



# Free and Reduced Application Program

## Operators Manual



**SYSTEMS DESIGN**  
FOOD SERVICE MANAGEMENT SYSTEMS

### **Introduction to the Free and Reduced Application Program**

The Systems Design Free and Reduced Application Program is a comprehensive set of programs designed to automate the recording and approval process of the National School Lunch Program.

The program provides for the entry of prescribed data into a group of fields designed to reflect the required data on the original application.

The program permits the use of family codes which tie all students residing in the applying household together and assigns the lunch status to all of those students. Income for one or more people in the household is calculated for various periods and frequencies according to the published schedules automatically determines the correct status. This information is transferred to the main student masterfile that ties into the Point of Sale module with a seamless interface so that all statuses are immediately available.

All required notification letters, direct certification letters, and other specified notifications are an integral part of the program. These letters may be printed on blank paper, school letterhead, or labels may be created for application to pre-printed letters.

The system generates application numbers so that filing and quick retrieval of applications may be facilitated. Various reports and cross references may be printed to track students assigned to different campuses so that audit requirements may be accommodated.

Random selection of applications for the required income audits are generated along with notification letters. Record keeping of this process is automated within the system.

The program handles temporary status determinations with time tracking, direct certifications, foster children, food stamp recipients, AID to FDC, and other provisions of the regulations.

Systems Design is confident that you will receive substantial benefits from the installation and application of this program to your school district.

**SYSTEMS DESIGN uses certain standard conventions in all applications**

This means that some key strokes and answers to questions presented on the screen are repetitive and are used in the pathways to different functions and programs within the applications. Some of those are listed below. The understanding of these conventions will speed up the understanding of elements of this manual.

When asked for the district number it will be 01 unless there are multiple districts operating on the same central server. Some systems do not present this option.

the cursor blinks in the block  
ENTER MENU OPTION ( )  
which is the prompt for the operator to enter the appropriate selection of programs. If the selection has an = sign it may be selected.

Most of the time the operator will be presented with a selection of  
ALL OK (Y,N,C) or  
ARE YOU SURE (Y,N)  
which gives one the opportunity to indicate Y for yes( accept the entry, N for no (go back and re-enter data) at which time it will take you to the indicated field, or C for cancel (everything goes away)

Most selections present a subsequent sequence of options which are generally are sorts that are available to the operator either in the way that screens will call up data or in the way that data will be printed. This manual may not list all sort available but they are easily understood in a logical process as the various selections are made.

One will notice that the 99=RETURN TO PREVIOUS MENU prompt appears on most screens. 99 is the escape entry and is also used when the programs as for the district number when the operator wishes to return to the previous menu.

When printing options are selected the printer number will be asked for and it should be remembered that in a real time system that print jobs may be sent to any printer attached to the system. Care should be exercised in selecting a printer. Once the printer is selected and the print job sent, then the screen will return to the menu from which selected and a brief message "end of listing" will appear on the screen.

A menu driven system is very easy and logical to operate. One may just read the present screen to determine what operation to select. If the desired operation is not displayed then the entry 99 will return to the previous menu where the search for the desired operation may be found.

Explore the system. It's the best way to learn. You will be given the opportunity to cancel any operation or entry that you do not wish to affect.

## LOGON TO THE SYSTEM



### LOGON FROM THE MAIN SERVER CONSOLE

If you are at the main console then you may log in with the following entries:

- At the prompt “login:” you will type in lower case “root” and press enter.
- At the prompt “password” you will type in lower case “blue91” and press enter.
- You will be at the # sign then type “ishell” and press enter.
- At the prompt ?000 )or some number after the ?, type EX CRT000 (000=the number after the ?) and press enter.
- At the next prompt “PASSWORD” you will enter in upper case “FOOD”.
- At the prompt “ENTER OPERATOR INITIALS” you will type in your three initials.
- At the prompt “IS ALL OK” type “Y”.
- You will then be at the Master Menu and in the program.
- You then select “LA” for LUNCH APPLICATION PROGRAM.



