

The Charter Institute at

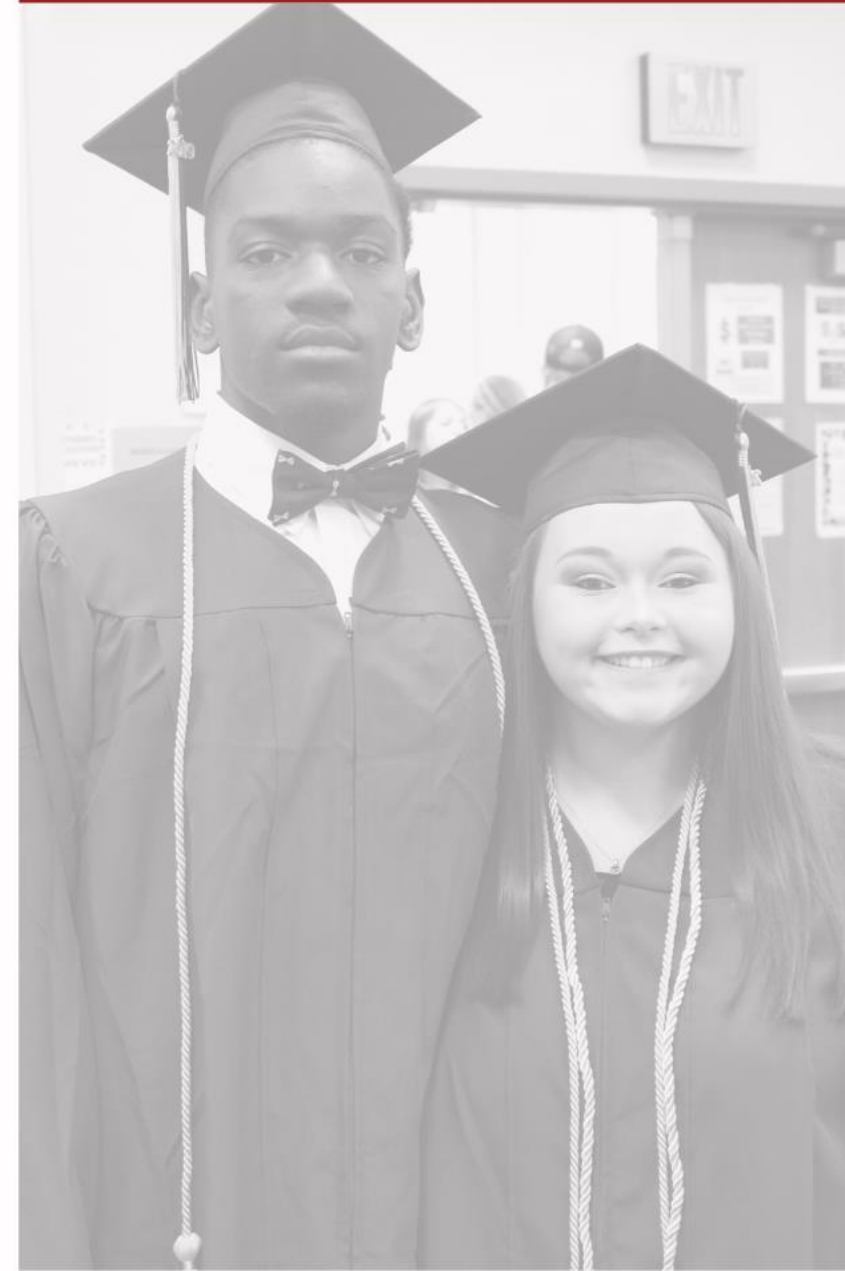
Erskine



Federal Programs
New School Training
May 13, 2021

CREATIVE MINDS
INNOVATIVE SCHOOLS
EFFECTIVE RESULTS

CHARTER INSTITUTE
at ERSKINE



Meeting Agenda

Federal Programs Overview

- Who We Are
- What We Do

Important and Time-Sensitive Information

- Housing Questionnaire
- 5th Day Count
- District of Residence
- Lunch Forms





Federal Programs Team



Haley Perez
Executive Director of
Federal Programs

Ashley Sturkie
Fiscal Coordinator

Dr. Sally Fickling
Assistant Director of
Federal Programs

Sarah Shealy
Compliance Coordinator

Federal Programs

Federal Programs Overview

Title I

- Federal Funding for schools to make an impact on school-wide reforms by improving the academic achievement of the disadvantaged.

