

Dear School Leaders and Data Submissions Contacts,

As you will see in our upcoming newsletter (and as data submissions contacts will be seeing in our weekly update email), CSI is planning to apply for federal Impact Aid dollars on behalf of all CSI schools again this year.

As we prepare to apply this school year, I wanted to provide some important reminders and updates about the process:

- **In order to meet the minimum threshold for funding, CSI needs ~450 federally connected students with completed survey forms.** We were extremely close to this threshold last year, and with the continued growth in several of our schools, we should have no problems reaching this if all schools participate as applicable.
- Schools should share out the Impact Aid Cover Letter and Form **on/after the October 1** to any families with children enrolled at their schools on October 1st. **(Please do NOT share the form out prior to October 1.)**
 - This year, **we are encouraging schools to use a cover letter that explicitly requests that *only* families who believe they meet the criteria complete and return the form.** (This will cut down on work for both families AND for school staff.)
 - We will continue to offer two [form options](#):
 - **Printable form.** Like in past years, this form can be printed with the school name on top and even pre-populated prior to handing out to families using your SIS data. If families believe they meet the criteria, they would complete this form, sign, and submit to the school.
 - **Electronic form.** We will also offer an electronic fillable form with HelloSign digital signature again this year. Again, families who believe they meet the criteria would complete this form electronically, sign digitally, and it would be directly submitted to CSI. (In this case, I'll share these forms with the appropriate school via FileZilla.) **If you would like families to have the option to use an online form, please let me know by September 24, 2021.**
 - Consider making use of parent/teacher conferences and other opportunities this fall to follow up with families who are eligible but haven't submitted a completed form.
- Schools should then use the guidance provided in the [webinar training](#) and instructions within the CSI cover sheet to review forms for completeness, and to identify and collect any necessary additional documentation (IEPs, National Guard orders).
 - Should schools be interested, we can schedule a 'sorting party' (potentially virtually) in early December. This will be a work session for schools that would like to use the time to review their forms for determining eligibility and sorting by eligibility type.
- Completed forms and necessary documentation should be submitted to CSI **by December 10th** so CSI can also review documentation and complete the application.

For a complete list of Impact Aid training resources, including the webinar and survey forms, please visit CSI's website: <https://resources.csi.state.co.us/impact-aid/>.

Please don't hesitate to call or email with questions or concerns!

Thank you in advance for your help,