### LOGON FROM YOUR OWN PC OR TERMINAL

If you are at your own terminal or PC then you may log in with the following entries.

- At the prompt “login” you will type in lower case your won assigned login (\_\_\_\_\_) and press enter.
- At the prompt “password” you will type in lower case “usda92” and press enter.
- At the next prompt “PASSWORD” you will enter in upper case “FOOD”
- At the prompt “ENTER OPERATOR INITIALS” you will type your three initials.
- At the prompt “IS ALL OK” type “Y”.
- You will then be at the MASTER MENU and into the program
- You will then select “LA” for LUNCH APPLICATION PROGRAM.

**MASTER MENU**



**MASTER MENU**

**FS=FOOD SERVICES**

**IN=INVENTORY SYSTEM**

**TM=TIME CARD SYSTEM**

**SM=SYSTEM MAINTENANCE**

**LA=LUNCH APPLICATION SYSTEM**

**99=TERMINATE MASTER MENU**

Select **LA=** Lunch Application System to enter the free and reduced application system.

**LUNCH APPLICATION MENU**



<b>PAGE</b>	<b>LUNCH APPLICATION MENU</b>
6-13	01=LUNCH APPLICATION MAINTENANCE
14	02=PRINT NOTIFICATION LETTERS
15	03=UPDATE TEMPORARY APPLICATIONS
16	04=PRINT LETTERS NO CURRENT APPLICATIONS
17	05=PRINT APPL MASTER COMPLETE
18	06=PRINT APPL MASTER SELECTIVE
19	07=PRINT APPL WITH NO STUDENTS
20	08=DIRECT CERTIFICATION MENU
21	09=RANDOM AUDIT SELECTION MENU
22	10=TEMP STATUS EXPIRING LETTERS
23	11=PRINT PROGRAM BENEFIT REQUESTS
24	12=REBUILD APPL CROSS REFERENCE
25	13=FREE/REDU REPORT-SCHOOL/ALPHA
26	14=FREE/REDU REPORT-BY APPL #
27	15=DENY REPORT-BY SCHOOL
28	16=FREE/REDU REPORT-TEMPS ONLY
29	17=FREE/REDU/DENY-SCHOOL/GRADE
30	18=FREE/REDU/REPT-DISTRICT/ALPHA
31	22=PRIOR YEAR APPLICATIONS MENU
32	24=STUDENT MASTERFILE MAINTENANCE
	99=RETURN TO PREVIOUS MENU

**APPLICATION MAINTENANCE**



The first field that comes up on this screen is the FAMILY CODE at which time the ENTER KEY is depressed which takes the operator to the STUDENT ID field. At this point the operator enters the Student ID from the application or uses the ? JUMP feature to do an ALPHA Look-up on that student. When the student is properly identified then the ACTIVE SCREEN will appear and the program is ready to accept data.



The lunch application maintenance program is where the data from the family application is entered. Status determination is automatically calculated from the salary information and the status transferred to the student master files in the main POS back office program.



There may be a prompt that ask you if you would like to enter an existing app no. so that you can bring it up. Entering an A in the family code field will jump you to an app lookup screen.



**LUNCH APPLICATION MAINTENANCE**

```

FAMILY CODE ----[*****]          STUDENT ID: [*****]
02=APPLICATION DT--[          ]      03=APPLICATION NO--[          ]
04=PARENT-1 NAME---[          ]      ] 05=SSN--[          ]
06=PARENT-2 NAME---[          ]      ] 07=SSN--[          ]
08=MAILING ADDRESS-[          ]      ] CALCULATION FLAG-[          ]
09=MAILING ADDRESS-[          ]
10=CITY, STATE----[          ]      ] 11=ZIP--[          ]
12=TELEPHONE NO----[          ]      ] UNLISTED? (Y/N)-[N] PREV APPL NO-[          ]
13=DIRECT CERT?----[          ]      14=NOTIFICATION LETTER MAILED---[          ]
15=FOOD STAMPS?----[          ]      16=FOOD STAMP CASE NUMBER-----[          ]
17=RECEIVES TANF?--[          ]      18=TANF NUMBER-----[          ]
19=FAMILY SIZE----[          ]      20=FOSTER CHILD (Y/N)-----[          ] 31=PROG FLAG-[          ]
21=INCOME AMT-----[          ]      ] 22=FREQUENCY---[M]          23=VERIFY CODE--[          ]
24=LUNCH STATUS ----[          ]      25=TEMP? (Y/N)-[          ] 26=RACE -----[          ]
27=F/R VALID FROM--[          ]      ] 28=# OF DAYS---[          ] 29=TO--[          ]

30=FILE MEMO---[          ]          ]
    
```

