

Household Income Survey Instructions For Establishing E-rate Discount Rate

Please find the household income survey template on our website at www.erate4schools.com. You can get to it by clicking on the “Links”, “District/Library” or “North Carolina Charter Schools” link, then by scrolling to the bottom of the page.

1. Open the template using Microsoft Word.
2. Edit any language of the document where brackets (e.g. “[School Name]”) are used and insert your information as appropriate. DO NOT adjust any figures on the 2nd page, as these are the proper income thresholds for as set by the USDA for NSLP equivalents for the current fiscal year.
3. Also remember to delete the first line that reads “[Use School/School District Letterhead]” and replace it with your letterhead, or otherwise print it on letterhead.
4. Send the survey out to all parents.
5. If any family answers “yes” to any of the questions, their children can be counted as “NSLP-eligible” for sampling purposes.
6. Be certain that (based on school attendance/ADM) you get a return rate of at least 50%, regardless of whether students are eligible or not.
7. Ask parents to return the survey in time for you to tally the results by **no later than November 21.**
8. When finished counting all surveys, please provide us with the following information:
 - a. Number of students whose survey was returned (this means 2 siblings returning 1 survey should be counted as 2 students, of course)
 - b. Number of students that qualify as “NSLP-eligible”
 - c. Total ADM as of the final survey date (usually November 21).

Note that the return rate need not equal ADM, so long as 50% or more are returned (whether they are eligible or not). Your NSLP percentage will be based on an extrapolation of the survey.

If you have difficulty getting a 50% return rate by November 21, please notify us ASAP.