



## At-Risk Funding Guidance for 2021-2022

Household Economic Survey form

Category	Question and Answer
<p><b>Available Forms</b></p>	<p>Q - Will National School Lunch Applications for Free and Reduced Price School Meals be available to use for school finance in SY2021-22, or do we have to use KSDE's Household Economic Survey?</p> <p>A - All students will eat free, therefore, National School Lunch Applications for Free and Reduced-Price School Meals will not be available. The KSDE Household Economic Survey form must be completed for At-risk funding if a child cannot be directly certified.</p>
	<p>Q - Will there be a Spanish version of the Household Economic Survey available?</p> <p>A - Yes, a Spanish version is posted on the school finance website under "<a href="#">What's New</a>".</p>
	<p>Q - Is there a letter available to send to households to let families know they will not need to fill out the National School Lunch Application for Free and Reduced Price Meal Benefits?</p> <p>A - A sample letter is provided on the school finance website.</p>
	<p>Q - Where can we access the Household Economic Survey?</p> <p>A - The Household Economic Survey is located on the school finance website under "<a href="#">What's New</a>".</p>
	<p>Q - Do we need a consent for disclosure to share an individual child / families' information for reduced fees or other programs based on information obtained from the Household Economic Survey?</p> <p>A - In our opinion, the information from the Household Economic Survey form can be used by the school district if the parent applies for free or reduced fees.</p>
<p><b>Confidential Household Income</b></p>	<p>Q - Does the actual income amount of a household have to be listed on the Household Economic Survey or can households report household income using a chart indicating an income range to confirm eligibility?</p> <p>A - The Household Economic Survey must reflect the actual income of the household. Districts should communicate with parents the purpose of the form is to generate at-risk funding and does not impact the free meals they will receive.</p>
	<p>Q - In normal years, the income eligibility guidelines have been posted in the KN-CLAIM. Will this information be provided? If so where can we locate this information?</p> <p>A - The income eligibility guidelines for SY 2021-22 will be effective beginning July 1<sup>st</sup> and will be made available on the KSDE School Finance website around July 1<sup>st</sup>.</p>

<p><b>Confidential Household Income</b></p>	<p>Q - Some parents do not like to share their actual income, is this information confidential?</p> <p>A - The information on the Household Economic Survey form is confidential information. Just like the USDA Application for Free and Reduced Meal Benefits, the Household Economic Survey should be viewed only by the person(s) designated by the local board of education.</p>
<p><b>Household Economic Survey Information</b></p>	<p>Q - Do families have to physically fill out and turn in the Household Economic Survey form on paper or can it be completed and signed electronically by the household?</p> <p>A - The Household Economic Survey can be completed on paper or electronically.</p> <hr/> <p>Q - For the electronic signature block, our student information system allows us to add a box for parents to type their names into, and we note the words "completing this box acts as my electronic signature" underneath - is that sufficient for the form's requirements? Or do we need to use an electronic delivery system, such as DocuSign, to collect them?</p> <p>A - Districts are allowed to accept an electronic or handwritten signature on the Household Economic Survey. It is not necessary to use an application such as DocuSign.</p> <hr/> <p>Q - Can the Household Economic Survey form that is posted be edited?</p> <p>A - The Household Economic Survey form should not be modified.</p> <hr/> <p>Q - Can we provide the Household Economic Survey to families during Spring enrollment for the next school year, or should we wait to distribute?</p> <p>A - New eligibility guidelines are effective on July 1. The district should begin collecting the Household Economic Survey information after July 1.</p> <hr/> <p>Q - Can we make the Household Economic Survey required if it's in our online enrollment packet?</p> <p>A - The Household Economic Survey can be a part of your district's online enrollment packet, however requiring a student to complete the Household Economic Survey in order to enroll is not allowable under the law.</p> <hr/> <p>Q - I am concerned that with all students receiving free meals for SY 2021-22, some families that are comfortable completing the Application for Free and Reduced Price Meal Benefits through our Food Service department may be hesitant to complete the Household Economic Survey without some further assurances that information will be kept strictly confidential. Also, can we add language that says completion of the Household Economic Survey is necessary to be eligible for waived fees from our USD.</p> <p>A - Confidentiality must be followed and the USD should develop strict guidelines, just like the Application for Free and Reduced Price School Meal Benefits. USDs can provide information on the board policy concerning waiving fees as long as it is not on the Household Economic Survey form.</p>