**Explanations of the various fields in the lunch application maintenance input screen**

**FAMILY CODE** This field is the family code that ties all students in one household together in the master file. It is suggested that family codes be used as it eliminates the duplication of efforts in the data entry process as all students in the reporting family are given the same lunch status of free, reduced, or directly certified. The operator may enter a predetermined assigned family code unique to the school district in this field or the <ENTER> KEY may be depressed at which time the FAMILY CODE field is by passed and proceeds to the STUDENT ID # field.

**STUDENT ID NO.** The student identification number is entered in this field which may be the unique number assigned by the school district or the social security number. In certain cases it may be the state assigned identification number. The operator may acquire this number from the family application or they may use the jump feature (<SHIFT>/<?>) which will bring up the quick look up box. The operator may then select the student by name to enter which will enter the student identification number in the appropriate field. If the family code had not been entered as a unique number then this student's identification number will be automatically entered as the family code number.

**APPLICATION DATE** The application may be entered automatically by depressing the <ENTER> KEY. This will default to the current date. The operator may also elect to enter a date that may correspond to another date which may be appropriate.

**APPLICATION NUMBER** The application number is entered automatically in this field by the program. This number is generally preceded by the two digit year code so that the first number in the year sequence will be (for example) 98000001. This number will be the number assigned to that individual family application and probably be the number by which the application is filed for reference.

**Explanations of the various fields in the lunch application maintenance input screen**

**04=PARENT 1** This field may be either father, mother, or guardian. It will be filled in automatically from a previous application file if that information is in fact on file. This field may be filled in by the operator if required.

**05=SSN** The operator enters the social security number of the first parent be they mother or father. Generally the first parent listed on the application.

**06=PARENT 2** This field may be either father, mother, or guardian. It will be filled in automatically from a previous application file if that information is in fact on file. This field may be filled in by the operator if required.

**07=SSN** The operator enters the social security number of the first parent be they mother or father. Generally the first parent listed on the application.

**08=MAILING ADDRESS** The mailing address of the household

**09=MAILING ADDRESS** The mailing address of the household

**CALCULATION FLAG** This field will automatically be filled in when a subsequent query "DO YOU WANT TO DO A CALCULATION NOW (Y/N) - \* is answered Y (YES). When this field is filled with the Y then the information on the application pertaining to lunch free or reduced status is recorded and transferred to the primary student demographic masterfile.

**10=CITY,STATE** The city and state of the household

**11=ZIP** The Zip Code of the household

**12=TELEPHONE NO.** The telephone number of the household

**UNLISTED** Indicates if the telephone number of the household is an unlisted or listed number.

**Explanations of the various fields in the lunch application maintenance input screen**

**PREV APPL NO** Indicates the previous application number

**13=DIRECT CERT** Permits the operator to designate a family as being directly certified by the state. This field may be by-passed by pressing the <ENTER> KEY at which time the program will default this field to NO.

**14=NOTIFICATION LETTER MAILED** This field is filled in automatically by the program and indicates the date that the print notification letters routine has been run. This will let the department have an audit trail of the date accomplished.

**15=FOOD STAMPS** The operator enters Y or N to indicate if the family has indicated that they are recipients of food stamps. Press <ENTER> KEY and the program will default the field to N (NO). Enter Y and the family will automatically be set to FREE STATUS.

