|  |  |  |
| --- | --- | --- |
|  | **Section/Action** |  |
| **Steps** | **Membership** | **Completed** |
| 1. | Create cover page documents supporting membership |  |
| 2. | Provide verification of current year membership on the survey date.  |  |
| 3. | If you claim tuition in or out children, provide the name, grade, and school name for each child in these categories. |  |
| 4. | Provide a copy of the tuition agreement with the other LEAs. |  |
| **Steps** | **CWD Expenditures** | **Completed** |
|  | Create cover page documents supporting CWD expenditures. |  |
|  | Provide an annual financial report with the numbers used to complete the Impact Aid application. Please highlight and add a note identifying the line to which they refer. |  |
| **Steps** | **Construction Expenditures** | **Completed** |
|  | Create cover page documents supporting construction expenditures. |  |
|  | Provide an annual financial report with the numbers used to complete the Impact Aid application. Please highlight and add a note identifying the line to which they refer. |  |
| **Steps** | **“Live-On Work-On” Category A(i)** *Children who reside on federal property and whose parents are employed on federal property* | **Completed** |
|  | Create cover page for each property in the category.  |  |
|  | Source Checks (SC) or Parent Pupil Survey Forms (PPSF) sorted by federal property |  |
|  | SC and PPSF for the property are in alphabetical order by child’s last name |  |
| **Steps** | **“Foreign Military” Category A(ii)***Children who reside on federal property and have a parent that is both an officer in a foreign military and a foreign government official* | **Completed** |
|  | Create cover page for each property in the category. |  |
|  | SC or PPSFs sorted by Federal property |  |
|  | SC and PPSF for the property are in alphabetical order by child’s last name |  |
|  | Denote PPSF or SC to indicate that the child on the form is a child with a disability (CWD). You can highlight the name or put an asterisk to identify the child as CWD.  |  |
|  | Certified list by CWD coordinator for children with IEPs or IFSPs with the date the plan was signed. |  |
|  | For foreign military, evidence the service member was both a foreign military official AND a foreign government official. Include country of service.  |  |
| **Steps** | **“Uniformed Services Live-On” Category B***Children who reside on federal property and have a parent in the active duty uniformed services* | **Completed** |
|  | Create cover page for each property in the category. |  |
|  | SC or PPSFs sorted by federal property. |  |
|  | SC and PPSF for the property are in alphabetical order by child’s last name. |  |
|  | Denote PPSF or SC to indicate that the child on the form is a CWD. You can highlight the name or put an asterisk to identify the child as CWD. |  |
|  | Certified list by CWD coordinator for children with IEPs or IFSPs with the date the plan was signed. |  |
|  | For National Guard and Reserves provide a copy of the service members orders or certification that they were called up under Title 10 as of the survey date.  |  |
|  | For low rent housing, a certification from HUD official that the housing claimed is funded under the Housing Act of 1937. |  |
| **Steps** | **“Indian Lands” Category C***Children who reside on eligible Indian lands* | **Completed** |
|  | Create cover page for each property in the category. |  |
|  | SC or PPSFs sorted by federal property. |  |
|  | SC and PPSF for the property are in alphabetical order by child’s last name. |  |
|  | For children residing on Indian lands, provide certification from a BIA or Tribal official that the lands are eligible Indian lands (Trust or restricted status, etc.). |  |
|  | A certification from the tribe stating that the child resided in Indian lands on the survey date. |  |
|  | Denote PPSF or SC to indicate that the child on the form is a CWD. You can highlight the name or put an asterisk to identify the child as CWD. (The new SC has a column to mark CWD. No need for a separate action if the LEA used the new SC.) |  |
|  | Certified list by CWD coordinator for children with IEPs or IFSPs with the date the plan was signed. (The new SC have a signature block for CWD. No need for a separate list if the LEA used the new SC.) |  |
| **Steps** | **“Uniformed Services Live-Off” Category D(i)***Children who DO NOT live on federal property and have a parent in the active duty uniformed services.*  | **Completed** |
|  | Create cover page for each property in the category. |  |
|  | SC or PPSFs sorted by federal property. |  |
|  | SC and PPSF for the property are in alphabetical order by child’s last name. |  |
|  | Denote PPSF or SC to indicate that the child on the form is a CWD. You can highlight the name or put an asterisk to identify the child as CWD. |  |
|  | Certified list by CWD coordinator for children with IEPs or IFSPs with the date the plan was signed. |  |
|  | For National Guard and Reserve on Table 5, provide a copy of the service member’s orders or certification that they were activated under Title 10 as of the survey date. |  |
| **Steps** | **“Foreign Military Live-Off” Category D(ii)***Children who DO NOT reside on federal property and have a parent that is both an officer in a foreign military and a foreign government official* | **Completed** |
|  | Create cover page for each property in the category. |  |
|  | SC or PPSFs sorted by federal property |  |
|  | SC and PPSF for the property are in alphabetical order by child’s last name |  |
|  | Denote PPSF or SC to indicate that the child on the form is a child with a disability (CWD). You can highlight the name or put an asterisk to identify the child as CWD.  |  |
|  | Certified list by CWD coordinator for children with IEPs or IFSPs with the date the plan was signed. |  |
|  | For foreign military, evidence the service member was both a foreign military official AND a foreign government official. Include country of service.  |  |
| **Steps** | **“Low Rent Housing” Category E***Children who reside in eligible Low Rent Housing (LRH)* | **Completed** |
|  | Create cover page for each property in the category. |  |
|  | SC or PPSFs sorted by federal property. |  |
|  | SC and PPSF for the property are in alphabetical order by child’s last name. |  |
|  | Do not include any Annual Contract Contributions (ACC), Housing Choice Voucher Program (HCVP), Residential Assistance Demonstration (RAD), Section 8, Low Income Tax Credit (LITC) Housing, market rate housing, or privately owned housing. |  |
|  | If LEA used PPSF, a list of addresses and Asset Management Project number for each housing project funded under the Housing Act of 1937 (not including the programs above) from the local housing authority. |  |
| **Steps** | **“Live-On Only” Category F***Children who reside on federal property but NOT Low Rent Housing* | **Completed** |
|  | Create cover page for each property in the category. |  |
|  | SC or PPSFs sorted by federal property. |  |
|  | SC and PPSF for the property are in alphabetical order by child’s last name. |  |
| **Steps** | **“Live-Off Only” Category G***Children with a parent who work on federal property*  | **Completed** |
|  | Create cover page for each property in the category. |  |
|  | SC or PPSFs sorted by federal property. |  |
|  | SC and PPSF for the property are in alphabetical order by child’s last name. |  |
| **Steps** | **Charter Schools** | **Completed** |
|  | Create cover page that identifies Charter School documentation. |  |
|  | Provide a letter from your state showing that your LEA is a charter school in good standing with the state. |  |