

Impact Aid – Eligibility and Sorting Training

December 14, 2018

Updated



Purpose

Federal grant to compensate LEAs for:

- lost local revenue due to tax-exempt federal property
- increased expenditures for **federally connected children**

Federally connected children may include:

- children of members of the uniformed services,
- children who live on Indian lands,
- children who live on federal property or federally subsidized low rent housing, and
- children whose parents work on federal property.



Eligibility

- A Local Education Agency (LEA) must have at least 3% or 400 eligible federally connected children in average daily attendance (ADA).
- *****CSI needs at least 431 eligible federally connected students will allow us to meet this eligibility criteria*****



Update on 2017-18 Application

- CSI was deemed to be an eligible entity!
- CSI *just* met the count of eligible students
- Initial payment estimated at ~\$43,000
- CSI to disburse to schools over next few weeks

Sorting





The Steps

1. Create your piles
2. Check for completeness
3. Sort forms by Table (then federal property type, then last name)
4. Check for student eligibility (against October Count list)
5. Confirm additional documentation
6. Check on additional, potentially eligible families



1. Create Your Piles

Table 1
SPED, AD
& live on



Table 2
SPED, AD
& live off



Table 3
AD & live
on



Table 4
Live on but not
employed on



Table 5
AD and live
off



Ineligible
Form



Incomplete
Form



Need Add'l
Documentation



Ex: Retired military, civilians worked on federal property out of state, postal workers

Sorting: Live off, Active Duty do NOT need to be sorted by military service type. Civilians that live off but work on federal property need to be sorted by federal property.

PLEASE NOTE: civilians that live off but work on federal property can be counted to meet the eligibility threshold but won't be funded since we don't meet that threshold of 1076 students.

Ex: Orders for Reserves or National Guards, IEP for SPED students



2. Check for completeness

- Form is completely filled out.

If form is not complete, move it to the Incomplete Form pile and follow up with families to have form completed.

IMPACT AID SURVEY FORM
SCHOOL NAME:

SURVEY DATE: October 3, 2018

PART I: STUDENT INFORMATION: Students below must reside in the same household as the parent/guardian identified below.

STUDENT #1	Student's Last Name	First Name	M.I.	Date of Birth	Grade	office use only	SASID	IEP
STUDENT #2	Student's Last Name	First Name	M.I.	Date of Birth	Grade	office use only	SASID	IEP
STUDENT #3	Student's Last Name	First Name	M.I.	Date of Birth	Grade	office use only	SASID	IEP

Address _____ City _____ State _____ Zip Code _____

1. If the address listed above is on federal property, check the box next to the federal property below:
 Peterson AFB Schriever AFB Fort Carson Air Force Academy Buckley AFB Other: _____

2. If the address listed above is HUD low-rent housing, please list the name of the federal property: _____

3. If the address listed above is on Indian lands, please list the name of the Indian land: _____

PART II: PARENT INFORMATION: Fill out the most applicable section below: either uniformed services, foreign military, or civilian. If two sections below are applicable to the family, please only fill out the highest section below. (For example: if one parent is uniformed services and the other parent is civilian, only complete the uniformed services section.)

UNIFORMED SERVICES PARENT/GUARDIAN EMPLOYMENT INFORMATION
 Enter information in this section regarding the parent/guardian if either person was on active duty in the Uniformed Services of the United States on 10/3/2018.

Parent/Guardian's Last Name	First Name and M.I.	Branch of Service	Rank
_____	_____	_____	_____

FOREIGN MILITARY PARENT/GUARDIAN EMPLOYMENT INFORMATION
 Enter information in this section regarding the parent/guardian if either person was both an accredited foreign government official and a foreign military officer on 10/3/2018.

Parent/Guardian's Last Name	First Name and M.I.	Branch of Service	Rank
_____	_____	_____	_____

Name of Foreign Government _____

CIVILIAN PARENT/GUARDIAN EMPLOYMENT INFORMATION
 Enter information in this section if:

- Parent/guardian with whom the student resided was employed on federal property but was NOT active duty.
- Parent/guardian reported to work on federal property on 10/3/2018.

