

HELP OUR SCHOOL!

Please Complete The Household Income Form
To Increase School Funding!

**State & Federal Revenue
Depends On The Return Of This
Form!**

**Do I Need to Fill Out The Form
For Each Child?
No, One Form Per Household**

**Do I need to fill out the form if I
already qualify for Food
Stamps, CalWORKS, KinGAP,
or FDPIR? - No**

**Will This Form Be Kept
Confidential?
Yes**

**Can I Opt Out?
Yes – Simply write “Decline to
Complete” across the Form**



See FAQ's on reverse side for more information

Household Income Form

Frequently Asked Questions

How does the free/reduced-priced meal program affect school funding?

Every student who is under a certain income, learning English, or in foster care generates 20% more funding. In districts where at least 55% of students fall into these categories, they receive even more funding. In Lake Tahoe Unified School District, additional dollars are given to each school to increase or improve services for these students. Completing the Household Income Form ensures your school receives all available funds.

Why is my school requesting completion of a Household Income Form instead of the National School Lunch Program Application?

Normally, families complete a National School Lunch Program (NSLP) application to determine whether they qualify for free or reduced priced meals under the National School Lunch Program. Due to COVID-19, the United States Department of Agriculture (USDA) issued nationwide waivers to allow for the operation of the Summer Meal Program through June 30, 2021. This program allows LEA's to provide free meals to every student for the 2020-21 school year. However, while operating under the Summer Meal Program for 2020-21, LEA's cannot collect NSLP applications. For 2020-21, LEA's must collect Alternative Households Income Forms to determine whether a child would have qualified for free or reduced priced meals. Local Educational Agency (LEA) gather this critical information to determine state funding under the Local Control Funding Formula.

Do I need to fill out an application for each child?

No, you can fill out one form for multiple children in the same household.

Can a parent/guardian choose not to complete the Household Income Form?

Yes, a parent/guardian may choose not to complete the Household Income Form. Such parents/guardians should write "Decline to Complete" across the form, complete the student name section, sign the form and submit.

If parents/guardians express concern about the confidentiality of the information requested on the Household Income form, what should they know?

Our system is confidential. Parents/guardians can be assured that the information collected is confidential and for use in the District only.

Do I still need to fill out a form if I qualify for other benefits?

No. If you are currently receiving food stamps, CalWORKS, KinGAP or FDPIR benefits and your information has not changed, your child automatically qualifies.

Household Income Data Collection – Lake Tahoe Unified School District

Household Last Name: _____ Phone: _____ E-mail: _____

PART I: Fill in the following information for children living in your household

Name of Child(ren) attending a California K-12 Public School			School Attending	Birth Date	Grade Level
Last	Middle	First			
1.					
2.					
3.					
4.					
5.					
6.					

PART II: Fill in the following for Household Size and Household Income

Based on your household size, check the appropriate box if your total annual household income is within the range displayed for Category 1 or Category 2. **Do not check an income in both categories.**

For help in determining your household size and total annual household income, please see instructions on the back of this form.

Household Size	Category 1 – Total Annual Household Income is Within This Range:	Category 2 – Total Annual Household Income is Within This Range:
1	\$0 – \$16,588	\$16,589 – \$23,606
2	\$0 – \$22,412	\$22,413 – \$31,894
3	\$0 – \$28,236	\$28,237 – \$40,182
4	\$0 – \$34,060	\$34,061 - \$48,470
5	\$0 – \$39,884	\$39,885 - \$56,758
6	\$0 – \$45,708	\$45,709 - \$65,046
7	\$0 – \$51,532	\$51,533 – \$73,334
8	\$0 – \$57,356	\$57,357 - \$81,622

If household size is greater than 8, list household size and total annual income below:

Household Size: _____ Total Annual Income: \$ _____

Based on what you have determined above, check one of the following boxes:

Our Total Household Income falls within: Category 1 Category 2 Neither Category
 If your total annual household income exceeds the ranges above, check here:

PART III: Signature

I certify (promise) that the information provided on this form is true and that I included all income. I understand that the school may receive state and federal funds based on the information I provide and that the information could be subject to review.

 Signature of adult household member completing this form

 Date

 Printed name of adult household member completing this form

The information submitted on this form is a confidential educational record and is therefore protected by all relevant federal and state privacy laws that pertain to educational records including, without limitation, the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended (20 U.S.C. § 1232g; 34 CFR Part 99); Title 2, Division 4, Part 27, Chapter 6.5 of the California Education Code, beginning at Section 49060 et seq.; the California Information Practices Act (California Civil Code Section 1798 et seq.) and Article 1, Section 1 of the California Constitution.

Who should I include in “Household Size”?

You must include yourself and all people living in your household, related or not (for example, children, grandparents, other relatives, or friends) who share income and expenses. If you live with other people who are economically independent (for example, who do not share income with your children, and who pay a pro-rated share of expenses), do *not* include them.

What is included in “Annual Household Income”? Annual Household Income includes the following:

- **Gross earnings from work:** Use your gross income, not your take-home pay. Gross income is the amount earned before taxes and other deductions. This information can be found on your pay stub or if you are unsure, your supervisor can provide this information. Net income should only be reported for self-owned business, farm, or rental income.
- **Welfare, Child Support, Alimony:** Include the amount each person living in your household receives from these sources, including any amount received from CalWORKs.
- **Pensions, Retirement, Social Security, Supplemental Security Income (SSI), Veteran’s benefits (VA benefits), and disability benefits:** Include the amount each person living in your household receives from these sources.
- **All Other Income:** Include worker’s compensation, unemployment or strike benefits, regular contributions from people who do not live in your household, and any other income received. Do not include income from CalFresh, WIC, federal education benefits and foster payments received by your household.
- **Military Housing Allowances and Combat Pay:** Include off-base housing allowances. *Do not* include Military Privatized Housing Initiative or combat pay.
- **Overtime Pay:** Include overtime pay *ONLY* if you receive it on a regular basis.

How do I report annual household income for pay received on a monthly, twice a month, every two weeks, or weekly basis?

- Determine each source of household income based on above definitions. Households that receive income at different time intervals must annualize their income as follows:
 - If paid monthly, multiply total pay by 12
 - If paid twice per month, multiply total pay by 24
 - If paid bi-weekly (every two weeks), multiply total pay by 26
 - If paid weekly, multiply total pay by 52
- Add annualized pay together to determine the total annual household income and check the box on the other side of this form if it is within either of the ranges displayed for your household size.
- If your household size exceeds the size on the chart, list household size and total annual household income in the space provided.

If your income changes, include the wages/salary that you regularly receive. For example, if you normally make \$1,000 each month, but you missed some work last month and made \$900, put down that you made \$1,000 per month. Only include overtime pay if you receive it on a regular basis. If you have lost your job or had your hours or wages reduced, enter zero or your current reduced income.

For additional information on Household Size and Household Income, please see the Eligibility Manual for School Meals on the U.S. Department of Agriculture Guidance and Resource Web page at <https://www.fns.usda.gov/cn/eligibility-manual-school-meals>