

Determining Income Eligibility

Acceptable documentation of income shall include a copy of one of the following:

- A month's worth of paystubs dated within the past 30 days
- W-2 forms (current or previous year)
- Income Tax forms (current or previous year)
- Schedule C or Schedule F (for self-employed – current or previous year)
- Free and reduced lunch form showing income amount if verified by school district
- Documentation from DHS caseworker showing family gross income is less than 200% FPL
- Signed and notarized statement that the parent has zero income
- A month's worth of unemployment stubs

| 2022 Family Poverty Level (FPL) Guideline * | | | |
|-----------------------------------------------------------------------------------------------------|--------------------|--------------------|--------------------|
| Family Size | 100% of FPL | 150% of FPL | 200% of FPL |
| 1 | \$13,590.00 | \$20,385.00 | \$27,180.00 |
| 2 | \$18,310.00 | \$27,465.00 | \$36,620.00 |
| 3 | \$23,030.00 | \$34,545.00 | \$46,060.00 |
| 4 | \$27,750.00 | \$41,625.00 | \$55,500.00 |
| 5 | \$32,470.00 | \$48,705.00 | \$64,940.00 |
| 6 | \$37,190.00 | \$55,785.00 | \$74,380.00 |
| 7 | \$41,910.00 | \$62,865.00 | \$83,820.00 |
| 8 | \$46,630.00 | \$69,945.00 | \$93,260.00 |
| <i>For families/households with more than 8 persons, add \$4,720.00 for each additional person.</i> | | | |

In a two-parent household, BOTH incomes must be verified. If one parent is not employed at the time of enrollment, then the following can be used to document zero income:

- Jointly filed tax forms
- A signed, notarized statement of zero income from the non-employed parent plus income documentation on employed parent

You must verify the income of stepparents who are living in the home.

The following cannot be used as income documentation:

- Child Support
- Social Security payments
- Disability payments - If this is the only income a parent receives, then they must submit another form of income verification, such as a signed, notarized statement.

Acceptable documentation of age is a copy of the birth certificate or other official record of age. If the child does not have a birth certificate, please the guidelines of the local district in such instances.

Age-eligible children who fall into one of the following categories are income-exempt and automatically qualify, if the parent/guardian supplies satisfactory documentation from the list below

- Foster child (at time of enrollment) a. Court record b. Documentation from DHS
- Child has incarcerated parent (during child's lifetime)
 - a. Law enforcement
 - b. Court document
 - c. Documentation from Department of Corrections website
- Child Support
- Child is in the custody of or living with family member other than father or mother (at time of enrollment)
 - a. Court record
 - b. Documentation from DHS
 - c. Notarized statement from family member that the child is living with them and neither parent is residing in the home.
- Child has immediate family member arrested for or convicted of drug-related offenses (within the lifetime of the child)
 - a. Law enforcement
 - b. Court document
 - c. Documentation from Department of Corrections website
 - d. Newspaper article
- Child has parent activated for (may be stateside /out of state or overseas, and must be a minimum of 30 days duration) overseas military duty (at time of enrollment)
 - a. Deployment Orders
 - b. Letter from Department of Defense notifying that parent will be deployed follow your local school district's policy in this matter.