Topics

- History
- Purpose
- Section 7003 Program
- Application Process
- Questions & Answers
History

- **Legislation**
  - Elementary and Secondary Education Act of 1965, as Amended by the Every Student Succeeds Act (ESSA), P.L. 114–95, enacted December 10, 2015
  - Effective for FY 17

- **Regulations**
  - CFR 222 – Revised regulation published on September 20, 2016
  - Effective for FY 2018 application (January 31, 2017)
Purpose

• Purpose is to compensate local educational agencies (LEAs) for:
  • lost local revenue due to tax-exempt federal property
  • increased expenditures for federally connected children

• Payments are determined by:
  • formulas specified in the law
  • annual appropriation amounts
Use of Funds

• Payments can generally be used for broad purposes: Section 7003(b) basic support payments
  • used as determined by LEA in accordance with local and State requirements

• Examples of allowable expenditures
  • salaries
  • textbooks, computers, and instructional materials
  • special programs such as afterschool, remedial & advanced placement
Use of Funds - Restrictions

- The following payments are targeted payments and must be used for the specified purposes:
  - Section 7003(d) Children With Disabilities (CWD) payments
  - Section 7007 Construction Payments
    - Section 7007(a) are formula grants, which are only for LEAs with 50% of children eligible as military dependents and/or Indian Land, or the LEA is heavily impacted
    - Section 7007(b) are discretionary grants
  - Section 7008 Facilities Maintenance Payments
7003(b) – Basic Support Payments

- Payments relating to federally connected children
  - Child resides on federal property, Indian lands, or eligible low-rent housing
  - Parent is active duty military or works on federal property, eligible Indian lands, or low-rent housing
- 1,117 applicants submitted in FY 2017
7003(b) – Basic Support Payments

- LEA eligibility based on:
  - Number of eligible federally connected children equal to at least 3% of the total number of students in average daily attendance (ADA)
  - OR
  - Number of eligible federally connected children in ADA equal to at least 400
Section 7003 Program

Categories A-E on Tables 1-5: Eligibility based on 3% or 400 in ADA

(A)(i) Resided on Federal property and with a parent employed on Federal property

(A)(ii) Resided on Federal property with a parent who is an official of, and accredited by, a foreign government and is a foreign military officer

(B) Resided on Federal property and had a parent on active duty in the uniformed services

(C) Resided on eligible Indian lands

(D)(i) Had a parent on active duty in the uniformed services but did not reside on Federal property

(D)(ii) Had a parent who is an official of, and has been accredited by, a foreign government and is a foreign military officer but did not reside on Federal property

(E) Resided in low-rent housing (LRH)
Section 7003 Program

7003(b) – Basic Support Payments

- Additional eligibility requirement for children who live on Federal property other than LRH or whose parent work on Federal property
  
  ✓ Number of children equal to at least 10% of the total number of students in ADA
  
  OR
  
  ✓ Number of children in ADA equal to at least 1,000
Categories F – G on Tables 4 & 5 (Parents working on federal property only): Eligibility based on 10% or 1,000 in ADA

Table 4

(F) Resided on Federal property [but not LRH]

Table 5

(G)(i) Resided with a parent employed on federal property situated — in whole or in part in the county in which such agency is located, or in whole or in part in such agency if such agency is located in more than one county

(G)(ii) Resided with a parent employed on federal property situated — if not in such county, in whole or in part in the same State as such agency
7003(d) – Children With Disabilities

- Additional payments for some federally connected children with disabilities (CWD):
  - Children of active duty uniformed services OR
  - Indian land children

- Child must have individualized education program (IEP) or individualized family service plan (IFSP) in effect on the survey date

- Funds must be spent on additional programs and services for children with disabilities

- 864 applicants submitted in FY 2017
Application Process

- Survey
- Tables
- Documentation
- Specific Program Requirements
- Field Review
- Annual e-Application Deadlines
- Payment
Application Process: Survey

- Please review the next slides very closely to determine the correct way to conduct your survey count.

