The Charter Institute at

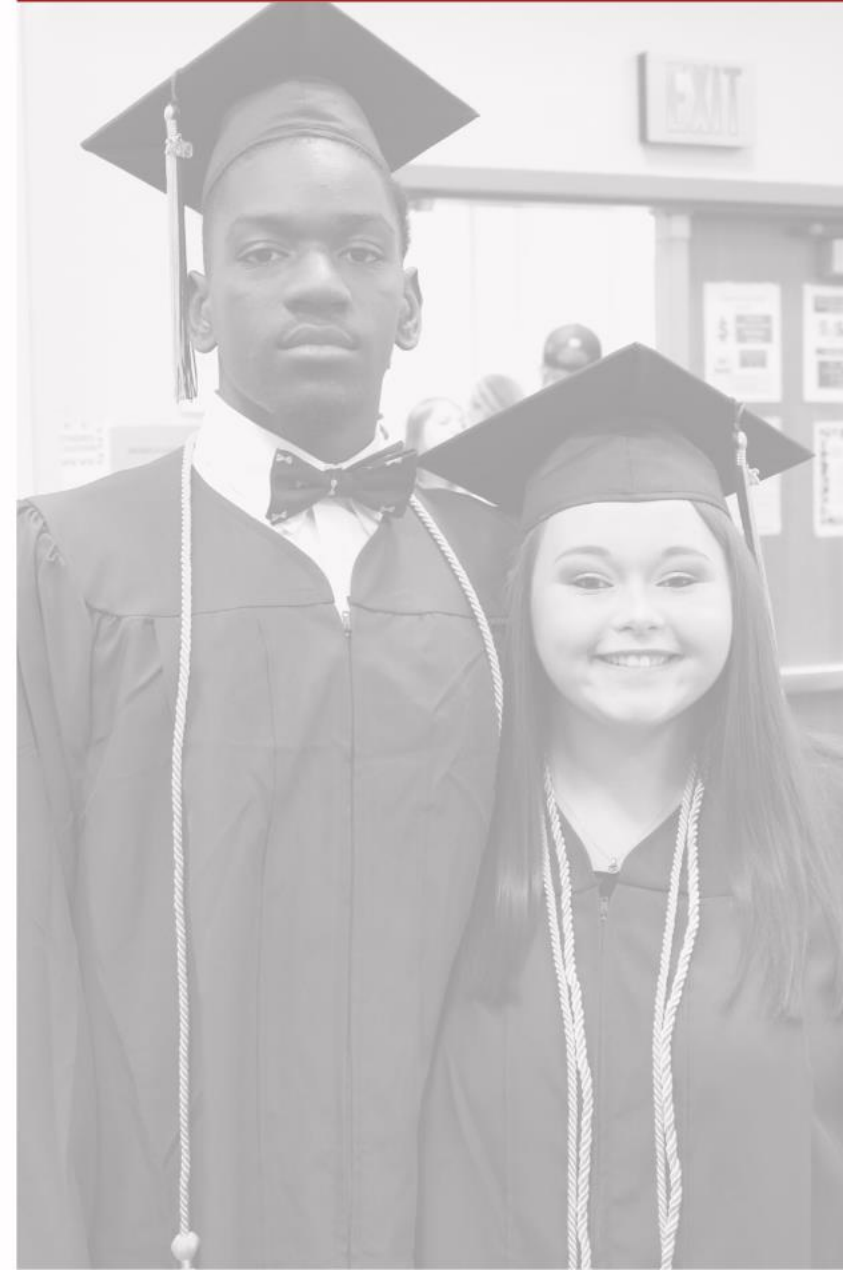# Erskine

Federal Programs
5th Day Count

CREATIVE MINDS
INNOVATIVE SCHOOLS
EFFECTIVE RESULTS

CHARTER INSTITUTE
at ERSKINE

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

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.

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 un-related, 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 *(Include all income sources listed above, before taxes. Select from the same row as your total household number)*		
○ 1	○ $0 – $17,667.00	○ $17,668.00 - $25,142.00	○ At or Above $25,143.00
○ 2	○ $0 – $23,803.00	○ $23,804.00 - $33,874.00	○ At or Above $33,875.00
○ 3	○ $0 – $29,939.00	○ $29,940.00 - $42,606.00	○ At or Above $42,607.00
○ 4	○ $0 – $36,075.00	○ $36,076.00 - $51,338.00	○ At or Above $51,339.00
○ 5	○ $0 – $42,211.00	○ $42,212.00 - $60,070.00	○ At or Above $60,071.00
○ 6	○ $0 – $48,347.00	○ $48,348.00 - $68,802.00	○ At or Above $68,803.00
○ 7	○ $0 – $54,483.00	○ $54,484.00 - $77,534.00	○ At or Above $77,535.00
○ 8	○ $0 – $60,619.00	○ $60,620.00 - $86,266.00	○ 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
				☐	☐	☐	☐	☐
				☐	☐	☐	☐	☐
				☐	☐	☐	☐	☐
				☐	☐	☐	☐	☐
				☐	☐	☐	☐	☐

Lunch Forms

Income Eligibility Guidelines 2022-2023

	FEDERAL POVERTY GUIDELINES		REDUCED PRICE MEALS - 185 %					FREE MEALS - 130 %				
HOUSEHOLD SIZE	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

INCOME ELIGIBILITY GUIDELINES

Effective from July 1, 2022 to June 30, 2023

*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	*Start Page > Search Student and Select > Demographics > Student Number*	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	*Start Page > Search Student and Select > Demographics > Name (last, first MI)*	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	*Start Page > Search Student and Select > Demographics > Name (last, first MI)*	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	*Start Page > Search Student and Select > Demographics > Name (last, first MI)*	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	*Start Page > Search Student and Select > Demographics > Gender*	The student's gender.	**F** - Female **M** - Male
6	Ethnicity	FedEthnicity	Demographic	*Start Page > Search Student and Select > Demographics > Ethnicity*	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

District of Residence

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.

Proof of Residence Requirements

1201 Main Street, Suite 300, Columbia, SC 29201

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.

Haley Perez- Chief of Federal Programs
hperez@erskinecharters.org

Sarah Shealy – Coordinator of Federal Programs Finance
sshealy@erskinecharters.org