Title II

- Federal Funding for preparing, training, and recruiting high quality teachers, principals and other school leaders.

CTE

- Federal Perkins funds are provided to prepare youth and adults for a wide range of high-wage, high-skill, high-demand careers.

IDEA

- IDEA funds are provided to meet the excess cost of providing special education and related services to children with disabilities.

ESSER I, II, III

- Federal Funding to help address the impacts that COVID-19 has had, and continues to have, on elementary and secondary schools.

CSI

- Federal Funding to help improve student outcomes.

TSI

- Federal Funding for targeted schools to help improve student outcomes within certain criteria.

Title III/EL

- Language instruction for English Learners and Immigrant Students.

Homeless

- Primary source of federal funding for programs serving people experiencing homelessness.

How are federal funds allocated?

Funds Allocated to Schools

- Title I
 - Per pupil amount based on 5th day count (*F/R/P lunch status only*)
- Title II
 - Amount based on 5th day count
- IDEA
 - Per pupil amount based on child count

Funds Allocated as District Set-Asides

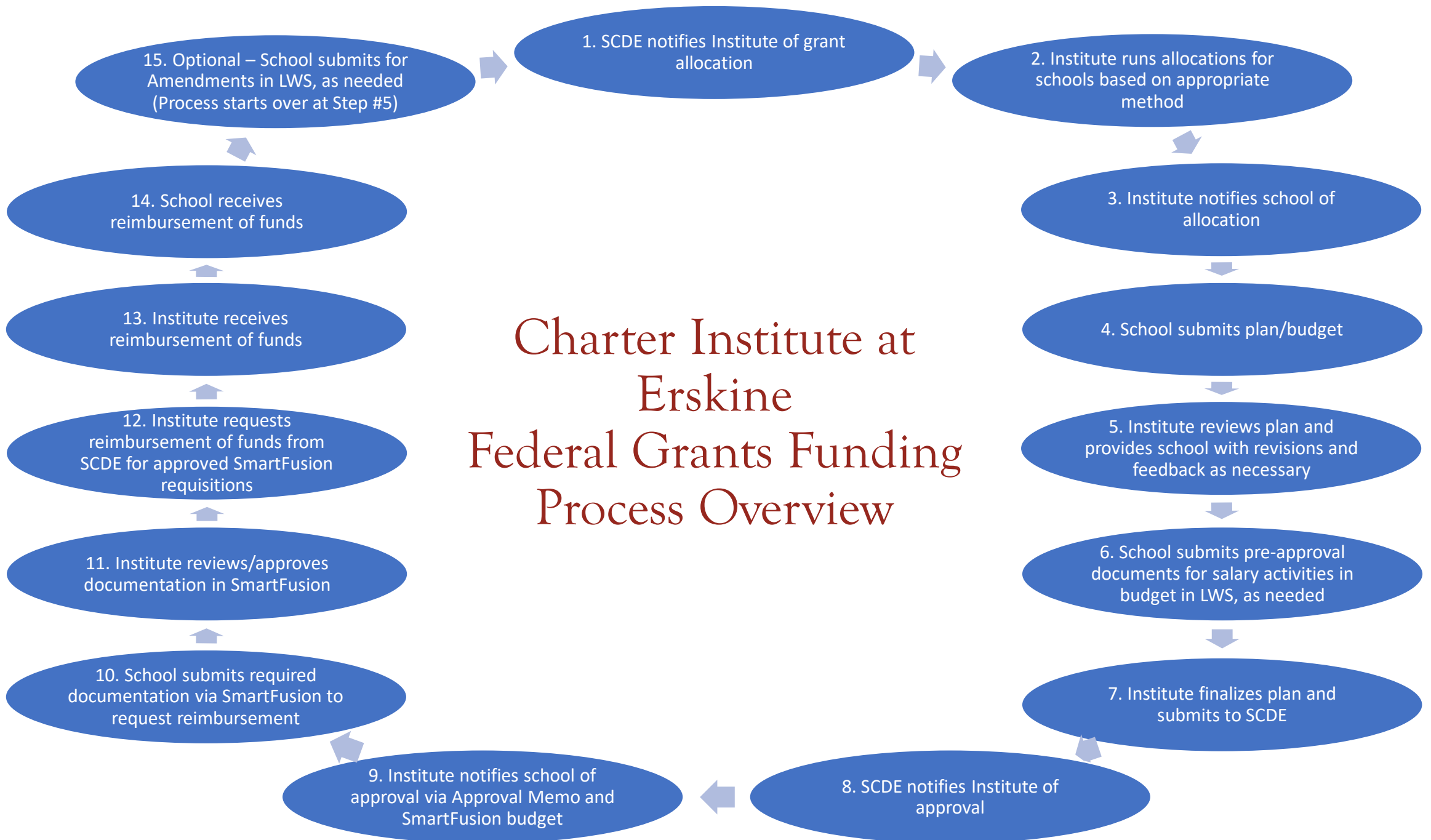
- Title III
 - ESOL Certification Cohort
- Title IV
 - Red Cross training, AED devices, trauma/active shooter kits, etc.

