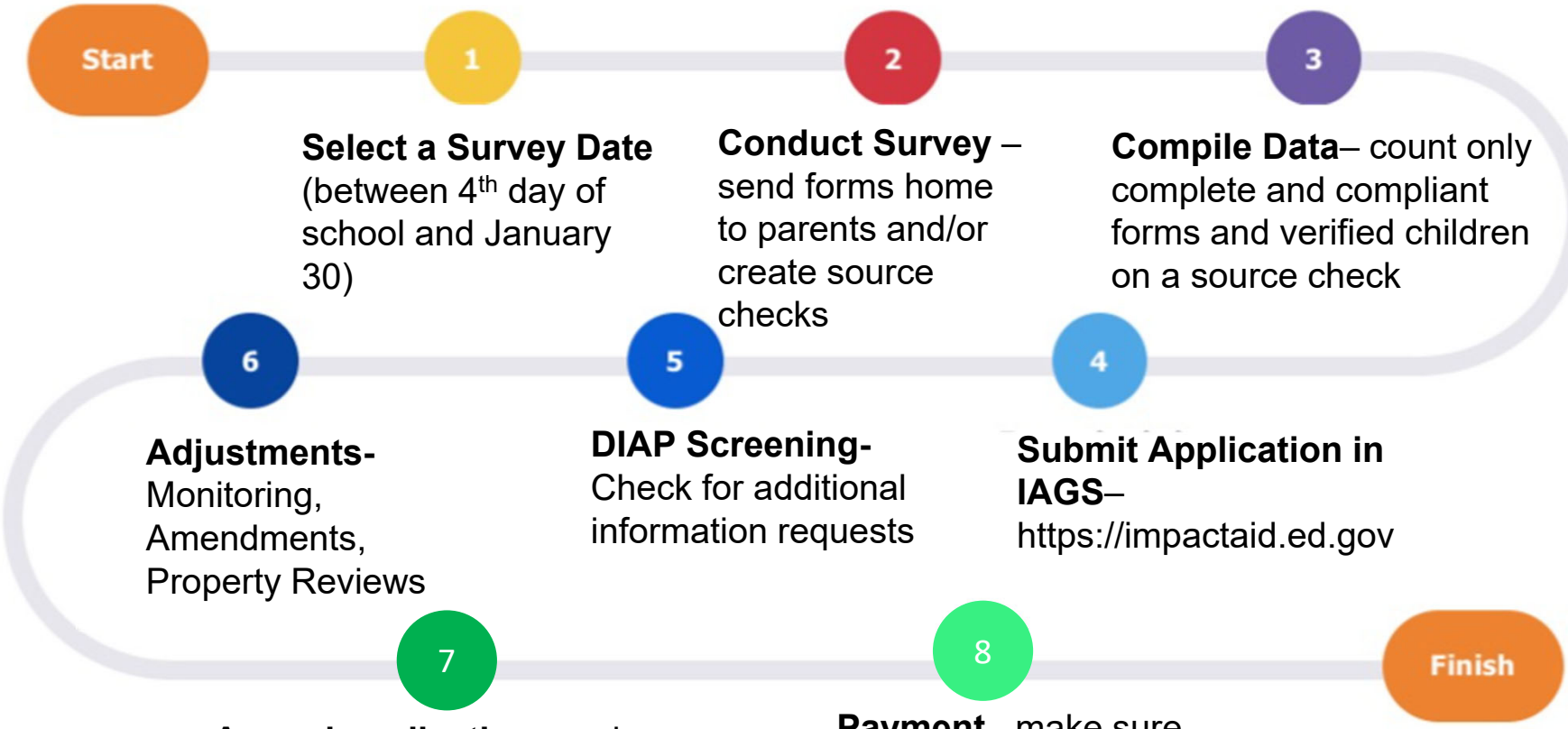
HOW TO CONDUCT AN IMPACT AID SURVEY

U.S. DEPARTMENT OF EDUCATION

TODAY'S AGENDA

- Process Overview
- Considerations
- How Do I Survey?
- What Do I Do with the Results?

Section 7003 Process Overview



CATEGORY WEIGHTS IN PAYMENT FORMULA

Residency Status	Description	Category	Eligibility
Resides on Federal property	Civilian who works on federal property in the LEA	A(i)	**3% or 400 in ADA, whichever is less**
Resides on Federal property	Foreign military officer & accredited foreign gov't official	A(ii)	
Resides on Federal property	Is in U.S. Uniformed Service	B	
Resides on Indian Lands	Resides on Indian Lands	C	
Does not reside on Federal property	Is in U.S. Uniformed Service	D(i)	
Does not reside on Federal property	Foreign military officer and accredited foreign gov't official	D(ii)	
Resides in Low Rent Housing	Does not work on Federal property	E	
Resides on Federal property	Civilian who does not work on Federal property (NOT LRH)	F	**10% or 1,000 in ADA, whichever is less.**
Does not reside on Federal property	Works on Federal property in same county as LEA	G(i)	
Does not reside on Federal property	Works on Federal property in same state as LEA	G(ii)	

WHEN DO I SURVEY?