Enter the parent/guardian's name as it appears on the employer's payroll record.

Parent/Guardian's Last Name	First Name and M.I.	Name of Parent/Guardian's Employer
_____	_____	_____

Name of federal property employed on (if other, include address, city, state, zip)
 Peterson AFB (Platte Avenue & Powers Blvd, Colorado Springs, CO 80916)
 Schriever AFB (210 Falcon Pkwy, Colorado Springs, CO 80912)
 Fort Carson (6001 Wetzel Ave, Fort Carson, CO 80913)
 Air Force Academy (2304 Cadet Drive, US Air Force Academy, CO 80840)
 Buckley AFB (18500 E 6th Ave, Aurora, CO 80011)
 Other: Provide name of federal property and address _____

PART III: PARENT/GUARDIAN SIGNATURE
 By signing this form, I am certifying that all information on this form is accurate and complete as of October 3, 2018.

Parent Guardian Signature _____	Date _____
---------------------------------	------------

THIS →
OR →
THIS →
OR →
THIS →



3. Sort forms by Table

Table	Which Students	Where they Live	Parent Employment
Table 1	Children with disabilities (CWD)	Live ON federal property	Active duty or accredited govt/foreign official
Table 2	Children with disabilities (CWD)	Lives OFF federal property	Active duty or accredited govt/foreign official
Table 3*	Children without disabilities	Live ON federal property	Active duty or accredited govt/foreign official
Table 5*	Children without disabilities	Live OFF federal property	Active duty, civilian working on federal property

*Forms in Table 3 and 5 should ALSO be sorted by federal property (i.e. group Peterson Air Force base forms together, Ft. Carson forms together, etc.)

**Sort forms within each table alphabetically by last name



Table 1:

- **Children with disabilities** who:
 - (1) Reside on eligible federal property and have a parent on active duty in the uniformed services of the United States; or
 - (2) Reside on eligible federal property with a parent who is both an accredited foreign government official and a foreign military officer; or
 - (3) Reside on eligible Indian lands
-
- For each student with disabilities, in addition to providing the completed survey, please also confirm that the student's IEP shows the student receiving services on October 3, 2018).

Table 1 Eligibility:

1. IEP box checked, AND
2. Living on Federal Property (i.e. Part I #1 is completed), AND
3. Active Duty in Uniformed Services OR Foreign Military

PART I: STUDENT INFORMATION: Students below must reside in the same household as the parent/guardian identified below.										
STUDENT #1	Student's Last Name	First Name	M.I.	Date of Birth	Grade	office use only	↓SASID	<input checked="" type="checkbox"/> IEP		
STUDENT #2	Student's Last Name	First Name	M.I.	Date of Birth	Grade	office use only	↓SASID	<input type="checkbox"/> IEP		
STUDENT #3	Student's Last Name	First Name	M.I.	Date of Birth	Grade	office use only	↓SASID	<input type="checkbox"/> IEP		
Address			City		State	Zip Code				
<p>1. If the address listed above is on federal property, check the box next to the federal property below: <input type="checkbox"/> Peterson AFB <input type="checkbox"/> Schriever AFB <input type="checkbox"/> Fort Carson <input type="checkbox"/> Air Force Academy <input type="checkbox"/> Buckley AFB <input type="checkbox"/> Other: _____</p> <p>2. If the address listed above is HUD low-rent housing, please list the name of the federal property: _____</p> <p>3. If the address listed above is on Indian lands, please list the name of the Indian land: _____</p>										

