

HOUSEHOLD INCOME DATA COLLECTION FORM INSTRUCTIONS - 2020-2021

To Ensure maximum student support services for your student, we must collect this completed form from all households. Use the directions to complete the Household Income Data Collection Form for the Santa Maria Joint Union High School District. This form is CONFIDENTIAL. Complete using only blue or black ink. **This form can also be completed online at <https://family.titank12.com>.**

Step 1: Please list each student attending a school within the Santa Maria Joint Union High School District. Legibly print the student date of birth, first and last name, grade and school name.

Step 2: Count the total number of people living in your home and identify the total gross monthly income range.

Who should I include in “People Living in Home”?

You must include yourself and all people living in your household, 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 “Total Monthly Income”?

Total Monthly Income includes all of 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, including any amount received from CalWORKS.
- **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 CalFresh, WIC, federal education benefits and foster payments received by your household.
- **Military Housing Allowances and Combat Pay:** Include off-base housing allowances. Do not include Military Privatized Housing Initiative or combat pay.
- **Overtime Pay:** Include overtime pay ONLY if you receive it on a regular basis.

How do I report income for pay received on a monthly, twice per month, bi-weekly, and weekly basis?

- Determine each source of household income based on above definitions. Households that receive income at different time intervals must calculate their income as follows:
 - If paid monthly – Fill in the correct range
 - If paid twice per month, multiply total pay by 2
 - If paid bi-weekly (every two weeks), multiply total pay by 26 and divide by 12
 - If paid weekly, multiply total pay by 4.33
- Add all annualized pay together, divide by 12 to determine the total monthly household income entered in Step 2.

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.

For additional information on People Living in Home and Total Gross Monthly Income, please see the Eligibility Manual for School Meals on the U.S. Department of Agriculture Guidance and Resource Web page at <http://www.fns.usda.gov/cnd/guidance/default.htm>

Step 3:

Please print the first and last name of the parent or guardian in the house. This parent or guardian must also sign this form where indicated. Include today’s date.

Submit this form by turning it in to your school site office or the Santa Maria Joint Union High School District, 2560 Skyway Drive, Santa Maria, CA 93455.

For additional information or any questions, Please contact Santa Maria Joint Union High School District, 2560 Skyway Drive, Santa Maria, CA 93455, (805) 922-4573 x4402.

The information submitted on this form is a confidential record and is therefore protected by all relevant federal and state privacy laws that pertain to educational 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); Title 2, Division 4, Part 27, Chapter 6.5 of the California Education Code, beginning at Section 49060 et seq; the California Information Practices Act (California Civil Code Section 1798 et seq.) and Article 1, Section 1 of the California Constitution.

This institution is an equal opportunity provider.