

Household Information Survey Guide 2015-16 School Year

This guide was created to assist district and school personnel with income determinations for the Household Information Survey which is based on the USDA income guidelines for the 2015-16 school year. The form is available on the department website in both English and Spanish http://www.tn.gov/education/health_safety/cep.shtml

The first row in the income section is for household size, and parents/guardians must write in the number of people in the household. Parents/guardians are then asked to check the box next to the range representing the annual gross household income.

Number in Household _____ (Fill in the blank)	
Please check the box below that represents your Annual Gross Income:	
<input type="checkbox"/> Less than \$21,775	
<input type="checkbox"/> Between \$21,775 and \$29,471	<input type="checkbox"/> Between \$67,951 and \$75,647
<input type="checkbox"/> Between \$29,471 and \$37,167	<input type="checkbox"/> Between \$75,647 and \$83,343
<input type="checkbox"/> Between \$37,167 and \$44,863	<input type="checkbox"/> Between \$83,343 and \$91,039
<input type="checkbox"/> Between \$44,863 and \$52,559	<input type="checkbox"/> Between \$91,039 and \$98,735
<input type="checkbox"/> Between \$52,559 and \$60,255	<input type="checkbox"/> Between \$98,735 and \$106,431
<input type="checkbox"/> Between \$60,255 and \$67,951	<input type="checkbox"/> Over \$106,431

District/school personnel will select the student classification code “3/CEP Eligible” in the student classification section of its student management system (SMS) for students whose families have an annual gross income within the guidelines noted in the chart below. The chart indicates the maximum income a family can make for its student to be considered at-risk/economically disadvantaged based on the household size.

If the annual gross income exceeds the maximum amount listed in the chart below for its household size, the student does not meet the at-risk/ economically disadvantaged definition, and no further action is required.

Household Size	Maximum Annual Gross Income	Household Size	Maximum Annual Gross Income
1	\$21,775	8	\$75,647
2	\$29,471	9	\$83,343
3	\$37,167	10	\$91,039
4	\$44,863	11	\$98,735
5	\$52,559	12	\$106,431
6	\$60,255	Over 12	Add \$7,696 for each



7	\$67,951		additional family member
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Example: If a family indicated a household size of four and selected any box with an income range of \$44,863 or less, the student would meet the income requirements for being considered at-risk/economically disadvantaged; district/school personnel should select the student classification code "3/CEP eligible" in your SMS.

If that same household size of four selected an income range above \$44,863, that student does not meet the guidelines and there is no further action required.

Please read the Community Eligibility Provisions (CEP) FAQ section for more information and updates.