



Please Submit Only ONE Survey per Family

2022-2023 School Year Income Survey for School Funding

Dear Parent/Guardian:

We are pleased to inform you that all Spokane Public Schools will participate in the USDA school meal program, Community Eligibility Provision (CEP). This means that all enrolled students can receive one free breakfast and one free lunch each school day. However, other state and federally funded education programs require that our district collect household information for all families whose household income would meet the income guidelines listed in this letter. Families who meet the guidelines qualify for additional benefits that include Pandemic EBT, waived sports fees, waived testing fees, and many other benefits.

Please take a moment to complete the Income Survey for School Funding and return the survey to your school office or to the Nutrition Services office at 200 N. Bernard, Spokane WA 99201.

For faster processing you can fill out the online survey at www.spokaneschools.org/cep . The income survey must be filled out **by September 26, 2022**, to ensure vital school program funding.

WHAT COUNTS AS INCOME? WHO IS CONSIDERED A MEMBER OF MY HOUSEHOLD?

Refer to the Income Chart, find your household size and total household income. Instructions for completing the Income Survey for School Funding form regarding household definition and what counts as income are on the back of the form. If members in the household are paid at different times during the month and you are unsure if your household is eligible, fill out the Income Survey for School Funding form attached, and we will determine your income eligibility for you. The information you give will also be used to determine your child’s eligibility for benefits that include Pandemic EBT, waived sports fees, waived testing fees, and may other benefits.

INCOME CHART					
Effective From					
July 1, 2022 to June 30, 2023					
Household Size	Yearly Income	Monthly Income	Twice Per Month	Every Two Weeks	Weekly Income
1	\$ 25,142	\$ 2,096	\$1,048	\$967	\$484
2	33,874	2,823	1,412	1,303	652
3	42,606	3,551	1,776	1,639	820
4	51,338	4,279	2,140	1,975	988
5	60,070	5,006	2,503	2,311	1,156
6	68,802	5,734	2,867	2,647	1,324
7	77,534	6,462	3,231	2,983	1,492
8	86,266	7,189	3,595	3,318	1,659
For Each Additional Member Add:	+ 8,732	+ 728	+ 364	+ 336	+ 168

USDA Nondiscrimination Statement In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. **fax:**
(833) 256-1665 or (202) 690-7442; or
3. **email:**
program.intake@usda.gov

School District's Non-Discrimination Statement Spokane Public Schools complies with all federal and state rules and regulations and does not discriminate on the basis of age, sex, marital status, race, color, creed, national origin, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability, sexual orientation including gender expression or gender identity, or honorably discharged veteran or military status. This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities and provides equal access to the Boy Scouts and other designated youth groups. Inquiries regarding compliance and/or grievance procedures may be directed to the school district's Title IX/Staff Civil Rights Officer, ADA Officer, Harassment, Intimidation, Bullying (HIB)/Student Civil Rights Officer and/or 504 Compliance Officer:

Title IX/Staff Civil Rights Officer: Jodi Harmon, 509-354-7344

Harassment, Intimidation, Bullying (HIB)/Student Civil Rights Officer: Melanie Smith, 509-354-7284504

Compliance Officer: Melanie Smith, 509-354-7284

ADA Officer: Stephanie Busch, 509-354-5993

Affirmative Action Officer: Jodi Harmon 509-354-7344

Equal Opportunity Officer: Jodi Harmon 509-354-7344

Personnel Officer: Jodi Harmon 509-354-7344

You can report discrimination and discriminatory harassment to any school staff member or to the district's Civil Rights Officer, listed above.