Consider the following to choose the best annual survey date

01 Date Range

Pick a date between the 4th day of school and January 30th (34 CFR 222.33)

02 Mandatory Count Date?

Does your state already have a mandatory count date? If yes, is it convenient to survey for Impact Aid at the same time?

03 Fluctuating membership?

Does your federally-connected membership fluctuate over the year? Try to target your survey date when your federally-connected population is at its highest.

WHO DO I SURVEY?

On the survey date, collect information about…

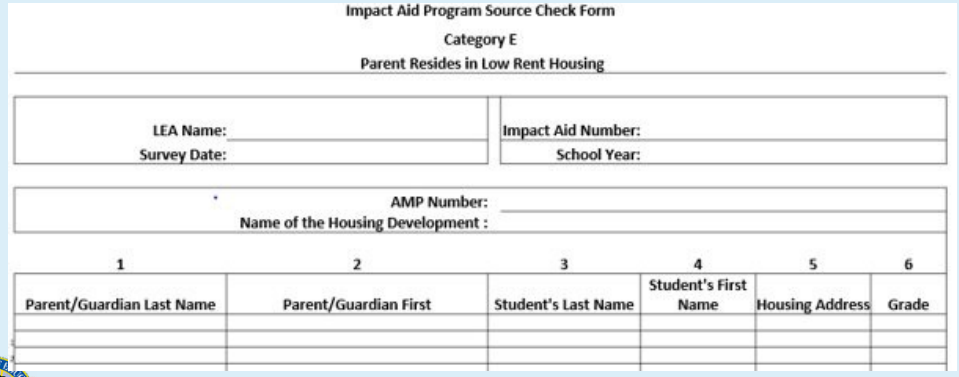
1	**Total membership**	Count the children enrolled in your school district ON THE SURVEY DATE
2	**Tuition-in children**	Count the children for which the LEA **IS RECEIVING** a tuition payment (whether Federally connected or not). These children will be subtracted from your LEA's enrollment to determine membership.
3	**Tuition-out children**	Count the children for which the LEA **PAYS** another LEA to educate (whether Federally connected or not). These children will be added to your LEA's enrollment to determine membership.
4	**Federally-Connected children**	Count the number of federally-connected children in your LEA's membership
5	**Children with an active Individualized Education Program (IEP)**	Certain Federally connected children with active IEPs are eligible for additional special education dollars under Section 7003(d).

TWO ACCEPTABLE FORMS

Source Check Forms

Lists all children that the school district thinks are in a certain category, then LEA takes the form to a certifying official (Partner in Action) to certify information as of the survey date.

WORKS BEST FOR: children living on Indian lands & Low rent housing



Impact Aid Program Source Check Form

Category E

Parent Resides in Low Rent Housing

LEA Name:	Impact Aid Number:
Survey Date:	School Year:

AMP Number:

Name of the Housing Development :

1	2	3	4	5	6
Parent/Guardian Last Name	Parent/Guardian First	Student's Last Name	Student's First Name	Housing Address	Grade

AND/
OR

Parent-Pupil Survey (PPS) Forms

Forms are sent to the parents (emailed and/or sent home with the students).

WORKS BEST FOR: parents in the military or working on Federal property

SAMPLE Impact Aid Program Survey Form SAMPLE

The survey date is _____

All boxes must be filled in with complete information if applicable

STUDENT INFORMATION

Student's Last Name | First Name | M.I. | Date of Birth | Grade | School Name

Address | City | State | Zip Code

If the above property is a federal property, enter the name of the property | Name of federal property

Fill in the above boxes with complete and accurate information

PARENT/GUARDIAN EMPLOYMENT INFORMATION: CIVILIAN

Enter information in this section regarding the parent/guardian if 1) neither parent/guardian with whom the student resided was on active duty in the Uniformed Services of the United States and 2) either parent/guardian with whom the student resided was employed on federal property, or 3) either the parent/guardian reported to work on federal property on the survey date. Enter the parent/guardian's name as it appears on the employer's payroll record.

Parent/Guardian's Last Name | First Name and M.I. | Name of Parent/Guardian's Employer

Address of Parent/Guardian's Employer | City | State | Zip Code

Name of federal property

Address of federal property | City | State | Zip Code

Fill in the above boxes with complete and accurate information

HOW DO I CHOOSE?

Source Check Form:

suggested for children residing on Indian lands or low rent housing.

PPS Form:

suggested for civilian and uniformed services membership.

PROS:

Source Check Form:

1. One form captures all the children for that property.
2. Easy to use and deliver.

PPS Form:

1. Best way to count children that you cannot get a certifier to sign

   (*e.g.* military does not generally like to sign source checks).

CONS:

Source Check Form:

1. Burdensome for certifiers.
2. Requires planning and cooperation with certifiers.

PPS Form:

1. May involve a lot of paper
2. Delivery system is mostly children
3. The rate of return can be low

FAQ

Can I use both types of forms?

YES

Many LEAs have different types of children and may use a PPS survey for one category and a source check for another.