- If you do not follow the instructions specifically as directed, it is probable that your students will be determined ineligible for payment.
Application Process: Survey

- On a survey “count” date you choose
  - No earlier than the 4th day of the school year
  - No later than January 31\textsuperscript{st}

- Single date to count all students
  - District’s federally connected children
  - District’s total membership of all children in LEA

You must keep records of the LEA’s total membership on the survey date to submit when requested during the application review process.
Collect Information Required

- School district can design their own form by using our sample form but it **must** include the following information:
  - Survey date must be identified on the form
  - Student’s name, date of birth, grade, and school
Application Process: Survey

Collect Information Required (cont’d.)

• Complete address of residence where student resides
• Complete address requires the house number, street name, apartment number (especially for Low Rent Housing), city, state, and zip code
• Post office box numbers are not allowed
• Legal descriptions are allowable
Collect Information Required (cont’d.)

• Parent’s Employer name
• Federal Property Name and complete address
• Civilian parents must report to the Federal property for their work station to be considered eligible
• If parent is not employed on Federal property, the parent’s employment is not required
Collect Information Required (cont’d.)

- Active duty uniformed services: parent’s name, rank and branch of service
- Pay scale is allowable for rank but job description or military occupational specialty (MOS) is not
- National Guard and Reserve members are only eligible if they were called up for active duty by the President on the survey date AND orders are submitted
Application Process: Survey

Collect Information Required (cont’d.)

• Although the LEA can design their own survey form, it is highly recommended that they use the sample form.

• Many LEAs have lost eligibility because their forms did not collect the appropriate data.

• It is highly recommended that the LEA submit their form to their IAP state assigned analyst for approval.

• Without prior approval, the LEA can lose funds for incomplete data.
Federally Connected Children Survey Methods – one or both

- **Parent-Pupil Survey**
  - The LEA must obtain a list of all eligible addresses from a housing official when claiming children residing on Federal property
  - Additional documentation will be required for Indian Lands on Tables 1, 3 and 5

- **Source Check Form**
  - The source check form is always the preferred method of verifying Indian Land eligibility or additional documentation will be required

- **Forms must be signed on or after the survey date**
  - Forms signed prior to survey date will not be eligible for payment
Application Process: Survey

Parent/Pupil Survey

• Individual form must be obtained
• Each form must be signed and dated by the parent/guardian
• Forms not signed or dated will not be eligible for payment
Application Process: Survey

Parent/Pupil Survey

• If a list of eligible Federal properties are supplied on the form by the LEA, each Federal property must have a complete address

✓ It must be clearly evident that the parent has selected and verified the property; not the LEA
Application Process: Survey

Parent/Pupil Survey

• A statement signed by the parent that he/she has completed and/or verified all information listed on the survey form

• This statement must be signed and dated by the parent on or after the survey date

• Without this statement, the students will not be determined eligible for payment

➤ The LEA cannot complete, sign, or date the survey form for the parent
**Application Process: Survey Parent/Pupil Survey Form**

**Revised September 2016**

---

**Impact Aid Program Survey Form**

The survey date is

---

### STUDENT INFORMATION

<table>
<thead>
<tr>
<th>Student's Last Name</th>
<th>First Name</th>
<th>M.I.</th>
<th>Date of Birth</th>
<th>Grade</th>
<th>School Name</th>
</tr>
</thead>
</table>

---

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

Name of federal property

---

**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) neither 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.

<table>
<thead>
<tr>
<th>Parent/Guardian's Last Name</th>
<th>First Name and M.I.</th>
<th>Name of Parent/Guardian's Employer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address of Parent/Guardian</td>
<td>City</td>
<td>State and Zip Code</td>
</tr>
<tr>
<td>Name of federal property</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

**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.

<table>
<thead>
<tr>
<th>Parent/Guardian's Last Name</th>
<th>First Name and M.I.</th>
<th>Branch of Service</th>
<th>Rank</th>
</tr>
</thead>
</table>

---

**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.

<table>
<thead>
<tr>
<th>Parent/Guardian's Last Name</th>
<th>First Name and M.I.</th>
<th>Branch of Service</th>
<th>Rank</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Foreign Government</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