**16=FOOD STAMPS CASE NUMBER** The operator enters the food stamp case number from the family application.

**17=RECEIVES TANF?** The operator enters Y or N to indicate if the family has indicated that they are recipients of TANF. Press <ENTER> KEY and the program will default the field to N (NO). Enter Y and the family will automatically be set to FREE STATUS.

**19=FAMILY SI ZE** The operator indicates the number of people in the household from the application.

**20=FOSTER CHILD** The operator enters Y or N to indicate if the family has indicated that this student is a FOSTER CHILD. Press <ENTER> KEY and the program will default the field to N (NO). Enter Y and the family will automatically be set to FREE STATUS.

**Explanations of the various fields in the lunch application maintenance input screen**

**21=INCOME AMOUNT** The operator enters amount of income indicated on the application in this field when there is only one family member with income. See box to the right if there is more than one source of income in the family.



**HOUSEHOLD MEMBER WITH INCOME**

NAME	FREQ	AMOUNT
JOHN SMITH	M	\$1200.00
MARY SMITH	A	\$8900.00
MARTY SMITH	W	\$235.00



If there is more than one family member with income then enter a ? in the field and press <ENTER> KEY for the pop up data entry box. This box will permit the entry of multiple family members income as well as permitting the entry of multiple income frequencies. The program will automatically calculate the various incomes and convert them to a common frequency for qualification functions. Press <ENTER> KEY to return to the main entry screen.

**22=FREQUENCY** The operator enters the frequency of the family income if there is only one income to enter. If the pop up box is used then the frequency is filled in automatically by the program



The frequency is a mandatory entry. A=annual M=monthly and W=weekly

**23=VERIFY CODE** This field is filled in by the operator and indicates that the verification process program has selected this family for verification and the the verification has been accomplished.



A manual entry that the operator enters when the family income

**APPLICATION MAINTENANCE**

**Explanations of the various fields in the lunch application maintenance input screen**

**24=LUNCH STATUS** The program automatically enters the status of this family F=free, R=reduced, P=paid based on the family size and income date as entered and calculated by the program based on the published tables. This entry occurs when the option DO YOU WANT TO DO A CALCULATION NOW? (Y/N) is Y (YES).



The family status will be set in the primary student demographic file as this step is completed when the calculation is done.

**25=TEMP? (Y/N)** The operator enters a "Y" (YES) if the approval of the application is TEMPORARY only. If the operator presses the <ENTER>KEY at this point the program defaults the entry to "N" (NO). When the end of year routine is run every family with an application is from the previous year is set to temporary. They will remain temporary until a new application is processed or until the temporary time designation expires.



The operator has the ability to, in this field, comply with the temporary approval provisions of the regulations

**26=RACE** The operator may enter the ethnic background code of of the student. By pressing <ENTER>KEY the field is bypassed and left blank.



This field may be entered by the operator in case of a temporary approval since the time frame is affected.

**27=VALID FROM** This field is filled in automatically by the program as the same date as the application date. The operator may change this date to match the approval date if different from the application date.



This number will be used by the program to calculate the date at which the temporary approval will revert to the previous status.

**28=NUMBER OF DAYS** The number of days for which a temporary approval is granted will be entered in this field. The end of year routine sets the number of days which is operator selectable.



The program will change the student master file to previous status when this date is reached.

**29=TO** The program will automatically compute the ending date of the temporary approval and enter the date in this field. This field responds to the UPDATE TEMPORARY APPLICATIONS routine which should be run daily during the first part of the school year.

**Explanations of the various fields in the lunch application maintenance input screen**

**30=FILE MEMO** The operator may place a text message here for memo purposes. The message can be a notation to the application, or a reminder of some action to be taken.

**31=PROG FLAG** Type Y for a pop up box which permits the entry of codes that indicate the preference of the applicant to participate in various programs. This is not a required entry and may be used at the option of the district.

**Type R To Recalc Status** Type R in the ALL OK? (YNC) field and the program will recalculate the family status. This may be used if income amounts change after the initial application is entered in to the system.