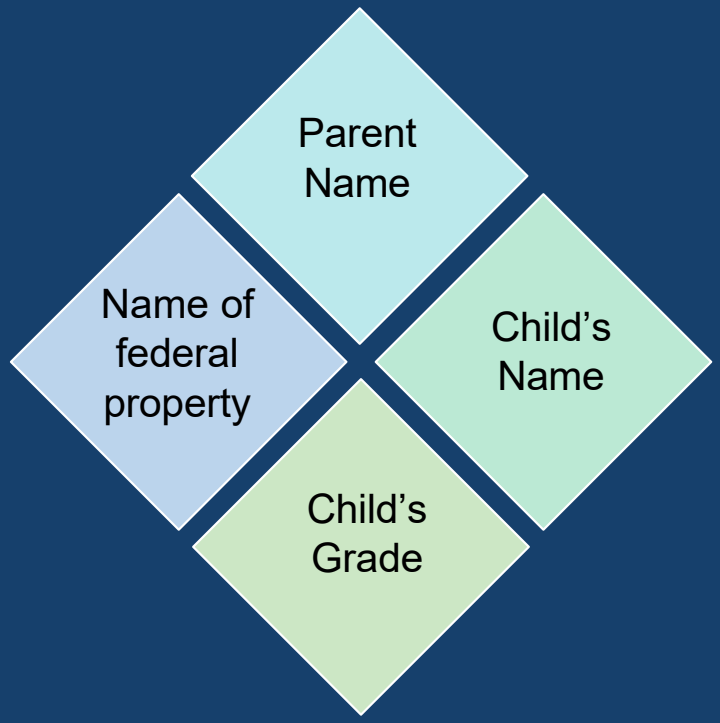
Does paper need to be involved?

NO

For more information about Electronic Data Collection:
https://impactaid.ed.gov/resources/#edc

SOURCE CHECK INFORMATION

Essential Components of all Source Checks:



Category-Specific Components:

Indian Lands	Address of the individual property. BIA prefers the use of legal descriptions or tract numbers.
IEP	If the student has an ACTIVE IEP on the survey date, put the IEP date in the IEP Column.
Certifications	You must have your source checks signed EVERY YEAR!!!
Low Rent Housing	You must include the property address for each child & the Asset Management Project number for that property.

SOURCE CHECK CREATION

Remember: One Source Check per Property per Category!

For children that reside on trust property, you need:

- Category C Source Check

For children's parents who work for Cherokee Nation, you need:

- Category G Source Check for Cherokee Nation (employer)

*****Children living on Indian lands receive the maximum weight in the payment formula. You will not get additional funds for showing that the parent also works on Indian lands.*****

For civilian employees on Ft. Hood working for SAIC and General Dynamics, you need:

- Category G Source Check for SAIC
- Category G Source Check for General Dynamics

For military that lives on Quantico & military that live outside Quantico, you need:

- Category B source check (living on base)
- Category D(i) source check (living off base)

WHICH INDIAN LANDS SOURCE CHECK IS RIGHT FOR YOU?

1 Trust or Restricted

Most common Indian lands property type.
If the land is held in trust or has restrictions on the sale or mortgage of the property, this is the right form.

2 OK Tribal Treaty Land

Housing owned by an IHA and provided as Low-Income Housing

3 ANCSA

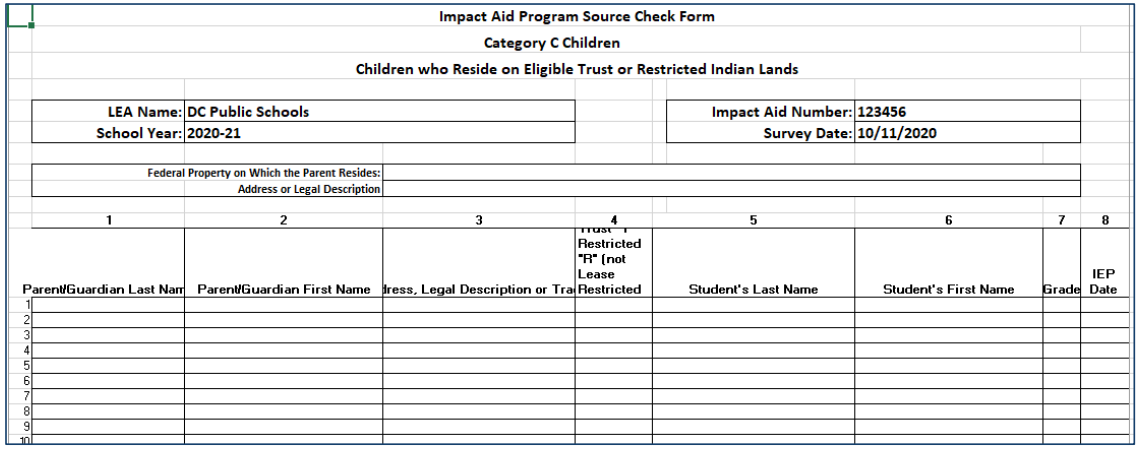
Land conveyed under the Alaska Native Claims Settlement Act.