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 funded. 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**
Application Process: Survey
Parent/Pupil Survey Form for Farming and Grazing
Revised September 2016

---

**SAMPLE**
Impact Aid Program Survey Form
The survey date is ________________

All boxes must be filled in with complete information

**STUDENT INFORMATION**

<table>
<thead>
<tr>
<th>Student's Last Name</th>
<th>First Name</th>
<th>M.I.</th>
<th>Date of Birth</th>
<th>Grade</th>
<th>School Name</th>
</tr>
</thead>
</table>

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: FARMING, GRAZING, LUMBERING AND MINING**

Enter information in this section if either parent or guardian spent more than 50 percent of his or her working time on federal property (whether as an employee or self-employed) engaged in farming, grazing, lumbering or mining.

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

**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’m certifying that all the above information is accurate and complete as of the survey date, and that I report to the federal property listed above and work for at least 50% of my time on that property.*

 Signature of Parent/Guardian ___________________________ Date __________________________
Application Process: Survey

Parent/Pupil Survey: Multiple Children per Form

- Make one copy of each additional child’s form
- Organize forms by application table
- Highlight name of child counted for that table on copy of form
- Contacting your state analyst for assistance with designing forms for multiple children
Application Process: Survey Parent/Pupil Survey Form for Multiple Children

Revised September 2016
### Sample Impact Aid Program Survey Form

The survey date is **10/30/2015**

All boxes must be filled in with complete information if applicable.

#### Student Information

<table>
<thead>
<tr>
<th>Student’s Last Name</th>
<th>First Name</th>
<th>M.I.</th>
<th>Date of Birth</th>
<th>Grade</th>
<th>School Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Smith</td>
<td>Jack</td>
<td>L</td>
<td>9/1/2000</td>
<td>9</td>
<td>Gray High School</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>123 North Main St, Apt. 45</td>
<td>Fort Belvoir</td>
<td>VA</td>
<td>22060</td>
</tr>
</tbody>
</table>

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

**Name of federal property:** Fort Belvoir

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.

<table>
<thead>
<tr>
<th>Parent/Guardian’s Last Name</th>
<th>First Name and M.I.</th>
<th>Name of Parent/Guardian’s Employer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Smith</td>
<td>Henry J.</td>
<td>Department of Justice</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address of Parent/Guardian’s Employer</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>2100 Jamieson Avenue, Room 259</td>
<td></td>
<td>VA</td>
<td>22231</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name of federal property</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Justine Williams United States Attorney’s Building</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address of federal property</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>2100 Jamieson Avenue</td>
<td></td>
<td>VA</td>
<td>22231</td>
</tr>
</tbody>
</table>

Fill in the above boxes with complete and accurate information.
### Application Process: Survey

Sample Completed Parent/Pupil Survey Form

Uniformed Services and Foreign Military

---

#### 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.

<table>
<thead>
<tr>
<th>Parent/Guardian’s Last Name</th>
<th>First Name and M.I.</th>
<th>Branch of Service</th>
<th>Rank</th>
</tr>
</thead>
<tbody>
<tr>
<td>Smith</td>
<td>Clara L.</td>
<td>Army</td>
<td>Captain</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Parent/Guardian’s Last Name</th>
<th>First Name and M.I.</th>
<th>Branch of Service</th>
<th>Rank</th>
</tr>
</thead>
<tbody>
<tr>
<td>Smith</td>
<td>Clara L.</td>
<td>British Army</td>
<td>Captain</td>
</tr>
</tbody>
</table>

Name of Foreign Government:

British Government

Fill in the above boxes with complete and accurate information.
Application Process: Survey
Sample Completed Parent/Pupil Survey Form
Parent Signature

This information is the basis for payment to your school district of federal funds under the Impact Aid Program (Title VIII 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: 11/5/2015
Application Process: Survey

Source Check Forms (eight (8) sample Source Check Forms for Alaska)

- Official signs to certify residence of family or employment of parent
- One document with information for multiple students associated with a Federal property
- School districts prepare source check forms with student information to be cosigned by:
  - Parents’ employer,
  - Housing official,
  - Tax assessor, AND/OR
  - BIA official/Tribal official