PART II: PARENT INFORMATION: Fill out the most applicable section below: either uniformed services, foreign military, or civilian. If two sections below are applicable to the family, please only fill out the highest section below. (For example: if one parent is uniformed services and the other parent is civilian, only complete the uniformed services section.)			
UNIFORMED SERVICES PARENT/GUARDIAN EMPLOYMENT INFORMATION Enter information in this section regarding the parent/guardian if either person was on active duty in the Uniformed Services of the United States on 10/3/2018.			
Parent/Guardian's Last Name	First Name and M.I.	Branch of Service	Rank
FOREIGN MILITARY PARENT/GUARDIAN EMPLOYMENT INFORMATION Enter information in this section regarding the parent/guardian if either person was both an accredited foreign government official and a foreign military officer on 10/3/2018.			
Parent/Guardian's Last Name	First Name and M.I.	Branch of Service	Rank
Name of Foreign Government			
CIVILIAN PARENT/GUARDIAN EMPLOYMENT INFORMATION Enter information in this section if: <ul style="list-style-type: none"> • Parent/guardian with whom the student resided was employed on federal property but was NOT active duty. • Parent/guardian reported to work on federal property on 10/3/2018. Enter the parent/guardian's name as it appears on the employer's payroll record.			
Parent/Guardian's Last Name	First Name and M.I.	Name of Parent/Guardian's Employer	
Name of federal property employed on (if other, include address, city, state, zip) <input type="checkbox"/> Peterson AFB (Platte Avenue & Powers Blvd, Colorado Springs, CO 80916) <input type="checkbox"/> Schriever AFB (210 Falcon Pkwy, Colorado Springs, CO 80912) <input type="checkbox"/> Fort Carson (6001 Wetzel Ave, Fort Carson, CO 80913) <input type="checkbox"/> Air Force Academy (2304 Cadet Drive. US Air Force Academy, CO 80840) <input type="checkbox"/> Buckley AFB (18500 E 6th Ave, Aurora, CO 80011) <input type="checkbox"/> Other: Provide name of federal property and address			

PART III: PARENT/GUARDIAN SIGNATURE	
By signing this form, I am certifying that all information on this form is accurate and complete as of October 3, 2018.	
Parent/Guardian Signature	Date



Table 2

- **Children with disabilities** who DO NOT RESIDE ON FEDERAL PROPERTY BUT:
 - (1) Have a parent on active duty in the uniformed services of the United States; or
 - (2) Have a parent who is both an accredited foreign government official and a foreign military officer
- For each student with disabilities, in addition to providing the completed survey, please also confirm that the student's IEP shows the student receiving services on October 3, 2018).

Table 2 Eligibility:

1. IEP box checked, AND
2. NOT living on Federal Property (i.e. Part I #1 is blank), AND
3. Active Duty in Uniformed Services OR Foreign Military

PART I: STUDENT INFORMATION: Students below must reside in the same household as the parent/guardian identified below.										
STUDENT #1	Student's Last Name	First Name	M.I.	Date of Birth	Grade	office use only	↓SASID	<input checked="" type="checkbox"/> IEP		
STUDENT #2	Student's Last Name	First Name	M.I.	Date of Birth	Grade	office use only	↓SASID	<input type="checkbox"/> IEP		
STUDENT #3	Student's Last Name	First Name	M.I.	Date of Birth	Grade	office use only	↓SASID	<input type="checkbox"/> IEP		
Address			City		State	Zip Code				
1. If the address listed above is on federal property , check the box next to the federal property below: <input type="checkbox"/> Peterson AFB <input type="checkbox"/> Schriever AFB <input type="checkbox"/> Fort Carson <input type="checkbox"/> Air Force Academy <input type="checkbox"/> Buckley AFB <input type="checkbox"/> Other: _____										
2. If the address listed above is HUD low-rent housing , please list the name of the federal property: _____										
3. If the address listed above is on Indian lands , please list the name of the Indian land: _____										