TRUST OR RESTRICTED INDIAN LANDS SOURCE CHECK

1

Trust or Restricted

For children who reside on these Indian Lands, must include:



Impact Aid Program Source Check Form

Category C Children

Children who Reside on Eligible Trust or Restricted Indian Lands

LEA Name:	DC Public Schools	Impact Aid Number:	123456
School Year:	2020-21	Survey Date:	10/11/2020

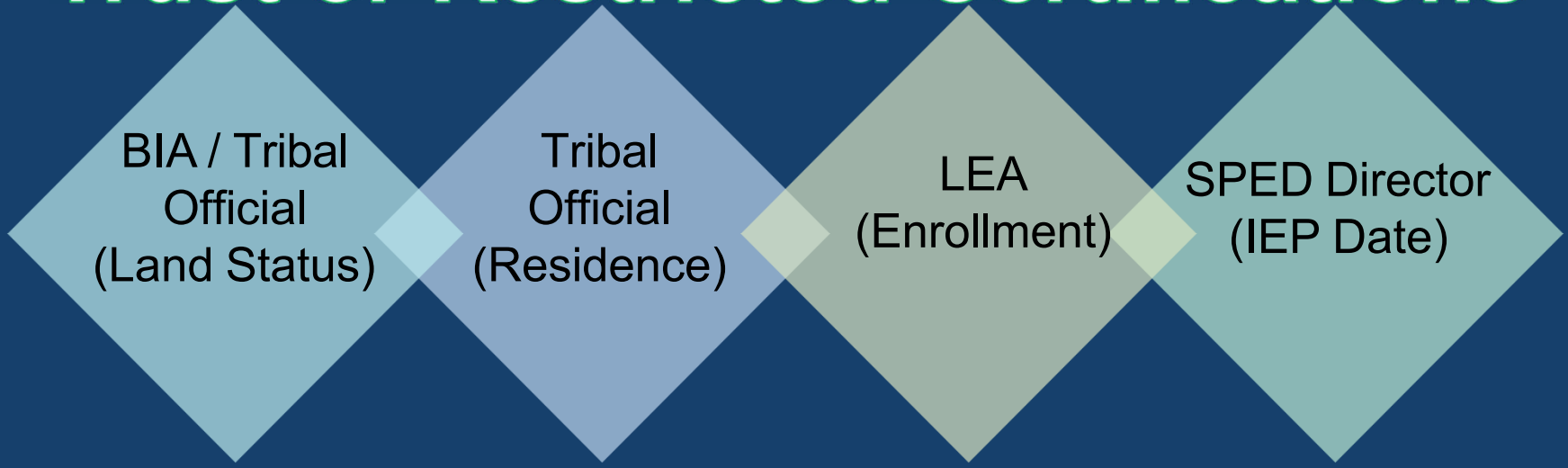
Federal Property on Which the Parent Resides:
Address or Legal Description

	1	2	3	4	5	6	7	8
	Parent/Guardian Last Nam	Parent/Guardian First Name	ress, Legal Description or Tra	Restricted "R" (not Lease Restricted	Student's Last Name	Student's First Name	Grade	IEP Date
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

1. **Name of the federal property**
   (*e.g. Trust properties Cheyenne River- Eagle Butte, SD)*
2. **Parent name**
3. **Address/Legal Description/ Tract # for the child's residence**
4. **Trust or restricted**
5. **Child's name and grade**
6. **IEP date (only if the child has an IEP)**

CERTIFICATIONS FOR SOURCE CHECK

1 Trust or Restricted Certifications



BIA/Tribal Official

Certifies the land is trust or restricted

Tribal Official

Certifies the child resided on Indian lands on the survey date

LEA Official

Certifies the child was enrolled in the LEA on the survey date

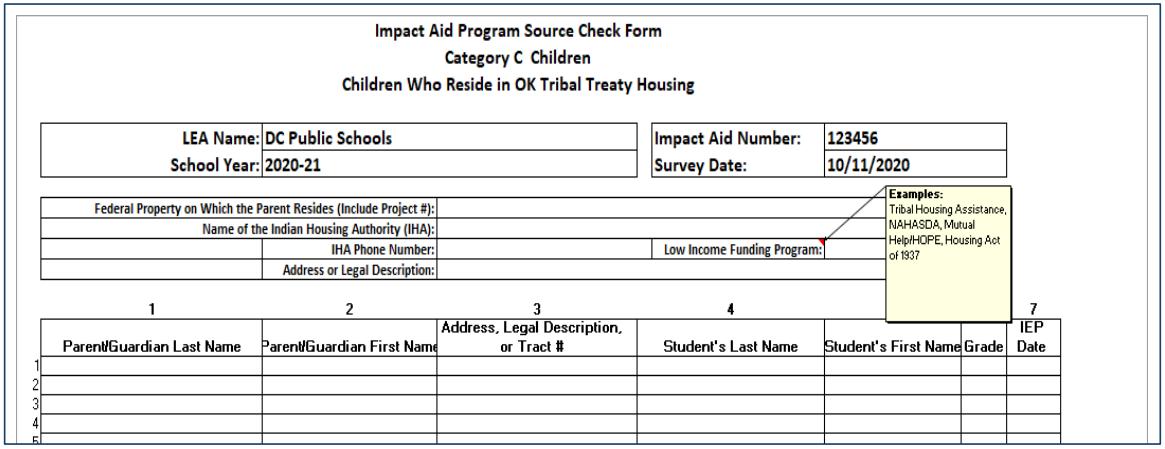
Special Ed Coordinator

Certifies that the child had an active IEP on the survey date

OK TRIBAL TREATY INDIAN LANDS SOURCE CHECK

2 OK Tribal Treaty

For children who reside on these Indian Lands, must include:



Impact Aid Program Source Check Form
Category C Children
Children Who Reside in OK Tribal Treaty Housing

LEA Name:	DC Public Schools	Impact Aid Number:	123456
School Year:	2020-21	Survey Date:	10/11/2020

Federal Property on Which the Parent Resides (Include Project #):			
Name of the Indian Housing Authority (IHA):			
IHA Phone Number:		Low Income Funding Program:	
Address or Legal Description:			

Examples: Tribal Housing Assistance, NAHASDA, Mutual Help/HOPE, Housing Act of 1937

	1	2	3	4			7
	Parent/Guardian Last Name	Parent/Guardian First Name	Address, Legal Description, or Tract #	Student's Last Name	Student's First Name	Grade	IEP Date
1							
2							
3							
4							
5							

1. **Name of the federal property**
   (*e.g. Choctaw Housing- Ada, OK)*
2. **Name / Phone # of the Indian Housing Authority**
3. **Address of Federal property**
4. **Low-Income Housing Type**
   (*e.g Tribal Housing Assistance, NAHASDA, Mutual Help/HOPE, Housing Act of 1937*)
5. **Parent's name**
6. **Child's name**
7. **Child's residential address**
8. **Child's grade**
9. **IEP date (only if the child has an IEP)**

CERTIFICATIONS FOR SOURCE CHECK

Oklahoma Tribal Treaty Signatures

1

Indian Housing Authority

IHA certifies it is on tribal treaty land, used for low-income purposes, and is owned by the IHA. The IHA certifies the child resided there on the survey date

LEA (Enrollment)

LEA Official

Certifies the child was enrolled in the LEA on the survey date

SPED Director (IEP Date)

Special Ed Coordinator

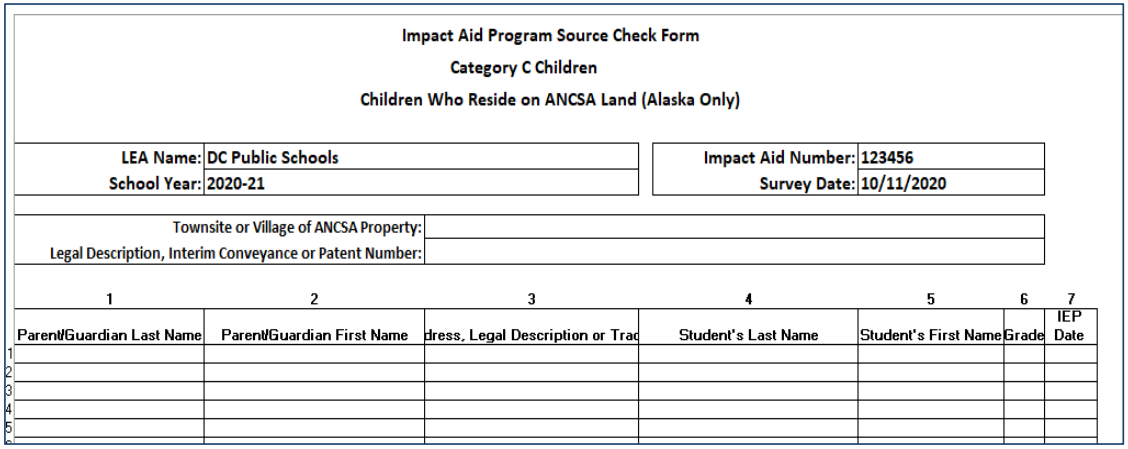
Certifies that the child had an active IEP on the survey date

ANCSA INDIAN LANDS SOURCE CHECK

3

ANCSA

For children who reside on ANCSA lands, must include:



Impact Aid Program Source Check Form

Category C Children

Children Who Reside on ANCSA Land (Alaska Only)

LEA Name:	DC Public Schools	Impact Aid Number:	123456
School Year:	2020-21	Survey Date:	10/11/2020

Townsite or Village of ANCSA Property:	
Legal Description, Interim Conveyance or Patent Number:	

	1	2	3	4	5	6	7
	Parent/Guardian Last Name	Parent/Guardian First Name	dress, Legal Description or Trac	Student's Last Name	Student's First Name	Grade	IEP Date
1							
2							
3							
4							
5							

1. **Name of the federal property**
   (*e.g. ANCSA Properties- Eek Village)*
2. **Legal description of the property**
3. **Parent name**
4. **Address/Legal Description**
   (BIA/BLM can only verify legal descriptions)
5. **Child's name and grade**
6. **IEP date (only if the child has an IEP)**