✓ A school official must also sign the source check form
Indian Land Forms (four (4) different Source Check forms for Alaska)

1. Resided on ANCSA Indian Land Form for Alaska LEAs ONLY claiming children who residing with a parent on ANCSA Lands on Tables 1 or 3

2. Employed on ANCSA Indian Land Form for Alaska LEAs Only claiming children residing with a parent employed on ANCSA Lands on Table 5

3. Resided on Indian Land Source Check Form for Tables 1 and 3 for children residing with a parent on Indian Lands (Except ANCSA)

4. Employed on Indian Land Source Check Form for Table 5 for children residing with a Parent Employed on Indian Lands (Except ANCSA)
5. HUD Source Check for Category E (Low Rent Housing) Table 4 only

6. Reside on Other than Low Rent Housing Category F - Table 4 only

7. Residing On and Employed On Federal Property – Tables 1 and 3

8. Employed on Federal Property or Uniformed Services not residing on Federal Property – Tables 2 and 5

✓ Contact your analyst for help choosing or designing your forms
The LEA provides the Indian Lands source check form to the following people:

- **Bureau of Indian Affairs (BIA)/Tribal official** who certifies each parcel indicated on the source check list in the correct status (ANCSA, Trust, Restricted)

- **A Tax assessor** who verifies the tax exempt status of the Indian Land for Leased Restricted property

- **A tribal official**, who certifies that the parent or guardian of each pupil claimed resided on Indian lands, and that a parent was employed on Indian lands. The tribal official may need to consult with employers or tribal housing officials and keep documentation on file.

- **An authorized school official**, who certifies the name, Date of Birth (D.O.B.), grade level, and that the child was enrolled in the school system on the survey date.

- **Verification of Indian Land status and residence of child is always required**
<table>
<thead>
<tr>
<th>Reservation or other Locator</th>
<th>Parent's Name</th>
<th>Resided on ANCSA</th>
<th>Resided on Taxed</th>
<th>Name of Child</th>
<th>Date of Birth</th>
<th>Grade Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1)</td>
<td>(2)</td>
<td>(3)</td>
<td>(4)</td>
<td>(5)</td>
<td>(6)</td>
<td>(7)</td>
</tr>
<tr>
<td>(8)</td>
<td>(9)</td>
<td>(10)</td>
<td>(11)</td>
<td>(12)</td>
<td>(13)</td>
<td>(14)</td>
</tr>
</tbody>
</table>

* Enter R if parent in Column 2 resided on the property identified in Column 4.
CERTIFICATION OF ELIGIBILITY OF INDIAN LANDS:

I hereby certify that on the survey date, each parcel of property (column 4) indicated as being "ANCSA" property in column (5) has been conveyed under the Alaska Native Claims Settlement Act (ANCSA) to a Native individual, Native group, corporation organized under section 1613(h)(3) of ANCSA, or a Village or Regional Corporation.

Print Name and Title, Tribal/Certifying Official

Signature, Tribal/Certifying Official

Telephone Number

Date

I hereby certify that on the survey date, each parcel of property (column 4) indicated in column 6 as being not taxed is exempt from state and local real property taxes for elementary and secondary school current expenditures purposes.

Print Name and Title, Tax Assessor

Signature, Tax Assessor

Telephone Number

Date

CERTIFICATION OF PARENT/CHILD ELIGIBILITY:

I hereby certify that the information shown under column 1, 2, 3, 4, and 7 is correct as of the survey date.

Print Name and Title, Tribal/Certifying Official

Signature, Tribal/Certifying Official

Telephone Number

Date

I hereby certify that the students listed in column 7 were enrolled in this school system on the survey date and the information listed in columns 8 and 9 is correct.