PART II: PARENT INFORMATION: Fill out the most applicable section below: either uniformed services, foreign military, or civilian. If two sections below are applicable to the family, please only fill out the highest section below. (For example: if one parent is uniformed services and the other parent is civilian, only complete the uniformed services section.)			
UNIFORMED SERVICES PARENT/GUARDIAN EMPLOYMENT INFORMATION			
Enter information in this section regarding the parent/guardian if either person was on active duty in the Uniformed Services of the United States on 10/3/2018.			
Parent/Guardian's Last Name	First Name and M.I.	Branch of Service	Rank
FOREIGN MILITARY PARENT/GUARDIAN EMPLOYMENT INFORMATION			
Enter information in this section regarding the parent/guardian if either person was both an accredited foreign government official and a foreign military officer on 10/3/2018.			
Parent/Guardian's Last Name	First Name and M.I.	Branch of Service	Rank
Name of Foreign Government			
CIVILIAN PARENT/GUARDIAN EMPLOYMENT INFORMATION			
Enter information in this section if:			
<ul style="list-style-type: none"> • Parent/guardian with whom the student resided was employed on federal property but was NOT active duty. • Parent/guardian reported to work on federal property on 10/3/2018. Enter the parent/guardian's name as it appears on the employer's payroll record.			
Parent/Guardian's Last Name	First Name and M.I.	Name of Parent/Guardian's Employer	
Name of federal property employed on (if other, include address, city, state, zip)			
<input type="checkbox"/> Peterson AFB (Platte Avenue & Powers Blvd, Colorado Springs, CO 80916) <input type="checkbox"/> Schriever AFB (210 Falcon Pkwy, Colorado Springs, CO 80912) <input type="checkbox"/> Fort Carson (6001 Wetzel Ave, Fort Carson, CO 80913) <input type="checkbox"/> Air Force Academy (2304 Cadet Drive, US Air Force Academy, CO 80840) <input type="checkbox"/> Buckley AFB (18500 E 6th Ave, Aurora, CO 80011) <input type="checkbox"/> Other: Provide name of federal property and address			

PART III: PARENT/GUARDIAN SIGNATURE	
By signing this form, I am certifying that all information on this form is accurate and complete as of October 3, 2018.	
Parent/Guardian Signature	Date



Tables 1-2: Common Questions

- If a form has multiple students and only one student is eligible for Tables 1 or 2, how to I record this?
- Place an X next to the student(s) that should *not* be counted for the table.
- Place an → next to the student(s) to count for the table.
- Include a copy of the form in whatever table the non-IEP students belong to. Use the same symbols (X and →) to identify which student(s) should be counted.

PART I: STUDENT INFORMATION: Students below must reside in the same household as the parent/guardian identified below.							
STUDENT #1 Student's Last Name	First Name	M.I.	Date of Birth	Grade	office use only	↓SASID	<input checked="" type="checkbox"/> IEP
→ DOE	JANE	M	2/2/13	K			
X STUDENT #2 Student's Last Name	JOHN	S	2/2/13	K			<input type="checkbox"/> IEP
STUDENT #3 Student's Last Name	F						
Address							

PART I: STUDENT INFORMATION: Students below must reside in the same household as the parent/guardian identified below.							
STUDENT #1 Student's Last Name	First Name	M.I.	Date of Birth	Grade	office use only	↓SASID	<input checked="" type="checkbox"/> IEP
X DOE	JANE	M	2/2/13	K			
→ STUDENT #2 Student's Last Name	JOHN	S	2/2/13	K			<input type="checkbox"/> IEP
STUDENT #3 Student's Last Name							<input type="checkbox"/> IEP
Address							
City		State		Zip Code			



Tables 1-2: Common Questions

- **What documentation do I need to submit for students with disabilities?**
- No documentation is needed from the school.
- CSI will compare students submitted for Tables 1 and 2 against the October Count Primary Disability field and review IEPs for eligibility.



Table 3

- Children who:
- (1) Reside on federal property with a parent employed on eligible federal property located at least partly within the school district; or
- **(2) Reside on eligible federal property and have a parent on active duty in the uniformed services of the United States; or**
- (3) Reside on eligible federal property and have a parent who is both an accredited foreign government official and a foreign military officer; or
- (4) Reside on eligible Indian lands (no parental employment required)

Table 3 Eligibility:

1. Living on Federal Property (i.e. Part I #1 is completed), AND
2. Active Duty in Uniformed Services OR Foreign Military

