



TO: Principals

**FROM: Eileen M. Schweyer EdD
Director of Government Programs, K-12**

RE: Title I- Low-Income Data Survey

DATE: February 14, 2019

The need to identify every single low-income child in our schools has become a challenging task that falls upon all of our principals, not just those in Title I schools. This Low-Income Data Survey will affect every school even if the school does not presently participate in Title I. The local public school district in which your school resides will be seeking this data from you to report to federal and state agencies.

For elementary parochial and private schools, special education schools, and diocesan high schools located in school districts outside Philadelphia, the principal has the responsibility for reporting low-income data to the individual school districts. The enclosed survey and record form will be helpful in this process. We are recommending that you offer the survey to every school family this year and make a concerted effort to obtain this data.

- If you choose, you may use the enclosed cover letter to accompany the survey.
- Each survey should have a code number which corresponds to a particular family to provide confidentiality. Please number the surveys prior to their distribution.
- Add the return date to the survey.

The complete survey forms are confidential information and should be retained in your school for the next six years. They are not to be submitted to anyone except the proper authority from the local public school district seeking this information in writing.

On the return form to the local public school districts, addresses, not names, of low-income children identified through this process must be provided so we can continue to receive our fair share of federal dollars and other benefits. The number you assign to each family on the survey form becomes the student number on the reporting form. If there is more than one student in a family, you may designate students by adding an alphabetical or numerical code after the family number. A sample reporting form which you may use is enclosed. Please note that a YES in any blank under Section A qualifies the children in the low-income status. **In addition, if your school participates in the Federal Hot Lunch Program, any student who receives a free or reduced hot lunch qualifies in the low-income status.** Children in Pre-K are not included in this survey.

Each school is asked to compile this information and be prepared to submit these forms upon written request from the local public school district by mid-March, 2019. If you do not hear from the local public school district requesting this information by April 5, 2019, please contact me.

Thank you for your attention to this important matter. Should you have any questions or concerns, please do not hesitate to contact me.

Eileen M. Schweyer EdD
Eileen M. Schweyer EdD
Director of Government Programs, K-12
215-587-3919

Saint Helena School
1499 Dekalb Pike
Blue Bel, PA 19422

February, 2019

Dear Parents or Guardians,

All of the schools of the Archdiocese of Philadelphia participate in several federal programs that provide our students with a variety of materials and services. It is one of the ways in which we receive benefits from your tax dollars. We certainly wish to receive our fair share of federal dollars in education, and your assistance is critical in supporting our efforts.

Enclosed please find a survey which you are asked to complete **and return to your school principal by the date indicated at the bottom.** Your prompt response, which will be kept confidential, is used only in reporting the numbers of students in Archdiocesan schools who are entitled to materials and services, and in no way has any effect on financial assistance you receive through the parish, school, or private programs. A parent's last name is not required on this survey.

Please return the form as soon as possible in a sealed envelope to your school principal but no later than February 28th. If you have any questions or concerns about this survey, please feel free to contact either your school principal or me. Thank you for your support of our efforts in providing all students in Catholic schools with the materials and services they justly deserve through federal programs.

Sincerely,

Eileen M. Schweyer EdD

Eileen M. Schweyer EdD
Director of Government Programs, K-12

Saint Helena School
1499 DeKalb Pike
Blue Bell, PA 19422

Dear Parent/ Guardian,

We need your help! Our school has an opportunity for the children who really need extra academic support to receive it through the **Title I** program under *Every Student Succeeds Act*, but we can't do it without YOU! These extra services will only come to the children if you fill out the survey below. In order to determine the funding available for this program, we must have an accurate count of children and the income level of their families. I want to assure you your privacy will be protected and no names are required on this family survey form. *Only* the address and grade levels are provided to the school district so that its staff members can determine the funding for the Title I program for the eligible children. Thank you for giving this your immediate attention. **Please return the survey no later than February 28th to your school's main office.**

1. Total number of people living in HOUSEHOLD* _____

2. For Each K-12 student in your household, enter the grade, home address, and school. Use the back of this survey to add more students as needed.

| Grade Level of Student | Home Address | School |
|------------------------|--------------|--------|
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3. Check the Box below that most accurately reflects your TOTAL HOUSEHOLD INCOME**

| Check | Income Range (annual) |
|-------|-----------------------|
| | \$22,459 or Below |
| | \$22,460 - \$30,451 |
| | \$30,452 - \$38,443 |
| | \$38,444 - \$46,435 |
| | \$46,436 - \$54,427 |
| | \$54,428 - \$62,419 |
| | \$62,420 - \$70,411 |
| | \$70,412 - \$78,403 |
| | \$78,404 - \$86,396 |
| | \$86,397 - \$94,389 |

4. Check Y or N for Each Statement Below:

Is your family eligible for food stamps? Y___ N___

Does your family qualify for Medicaid? Y___ N___

Does your family qualify for home energy assistance (LIHEAP)? Y___ N___

Does your family receive Supplemental Security Income? Y___ N___

Does your family receive housing assistance (sect. 8)? Y___ N___

Does your family receive Temporary Assistance to Needy Families (TANF)?
Y___ N___

*HOUSEHOLD is: All persons, including parents, children, college students, grandparents, and all people related or unrelated who live in your home and share living expenses. **TOTAL HOUSEHOLD INCOME is the combined income each household member earned before taxes. This includes wages, social security, pension, unemployment, welfare child support, alimony, and any other cash income.

Forms must be returned no later than February 30th to the main office.



Non-Public School Family Income Eligibility

Form 2019

Families Who Meet the Poverty Criterion

Please use one form for each public school district. Duplicate as necessary.

Name of Private School _____

Public School District _____

Please provide the results of your Family Survey below. Please record the information for any family which responded "yes" to any survey questions or whose children qualify for the federal free or reduced hot lunch program. Do not provide the names of the families or students.

| STUDENT NUMBER | GRADE | STREET ADDRESS | CITY | ZIP CODE |
|--|-------|----------------|------|-------------|
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| IF MORE SPACE IS NEEDED, PLEASE USE ADDITIONAL SHEETS | | | | |

_____ There are no low-income students attending our non-public school residing in the above named public school district.

Signature of Principal

Date

Phone Number

Please return to Eileen Schweyer for students residing in the Philadelphia School District along with the original copies of the results of the survey.