<p><b>Household Economic Survey Information</b></p>	<p>Q - Will I need to create a "Letter to Families" who qualify for lowered school fees based on the Household Economic Survey?                  A - That will be a local decision on how to handle that communication with families.</p>
<p><b>30 day Carryover Provision</b></p>	<p>Q - What happens if a family completed an Application for Free and Reduced Price School Meal Benefits in SY 2020-21, but then submits the Household Economic Survey form? How do we determine which form to use if both are submitted?                  A - The USD must use the latest form submitted and signed by the parent.</p> <p>Q - If a parent fills out Household Economic Survey prior to July 1st, will it carryover to the 2021-2022 school year for 30 school days like the former Application for Free and Reduced Price Meal Benefits did?                  A - If the parent fills out the Household Economic Survey form prior to July 1,2021 and they are approved for at risk funding, that eligibility determination would remain valid for the first 30 operating days for the 2021-22 school year. However, KSDE is recommending schools wait until July 1<sup>st</sup>, when the new eligibility guidelines are in effect to ask household to complete the Household Economic Survey form.</p>
<p><b>Direct Certification of Students</b></p>	<p>Q - Do we still have to directly certify students for 2021-2022?                  A - Yes.</p> <p>Q - If I have a family come in and say they receive food assistance benefits and they give me what looks to be a valid case number, but aren't on the direct certification list, should I go ahead and certify them as categorically eligible?                  A - No, the Household Economic Survey does not allow for a case number to be provided. If a household cannot be directly certified the household would need to be instructed to complete the Household Economic Survey.</p> <p>Q - Will we still have the Letter to Household about Direct Certification to mail out to those families who are directly certified?                  A - Yes. KSDE Child Nutrition and Wellness (CNW) has updated the template letter to households about direct certification, which can be found on the checklist tab in KN-CLAIM for PY2022.</p>
<p><b>Student Meal Balances</b></p>	<p>Q - Should School Food Authorities (SFAs) that elect to operate the Seamless Summer Option (SSO) during SY 21-22 refund families the balances that are in student meal accounts since all students will be eating free next school year?                  A - SFAs must always refund student meal account balances upon household request. During the 2021-2022 school year, SFAs could choose to refund all remaining balances in student meal accounts. However, this is a local level decision. SFAs that offer a la carte options may have families that want funds to remain in their students' accounts. It is important that any refunds be well documented and SFAs should check with their CPA to determine the best method in which to refund the account balances.</p>

<p><b>Use of Food Service Staff</b></p>	<p><b>Q</b> - Can the USD use food service staff to review and approve the Household Economic Survey form?</p> <p><b>A</b> - Food service staff can review Household Economic Survey form providing that time spent reviewing and determining the Household Economic Survey is paid by funds other than food service, such as the General Fund. Using ESSER funds is allowable, providing the USD has approval to use those funds for that purpose.</p>
<p><b>Verification Process</b></p>	<p><b>Q</b> - If food service staff are reviewing and processing the Household Economic Survey, is there a recommended amount to pay the food service fund with non-food service funds?</p> <p><b>A</b> - Food service staff should document the hours spent processing the Household Economic Survey and the time spent should be paid with non- food service funds.</p> <p><b>Q</b> - Will districts have to do verification on the Household Economic Survey forms for purposes of at-risk funding?</p> <p><b>A</b> - Yes, the same verification requirements are in place with the Household Economic Survey form as were required with the National School Lunch Program. Districts will be required to verify 3% of Household Economic Survey forms.</p> <p><b>This verification process must be completed by November 15.</b></p>

For more information, contact:

S. Craig Neuenswander, Ed. D.  
Deputy Commissioner  
Fiscal and Administrative Services

Director  
School Finance  
(785) 296-3872



Kansas State Department of Education  
900 S.W. Jackson Street, Suite 102  
Topeka, Kansas 66612-1212  
[www.ksde.org](http://www.ksde.org)

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