

Instructions/Guidelines for Family Household Surveys

Who should I include in “Household Size”?

You must include yourself and all people living in your household who share income and expenses. These household members could include people who are related or not (for example, children, grandparents, other relatives, or friends) who share income and expenses. If you live with other people who are economically independent (for example, who do not share income with your children, and who pay a pro-rated share of expenses), do *not* include them.

What is included in “Annual Household Income”?

Add up income for all members of the household. Annual household income includes the following:

- **Gross earnings from work:** Use your gross income, *not* your take-home pay. Gross income is the amount earned before taxes and other deductions. This information can be found on your pay stub or if you are unsure, your supervisor can provide this information. Net income should only be reported for self-owned business, farm, or rental income.
- **Welfare, Child Support, Alimony:** Include the amount each person living in your household receives from these sources.
- **Pensions, Retirement, Social Security, Supplemental Security Income (SSI), Veteran’s benefits (VA benefits), and disability benefits:** Include the amount each person living in your household receives from these sources.
- **All Other Income:** Include worker’s compensation, unemployment or strike benefits, regular contributions from people who do not live in your household, and any other income received. Do not include income from WIC, federal education benefits and foster payments received by anyone in your household.
- **Military Housing Allowances and Combat Pay:** Include off-base housing allowances. *Do not* include Military Privatized Housing Initiative or combat pay. If the combat pay is received in addition to his/her basic pay because of his/her deployment and it wasn’t received before s/he was deployed, combat pay is not counted as income.
- **Overtime Pay:** Include overtime pay **ONLY** if you receive it on a regular basis.

How do I report income received monthly, twice a month, every two weeks, or weekly?

- Determine each source of household income based on above definitions. Households that receive income at different time intervals must multiply their income as follows:
 - If paid monthly, multiply total pay by 12
 - If paid twice per month, multiply total pay by 24
 - If paid bi-weekly (every two weeks), multiply total pay by 26
 - If paid weekly, multiply total pay by 52

If your income changes, include the wages/salary that you regularly receive. For example, if you normally make \$1,000 each month, but you missed some work last month and made \$900, put down that you made \$1,000 per month. Only include overtime pay if you receive it on a regular basis. If you have lost your job or had your hours or wages reduced, enter zero or your current reduced income.

Completing the form

- Determine your household size and write this information in Section B on Page 3.
- Add all of the income sources for all members of the household together to determine the total annual household income.
- In the same row as your household size, fill in the bubble below the range in which your total annual household income falls.
- If your household size is 9 or more, write in the household size and total annual household income in the spaces provided.
- **Sign, date, and print your name in Section C before returning the form to the school.**

Please refer to page 1 for instructions/guidelines to complete this form.

SECTION A: Student Information

Last Name

First Name

Grade

Birthdate (MM/DD/YYYY)

Teacher or Room #
(optional)

Student SIS ID# (10-digit, Office use only)

SECTION B: Household Information

Step 1: What is your household size? _____ individuals

Refer to the guidelines on page 2.

Step 2:

In the **same row** as your household size, completely fill in the bubble below the income range that matches the total annual income of your household. Include the total annual income for all members of the household before taxes and deductions.

Example: If your household size is 4 and your total annual income is \$48,050 you would bubble in the range \$0- \$52,337.

\$0 - \$52,337	<input checked="" type="radio"/>
----------------	----------------------------------

If household size is 2 ...	\$0 – \$24,609	\$24,610 - \$35,021	\$35,022 or more
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
If household size is 3 ...	\$0 – \$31,070	\$31,071 - \$44,215	\$44,216 or more
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
If household size is 4 ...	\$0 – \$37,531	\$37,532 - \$53,410	\$53,411 or more
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
If household size is 5 ...	\$0 – \$43,992	\$43,993 - \$62,604	\$62,605 or more
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
If household size is 6 ...	\$0 – \$50,453	\$50,454 - \$71,799	\$71,800 or more
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
If household size is 7 ...	\$0 – \$56,914	\$56,915 - \$80,993	\$80,994 or more
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
If household size is 8 ...	\$0 - \$63,375	\$63,376 - \$90,188	\$90,189 or more
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

If household size is **9 or more**, please write in Total Annual Income:
\$ _____

SECTION C: Parent/Guardian Signature

Step 3: By signing below, I promise that the information provided on this form is true and that I included all income. I understand that the school may receive state and federal funds based on the information I provide and that the information could be subject to review.

X

Parent/Guardian Signature

Date

Printed Name of Parent/Guardian

The information submitted on this form is a confidential educational record and is therefore protected by all relevant federal and state privacy laws that pertain to education records including, without limitation, the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended (20 U.S.C. § 1232g; 34 CFR Part 99).