How are federal funds allocated?

Funds Allocated to Schools

- ESSER III
 - More information on ESSER III funds will be coming soon.
 - ESSER III allocations have not been finalized, but new schools **may potentially** receive an allocation. Once we have received the upcoming guidance from SCDE, we will follow up with each of you to confirm if your school will receive a preliminary allocation.

Charter Institute at Erskine Federal Grants Funding Process Overview



What is our goal?



CHARTER INSTITUTE
at ERSKINE

Housing Questionnaire

- McKinney-Vento Definition of Homeless: “Those who lack a **fixed, regular** and **adequate** nighttime residence...”
- The first step in determining McKinney-Vento eligibility is gathering information about the student’s situation.
- Use a housing questionnaire that asks about the student’s living arrangement as part of the enrollment paperwork.
 - Avoid using the word “homeless” on school forms and in conversation with families or youth. Many families or youth would not want to be called “homeless” due to the stigma that may be associated with the term.
 - Further, families or youth may not consider themselves homeless even though their living arrangement meets the definition.

Housing Information Form

Your answers will help determine if the student meets eligibility requirements for services under the McKinney-Vento Act.

Student Name: _____ Parent/Guardian Name: _____
School Name: _____ Phone Number: _____
Age: ____ Grade: ____ Date of Birth: _____
Address (if applicable): _____ City: _____
Zip Code: _____ Is this address Temporary or Permanent? (Circle One)

Please choose which of the following situations the student currently resides in (you can choose more than one):

House or apartment with parent or guardian
 Motel, car, or campsite
 Shelter or other temporary housing
 With friends or family members (other than or in addition to parent/guardian)

If you are living in shared housing, please check all of the following reasons that apply:

Loss of housing
 Economic situation
 Temporarily waiting for house or apartment
 Provide care for a family member
 Living with boyfriend/girlfriend
 Loss of employment
 Parent/Guardian is deployed
 Other (Please explain)

Are you a student living apart from your parents or guardians? (Circle One) Yes No

5th Day Count



5th Day Count

- The 5th day count is the official data pull that determines eligibility and allocation of Federal funds.
- Please keep in mind that the 5th day count data is extremely important and impacts your school's federal funding.

