

**2017-18 ALTERNATIVE INCOME SURVEY**  
**\*\*\*For Community Eligibility Provision LEAs and Schools only\*\*\***  
 (Please provide only one survey per household)

Student Name	Date of Birth	School Name	Grade

Household Size	Annual Gross Income*	Annual Gross Income*	Annual Gross Income*
<input type="checkbox"/> 1	<input type="checkbox"/> Below \$15,678	<input type="checkbox"/> \$15,679-\$22,311	<input type="checkbox"/> Above \$22,311
<input type="checkbox"/> 2	<input type="checkbox"/> Below \$21,112	<input type="checkbox"/> \$21,113-\$30,044	<input type="checkbox"/> Above \$30,044
<input type="checkbox"/> 3	<input type="checkbox"/> Below \$26,546	<input type="checkbox"/> \$26,547-\$37,777	<input type="checkbox"/> Above \$37,777
<input type="checkbox"/> 4	<input type="checkbox"/> Below \$31,980	<input type="checkbox"/> \$31,981-\$45,510	<input type="checkbox"/> Above \$45,510
<input type="checkbox"/> 5	<input type="checkbox"/> Below \$37,414	<input type="checkbox"/> \$37,415-\$53,243	<input type="checkbox"/> Above \$53,243
<input type="checkbox"/> 6	<input type="checkbox"/> Below \$42,848	<input type="checkbox"/> \$42,849-\$60,976	<input type="checkbox"/> Above \$60,976
<input type="checkbox"/> 7	<input type="checkbox"/> Below \$48,282	<input type="checkbox"/> \$48,283-\$68,709	<input type="checkbox"/> Above \$68,709
<input type="checkbox"/> 8	<input type="checkbox"/> Below \$53,716	<input type="checkbox"/> \$53,717-\$76,442	<input type="checkbox"/> Above \$76,442
<input type="checkbox"/> 9	<input type="checkbox"/> Below \$59,150	<input type="checkbox"/> \$59,151-\$84,175	<input type="checkbox"/> Above \$84,175
<input type="checkbox"/> 10	<input type="checkbox"/> Below \$64,584	<input type="checkbox"/> \$64,585-\$91,908	<input type="checkbox"/> Above \$91,908
<b>More than 10</b>			
_____	\$ _____		
(Enter Number)	(Enter Annual Gross Income)		

*To the best of my knowledge, all information on this survey is true and all income is reported. I understand the district/school may receive state funding based on the information provided. I understand that school officials may verify the information. This survey will not affect a child's school meal benefits; it will help the school/district measure and support student success.*

Sign here: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address \_\_\_\_\_  
 \_\_\_\_\_  
 (Street) City/Town State Zip

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Email Address \_\_\_\_\_  
 By providing your email address, you may be contacted via email by the district.

\*Income means income before deductions such as income taxes, Social Security taxes, insurance premiums, charitable contributions and bonds. It includes the following: 1) Monetary compensation for services, including wages, salary, commissions or fees; 2) net income from non-farm self-employment; 3) net income from farm self-employment; 4) Social Security; 5) dividends or interest on savings or bonds or income from estates or trusts; 6) net rental income; 7) public assistance or welfare payments; 8) unemployment compensation; 9) government civilian employee or military retirement, or pensions or veterans' payments; 10) private pension or annuities; 11) alimony or child support payments; 12) regular contributions from persons not living in the household; 13) net royalties; and 14) other cash income. Other cash income would include cash amounts received or withdrawn from any source including savings, investments, trust accounts and other resources. "Income" as used here does not include any income or benefits received under any federal programs, which are excluded from consideration as income by any legislative prohibition, for example, the value of benefits received under the Supplemental Nutrition Assistance Program (SNAP).

## 2017-18 ALTERNATIVE INCOME SURVEY GUIDANCE

For a local educational agency (LEA) to use the Community Eligibility Provision (CEP) for school year 2017-18, the LEA must have one or more schools that have an identified student percentage of 40 percent or greater as of April 1, 2017. Identified student percentage counts include only students directly certified for free meals through documentation provided by the following programs:

- Supplemental Nutrition Assistance Program (SNAP);
- Temporary Family Assistance (TFA);
- Homeless students determined as such by the district homeless liaison;
- Runaway youth determined by local officials;
- Head Start students; and
- Foster children, determined through means other than a household application.

However, since there are many students from lower income families who do not participate in programs like SNAP or TFA, the *identified students* provide a partial picture of the students in the district from economically disadvantaged families.

To greatly minimize the reporting burden, the following protocol is being established for all CEP districts/schools for the duration of their CEP commitment.

- Report all *identified students* as “free” in PSIS.
- For non-identified students who are returning from the previous school year, report their meal eligibility status from the prior year.
- For non-identified students who are newly entering the district in the current school year, report their hypothetical meal eligibility per the USDA income guidelines in this sample “alternative income survey” form. Districts may customize this form to suit their needs as long as the income ranges table that are identical to the USDA income guidelines for 2017-18 are preserved. The survey data should be coded as follows in PSIS: the lowest income range as “free”, the middle income range as “reduced”, and the highest income range as “not eligible”.

**Please note that school nutrition funds/staff cannot be used to collect or process these surveys.**

Suggestions for disseminating this form and improving the response rate:

- have the forms ready for schools to send home to parents prior to opening day of school
- offer a workshop on completing the forms
- make the form school-specific by placing it on school letterhead
- impress upon parents the importance of filling out and returning the form
- send forms out in registration packets
- have forms available for distribution during open house and registration nights and in packets for parents at back-to-school events
- offer incentives to students
- involve homeroom teachers in gathering the forms from their students
- send forms with staff when home visits take place
- post forms on a relevant district webpage
- distribute reminders via e-mails and school newsletters

Additional information on CEP can be found at: <http://www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=335336>