CERTIFICATIONS FOR SOURCE CHECK

3 ANCSA Certifications

BIA/ BLM, Local ANCSA Corporation

Certifies the land was conveyed under ANCSA

Tribal / Village Council Official

Certifies the child resided on ANCSA Indian lands the survey date

LEA Official

Certifies the child was enrolled in the LEA on the survey date

Special Ed Coordinator

Certifies that the child had an active IEP on the survey date

LOW RENT HOUSING SOURCE CHECK

Eligible low rent housing for Impact Aid:

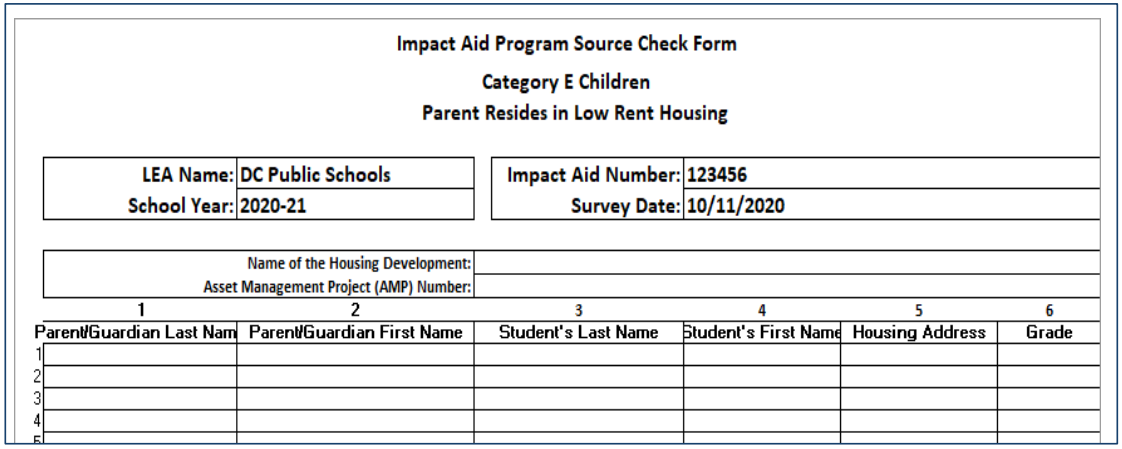
ONLY "traditional" public housing funded under the Housing Act of 1937

DO NOT include Housing Choice Voucher Program (HCVP), Residential Assistance Demonstration (RAD), Section 8, Low Income Tax Credit (LITC) Housing, Market Rate housing, or any privately-owned housing.

LOW RENT HOUSING SOURCE CHECK

Low Rent Housing (LRH)

For children who reside on LRH, must include:



Impact Aid Program Source Check Form

Category E Children

Parent Resides in Low Rent Housing

LEA Name:	DC Public Schools	Impact Aid Number:	123456
School Year:	2020-21	Survey Date:	10/11/2020

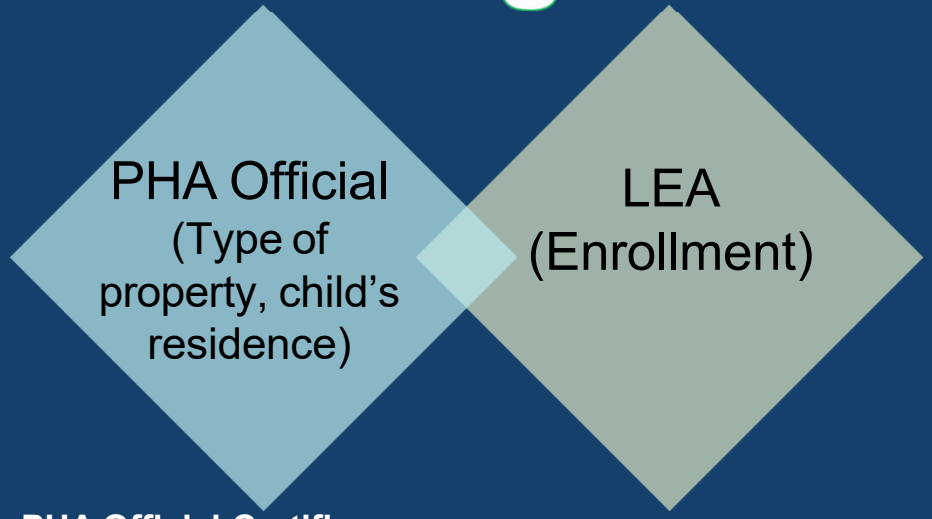
Name of the Housing Development:	
Asset Management Project (AMP) Number:	

	1	2	3	4	5	6
	Parent/Guardian Last Nam	Parent/Guardian First Name	Student's Last Name	Student's First Name	Housing Address	Grade
1						
2						
3						
4						
5						

1. **Name of the federal property**
   (*e.g. Red Robin Apartments, Brooklyn, NY)*
2. **Asset Management Project (AMP) Number issued by HUD**
3. **Parent's name**
4. **Child's name**
5. **Child's residential address**
6. **Child's grade**

CERTIFICATIONS FOR LRH

Low Rent Housing Certifications



PHA Official Certifies:

1) The property is public housing funded under the Housing Act of 1937
2) The children listed above resided on this property on the survey date.