Lunch/Income Forms



CHARTER INSTITUTE
at ERSKINE

Lunch/Income Forms

- The 5th day pull must contain all the free and reduced lunch information you have collected to determine your poverty rate.
- All schools should collect lunch forms from students, even virtual schools and schools that do not offer meals.
 - The form used depends on whether the school does/doesn't have a NSLP/USDA lunch program.
- These forms must be collected **annually**.
- Forms should be collected beginning July 1.
- Schools must work with their PowerSchool coordinators to ensure all information is entered.

Lunch Forms

Lunch Form for schools that offer meals (National School Lunch Program)

*Please note that implementing a NSLP/USDA lunch program is led by the school and is not coordinated by the Institute.

2017-2018 Prototype Household Application for Free and Reduced Price School Meals

Apply online:

Complete one application per household. Please use a pen (not a pencil).

STEP 1 List ALL Household Members who are infants, children, and students up to and including grade 12 (if more spaces are required for additional names, attach another sheet of paper)

Definition of Household Member: "Anyone who is living with you and shares income and expenses, even if not related."
Children in **Foster care** and children who meet the definition of **Homeless, Migrant or Runaway** are eligible for free meals. Read **How to Apply for Free and Reduced Price School Meals** for more information.

Child's First Name	MI	Child's Last Name	Grade	Student? Yes No	Homeless, Migrant, Runaway Foster Child
				<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
				<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
				<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
				<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
				<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
				<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>

STEP 2 Do any Household Members (including you) currently participate in one or more of the following assistance programs: SNAP, TANF, or FDIPIR?

NO > Go to STEP 3 IF YES > Write a case number here then go to STEP 4 (Do not complete STEP 3) **Case Number:** _____

Write only one case number in this space.

STEP 3 Report income for ALL Household Members (Skip this step if you answered 'Yes' to STEP 2)

A. Child Income
Sometimes children in the household earn or receive income. Please include the TOTAL income received by all Household Members listed in STEP 1 here.

Child income: \$ _____ How often? Weekly Bi-Weekly 2xMonth Monthly

B. All Adult Household Members (including yourself)
List all Household Members not listed in STEP 1 (including yourself) even if they do not receive income. For each Household Member listed, if they do receive income, report total gross income (before taxes) for each source in whole dollars (no cents) only. If they do not receive income from any source, write '0'. If you enter '0' or leave any fields blank, you are certifying (promising) that there is no income to report.

Name of Adult Household Members (First and Last)	Earnings from Work	How often?				Public Assistance/ Child Support/Alimony	How often?				Pensions/Retirement/ All Other Income	How often?			
		Weekly	Bi-Weekly	2xMonth	Monthly		Weekly	Bi-Weekly	2xMonth	Monthly		Weekly	Bi-Weekly	2xMonth	Monthly
	\$ _____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	\$ _____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	\$ _____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	\$ _____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	\$ _____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	\$ _____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	\$ _____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	\$ _____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	\$ _____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	\$ _____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	\$ _____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	\$ _____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	\$ _____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	\$ _____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	\$ _____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Total Household Members (Children and Adults) _____ Last Four Digits of Social Security Number (SSN) of Primary Wage Earner or Other Adult Household Member X X X X _____ Check if no SSN

STEP 4 Contact information and adult signature. MAIL COMPLETED FORM TO YOUR SCHOOL AT:

"I certify (promise) that all information on this application is true and that all income is reported. I understand that this information is given in connection with the receipt of Federal funds, and that school officials may verify (check) the information. I am aware that if I purposely give false information, my children may lose meal benefits, and I may be prosecuted under applicable State and Federal laws."

Street Address (if available) _____ Apt # _____ City _____ State _____ Zip _____ Daytime Phone and Email (optional) _____

Printed name of adult signing the form _____ Signature of adult _____ Today's date _____

Lunch/Income Forms

Lunch/Income Form for schools that do not offer meals (includes virtual schools)

Alternate Household Income Form

To determine eligibility to receive benefits (like a fee waiver or access to special income-based programs) for your child(ren) at the school level, please complete a household income form.

