United States Department of Education

Office of Elementary and Secondary Education

**EDSEALC**

May 11, 2020

Dear Impact Aid Applicant:

We have selected your school district’s fiscal year (FY) 2021 Impact Aid Program Section 7003 application for a remote review. Please respond to this request as soon as possible, but no later than June 30, 2020. **The Impact Aid Program cannot approve your FY 2021 application for payment until we have completed the review of all of the supporting documentation.**

Attached you will find the documentation checklist and the actions you need to take to upload the documents in the Impact Aid Grant System (IAGS) where you submitted your FY 2021 application. As a reminder, your user name is your email address in all lower case. If you do not remember your password, simply click “forgot password” to create a new one.

General Document Preparation

1. Group children’s survey or source check forms by category. Please see [Appendix 1](#Categories) for category descriptions.
2. Within each category, group survey or source check forms by property claimed.
3. Sort forms within each property grouping in alphabetical order by the students last name.
4. Create and upload a single document including all forms for each property.
5. See [Appendix 2](#Checklist) for a checklist of all required actions.

Reminders

* Highlight or denote survey forms or source check forms for children with disabilities.
* Upload copies of orders for parents on active duty in the National Guard or Reserves.
* Complete physical addresses must be listed. Do not upload forms showing post office boxes.
* Bureau of Indian Affairs and Tribal certifications are required for children residing on Indian lands.
* If claiming children residing in low rent housing, the supporting documentation must include the HUD project number, the project name, and the address of the property.
* If the parent is a foreign military officer, provide the name of the foreign government in addition to the branch of service and rank or grade,.

We appreciate your prompt response and assistance in assembling all of these documents in the manner requested. Should you have any questions regarding this request, please contact your state analyst. State analysts are listed at <https://impactaid.ed.gov/iap_staff/> .

Sincerely,

The Impact Aid Program

# Appendix 1 –Categories

|  |  |  |  |
| --- | --- | --- | --- |
| ***Federal Connection*** | | | |
| **Category** | **Student** | **Parent** | **Weight** |
| A(i) | Resides on federal property | Civilian who works on federal property in the LEA | 1.00 |
| A(ii) | Resides on federal property | Foreign military officer and accredited foreign gov’t official | 1.00 |
| B | Resides on federal property | Is in U.S. uniformed service | 1.00 |
| C | Resides on Indian Lands |  | 1.25 |
| D(i) | Does not reside on federal property | Is in U.S. uniformed service | 0.20 |
| D(ii) | Does not reside on federal property | Foreign military officer and accredited foreign gov’t official | 0.20 |
| E | Resides in Low Rent Housing | Does not work on federal property | 0.10 |
| F | Resides on federal property | Civilian who does not work on federal property | 0.05 |
| G(i) | Does not reside on federal property | Works on federal property in same county as LEA | 0.05 |
| G(ii) | Does not reside on federal property | Works on federal property in same state as LEA | 0.05 |

# Appendix 2 –Field Review Checklist

|  |  |  |
| --- | --- | --- |
|  | **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. |  |