LEA Official

Certifies the child was enrolled in the LEA on the survey date

EXAMPLE OF A PARENT PUPIL SURVEY

The LEA creates its own forms, but we have samples available to download at: https://impactaid.ed.gov/resources/#survey

SAMPLE — Impact Aid Program Survey Form — SAMPLE

The survey date is _____

All boxes must be filled in with complete information if applicable

STUDENT INFORMATION

Student's Last Name	First Name	M.I.	Date of Birth	Grade	School Name

Address	City	State	Zip Code

If the above property is a federal property, enter the name of the property	Name of federal property

Fill in the above boxes with complete and accurate information

PARENT/GUARDIAN EMPLOYMENT INFORMATION: CIVILIAN

Enter information in this section regarding the parent/guardian if 1) another parent/guardian with whom the student resided was on active duty in the Uniformed Services of the United States *and* 2) either parent/guardian with whom the student resided was employed on federal property, *or* 3) either the parent/guardian reported to work on federal property *on the survey date*. Enter the parent/guardian's name as it appears on the employer's payroll record.

Parent/Guardian's Last Name	First Name and M.I.	Name of Parent/Guardian's Employer

Address of Parent/Guardian's Employer	City	State	Zip Code

Name of federal property			

Address of federal property	City	State	Zip Code

Fill in the above boxes with complete and accurate information

PARENT/GUARDIAN EMPLOYMENT INFORMATION: UNIFORMED SERVICES

Enter information in this section regarding the parent/guardian if either person was on active duty in the Uniformed Services of the United States *on the survey date*.

Parent/Guardian's Last Name	First Name and M.I.	Branch of Service	Rank

Fill in the above boxes with complete and accurate information

PARENT/GUARDIAN EMPLOYMENT INFORMATION: FOREIGN MILITARY

Enter information in this section regarding the parent/guardian if either person was both an accredited foreign government official and a foreign military officer *on the survey date*.

Parent/Guardian's Last Name	First Name and M.I.	Branch of Service	Rank

Name of Foreign Government	

Fill in the above boxes with complete and accurate information

This information is the basis for payment to your school district of federal funds under the Impact Aid Program (Title VII of the Elementary and Secondary Education Act), and may be provided to the U.S. Department of Education *if* your school district's application for payment is audited. This form *must* be signed and dated for your school district to receive funds based on this information.

*** By signing this form, I am certifying that all typed and written information on this form is accurate and complete as of the survey date.**

➔Signature of Parent/Guardian_____ ➔Date_____

PARENT PUPIL SURVEY REQUIREMENTS

All forms MUST include the following information:

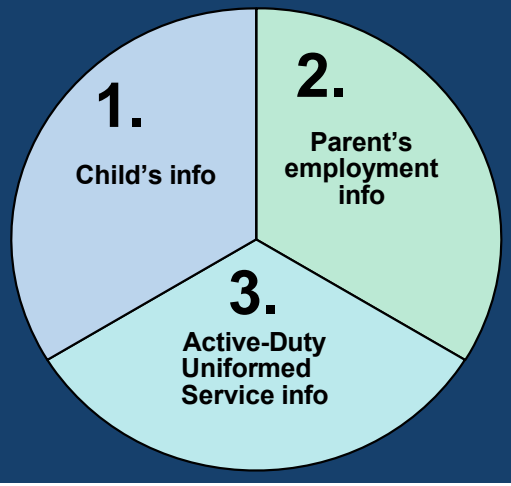
By signing and dating this form, I am certifying that all typed and written information on this form is accurate and complete as of the survey date.

Signature of Parent/Guardian_____ Date_____

Signature of Parent and Date on or after survey date

Electronic signatures? See "Surveying Flexibilities": https://impactaid.ed.gov/wp-content/uploads/2020/10/IAP_Surveying_Flexibilities.pdf

Category-Specific Components:



REQUIRED CHILD INFORMATION FOR PPS

1 Child's information

For Parent Pupil Surveys, must include:

STUDENT INFORMATION

Student's Last Name	First Name and M.I.	Date of Birth	Grade	School Name	
Home Address (No P.O. Boxes)		City		State	Zip Code
If the student lives on federal property, enter the name of the property.	Name of federal property				

1. Name of child
2. Home address (no P.O. boxes)
3. Date of birth
4. Name of public school
5. Child's grade
6. Name of federal property on which the child resides (if applicable)

REQUIRED PARENT INFORMATION FOR PPS

2 Parent's Employment Information

For Parent Pupil Surveys, must include:

PARENT/GUARDIAN EMPLOYMENT INFORMATION: EMPLOYED ON FEDERAL PROPERTY

Enter information in this section regarding the parent/guardian with whom the student resides if either person was employed on federal property or reported to work on federal property *on the survey date*. Enter the parent/guardian's name as it appears on the employer's payroll record.

