

Business Services

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“Quality Work by Quality People”

To: All CEP Principals

Bulletin No. 18-032

From: Adriane Robles, Director
Nutrition Services

Date: July 23, 2018

Subject: **Income Survey for CEP Sites**

Local Control Funding Formula (LCFF) and other school funding programs requires income data for students attending a Community Eligibility Provision (CEP) school site. All **new** students to SBCUSD at a CEP site, that are **not** directly certified, must complete an income survey for the 2018-19 school year. Your assistance is needed to ensure all surveys are submitted to the cafeteria staff immediately upon receipt to minimize processing time that determines student eligibility.

 **To expedite this process, parents have the option of completing the income survey online by logging on to <http://onlineincomesurvey.sbcusd.com> (SBCUSD Online Income Survey). School sites may also put the online income survey link on their school webpage for easier accessibility to parents.**

So that your staff can better assist parents to expedite their student(s) income survey, please share the following information:

- **Only one survey per household with new students to SBCUSD should be submitted even when students in the same household attend *different* schools.**
- If a household has students in both a CEP site and a NSLP site, then the income survey **and** the meal application will need to be completed.
- To expedite the processing time, turn in all surveys received to your School Cafeteria daily.
- The surveys are **WHITE** with **RED** and **BLUE** ink with the current school year across the top and bottom. English and Spanish income surveys are included together.
- New student(s) are to be given an income survey on their first day of attendance.
- If a student transfers from a NSLP school to a CEP school, the student must be given an income survey. The income survey data is good for the remaining three of the four years of the CEP cycle.
- Data from the income surveys and number of students directly certified at your site will determine your free and reduced percentage.

If you have any further questions, please contact Nutrition Services at 881-8000. Thank you for your assistance.