**Sample Alternative Income Form**

**2023-24**

This sample form is available for local customization and optional use by districts with one or more schools participating in the Community Eligibility Provision (CEP) program. The form was created in response to district concerns that PSIS free/reduced-price meal status (FRL) based exclusively on direct certification data and categorical eligibility does not accurately account for all students from low-income families. These data impact reports where data are disaggregated by FRL and may inadvertently limit potential benefits for individual students (e.g., fee waivers for advanced courses). While schools participating in CEP may not administer the USDA Household Application, they may use an alternative income form. Data from the alternative income form can be reported in PSIS.

Schools that do not participate in the National School Lunch Program, School Breakfast Program, or the Special Milk Program but wish to have a more precise accounting of student need based on household income also may elect to use the alternative income form.

The following guidelines must be followed when customizing and administering an alternative income form:

* Alternative income forms cannot be associated with school meals and school nutrition funds/staff cannot be used to collect or process the alternative income forms;
* Districts should customize the sample form, but the income range table must be identical to the [USDA income guidelines](https://www.fns.usda.gov/cn/fr-020923) for the relevant year; and
* When household income is reported in the lowest income category of the sample form, the student should be reported as “free” in PSIS. When household income is reported in the middle income range of the form, the students should be reported as “reduced” in PSIS.

For questions about the alternative income form, please contact Renee Savoie at [renee.savoie@ct.gov](mailto:renee.savoie@ct.gov)

**[Insert School Name]**

**Application for Assistance**

**2023-2024**

Every school year, a variety of opportunities are available for students based on household income. [**Use this space to describe how the school plans to use the household socioeconomic information to assist the student. Examples include, but are not limited to, fee waivers for Advanced Placement testing and dual credit courses, participation in after-school activities at no-cost, band or athletic uniforms, etc.]**

If your household size and income falls within any of the ranges specified in Columns A or B below and you would like your child(ren) to be considered for assistance in the programs included above, please complete this form and return it to the **[PRINCIPAL/DISTRICT OFFICE]**. To qualify for assistance, students must have a signed and completed form on file.

**Check the box below that best matches your household size and annual gross income.** A household member is anyone who is living with you and shares income and expenses, even if they are not related or **do not receive income**. Sometimes children in the household earn income and this income should also be included.

**INCOME GUIDELINES FOR THE 2023-24 SCHOOL YEAR (Check One)**

|  |  |  |  |
| --- | --- | --- | --- |
|  | ***Column A*** | ***Column B*** | ***Column C*** |
| **Number of persons in household** | **Annual Gross Income\*** | **Annual Gross Income\*** | **Annual Gross Income\***  **Note: Students in households with AGI in this column *are ineligible for income-based assistance, so it’s not necessary to return this form.*** |
| 1 | Below $18,955 | $18,955 - $26,973 | Above $26,973 |
| 2 | Below $25,637 | $25,637 - $36,482 | Above $36,482 |
| 3 | Below $32,319 | $32,319 - $45,991 | Above $45,991 |
| 4 | Below $39,001 | $39,001 - $55,500 | Above $55,500 |
| 5 | Below $45,683 | $45,683 - $65,009 | Above $65,009 |
| 6 | Below $52,365 | $52,365 - $74,518 | Above $74,518 |
| 7 | Below $59,047 | $59,047 - $84,027 | Above $84,027 |
| 8 | Below $65,729 | $65,729 - $93,536 | Above $93,536 |
| More than 8  \_\_\_\_\_\_\_\_  (Enter Number) | $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Enter Annual Gross Income) | | |

**STUDENT INFORMATION** – Provide the information for each child in your household Pre-K through grade 12 enrolled in **[SCHOOL DISTRICT NAME]**. You should complete and return only one form that includes all of the children in your household.

|  |  |  |  |
| --- | --- | --- | --- |
| Last Name | First Name | Birth Date  MM-DD-YY | School |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |
| 6. |  |  |  |
| 7. |  |  |  |
| 8. |  |  |  |

Insert additional lines as necessary.

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:**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Print name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_\_**

**Phone Number: Cell Phone Number:**

**E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*\*Annual Gross Income is the total income received annually before taxes. Make sure that the income you report on this application has NOT been reduced to pay for taxes, insurance premiums, or any other amounts taken from your pay. Income includes the following: 1) salary, wages, and cash bonuses; 2) net income from self-employment (farm or business); 3) If you are in the U.S. military, include basic pay and cash bonuses (do NOT include combat pay, FSSA, or privatized housing allowances), allowances for off-base housing, food, and clothing; 4) unemployment benefits; 5) worker’s compensation; 6) Supplemental Security Income (SSI); 7) cash assistance from state or local government; 8) alimony payments; 9) child support payments; 10) Veteran’s benefits; 11) strike benefits; 12) Social Security (including railroad retirement and black lung benefits); 13) private pensions or disability; 14) regular Income from trusts or estates; 15) annuities; 16) investment income; 17) earned interest; 18) rental income; 19) regular cash payments from outside household.*