

# Support Your Child's School by Completing the Family Economic Data Survey form

## Step-by-Step Instructions

Whether all students in your school are receiving no-cost meals or not, it is still important to fill out the Family Economic Data Survey form. It can help qualify your school for funding to support students. ***It also can help qualify some students for other benefits, such as not having to pay certain school fees.***

These instructions will help guide you through the steps. Complete only one form per household. Use a black or blue pen, not a pencil.

### Step 1 List all children

- List first and last names of all children in your household. Providing their date of birth and grade is optional. If you need room to list additional children, use an extra sheet of paper and attach it to the application.
- Check the appropriate box for any Foster Child, Runaway, Homeless and/or Migrant student, or leave blank.
- If you receive benefits from the Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF/Colorado Works), and/or Food Distribution Program on Indian Reservations (FDPIR), list your case number from any one of these programs. Do not include your card or account number. ***If you list a case number for any of these benefits, go straight to STEP 3 (skip STEP 2). If you do not receive benefits from any of these programs, leave the case number section blank and go to STEP 2.***

### Step 2 Report all household income (for students & adults)

To complete this section, you may want to keep the following information handy:

- Earnings statements or pay stubs from work
- Benefits statements such as those from Social Security or retirement accounts
- Other financial documents for any other sources of income

***List all adult household members (including yourself) and their income.*** If an adult does not have any income, enter '0'. ***Also, list again in this section any students who receive income.*** Report gross income (total income before taxes and deductions). For examples of types of income to include in each of these categories, please see the bottom of these instructions. Households with incomes at or below the [income limit](#) may be eligible for Summer EBT.

#### Types of income to include:

1. **Earnings from work:** Report the total gross income for the period selected, not the hourly wage. Gross income is the total income before taxes or other deductions (like health insurance premiums) are subtracted. For example, if you are paid \$500 in gross income every two weeks, write \$500 in the income field and check the "every 2 weeks" box. If you do not normally receive overtime pay, do not report it.
2. **Public assistance/child support/alimony:** List the total amount each person receives from child support, alimony, or public assistance programs other than SNAP, TANF/Colorado Works or FDPIR. For example, if you receive \$500 per month in child support, write \$500 in the field and check the "monthly" box.
3. **Pensions/retirement/all other income:** Report net income for a self-owned business, farm, or rental income. Report gross income for pension or retirement income. Next to the amount, check how often the person receives it. Do not include any Military Housing Privatization Initiative allowance.

**List total household members.** Add all the students you listed in **STEP 1** plus all the adults listed in **STEP 2** and enter that number in the "Total Number of Household Members" space.

## Step 3 Signature & contact information

Sign the form, print your first and last name and the date.

Provide your contact information if you want to receive eligibility notifications. (This is optional.) The mailing address listed will be used to mail a Summer EBT card to families that qualify. If you plan to move, or have recently moved, apply for Summer EBT benefits in the state your child(ren) will complete the school year prior to summer break.

## Step 4 Release of information

The information you provide on this form may be shared with Medicaid or State Children's Health Insurance Program (SCHIP) offices. If you do NOT want your information shared with Medicaid/SCHIP, check that box. Check the "yes" box if you DO want your information shared with other programs for which you might qualify. You may have fees waived for certain exams or books if you qualify.

*Return the completed form to your school or submit it online, if your school district has that option!*

## What types of income must be reported in Step 2?

*See examples below.*

### Examples of student income

- Earnings from work
- Social Security, disability, or survivor's payments
- Any other type of income regularly received

### Earnings from work

- Wages, salaries, and tips
- Strike benefits
- Unemployment compensation
- Worker's Compensation
- Net income from a self-owned business or farm

### Public assistance/child support/alimony

- Public assistance payments
- Welfare payments
- Alimony payments
- Child support payments
- Social Security benefits

### Pensions/retirement/all other income

- Pensions
- Supplemental Security Income
- Retirement income
- Veteran benefits
- Social Security
- Disability benefits
- Cash regularly withdrawn from savings
- Interest and dividends
- Income from estates, trusts, and investments
- Regular contributions from people not living in the household
- Net royalties, annuities, and rental income
- Any other regularly received income, whether federally recognized or not must be reported

The Richard B. Russell National School Lunch Act requires that we use information from this form to determine who qualifies for Summer EBT benefits. We can only approve complete forms. We may share your eligibility information with education, health, and nutrition programs to help them deliver program benefits to your household. Inspectors and law enforcement may also use your information to make sure that program rules are met. Some children qualify for Summer EBT without an application. Please contact your State or ITO to get Summer EBT for a foster child, and children who are homeless, migrant, or runaway.