

E-RATE FY 2017-18 HOUSEHOLD SURVEY 2016-17 School Year



As you prepare for enrollment for the 2016-17 school year, you may want to include an E-rate household income survey in your paperwork. We want to ensure that your school's E-rate discount accurately reflects the income levels of your student population. The enclosed Household Survey letter can be included in your enrollment process to determine income eligibility for your E-rate funding for FY 2017-18.

Beginning July 1, 2015:

- Surveys can still be used to determine individual student eligibility for NSLP, but survey results can no longer be extrapolated. Because the extrapolation of returned surveys is no longer permitted, NSLP applications can be used as surveys.
- Schools participating in the Community Eligibility Program (CEP) multiply the number of students directly certified by the national multiplier (currently 1.6) to calculate the number of students qualifying for NSLP on the FCC Form 471. Note that this calculation is capped at 100 percent of the student population for the purposes of determining the E-rate discount.
- You can still use a combination of methods (e.g., surveys, sibling matches, household eligibility for certain federal programs) to substantiate the eligibility of individual students.

<http://www.usac.org/sl/tools/news-briefs/preview.aspx?id=565>

If you decide to use the survey, you will need to tally the results for each eligible site (i.e. ES, MS, HS)--**extrapolation is not allowed by SLD**. Send the summary tally sheets to us when they are completed. We will then submit the summary pages along with your E-Rate application.

You will need to retain the individual surveys and related documentation for 10 years.

SLD Guidelines:

If a school chooses to do a survey, the following guidelines apply:

- a. The survey must be sent to families (households) whose children attend the school.
- b. The survey must, at a minimum, contain the following information:
 - Address of family (household)
 - Grade level of each child
 - Size of the family (household)
 - Income level of the parents or guardians
- c. The survey must assure confidentiality. (Only summary data is provided to USAC/E-rate)
- d. Retain ALL surveys for TEN YEARS after the last date of service



Let's Get E-Rate Funds for our School!"

**PLEASE COMPLETE THE ATTACHED
HOUSEHOLD SURVEY***

We need everyone to return this survey in order for the survey to be considered valid.

THIS WILL HELP OUR SCHOOL GET \$\$\$ FOR:

Telecommunications

Internet Access

Technology

Maintenance

***This information will remain confidential and will be reported only as a total group, not by individual families, and will not be used for any other purposes except E-Rate.**

Survey Number: _____
[For School Use Only]



E-Rate Household Survey Spring/Fall 2016¹

Please complete and return to the school office within two weeks.

Your Address: _____ City _____ ST _____ Zip _____

Circle your household size below, then answer the following questions:

Household Size (Circle One)	Est. Annual Income (As Reported to IRS)	Monthly Income	If Paid Two times per mo.	If Paid Every Two Weeks	Weekly Income
1	\$ 21,978	\$ 1,832	\$ 916	\$ 846	\$ 423
2	29,637	2,470	1,235	1,140	570
3	37,296	3,108	1,554	1,435	718
4	44,955	3,747	1,874	1,730	865
5	52,614	4,385	2,193	2,024	1,012
6	60,273	5,023	2,512	2,319	1,160
7	67,951	5,663	2,832	2,614	1,307
8	75,647	6,304	3,152	2,910	1,455
Each add'l family member add:	7,696	642	321	296	148

Is your income equal to or less than any of the amounts listed next to the number you circled?

Yes _____ No _____

Are your children eligible for free or reduced lunches, breakfasts, snacks or milk at their school(s)?

Yes _____ No _____

Is your family eligible for the Supplemental Nutrition Assistance Program (SNAP) – food stamps?

Yes _____ No _____

Does your family qualify for medical assistance under Medicaid?

Yes _____ No _____

Is your family receiving Supplementary Security Income (SSI)?

Yes _____ No _____

Does your family receive housing assistance (section 8)?

Yes _____ No _____

Does your family receive home energy assistance (LIHEAP)?

Yes _____ No _____

2. Please list all students in your household that attend school. (Enter the grade they will be entering in Fall, 2016. Write on back to list more than 5 students)

Name	Grade	School Attending in Fall 2016

3. Certification: I certify that the above information is, to the best of my knowledge, true and complete.

Signed: _____ Date: _____

¹Income Eligibility Guidelines for Reduced Priced Meals. Effective from July 1, 2016 to June 30, 2017 (Federal Register/ Vol.81, No. 56/ Wednesday, March 23, 2016/ Notices, pg. 15501)