Return form to:

IMPORTANT NOTES: The submission of this form has no impact on receiving school meals. Not submitting this form may prevent you from receiving a fee waiver or getting access to certain income-based programs. Additional information may be required at the discretion of the school.

1. **Select the total number of people in your household.** Be sure to include all children and adults, related and unrelated, that live in a single dwelling and share income and expenses.
2. **Select the box that represents the range of annual household income.** Make sure to include all of the following income sources: work, welfare, child support, alimony, pensions, retirement, Social Security, SSI, VA benefits, child income and/or all other income. The amount should be before any deductions for taxes, insurance, medical expenses, child support, ect.

1. Total # of people in household	2. Select the appropriate range of combined annual income for all people in the household <small>(Include all income sources listed above, before taxes. Select from the same row as your total household number)</small>		
<input type="radio"/> 1	<input type="radio"/> \$0 – \$16,744.00	<input type="radio"/> \$16,745.00 - \$23,828.00	<input type="radio"/> At or Above \$23,829.00
<input type="radio"/> 2	<input type="radio"/> \$0 – \$22,646.00	<input type="radio"/> \$22,647.00 - \$32,227.00	<input type="radio"/> At or Above \$32,228.00
<input type="radio"/> 3	<input type="radio"/> \$0 – \$28,548.00	<input type="radio"/> \$28,549.00 - \$40,626.00	<input type="radio"/> At or Above \$40,627.00
<input type="radio"/> 4	<input type="radio"/> \$0 – \$34,450.00	<input type="radio"/> \$34,451.00 - \$49,025.00	<input type="radio"/> At or Above \$49,026.00
<input type="radio"/> 5	<input type="radio"/> \$0 – \$40,352.00	<input type="radio"/> \$40,353.00 - \$57,424.00	<input type="radio"/> At or Above \$57,425.00
<input type="radio"/> 6	<input type="radio"/> \$0 – \$46,254.00	<input type="radio"/> \$46,255.00 - \$65,823.00	<input type="radio"/> At or Above \$65,824.00
<input type="radio"/> 7	<input type="radio"/> \$0 – \$52,156.00	<input type="radio"/> \$52,157.00 - \$74,222.00	<input type="radio"/> At or Above \$74,223.00
<input type="radio"/> 8	<input type="radio"/> \$0 – \$58,058.00	<input type="radio"/> \$58,059.00 - \$82,621.00	<input type="radio"/> At or Above \$82,622.00

If household size is more than 8, list the household size and total annual income below.

Size: _____ Income: _____

3. **List all students in the household.** If any students you are applying for: receives SNAP, TANF, and/or Medicaid benefits, is a foster child, is homeless, migrant, runaway child; or attends Head Start, check the appropriate box.

Student's First Name	Student's Last Name	Grade Level	School Child Attends	SNAP/TANF Benefits	Medicaid Benefits	Foster	Homeless, Migrant, Runaway	Head Start
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Lunch Forms