PART I: STUDENT INFORMATION: Students below must reside in the same household as the parent/guardian identified below.							
STUDENT #1 Student's Last Name	First Name	M.I.	Date of Birth	Grade	<i>office use only</i>	↓SASID	□ IEP
STUDENT #2 Student's Last Name	First Name	M.I.	Date of Birth	Grade	<i>office use only</i>	↓SASID	□ IEP
STUDENT #3 Student's Last Name	First Name	M.I.	Date of Birth	Grade	<i>office use only</i>	↓SASID	□ IEP
Address			City		State	Zip Code	
1. If the address listed above is on federal property , check the box next to the federal property below: <input type="checkbox"/> Peterson AFB <input type="checkbox"/> Schriever AFB <input type="checkbox"/> Fort Carson <input type="checkbox"/> Air Force Academy <input type="checkbox"/> Buckley AFB <input type="checkbox"/> Other: _____							
2. If the address listed above is HUD low-rent housing , please list the name of the federal property: _____							
3. If the address listed above is on Indian lands , please list the name of the Indian land: _____							

PART II: PARENT INFORMATION: Fill out the most applicable section below: either uniformed services, foreign military, or civilian. If two sections below are applicable to the family, please only fill out the highest section below. (For example: if one parent is uniformed services and the other parent is civilian, only complete the uniformed services section.)			
UNIFORMED SERVICES PARENT/GUARDIAN EMPLOYMENT INFORMATION			
Enter information in this section regarding the parent/guardian if either person was on active duty in the Uniformed Services of the United States on 10/3/2018.			
Parent/Guardian's Last Name	First Name and M.I.	Branch of Service	Rank
FOREIGN MILITARY PARENT/GUARDIAN EMPLOYMENT INFORMATION			
Enter information in this section regarding the parent/guardian if either person was both an accredited foreign government official and a foreign military officer on 10/3/2018.			
Parent/Guardian's Last Name	First Name and M.I.	Branch of Service	Rank
Name of Foreign Government			
CIVILIAN PARENT/GUARDIAN EMPLOYMENT INFORMATION			
Enter information in this section if:			
<ul style="list-style-type: none"> • Parent/guardian with whom the student resided was employed on federal property but was NOT active duty. • Parent/guardian reported to work on federal property on 10/3/2018. Enter the parent/guardian's name as it appears on the employer's payroll record.			
Parent/Guardian's Last Name	First Name and M.I.	Name of Parent/Guardian's Employer	
Name of federal property employed on (if other, include address, city, state, zip)			
<input type="checkbox"/> Peterson AFB (Platte Avenue & Powers Blvd, Colorado Springs, CO 80916) <input type="checkbox"/> Schriever AFB (210 Falcon Pkwy, Colorado Springs, CO 80912) <input type="checkbox"/> Fort Carson (6001 Wetzel Ave, Fort Carson, CO 80913) <input type="checkbox"/> Air Force Academy (2304 Cadet Drive, US Air Force Academy, CO 80840) <input type="checkbox"/> Buckley AFB (18500 E 6th Ave, Aurora, CO 80011) <input type="checkbox"/> Other: Provide name of federal property and address			

PART III: PARENT/GUARDIAN SIGNATURE	
By signing this form, I am certifying that all information on this form is accurate and complete as of October 3, 2018.	
Parent/Guardian Signature	Date



Table 4

- Children who reside on eligible federal property but whose parents are NOT employed on federal property
 - No students were identified for Table 4 last year. If you believe you have a family eligible for Table 4, contact Janet Dinnen.



Table 5

- Children who do NOT reside on federal property but:
- **(1) Reside with a parent employed on federal property; or**
- **(2) Have a parent on active duty in the uniformed services of the United States; or**
- (3) Have a parent who is both an accredited foreign government official and a foreign military officer

Table 5 Eligibility:

1. NOT living on Federal Property (i.e. Part I #1 is blank), AND
 2. Active Duty in Uniformed Services OR Foreign Military
- INCLUDE THESE STUDENTS IN YOUR COUNTS.**

