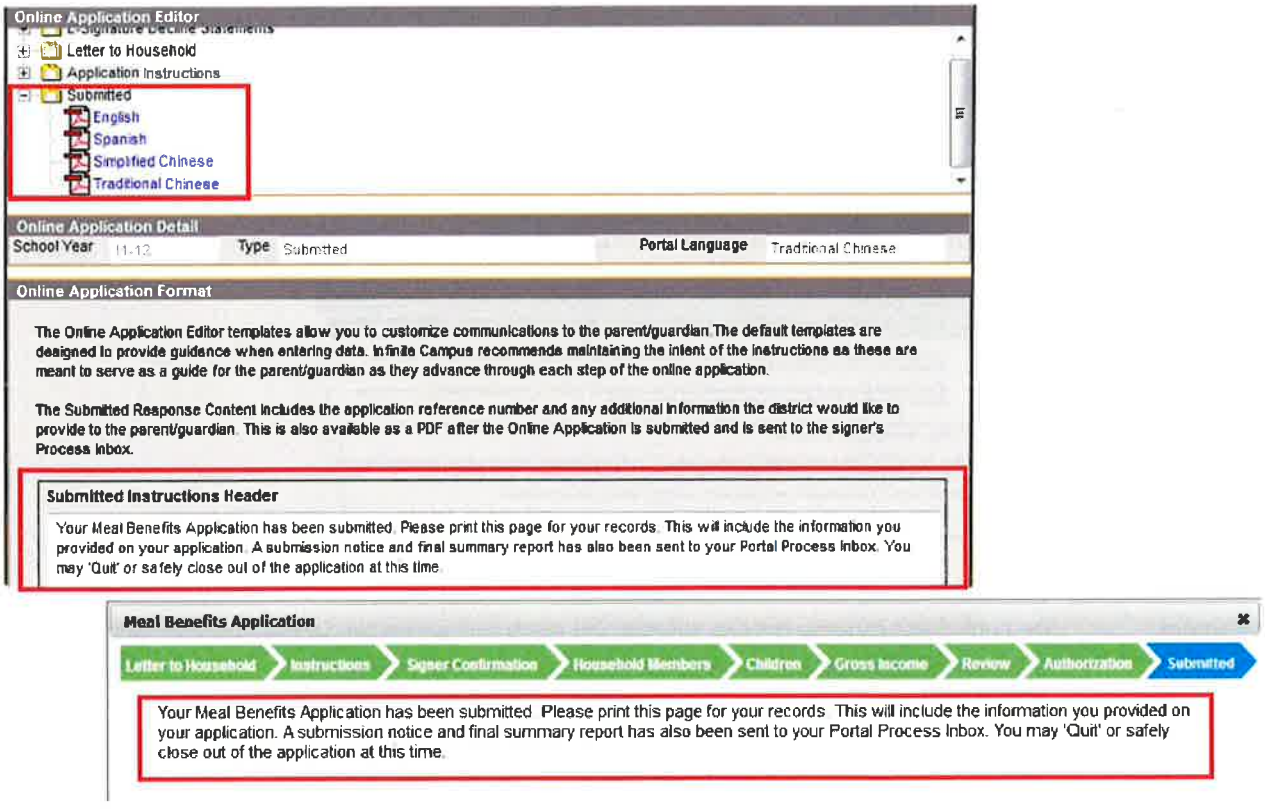
Sub-template	Description/Example
	
Race and Ethnicity Statement	The Race and Ethnicity statement appears to all parents/guardians. However, responding to this section is optional and does not affect eligibility for free or reduced price meals. The race and ethnicity information is linked to the Household application and not to a specific person.
	
Sharing Information with Other Programs	The Sharing Information with Other Programs will only appear to the parent/guardian if the State/District requires this data to be collected. This set up needs to be completed prior to creating the Authorization Instructions Template.
	
Authorization Statement	The Authorization Statement will always appear to the parent/guardian. It is the last step of the application process prior to entering the electronic signature. USDA and your State requires specific statements be provided to the parent/guardian.
	

Authorization Declined Statement	Description/Example
Authorization Declined Statement	The 'Authorization Declined Statement' message will appear to the parent/guardian if they decline the Authorization Statement. Campus recommends the District add appropriate information to the parent/guardian.