Parent/Guardian's Last Name	First Name and M.I.	Name of Parent/Guardian's Employer	
Name of federal property			
Address of federal property		City	State	Zip Code

1. Name of the parent or guardian employed on Federal property
2. Name of employer
3. Name and complete address of the Federal property **(no P.O. boxes)**

U.S. DEPARTMENT OF EDUCATION

REQUIRED UNIFORMED SERVICES INFORMATION FOR PPS

3 Active-Duty Uniformed Services Information

For Parent Pupil Surveys, must include:

PARENT/GUARDIAN EMPLOYMENT INFORMATION: ACTIVE DUTY UNIFORMED SERVICES

Enter information in this section regarding the parent/guardian if either person was *on active duty* in the Uniformed Services *on the survey date*. This does not include members of the National Guard activated for State service under Title 32.			
Parent/Guardian's Last Name	First Name and M.I.	Branch of Service	Rank

PARENT/GUARDIAN EMPLOYMENT INFORMATION: FOREIGN MILITARY

Enter information in this section regarding the parent/guardian if either person was both an accredited foreign government official and a foreign military officer *on the survey date*.			
Parent/Guardian's Last Name	First Name and M.I.	Branch of Service	Rank
Name of Foreign Government			

1. **Name of parent**
2. **Rank/pay grade of parent**
3. **Branch of service of parent**

4. Country of Service
(if the parent is both an Accredited Foreign Government Official *AND* a Foreign Military Officer)

*** National Guard members must provide copies of orders to show they are called up under Title 10**

***Reservists must provide copies of orders showing they were on active duty on the survey date**

MULTIPLE CHILD SURVEY FORM

Pro

Less time tracking down signatures or incomplete forms

Con

MUCH more difficult to count

- Parent fills out one form for all students in the household
- Requires a very good system for removing duplicates

STUDENT INFORMATION

Student's Last Name	First Name and M.I.	Date of Birth	Grade	School Name	
Home Address (No P.O. Boxes)		City		State	Zip Code
If the student lives on federal property, enter the name of the property.	Name of federal property				

ADDITIONAL CHILDREN ENROLLED IN THE SCHOOL DISTRICT WHO RESIDE AT THE HOME ADDRESS ABOVE

Student's Last Name	First Name and M.I.	Date of Birth	Grade	School Name
Student's Last Name	First Name and M.I.	Date of Birth	Grade	School Name

ELECTRONIC DATA COLLECTION (EDC)

- Survey method where a parent provides a signature/approval on a survey form after logging in to a system with a unique ID/password.
- System exports all data necessary to document federally connected children, including information about who was logged in and when they verified.
- Can improve efficiency for LEAs that primarily collect information via paper parent-pupil survey cards.
- LEA should do a “pilot year” first. Pilot process:

SORT CHILDREN

Sort Children by Category

- Group military children that live on base together, then group military children that do not
- Group LRH children together
- Group Indian lands children together

Sort Category by Property

- Group military on Ft. Sill together
- Group military on Tinker AFB together

Count Children by Property

- Count all the children that live and work on Ft. Sill
- Count how many of those children had an IEP

Report Children on Application

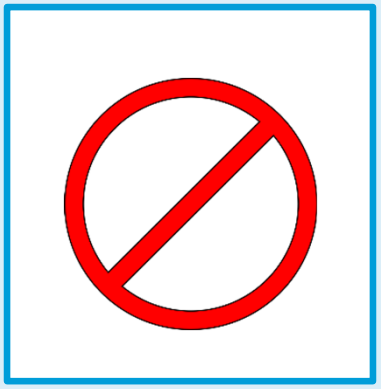
Report these children on your application

COMMON ISSUES FOUND IN MONITORING

F&G Eligibility – Not enough children to be eligible for payment	No Supporting Documentation for Application Data	Incomplete Forms – Missing Required Information
Source Check Certification – Missing, or Wrong Person Signed	IEP Date After Survey Date	National Guard and Reservists – missing orders showing active on the survey date under Title 10 (Federal/Presidential service)

BEST PRACTICES

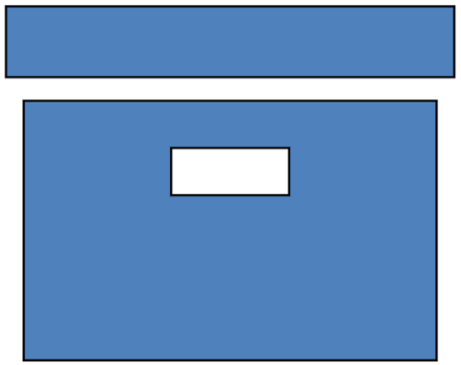
Source Check Forms	Survey Forms	General
Make a plan and start early.	Send forms a few days after the survey date to avoid signature dates before the survey date.	Check all forms for completeness.
Establish relationships with certifiers.	Pre-print student information (name, grade, DOB, school) to help ensure a complete form.	Get parents to correct missing information ASAP.



Source Check Forms	Survey Forms	General
Do NOT use the wrong form (wrong category or wrong category type).	Do NOT alter forms after a parent has signed.	Do NOT estimate child counts on the application.
Do NOT send only the signature page. Send the entire form with student information.	Do NOT pre-print signature dates.	

IMPORTANT REMINDERS

Survey **every** school year.



Keep survey documents for >3 years after receiving a final payment for the FY.

(34 CFR 222.10)

QUESTIONS?

Staff Contact Information:
https://impactaid.ed.gov/iap_staff/

IMPACT AID PROGRAM
IMPACT.AID@ED.GOV
https://impactaid.ed.gov