PART I: STUDENT INFORMATION: Students below must reside in the same household as the parent/guardian identified below.							
STUDENT #1 Student's Last Name	First Name	M.I.	Date of Birth	Grade	office use only	↓SASID	□ IEP
STUDENT #2 Student's Last Name	First Name	M.I.	Date of Birth	Grade	office use only	↓SASID	□ IEP
STUDENT #3 Student's Last Name	First Name	M.I.	Date of Birth	Grade	office use only	↓SASID	□ IEP
Address		City		State	Zip Code		
1. If the address listed above is on federal property , check the box next to the federal property below: <input type="checkbox"/> Peterson AFB <input type="checkbox"/> Schriever AFB <input type="checkbox"/> Fort Carson <input type="checkbox"/> Air Force Academy <input type="checkbox"/> Buckley AFB <input type="checkbox"/> Other: _____							
2. If the address listed above is HUD low-rent housing , please list the name of the federal property: _____							
3. If the address listed above is on Indian lands , please list the name of the Indian land: _____							

Table 5 (not eligible for funding but needed to meet the minimum eligibility threshold):

1. NOT living on Federal Property (i.e. Part I #1 is blank), AND
 2. Civilian employed on federal property
- INCLUDE THESE STUDENTS IN YOUR COUNTS, BUT NOTE THAT WE WON'T RECEIVE FUNDING FOR THESE STUDENTS**

PART II: PARENT INFORMATION: Fill out the most applicable section below: either uniformed services, foreign military, or civilian. If two sections below are applicable to the family, please only fill out the highest section below. (For example: if one parent is uniformed services and the other parent is civilian, only complete the uniformed services section.)			
UNIFORMED SERVICES PARENT/GUARDIAN EMPLOYMENT INFORMATION			
Enter information in this section regarding the parent/guardian if either person was on active duty in the Uniformed Services of the United States on 10/3/2018.			
Parent/Guardian's Last Name	First Name and M.I.	Branch of Service	Rank
FOREIGN MILITARY PARENT/GUARDIAN EMPLOYMENT INFORMATION			
Enter information in this section regarding the parent/guardian if either person was both an accredited foreign government official and a foreign military officer on 10/3/2018.			
Parent/Guardian's Last Name	First Name and M.I.	Branch of Service	Rank
Name of Foreign Government			
CIVILIAN PARENT/GUARDIAN EMPLOYMENT INFORMATION			
Enter information in this section if:			
<ul style="list-style-type: none"> • Parent/guardian with whom the student resided was employed on federal property but was NOT active duty. • Parent/guardian reported to work on federal property on 10/3/2018. Enter the parent/guardian's name as it appears on the employer's payroll record.			
Parent/Guardian's Last Name	First Name and M.I.	Name of Parent/Guardian's Employer	
Name of federal property employed on (if other, include address, city, state, zip)			
<input type="checkbox"/> Peterson AFB (Platte Avenue & Powers Blvd, Colorado Springs, CO 80916) <input type="checkbox"/> Schriever AFB (210 Falcon Pkwy, Colorado Springs, CO 80912) <input type="checkbox"/> Fort Carson (6001 Wetzel Ave, Fort Carson, CO 80913) <input type="checkbox"/> Air Force Academy (2304 Cadet Drive, US Air Force Academy, CO 80840) <input type="checkbox"/> Buckley AFB (18500 E 6th Ave, Aurora, CO 80011) <input type="checkbox"/> Other: Provide name of federal property and address			
PART III: PARENT/GUARDIAN SIGNATURE			
By signing this form, I am certifying that all information on this form is accurate and complete as of October 3, 2018.			
Parent/Guardian Signature			Date



Common Questions re: Sorting

- If a parent completes multiple sections within the Parent Information part of the form, how do I determine which to count?
- Count the section that is the highest as that category is eligible for a greater level of funding.

