

Joshua L. Lightle, Ed.D.
Superintendent



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August 1, 2020

Dear Parent or Guardian:

We are pleased to inform you that Eastside Union School District (EUSD) will continue to implement the community eligibility provision (CEP) at all schools for the 2020-2021 school year.

What does this mean for your child(ren) attending Eastside Union School District?

All students enrolled in the Eastside Union School District are eligible to receive a healthy breakfast and lunch at school at no charge to your household each day of the 2020-2021 school year.

Please complete the following data collection form and return it to your school. To ensure maximum funding for your students' school, we must collect this completed form from all households. Please follow the instructions below to complete it.

ALTERNATIVE HOUSEHOLD INCOME DATA COLLECTION FORM

Step 1: Please list all students attending a school within the EUSD.

Include foster children and any other children that are living in your household.

First Name	Last Name	Birth Date	Grade	School
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Step 2: Count the total number of people living in your home.

_____ people live in my home.

Who should I include in "people living in my home"?

You must include yourself and all people living in your household, related or not. For example, children, grandparents, other relatives, or friends who share income and expenses. If you live with other people who are economically independent (for example, who do not share income with your children, and who pay a prorated share of expenses), do not include them.

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Step 3: Identify the total gross monthly income range.

\$ _____ is the total monthly income for my household.

What is included in "Total Monthly Income"? Total Monthly Income includes the following:

Gross earnings from work: Use your gross income, not your take-home pay. Gross income is the amount earned before taxes and other deductions. This information can be found on your pay stub or if you are unsure, your supervisor can provide this information. Net income should only be reported for self-owned business, farm, or rental income.

- **Welfare, Child Support, Alimony:** Include the amount each person living in your household receives from these sources, including any amount received from CalWORKs.
- **Pensions, Retirement, Social Security, Supplemental Security Income (SSI), Veteran's benefits (VA benefits), and disability benefits:** Include the amount each person living in your household receives from these sources.
- **All Other Income:** Include worker's compensation, unemployment or strike benefits, regular contributions from people who do not live in your household, and any other income received. Do not include income from CalFresh, WIC, federal education benefits and foster payments received by your household.
- **Military Housing Allowances and Combat Pay:** Include off-base housing allowances. Do not include Military Privatized Housing Initiative or combat pay.
- **Overtime Pay:** Include overtime pay ONLY if you receive it on a regular basis.

How do I report annual household income for pay received on a monthly, twice a month, every two weeks, or weekly basis?

Determine each source of household income based on above definitions. Households that receive income at different time intervals must annualize their income as follows:

- If paid monthly, multiply total pay by 12
- If paid twice per month, multiply total pay by 24
- If paid bi-weekly (every two weeks), multiply total pay by 26
- If paid weekly, multiply total pay by 52

Add annualized pay together; divide by 12 to determine the total monthly household income entered in Step 2.

Step 4: Contact Information (Printed) and Adult Signature

Street Address (if available)	Apt #	City	State	Zip
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First Name	Last Name	Phone Number
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Signature	Date
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Thank you for returning this completed form to your child's school. It ensures the school obtains the funding it needs.

This Institution is an equal opportunity provider.