This completes the main input screen.  
At this point the prompt will be:

**ALL OK? (YNC) [ ]**  
Y=you may proceed  
N=make changes  
C=cancel the application

You will then be prompted  
DO YOU WANT TO DO A  
CALCULATION NOW (Y/N)  
if Y is entered then the application is  
recorded and status calculated. If N  
then the application is retained for future  
editing.

The add students function of the application maintenance input screen

When calculate status is selected the following screen will appear



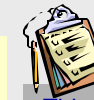
LUNCH APPLICATION MAINTENANCE	
STUDENT ID	NAME
01=(959595959)	(JOHN ANYSTUDENT)
02=(656865865)	(JANE ANYSTUDENT)

STATUS ←



The status will as calculated will appear blinking on the screen  
F=Free  
R=Reduced  
P=Paid  
D=Denied

**01=STUDENT ID** This field is filled in automatically by the program if the election is made to let the program assign the first student's ID number as the family code. If the election is made to manually assign the family code at the first entry when the family code field appears then this field must be filled with the first student on the application even though the student has been entered on the previous screen.



This field may be required to be manually entered if the family code is manually designated.

**02=STUDENT ID** This field is for the operator to fill in the additional students in the household. The entry may be made from the ID number on the application or from the "?" prompt which will display the pop up box from the student master file.



This field will continue to repeat until all students are entered. Each student listed will be tied to the family code on this application

This completes the second page of the input screen. To return to a new application input screen press **ENTER**.

The add students function of the application maintenance input screen



**NOTIFICATION LETTERS PRINT**

ENTER THE LETTER RUN DATE (00-00-00)

1. PRINT ALL (NO LETTER PREVIOUSLY PRINTED)
2. REPRINT (LETTER PREVIOUSLY PRINTED)
3. PRINT LETTER FOR SELECT APPLICATIONS

ALL OK? (YNC) [\*]

**1. PRINT ALL** This selection will print all the letters that have not been printed before. If the office has not printed letters for several days, then all those letters will be printed for the several days.

**2. REPRINT** If letters have been previously printed, then you may use this routine to reprint those letters for a specific date range. The program will ask for that date range and will reprint all letters within that range.

**3. PRINT SELECT LETTERS** This will print letters for selected applications. When this option is selected then the program will prompt you to enter the family code and or the student ID number.



You will be asked for the printer number and to confirm that all is ok to reach this screen.

To update the students that have been authorized temporary free or reduced status



**TEMPORARY LUNCH STAUS UPDATE**

ENTER OPTION ( 'P' OR 'U' ) - [\*]

P=PRINT REPORT ONLY

U=UPDATES STUDENT STATUS TO 'D' OR 'P'

<<WARNING>> - IT'S BEST TO PRINT THE REPORT ONLY  
TO REVIEW BEFORE YOU UPDATE THE STUDENT STATUS

ENTER EFFECTIVE DATE [\*\*\*\*\*]

ALL OK? (YNC) [\*]

**P=PRINT REPORT ONLY** This action will print the report of those who will have the status changes from free or reduced to paid or denied as of the date you enter as the effective date. It is best to print the report and review the actions to be taken prior to the actual update which is selection U.

**U=UPDATE STUDENT STATUS** This selection will actually select the students from the masterfile who have not turned in a new application since the first day of submission given your determination of the number of days, or those who have been granted manual temporary status and change the status in the master file.



You will be asked for the printer number and to confirm that all is ok to reach this screen.

Prints letters to students that the temporary free or reduced status has expired



**NOTIFICATION LETTERS PRINT**

ENTER THE LETTER RUN DATE--[05/25/2001] <-MMDDYY  
ENTER APPLICATION DATE LIMIT ...[05/25/2001]  
(DATE OF FIRST APPLICATIONS THIS YEAR)  
ENTER FREE/REDU EXPIRATION DATE [05/24/2001]

INCLUDE INACTIVE STUDENTS?(Y/N) Y

ALL OK?(YNC)-[\*]

This print routine prints letters to all those students who have not renewed their applications for the current year. The letter is sent to the family and will include all students attached to that family code.