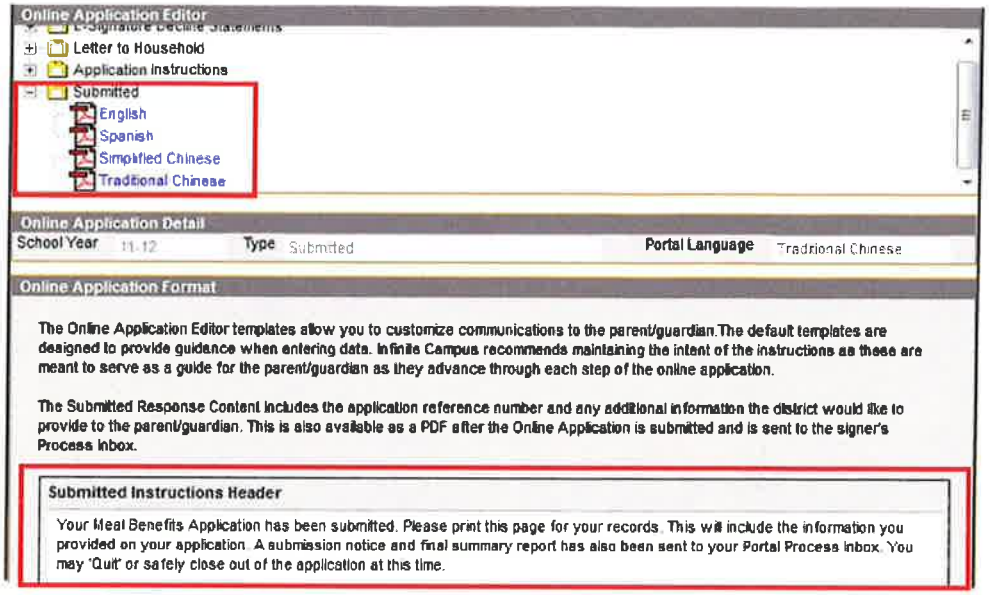
Submitted

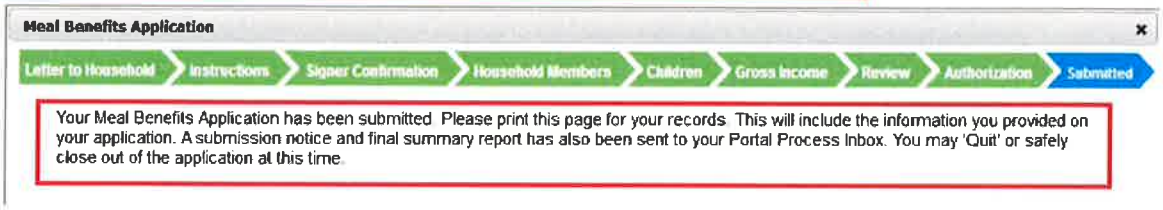
The Submitted Response Instructions Header provides information to the parent/guardian about the submitted application, inbox message and how to print the PDF.



Submitted Response Content

The Submitted Response Content provides information to the parent/guardian about the application reference number and any additional information the district would like to provide. This is also available as a PDF in the signer's inbox.


Online Application Editor
Letter to Household
Application Instructions
Submitted
English
Spanish
Simplified Chinese
Traditional Chinese
Online Application Detail
School Year 11-12
Type Submitted
Portal Language Tradrional Chinese
Online Application Format
The Online Application Editor templates allow you to customize communications to the parent/guardian.The default templates are designed to provide guidance when entering data. Infinite Campus recommends maintaining the intent of the instructions as these are meant to serve as a guide for the parent/guardian as they advance through each step of the online application.
The Submitted Response Content includes the application reference number and any additional information the district would like to provide to the parent/guardian. This is also available as a PDF after the Online Application is submitted and is sent to the signer's Process Inbox.
Submitted Instructions Header
Your Meal Benefits Application has been submitted. Please print this page for your records. This will include the information you provided on your application. A submission notice and final summary report has also been sent to your Portal Process Inbox. You may 'Quit' or safely close out of the application at this time.


Meal Benefits Application
Letter to Household
Instructions
Signer Confirmation
Household Members
Children
Gross Income
Review
Authorization
Submitted
Your Meal Benefits Application has been submitted. Please print this page for your records. This will include the information you provided on your application. A submission notice and final summary report has also been sent to your Portal Process Inbox. You may 'Quit' or safely close out of the application at this time.