Income Eligibility Guidelines 2021-2022

INCOME ELIGIBILITY GUIDELINES											
		Effective from					July 1, 2021 to June 30, 2022				
HOUSEHOLD SIZE	FEDERAL POVERTY GUIDELINES	REDUCED PRICE MEALS - 185 %					FREE MEALS - 130 %				
	ANNUAL	ANNUAL	MONTHLY	TWICE PER MONTH	EVERY TWO WEEKS	WEEKLY	ANNUAL	MONTHLY	TWICE PER MONTH	EVERY TWO WEEKS	WEEKLY
48 CONTIGUOUS STATES, DISTRICT OF COLUMBIA, GUAM, AND TERRITORIES											
1	12,880	23,828	1,986	993	917	459	16,744	1,396	698	644	322
2	17,420	32,227	2,686	1,343	1,240	620	22,646	1,888	944	871	436
3	21,960	40,626	3,386	1,693	1,563	782	28,548	2,379	1,190	1,098	549
4	26,500	49,025	4,086	2,043	1,886	943	34,450	2,871	1,436	1,325	663
5	31,040	57,424	4,786	2,393	2,209	1,105	40,352	3,363	1,682	1,552	776
6	35,580	65,823	5,486	2,743	2,532	1,266	46,254	3,855	1,928	1,779	890
7	40,120	74,222	6,186	3,093	2,855	1,428	52,156	4,347	2,174	2,006	1,003
8	44,660	82,621	6,886	3,443	3,178	1,589	58,058	4,839	2,420	2,233	1,117
For each add'l family member, add	4,540	8,399	700	350	324	162	5,902	492	246	227	114

*Ensure you are referencing current year guidelines as the thresholds change annually.

Lunch/Income Forms

What does my school do with lunch/income forms that have been collected?

1. Put form on file for student
2. Verify salary with income eligibility guidelines
3. Enter correct coding into PowerSchool

PowerSchool for 5th Day Data Collection

	Display Name	Internal Field Name	Page	Path	Description	Values
1	Student Number	Student_Number	Demographic	<i>Start Page > Search Student and Select > Demographics > Student Number</i>	This is the student's PowerSchool number. The number is only unique to a district's PowerSchool database.	This is automatically assigned to a student when they are enrolled into PowerSchool.
2	Last Name	Last_Name	Demographic	<i>Start Page > Search Student and Select > Demographics > Name (last, first MI)</i>	This must be the student legal name on birth certificate. Type exactly how it is displayed on the birth certificate.	Enter the student's legal name.
3	First Name	First_Name	Demographic	<i>Start Page > Search Student and Select > Demographics > Name (last, first MI)</i>	This must be the student legal name on birth certificate. Type exactly how it is displayed on the birth certificate.	Enter the student's legal name.
4	Middle Name	Middle_Name	Demographic	<i>Start Page > Search Student and Select > Demographics > Name (last, first MI)</i>	This must be the student legal name on birth certificate. Type exactly how it is displayed on the birth certificate.	Enter the student's legal name.
5	Gender	Gender	Demographic	<i>Start Page > Search Student and Select > Demographics > Gender</i>	The student's gender.	F - Female M - Male
6	Ethnicity	FedEthnicity	Demographic	<i>Start Page > Search Student and Select > Demographics > Ethnicity</i>	This is how to identify if the student is of Hispanic origin.	1 - Yes 0 - No

Lunch/Income Forms

What does my school do if a student /family does not turn in the form?

1. Place a blank form marked “PAID” in their file
2. Ensure Power School coding is entered as “PAID”
3. Do not base status off a previous year’s form, as their status may have changed.



Lunch/Income Forms

How will the Institute monitor lunch/income forms?

- The Institute Federal Programs department will audit lunch forms.
 - *Schools will be asked to provide copies of randomly selected students each year.*
- It is highly recommended that schools conduct internal audits by randomly selecting lunch forms and verifying them to ensure compliance and accuracy of PowerSchool coding.

Lunch/Income Forms

What resources are available?

- Lunch/Income Form template
- 2021-2022 Income Eligibility Guidelines
- PowerSchool Data Collection Guidelines
- Technical Assistance sessions



CHARTER INSTITUTE
at ERSKINE

District of Residence



CHARTER INSTITUTE
at ERSKINE

District of Residence

- All schools should collect District of Residence documentation for all students. *It has to be collected each year.*
- District of Residence impacts federal funding.



1201 Main Street, Suite 300, Columbia, SC 29201

Proof of Residence Requirements

Upon initial enrollment in a school within Charter Institute at Erskine, a student or parent must produce at a minimum one document reflecting the correct residential street address.

