

The Charter Institute at

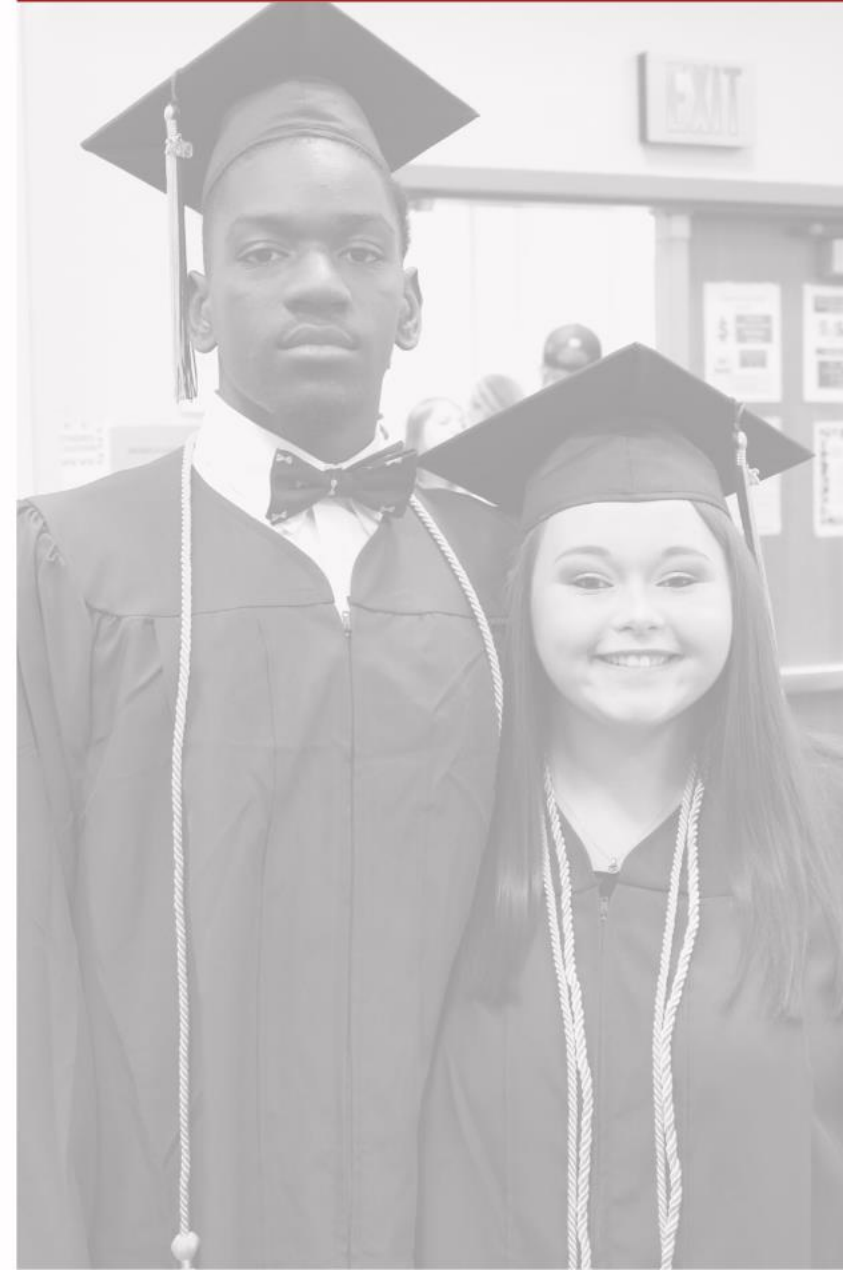
Erskine



Federal Programs
5th Day Count

CREATIVE MINDS
INNOVATIVE SCHOOLS
EFFECTIVE RESULTS

CHARTER INSTITUTE
at ERSKINE



5th Day Count



CHARTER INSTITUTE
at ERSKINE

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



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, Foster Child Migrant, Runaway
				<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"/>

Check all that apply

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)

Are you unsure what income to include here?

Flip the page and review the charts titled "Sources of Income" for more information.

The "Sources of Income for Children" chart will help you with the Child Income section.

The "Sources of Income for Adults" chart will help you with the All Adult Household Members section.

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
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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"/>	\$ _____	<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 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 – \$17,667.00	<input type="radio"/> \$17,668.00 - \$25,142.00	<input type="radio"/> At or Above \$25,143.00
<input type="radio"/> 2	<input type="radio"/> \$0 – \$23,803.00	<input type="radio"/> \$23,804.00 - \$33,874.00	<input type="radio"/> At or Above \$33,875.00
<input type="radio"/> 3	<input type="radio"/> \$0 – \$29,939.00	<input type="radio"/> \$29,940.00 - \$42,606.00	<input type="radio"/> At or Above \$42,607.00
<input type="radio"/> 4	<input type="radio"/> \$0 – \$36,075.00	<input type="radio"/> \$36,076.00 - \$51,338.00	<input type="radio"/> At or Above \$51,339.00
<input type="radio"/> 5	<input type="radio"/> \$0 – \$42,211.00	<input type="radio"/> \$42,212.00 - \$60,070.00	<input type="radio"/> At or Above \$60,071.00
<input type="radio"/> 6	<input type="radio"/> \$0 – \$48,347.00	<input type="radio"/> \$48,348.00 - \$68,802.00	<input type="radio"/> At or Above \$68,803.00
<input type="radio"/> 7	<input type="radio"/> \$0 – \$54,483.00	<input type="radio"/> \$54,484.00 - \$77,534.00	<input type="radio"/> At or Above \$77,535.00
<input type="radio"/> 8	<input type="radio"/> \$0 – \$60,619.00	<input type="radio"/> \$60,620.00 - \$86,266.00	<input type="radio"/> At or Above \$86,267.00

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 2022-2023

INCOME ELIGIBILITY GUIDELINES											
		Effective from					July 1, 2022 to June 30, 2023				
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	13,590	25,142	2,096	1,048	967	484	17,667	1,473	737	680	340
2	18,310	33,874	2,823	1,412	1,303	652	23,803	1,984	992	916	458
3	23,030	42,606	3,551	1,776	1,639	820	29,939	2,495	1,248	1,152	576
4	27,750	51,338	4,279	2,140	1,975	988	36,075	3,007	1,504	1,388	694
5	32,470	60,070	5,006	2,503	2,311	1,156	42,211	3,518	1,759	1,624	812
6	37,190	68,802	5,734	2,867	2,647	1,324	48,347	4,029	2,015	1,860	930
7	41,910	77,534	6,462	3,231	2,983	1,492	54,483	4,541	2,271	2,096	1,048
8	46,630	86,266	7,189	3,595	3,318	1,659	60,619	5,052	2,526	2,332	1,166
For each add'l family member, add	4,720	8,732	728	364	336	168	6,136	512	256	236	118

*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
- 2022-2023 Income Eligibility Guidelines
- PowerSchool Data Collection Guidelines
- Technical Assistance sessions



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District of Residence



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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.

We're Here to Support You!

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

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