You will be asked for the printer number and to confirm that all is ok to reach this screen.

Prints letters to students that the temporary free or reduced status has expired



**LUNCH APPLICATION LISTING**

ENTER SELECTION FROM TABLE BELOW: [3]

<<<<<< SORT OPTION TABLE >>>>>>

1=APPLICATION NUMBER SEQ  
2=FAMILY NUMBER SEQUENCE

3=PARENT -1 NAME

DO YOU WANT TO PRINT TEMPORARY ONLY (Y/N)

ALL OK?(YNC)-[\*]

**1=APPLICATION NUMBER SEQ** Will print all applications in application number sequence.

**2=FAMILY NUMBER SEQUENCE** Prints all applications in family code sequence.

**3=PARENT 1 NAME** Prints all applications in the order of the parents name in the parent name 1 field.

**TEMPORARYS ONLY** Prints the same reports but only those who are in a temporary status.



You will be asked for the printer number and to confirm that all is ok to reach this screen.

Prints letters to students that the temporary free or reduced status has expired



**LUNCH APPLICATION LISTING SELECTIVE**

ENTER BEGINNING NUMBER (\*\*\*\*\*)

ENTER ENDING NUMBER (\*\*\*\*\*)

ALL OK?(YNC)-[\*]

**ENTER BEGINNING AND ENDING NUMBER** Entering a range of numbers will result in the printing of applications in that range. Entering the same number in both fields will cause only that application to be printed.



You will be asked for the printer number and to confirm that all is ok to reach this screen.

Prints applications to which there are no students attached.



ENTER SELECTION FROM TABLE BELOW

<<<<< SORT OPTION TABLE >>>>>

- 1=APPLICATION NUMBER SEQ
- 2=FAMILY NUMBER SEQUENCE
- 3=PARENT -1 NAME

ALL OK?(YNC)-[\*]

**1=APPLICATION NUMBER SEQ** Will print all applications in application number sequence.

**2=FAMILY NUMBER SEQUENCE** Prints all applications in family code sequence.

**3=PARENT 1 NAME** Prints all applications in the order of the parents name in the parent name 1 field.



You will be asked for the printer number and to confirm that all is ok to reach this screen.

Functions that process the direct certified students from the state list or diskette



**DIRECT CERTIFICATION MENU**

<<<<<< SORT OPTION TABLE >>>>>>

- 1=IMPORT DIRECT CERT DISKETTE
- 2=PROCESS DIRECT CERTIFICATION
- 3=PRINT DIRECT CERT LETTERS
- 4=DIRECT CERT LIST, BY CAMPUS

[99=RETURN TO PREVIOUS MENU](#)

ALL OK?(YNC)-[\*]

**1=IMPORT DIRECT CERT DISKETTE** Will copy the files from the state supplied diskette to a file on the computer but does not update.

**2=PROCESS DIRECT CERTIFICATION** Updates the student demographic file from the file copied from the diskette and changes the status if appropriate. This function also causes an exception list to be printed, example, those students on the list and not in the data base of the school district.

**3=PRINT DIRECT CERT LETTERS** Prints letters to those families that are designated to be directly certified and notifies them of their status of free.

**4=DIRECT CERT LIST, BY CAMPUS** Prints a listing of all students, by campus that have had their status changed due to direct certification.



You will be asked for the printer number and to confirm that all is ok to reach this screen.

Routine that selects applicants to be verified for correct information on applications



**RANDOM AUDIT SELECTION MENU**

01=RANDOM SELECTION PROCESS    13=FOCUSED AUDIT EXTRACT  
02=PRINT SELECTED AUDIT LETTERS    14=FOCUSED AUDIT LETTER PRINT

99 = RETURN TO PREVIOUS MENU

ALL OK?(YNC)-[\*]

**1=RANDOM SELECTION PROCESS** Compiles the correct quantity of candidates for verification using the random selection method. Operator will be prompted to enter (1)the percent to verify (2) to include temporaries or not (3) to include foster children or not (4) to include direct certs or not.

