

E-RATE FY 2012 HOUSEHOLD SURVEY 2011-12 School Year



As you prepare for enrollment for the 2011-12 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. Normally, the count that the Schools & Libraries Division uses is based on the information you send to your State Department of Education in the fall of the school year prior to the E-rate funding year. This is based on students who actually participate in the Free-Reduced Lunch program. However, the E-rate program allows you to include all students who are eligible for free & reduced lunch programs whether or not they actually participate.

The enclosed Household Survey letter can be included in your enrollment process to determine income eligibility for your E-rate funding for FY 2012-13. Please consider using this survey to get a better count of your students who are eligible for free and reduced lunch programs.

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 5 years.

SLD Guidelines:

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

- a. The survey must be sent to all families (households) whose children attend the school.
- b. The survey must attain a return rate of at least 50%.
- c. The survey must, at a minimum, contain the following information:
 - o Address of family (household)
 - o Grade level of each child
 - o Size of the family (household)
 - o Income level of the parents or guardians
- d. The survey must assure confidentiality. (The names of the families are not required.)

If a school sent a questionnaire to all of its households and if it receives a return rate of at least 50 percent of those questionnaires, it may use that data to project the percentage of eligibility for E-rate purposes for all students in the school. For example, a school with 100 students sent a questionnaire to the 100 homes of those students, and 75 of those households returned the questionnaire. The school finds that the incomes of 25 of those 75 households are at or below the income eligibility levels for reduced priced meals. Consequently, 33 percent of the students from those households are eligible for E-rate purposes. The school may then project from that sample to conclude that 33 percent of the total enrollment, or 33 of the 100 students in the school, are eligible for E-rate purposes.



**“I’ve Got a Great
Idea! 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:

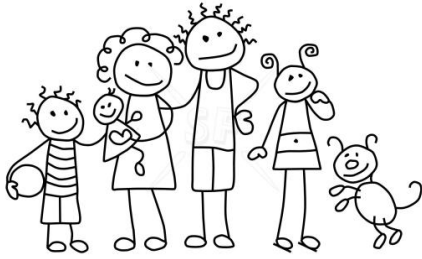
Telecommunications

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 Fall 2011¹
 Even if your income does not meet these Income Eligibility Guidelines,
 you must return the survey in order for the district's survey to be valid.

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	\$ 20,147	\$ 1,679	\$ 840	\$ 775	\$ 388
2	27,214	2,268	1,134	1,047	524
3	34,281	2,857	1,429	1,319	660
4	41,348	3,446	1,723	1,591	796
5	48,415	4,035	2,018	1,863	932
6	55,482	4,624	2,312	2,134	1,067
7	62,549	5,213	2,607	2,406	1,203
8	69,616	5,802	2,901	2,678	1,339
Each add'l family member add:	7,067	589	295	272	136

- 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 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, 2011. Write on back to list more than 5 students)

Name	Grade	School

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. July 1, 2011-June 30, 2012 (Federal Register/ Vol. 76, No. 58/ Friday, March 25, 2011/ Notices, pg. 16725)