



DURHAM UNIFIED SCHOOL DISTRICT

Families: Complete an Alternative Income Form to Help Your School Maximize Its Funding

Dear Parents, Guardians, and Families,

Thank you for being a part of a successful start to the 2020/2021 school year! We truly appreciate your support of our students and schools.

Under the Local Control Funding Formula (LCFF), a portion of state funding will be determined based on the demographics of student population, with higher funding on a per student basis for districts that have large concentrations of low income, English learners, and foster youth populations. Therefore, we are required to establish and confirm the number of students that represent these categories by having families complete the LCFF form; Alternative Income Form. By taking the time to fill out the form you are taking part in a process that provides thousands of dollars in funds to the school your student attends.

Our goal is to ensure that Durham's students receive the maximum amount of funds that we are eligible to receive by encouraging our families to complete the LCFF form; Alternative Income Form. To receive the maximum amount, we must have 100% of eligible students/families complete the form.

By completing the form and turning it in as soon as possible, you will help our schools reach the goal of getting funds to support our student's academic achievement, creating equitable learning environments, and building partnerships to develop leadership at all levels. Thank you for your time and support.

The form is available on each of the school websites and may be submitted on-line or dropped off at any of the sites c/o Food Services or mailed to – DUSD Food Service PO Box 300 Durham, CA 95938. These forms are confidential and returned only to the Food Service Manager.

If you have any questions regarding the form or need further information please contact Debbie Slightom at dslightom@durhamunified.org or (530)895-4697 ext 234

Sincerely,
Debbie Slightom
Food Service Manager

Household Income Data Collection – DURHAM UNIFIED SCHOOL DISTRICT 2020/21 (Rev.4/15)

Household Last Name: _____ Phone: _____ E-mail: _____

PART I: Fill in the following information for children living in your household					
Name of Child(ren) attending a California K-12 Public School			School Attending	Birth Date	Grade Level
Last	Middle	First			
1.					
2.					
3.					
4.					
5.					
6.					

PART II: Fill in the following information for Household Size									
Total number of adults and children in Household:									
Circle one:	1	2	3	4	5	6	7	8	Other _____
<i>See back of this form for information on household size.</i>									

PART III: Fill in the following for each source of Household Income					
Household Income reported by Frequency:					
Household Members	Amount if Paid Weekly	Amount if Paid Twice Per Month	Amount if Paid Every Other Week	Amount if Paid Monthly	Amount if Paid Annually
1.	\$	\$	\$	\$	\$
2.	\$	\$	\$	\$	\$
3.	\$	\$	\$	\$	\$
4.	\$	\$	\$	\$	\$
All Additional Income	\$	\$	\$	\$	\$
Subtotal	\$	\$	\$	\$	\$
Multiply Subtotal by:	X 52	X 24	X 26	X 12	
Total Income by Frequency	\$	\$	\$	\$	\$
Total Household Income (sum of all columns):					\$

PART IV: Signature		
<i>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.</i>		
_____	_____	_____
Signature of Adult Household Member Completing this Form	Date	Printed Name of Adult Household Member Completing this Form

The information submitted on this form is a confidential educational record and is therefore protected by all relevant federal and state privacy laws that pertain to educational records including, without limitation, the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended (20 U.S.C. § 1232g; 34 CFR Part 99); Title 2, Division 4, Part 27, Chapter 6.5 of the California Education Code, beginning at Section 49060 et seq.; the California Information Practices Act (California Civil Code Section 1798 et seq.) and Article 1, Section 1 of the California Constitution.

Who should I include in “Household Size”?

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 pro-rated share of expenses), do *not* include them.

What is included in “Total Household Income”? Total Household Income includes all of 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 household income for pay received on a weekly, twice per month, every other week, monthly, and annual basis?

- For each household member determine the frequency in which income is received (weekly, twice per month, every other week, monthly, or annually) and enter amount in appropriate column. For example, if you are paid twice per month report the gross amount of your paycheck in the appropriate column.
- Repeat these steps for each source of income for each household member. If you have more sources of income than columns provided, report all additional income in the appropriate column.
- Add amounts reported in each column in the subtotal row. Multiply each subtotal by the appropriate number, as indicated on the form.
- Add all columns to determine the Total Household Income.

If your income changes, include the wages/salary that you regularly receive. For example, if you normally make \$1,000 each month, but you missed some work last month and made \$900, put down that you made \$1,000 per month. Only include overtime pay if you receive it on a regular basis. If you have lost your job or had your hours or wages reduced, enter zero or your current reduced income.

For additional information on Household Size and Gross Household Income, please see the Eligibility Manual for School Meals on the U.S. Department of Agriculture Guidance and Resource Web page at <http://www.fns.usda.gov/cnd/guidance/default.htm>.