**2=PRINT SELECTED AUDIT LETTERS** Prints letters to those families that are selected for audit using the random selection method.

**13=FOCUSED AUDIT EXTRACT** Compiles the correct quantity of candidates for verification using the focused method. Operator will be prompted to enter (1) the percent to verify of non food stamp/non TANF (2) the percent to verify of food stamp/TANF (3) to include temporaries or not (3) to include foster children )4) to include direct certs or not.

**14=FODUSEC AUDIT LETTER PRINT** Prints letters to those families that are selected for audit using the focused method.

Routine that prepares termination date letters to those students with temporary status



**NOTIFICATION LETTERS PRING**

ENTER THE LETTER RUN DATE -- [\*\*\*\*\*] < - MMDDYY

ENTER TEMPORARY EXPIRATION DATE RANGE TO PRINT

START DATE - [MMDDYY]

STOP DATE -- [MMDDYY]

ALL OK?(YNC)-[\*]

**OPERATOR ENTRIES** Will include the letter run date which is normally the current date, the start date and stop date which is the range of dates in which you wish to print that will include all those temporaries that will expire within the selected date range.



You will be asked for the printer number and to confirm that all is ok to reach this screen.

Prints a list of applicants that have requested information on various programs



**BENEFIT PROGRAMS REQUESTED PRINT**

ENTER RUN DATE - - [\*\*\*\*\*]

ENTER BEGINNING APPLICATION NO. - [\*\*\*\*\*]

ENTER ENDING APPLICATION NO. - [\*\*\*\*\*]

PRESS ENTER TO PRINT ALL

ALL OK?(YNC)-[\*]

**OPERATOR ENTRIES** Will include the letter run date which is normally the current date, the range of application numbers to print or a default entry to print all applications.



You will be asked for the printer number and to confirm that all is ok to reach this screen.

Routine that checks an rebuilds the relationship between names and application numbers



12546631

**OPERATOR ENTRIES** None required. The operator will see a series of changing numbers that indicates the program is working. The program will return to the main menu.

Prints a list of students who are currently qualified in a free or reduced status in alpha order by school



ENTER CAMPUS TO PRINT [ ]  
(ZZZZ = ALL CAMPUSES)

ALL OK?(YNC)-[\*]

**OPERATOR ENTRIES** Operator will indicate which campus to print or enter ZZZZ for all campuses. Y N or C will be selected and then operator will be asked to enter the run date, which is normally the current date, and then if temporaries only are to be printed.



You will be asked for the printer number and to confirm that all is ok to reach this screen.

Prints a list of students who are currently qualified in a free or reduced status by application number



ENTER RUN DATE - [\*\*\*\*\*]

ENTER START STATUS DATE - [\*\*\*\*\*] PRESS ENTER FOR ALL  
ENTER STOP STATUS DATE - [\*\*\*\*\*]

ALL OK? (YNC) - [\*]

**OPERATOR ENTRIES** Operator will enter the run date which is normally the current date. The prompt to enter start and stop status date all will print the entire list of free and reduced students in alpha order. If a date range is selected one can determine which students were qualified for the program on a specific date by entering the date twice or a date range.



You will be asked for the printer number and to confirm that all is ok to reach this screen.

Prints a list of students that have been denied qualification for a free or reduced status



ENTER CAMPUS TO PRINT - [\*\*\*\*]  
(ZZZZ = ALL CAMPUSES)

ALL OK? (YNC) - [\*]

**OPERATOR ENTRIES** Operator will enter the campus number or ZZZZ to print all campuses.



You will be asked for the printer number and to confirm that all is ok to reach this screen.

Prints a list of students that are in a free and reduced status on a temporary basis



ENTER CAMPUS TO PRINT - [\*\*\*\*]  
(ZZZZ = ALL CAMPUSES)

ALL OK? (YNC) - [\*]

**OPERATOR ENTRIES** Operator will enter the campus number or ZZZZ to print all campuses.



You will be asked for the printer number and to confirm that all is ok to reach this screen.

