FAR-APPS

Free & Reduced Application Processing Software

General Product Specifications

FAR-APPS Free & Reduced Software Specifications
On-Premise or Cloud-based

Minimum System Requirements for FAR-APPS 32 Free and Reduced Software

Windows 2000/XP/Windows 7, 8, 10 Operating System
Microsoft SQL 2005 or Express Database
Pentium 800 Mhz CPU
128 Megs Ram (256 megs highly recommended)
50 Meg's of hard drive free space
Network Card

FAR-APPS Specifications:
- Deployed On-premise or Hosted on Amazon Workspaces Server
- Windows based single or multi-user free and reduced application processing program
- Provides comprehensive on-line help
- Multi-User client/server ODBC complainant program that can operate over a wide-area network or as a stand-alone program
- Integration with FAR-APPS ONLINE
- Allows for processing applications at school site(s), central office or both
- Allows for processing single child or multi-child applications
- Operates with Microsoft SQL Server Express or 2000/2005 databases
- FAR-APPS and the COMS-PRO Central Office Management software access a common database with bi-directional exchange of data in "Real Time"
- Software code is 32 bit and uses n-tiered software architecture
- Complies with SIF specifications
- Scanning interface for seamless integration with information capture systems
- Scanned application files can be associated with applications stored in the database
- Has large user friendly graphical icon buttons with text description to assist the user
- Automatically accesses the student enrollment records database imported into the Coms-Pro Central Office Management program
- Allows for importing direct certified/head start databases from state agencies.
- Allows for easily editing direct certified/head start information.
- Ability to print direct certified letters for distribution (mailing)
- Assign passwords to user's with 5 different security levels
- Provides for setting default language and ethnic origin
- Auto-fill feature will populate the city and state when the zip code is entered
- Provides for email address field for signature or guardian member
- Signature email address are linked to the letter editor allowing for automatic emailing verification/notification letters
- On daily startup the program automatically displays to screen in red all the temporary applications that are expiring that day with drill downs to access the source application
- On daily startup the program automatically displays to screen in red all the applications that are expiring that day that have been selected for verification with drill downs to access the source application
- On daily startup the program automatically displays/prints to screen in red all the applications that have students whose benefits are set to decrease
- Allows for quick single data entry screen to review, editing and deleting applications
- Data entry screen designed to mirror the paper free and reduced application form
- Allows for retrieving a scanned application to review the original hand written application

- Income information required for students and family members can be entered by month, semimonthly, biweekly or weekly
- When processing applications, if multiple pay periods are listed, then all pay periods are annualized and meal classification are determined from annualized income chart
- Upon data entry automatically alerts the user that an existing application is already on file
- Prompts data entry clerk of incomplete information when entering application data
- Identifies and tracks foster children as a separate applications
- Provides for retaining application history for next years applications
- Automatic grade advancement from the enrollment database imported into the Coms-Pro Central Office Management program
- Provides for automatic updating of student information, grade, home room, campus from a enrollment database import in the Coms-Pro Central Office Management program
- Allows for automatically populating applications with guardian and siblings information from a school district administrative database import into the Coms-Pro Central Office Management program
- Automatically assigns temporary approvals (status) with user defined expiration date
- Allows for the user to make an individual application temporary
- Allows for retrieving applications (or rolling over application data) from the previous year for editing or deleting, thus minimizing data entry for existing or new applications
- Tracks each application processed by: signature name, social security number, address, home telephone number, student ID number, student name, student birthday and application number
- Application data can be easily looked up by: signature name, social security number, address, home telephone number, student ID number, student name, and application number
- Student Find Button Icon allows for looking up student information by: Student ID number, student name, address and home telephone number
- Student Find button queries the student application database, direct certified/head start database and displays the students name, student ID number, address, application number (with a hyperlink to the application), student birthday, campus, grade, ethnic identity on one scrolling form
- Automatically processes and determines meal eligibility status "real time" as application data is being entered
- Automatically updates in "Real Time" the meal account database in the Coms-Pro Central Office Management software with the appropriate eligibility status and application number
- Immediate alert that an student ID number is found on an existing application or in the direct certified list when doing student ID data entry
- When importing the Direct Certified List, if a student is on an existing application, he/she is removed from the application as a student, then added to application as a family member and then noted in the member section this is a DC student. If the DC student is the only student on the application, then the application is removed from the system
- Allows for easily retrieving scanned application and viewing, adding, editing, deleting student/family member data, and assigning temporary status, mark application for verification, adding notes to the application from one screen
- Dynamic information box displayed "real time" on the data entry screen showing: Application number, monthly and yearly income, eligibility status, date the application created, date the application edited, household size, TANF/Food Stamp or foster child and if the application is temporary or selected for verification
- Identifies and tracks foster child eligibility, TANF, food stamp numbers, student grade, student campus and student ethnic identity
- Allows for printing household benefits letter from the data entry screen
- Allows for viewing/printing a history report of all changes made to the application from the data entry screen
- Provides for exporting the students names, ID numbers, campus number, grade and meal classifications to other external databases
- The report export can be user defined to export in a Text, MS Word RTF, Excel, Lotus, DBF, ASCII Text file format or be sent to a printer
- Provides for user-definable income and verification guidelines for eligibility by: Random sample percentage, focus sample (Non TANF & food stamps and TANF and food stamps percentage) borderline

