**[Insert School Letterhead]**

Information about Completing the Family Economic Data Survey (FEDS) Form

**[This template document is intended for schools that do not participate in federal meal programs to communicate information to families about completing the state Family Economic Data Survey. Schools are welcome to tailor this template letter to meet their needs. Bold/highlighted text should be replaced with customized information or removed prior to sending to families.]**

Dear Parent/Guardian:

Welcome to the 2022-2023 school year! We are writing to share information about one of the annual forms we encourage all families to complete at the beginning of each the school year: the Family Economic Data Survey (FEDS) form.

By filling out this form, you are helping to ensure that your school receives any additional state funding to which it is entitled, based on the population of students served by the school. Additionally, families may receive additional benefits by completing this form, such as

1. **Waiving Student Fees:** As stated in our school policy, all mandatory fees, fines, and charges, including transportation fees, shall be waived for students that qualify for free- or reduced-price lunch upon request.
2. **Comcast Broadband Opportunity:** Comcast’s Internet Essentials program includes low-cost high-speed internet service for as little as $9.95/month, the option to purchase low-cost computers, free WiFi hotspots, and free internet training for families that qualify for free or reduced-price lunch. [Learn more here (*could be subject to change*): <https://internetessentials.com/>]
3. **[Add other school- or community-specific benefits]**

**[If your school is printing this as part of a packet use this paragraph; if your school is providing this letter electronically, use the following paragraph]** This packet includes the Family Economic Data Survey Form and Instructions for completing it. You can also find applications **[Insert Locations]** or apply online at **[Insert Webpage].**

**[If your school is providing this letter electronically, use this paragraph; if your school is printing this as part of a paragraph, use the previous paragraph.]** You can access the Family Economic Data Survey Form here: https://resources.csi.state.co.us/feds-application/. You can access instructions for completing the form here: https://resources.csi.state.co.us/family-instructions-for-completing-feds/. You can also find applications **[Insert Locations]** or apply online at **[Insert Webpage].**

We encourage your family to complete this form and send it back to **[Name, Phone Number, E-mail]** by **[Date to ensure your school has time to process/update SIS data prior to Count Day].** *State rules require that forms be signed on or after July 1 for the upcoming school year, so please do not sign and return prior to that date.*

If you have other questions or need help, contact **[Name, Address, Phone Number, E-mail]**

Sincerely,

**[Signature]**