Prints a list of students that are in a free and reduced status by school and grade



STUDENT FREE/REDUCED/DENY REPORT

ENTER CAMPUS TO PRINT: [\*\*\*\*]  
(ZZZZ = ALL CAMPUSES)

ENTER RUN DATE - - [\*\*\*\*\*]  
ENTER OPTION (A=ACTIVE; I=INACTIVE; B=BOTH0 - [ ]  
PRINT TEMPORARIES ONLY? (Y/N) - [ ]

ALL OK? (Y/N) - [\*]

**OPERATOR ENTRIES** Operator will enter the campus number or ZZZZ to print all campuses, the run date which is normally the current date, an entry to indicate the type of student, ie, Active, Inactive, or both, and if printing students in a temporary status only is the selection.



You will be asked for the printer number and to confirm that all is ok to reach this screen.

Prints a list of students in the district that are in a free and reduced status in alpha order



STUDENT FREE/REDUCED/DENY REPORT

ENTER CAMPUS TO PRINT: [\*\*\*\*]  
(ZZZZ = ALL CAMPUSES)

ENTER RUN DATE -- [\*\*\*\*\*]  
ENTER OPTION (A=ACTIVE; I=INACTIVE; B=BOTH) - [ ]  
PRINT TEMPORARIES ONLY? (Y/N) - [ ]

ALL OK? (Y/N) - [\*]

**OPERATOR ENTRIES** Operator will enter the campus number or ZZZZ to print all campuses, the run date which is normally the current date, an entry to indicate the type of student, ie, Active, Inactive, or both, and if printing students in a temporary status only is the selection.



You will be asked for the printer number and to confirm that all is ok to reach this screen.



**PRIOR YEAR APPLICATIONS MENU**

**01=LUNCH APPLICATION MAINTENANCE**

**05=PRINT APPL MASTER COMPLETE**

**06=PRINT APPL MASTER SELECTIVE**

**12=REBUILD APPL CROSS REFERENCE**

**13=FREE/REDU REPORT - SCHOOL/ALPHA**

**14=FREE/REDU REPORT - BY APPL #**

**15=DENY REPORT - BY SCHOOL**

**16=FREE/REDU REPORT - TEMPS ONLY**

**17=FREE/REDU/DENY - SCHOOL/GRADE**

**18=FREE/REDU/REPT - DISTRICT/ALPHA**

**24=STUDENT MASTERFILE MAINTENANCE**

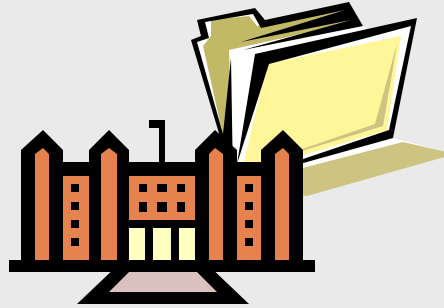
**[99=RETURN TO PREVIOUS MENU](#)**

The operator has access to the previous year's application data through this program. No data may be changed or edited but is available for reference only.

You will reference the corresponding programs and references as previously documented as they are the same for the current year as for this prior year routine.

THIS SELECTION TAKES THE OPERATOR TO THE STUDENT MASTERFILE MAINTENANCE ROUTINE IN THE FOOD SERVICE PROGRAM.

DATA MAY BE EDITED, USED FOR REFERAL, OR ANY OTHER PURPOSE AND SERVES AS AN EASY ACCESS TO THE STUDENT DEMOGRAPHICS.



THANK YOU FOR USING OUR  
PROGRAMS. REMEMBER WE ARE YOUR  
PARTNERS IN SCHOOL FOOD SERVICE  
MANAGEMENT

FOR ADDITIONAL SUPPORT  
PLEASE CONTACT OUR  
CUSTOMER SOFTWARE  
SUPPORT OFFICE AT  
800.887.1828

OUR SERVICE STAFF WILL  
ASSIST YOU IN ANY WAY  
POSSIBLE

**SYSTEMS DESIGN**

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