PART II: PARENT INFORMATION: Fill out the most applicable section below: either uniformed services, foreign military, or civilian. If two sections below are applicable to the family, please only fill out the highest section below. (For example: if one parent is uniformed services and the other parent is civilian, only complete the uniformed services section.)			
UNIFORMED SERVICES PARENT/GUARDIAN EMPLOYMENT INFORMATION			
Enter information in this section regarding the parent/guardian if either person was on active duty in the Uniformed Services of the United States on 10/3/2018.			
Parent/Guardian's Last Name	First Name and M.I.	Branch of Service	Rank
FOREIGN MILITARY PARENT/GUARDIAN EMPLOYMENT INFORMATION			
Enter information in this section regarding the parent/guardian if either person was both an accredited foreign government official and a foreign military officer on 10/3/2018.			
Parent/Guardian's Last Name	First Name and M.I.	Branch of Service	Rank
Name of Foreign Government			
CIVILIAN PARENT/GUARDIAN EMPLOYMENT INFORMATION			
Enter information in this section if:			
<ul style="list-style-type: none"> • Parent/guardian with whom the student resided was employed on federal property but was NOT active duty. • Parent/guardian reported to work on federal property on 10/3/2018. 			
Enter the parent/guardian's name as it appears on the employer's payroll record.			
Parent/Guardian's Last Name	First Name and M.I.	Name of Parent/Guardian's Employer	
Name of federal property employed on (if other, include address, city, state, zip)			
<input type="checkbox"/> Peterson AFB (Platte Avenue & Powers Blvd, Colorado Springs, CO 80916) <input type="checkbox"/> Schriever AFB (210 Falcon Pkwy, Colorado Springs, CO 80912) <input type="checkbox"/> Fort Carson (6001 Wetzel Ave, Fort Carson, CO 80913) <input type="checkbox"/> Air Force Academy (2304 Cadet Drive, US Air Force Academy, CO 80840) <input type="checkbox"/> Buckley AFB (18500 E 6th Ave, Aurora, CO 80011) <input type="checkbox"/> Other: Provide name of federal property and address			



4. Check for student eligibility

- Student is on provided October Count list.
If not, move form to Ineligible pile.





Common Questions re: Eligibility

- If a student is not included in the October Count snapshot, but is included on a form, should I count them?
- No, students must be enrolled at your school as of Count Day to be eligible for Impact Aid Funding.
- If there are student(s) listed on forms that are ineligible, please use an X to identify that they should not be counted.

PART I: STUDENT INFORMATION: Students below must reside in the same household as the parent/guardian identified below.									
STUDENT #1 Student's Last Name	First Name	M.I.	Date of Birth	Grade	office use only ↓SASID <input checked="" type="checkbox"/> IEP				
→ DOE	JANE	M	2/2/13	K					
X DOE	JOHN	S	2/2/13	K	office use only ↓SASID <input type="checkbox"/> IEP				
					office use only ↓SASID <input type="checkbox"/> IEP				
Address		City		State		Zip Code			



5. Confirm additional documentation

- Students in Table 3 or 5 identified with parents in the Reserves/National Guard must have copy of orders

If not, move form to Additional Documentation pile.



Documenting Reserves and National Guard

- Must be called up to active duty under Presidential Orders – Executive Order 13223 of September 14, 2001, as amended; and Title 10 USC
- Must be activated as of the survey date
- Documentation required:
 - Copy of orders for individual **OR**
 - Certification from service component for activation of unit listing parents' names of children claimed and certifying they were called up under Title 10
- If you do not have the necessary documentation, please do not include these students in your count.



6. Check on additional, potentially eligible families

- Review the students included in your October Count list who have Military Connected = 1 but did not submit an Impact Aid form.
- Consider following up with these families to see if they are eligible/will complete a form.



Next Steps

- Scan in cover sheet and sorted forms and upload to FileZilla by next week.
- If you collect additional forms after your initial submission, you are able to resubmit. Please just adjust the cover sheet and sorted forms to include the additional form(s).



1. Create Your Piles

Table 1
SPED, AD
& live on

Table 2
SPED, AD
& live off

Table 3
AD & live
on

Table 4
Live on but not
employed on

Table 5
AD and live
off



Sorting: Live off, Active Duty do NOT need to be sorted by military service type. Those that live off but work on federal property need to be sorted by federal property.

PLEASE NOTE those that live off but work on federal property can be counted for eligibility but won't be funded since we don't meet that threshold of 1076 students.

Ineligible
Form

Incomplete
Form

Need Add'l
Documentation



Ex: Retired military, civilians worked on federal property out of state, postal workers

Ex: Orders for Reserves or National Guards, IEP for SPED students