Post office boxes, private mail box addresses or commercial establishment addresses are insufficient.

All documentation presented must show the date, property owner's name or parent/guardian's name.

Acceptable documentation includes:

- home telephone or cellular telephone bill;
- electric bill;
- rent receipt with the name of the tenant and landlord and contact information for all parties;
- lease agreement with name of tenant and landlord and contact information for all parties (valid only through the expiration date indicated on the agreement. Upon expiration, parents must present a copy of the renewed or new agreement to the school office.);
- mortgage;
- home purchase contract including specific closing date, with copy of the deed to be provided within 30 days of closing date;
- valid State of South Carolina driver's license;
- valid State of South Carolina identification card;
- automobile insurance policy;
- credit card statement;
- United States Postal Service confirmation of address change;
- evidence of correspondence, including a stamped, addressed, postmarked envelope delivered to the home address; or
- Declaration of Domicile form from the County Records Department.

District of Residence

How will the Institute monitor District of Residence?

- The Institute Federal Programs department will audit District of Residence documentation.
 - *Schools will be asked to provide copies of randomly selected students each year.*
- It is highly recommended that schools conduct internal audits by randomly selecting documentation and verifying them to ensure compliance and accuracy of PowerSchool coding.

5th Day Count Tips and Reminders

- Remember that income/lunch forms and District of Residence documentation are crucial!
- The 5th day count contains all the free and reduced lunch information you have collected to determine your poverty rate.
- The lunch forms that are sent to parents determine free and reduced lunch.
 - The salary on the forms must be compared with income eligibility guidelines.
- District of Residence in PowerSchool impacts federal funding.

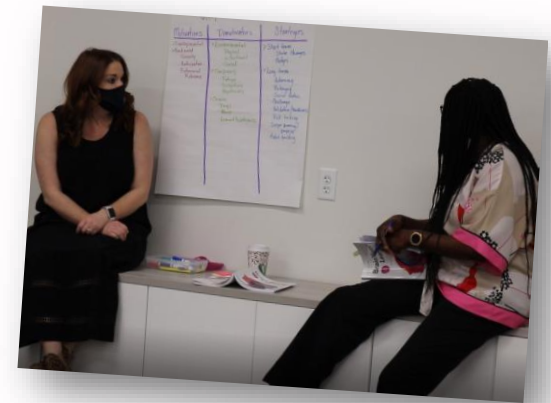
5th Day Count Tips and Reminders

- Set up STRONG processes for collecting information from families, determining the PowerSchool coding, and entering in PowerSchool.
 - Your PowerSchool Coordinator is critical for this!
 - Have clear roles and responsibilities to ensure all information is entered correctly and on time.
- Ensure enrollment information meets requirements for District of Residence documentation.
- Let us know how we can assist you.

Leadership Program Interest Survey



- We will continue the Leadership Development Program initiative for the 2021-2022 school year.
- The program is built to provide needed training and support for new and emerging charter school leaders within the Institute.
- Topics to include leadership styles, academic excellence, school culture, and improving instruction.
- The Institute will fund this program in its entirety, with no costs to schools.
- https://erskinecharters.formstack.com/forms/leadershipprogram21_22



We're Here to Support You!

https://erskinecharters.formstack.com/forms/federalprogramssupport_2021

- Please complete this survey to let us know of any areas your school anticipates needing support for.
- We will provide trainings and technical assistance sessions.



CHARTER INSTITUTE
at ERSKINE

We're Here to Support You!

Please reach out to the Office of Federal Programs with any questions or concerns.

Haley Perez- Executive Director of Federal Programs
FederalProgramsED@erskinecharters.org

Dr. Sally Fickling – Assistant Director of Federal Programs
sfickling@erskinecharters.org

Ashley Sturkie – Fiscal Coordinator
fiscalcoord@erskinecharters.org

Sarah Shealy – Compliance Coordinator
compliancecoordinator@erskinecharters.org