annual income window, qualifying annual income for family members by category and verification due date for responses window

- Automatically produces a viewer (grid) showing a income eligibility table containing the qualifying income for each household size by annual, monthly and weekly income
- Easily select the verification method with a single click, random, focus or error prone
- Upon generating a verification list, a snap shot view of all applications on file is taken and those numbers are reflected in the Verification Summary Report
- At the time that the verification list is created, a backup of the database is made and archived for an audit trail
- Verify icon (button) on the main tool bar allows you to open the verification information form
- The verification information screen/form contains the following:

  All the applications that are selected for verification, with the application number, signature member name and social security number with a scroll bar allowing for scrolling to the next application

  Dates the first and second verification/benefits notices were sent and the response due date

  Allows for printing verification notices directly from the verification information form

  Provides for user input of the results of the verification: Responded, closed or open, date closed, application status, allows for changing status, results of the status change (free to reduced), reason on the status change, date of hearing, date of authorization and authorizing person

  Easy to use find button for looking up applications that have been verified or been selected for verification by: Application number, signature name, social security number, address, home telephone number, student name or student ID number``````````````````

- Letter icon (button) on the main tool bar allows you to easily:

  Create/view/print letters in English or Spanish

  Letter editor that works like a word processor allowing for creating or editing: Benefits, direct certified, verification, verification second notice, social security request form, verification results, temporary, and temporary second notice letters

  Allows for viewing the letters to screen or printing the letters

  Provides for automatic emailing benefit/verification/notification letters

  Creates household benefit letters for free, reduced and denied status by: Single household, date range, application range or all applications

  Generates verification letters for random, focus or error prone samples by: Individual application, individual second notice, all applications, all applications second notice, individual verification results and all application results

  Creates direct certified letters for one or all direct certified students

  Creates head start/even start/homeless/special needs letters for one or all students by date or date range

  Produces temporary letters and secondary letters for individual or all applications that are assigned a temporary status

  Pre-printed applications can be automatically populated with data from existing applications for distribution

- Reports icon (button) on the main tool bar allows you to easily:
- Filter reports by: None, free, reduced, denied, TANF, direct certified, temporary, withdrawn, campus and grade

- Produce an applications report by application number range, sorted by: Name, application number, social security number, application creation date, and application classification

- Generates report of application by school district, sorted by: Name, application number, social security number, application creation date, and application classification

- Creates campus student report, sorted by: Student name, application number, student ID number, grade, homeroom, and student classification

- Produces school district report, sorted by: Student name, application number, student ID number, grade, campus, homeroom, and student classification

- Generates summary report with all data numerically and graphically represented, by campus or school district containing the following: Total applications on file, total food stamp or TANF students, ethnic distribution by counts and percentages, classification statistics by count and percentages.

- Creates foster child report by campus or by school district

- Produces a graduation report by campus or by school district

- Generates a borderline income application report

- Maintains a database of prior year applications

- Automatically produces an audit trail report for each application showing all activities associated with the applications

- Creates audit trail reports by: Application number, application number range and signature member social security number

- Allows for deleting audit trail report by date

- Generates a food stamp/TANF form/letter to be mailed to the appropriate agency for verification that contains detailed information about applications with food stamp/TANF benefits by application number range or all applications

- Produces verification statistics report consisting of: number of approved applications on file, number of applications selected for verification, number of applications selected for borderline income verification, number of food stamp/TANF applications selected for verification, and number of food stamp/TANF applications on file

- Automatically generates a verification summary report that contains: Number of applications verified, number of students verified, number of free applications verified, number of reduced applications verified, number of food stamp/TANF applications verified, number of not completed, number of applications without status change, number changed from free to reduced, number changed free to paid/denied, number changed from reduced to free, number changed from reduced to paid/denied and number terminated due to no response

- Allows for exporting report data in variety of formats, ASC11, Text, Tab-Separated, Excel, CSV, Access, Dbase, HTML, RTF and a host of other formats
- Utilizes SAP Crystal Decisions Report writer for creating custom reports
- Comprehensive online user's guide