Print Name and Title, School Official

Signature, School Official

Telephone Number

Date
**SAMPLE** Impact Aid Program Source Check Form **SAMPLE**

**Employed on ANCSA Indian Lands Property ONLY: Claimed Table 5**

Application Fiscal Year: ___________  School Year: ___________

LEA Name: ________________  Survey Date: ________________  IAP Application Table: __5__ (List only one table and property per form)

Name of ANCSA Property Claimed (where parent employed) ___________________________________________________________

Complete Address/Property Description  ___________________________________________________________

Application Number  ___________________________________________________________

<table>
<thead>
<tr>
<th>Name of Reservation or other Locator</th>
<th>Parent's Name</th>
<th>Employed on (E) the federal Property*</th>
<th>Parent/Guardian Complete Address, City, State, Zip Code or Legal description (e.g., section, township, range, lot) or tract number</th>
<th>Employed On Property on TOP of Form</th>
<th>Employed On Property on TOP of Form</th>
<th>Children claimed on Table 5 as residing with a parent employed on Indian lands</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1)</td>
<td>(2)</td>
<td>(3)</td>
<td>(4)</td>
<td>(5)</td>
<td>(6)</td>
<td>(7) (8) (9)</td>
</tr>
</tbody>
</table>

* Enter E if parent in Column 2 was **employed** on the property identified in Column 4.
CERTIFICATION OF ELIGIBILITY OF INDIAN LANDS:

I hereby certify that on the survey date, each parcel of property on the top of the form (where parent was employed) indicated as being “ANCSA” property in column (5) has been conveyed under the Alaska Native Claims Settlement Act (ANCSA) to a Native individual, Native group, corporation organized under section 1613(h)(3) of ANCSA, or a Village or Regional Corporation.

Print Name and Title, Tribal/Certifying Official  Signature, Tribal/Certifying Official  Telephone Number  Date

I hereby certify that on the survey date, each parcel of property top of the form (where parent was employed) indicated in column 6 as being not taxed is exempt from state and local real property taxes for elementary and secondary school current expenditures purposes.

Print Name and Title, Tax Assessor  Signature, Tax Assessor  Telephone Number  Date

CERTIFICATION OF PARENT/CHILD ELIGIBILITY:

I hereby certify that the information shown under column 1, 2, 3, 4, and 7 is correct as of the survey date.

Print Name and Title, Employer  Signature, Employer  Telephone Number  Date

I hereby certify that the students listed in column 7 were enrolled in this school system on the survey date and the information listed in columns 8 and 9 is correct.

Print Name and Title, School Official  Signature, School Official  Telephone Number  Date
SAMPLE  Impact Aid Program Source Check Form  SAMPLE
Resided on Indian Lands Property Claimed on Tables 1 or 3 (Except ANSCA and OK Tribal Treaty Land Applicants)
Application Fiscal Year: _______________  School Year: _______________
LEA Name: _______________  Survey Date: _______________  IAP Application Table: _______________
(List only one table and one property per form)

Name of Indian Land Property Claimed (Resided on)__________________________
Complete Address/Property Description_____________________________________
Applicant Number: _______________

<table>
<thead>
<tr>
<th>Location of property claimed as Title VIII Indian lands on Table 1, 3 of application.</th>
<th>Resided On Indian Lands status (Trust, Restricted or Leased Restricted property only)</th>
<th>Resided On Taxable (yes or no) for Leased Restricted property only **</th>
<th>Children claimed on Table 1 or 3 as residing on Indian Lands.</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Name of Reservation or other Locator)</td>
<td>(Parent’s Name)</td>
<td>(Resided on (R) Federal Property *)</td>
<td>(Parent/Guardian Complete Address, City, State, Zip Code or Legal description (e.g., section, township, range, lot) or tract number)</td>
</tr>
<tr>
<td>(1)</td>
<td>(2)</td>
<td>(3)</td>
<td>(4)</td>
</tr>
</tbody>
</table>

* Enter R if parent in Column 2 resided on the property identified in Column 4.
**Include in this column only property that is leased from another entity by an individual Indian or Indian tribe, and that is subject to restrictions on transfer (i.e., the Parcel may not be transferred by the individual Indian tribe without the approval of a Federal agency).
CERTIFICATION OF ELIGIBILITY OF INDIAN LANDS:

I hereby certify that on the survey date, each parcel of property (column 4) indicated as being "trust" or "restricted" in Column 5 is either (a) owned by the United States and held in trust for an Individual Indian or Indian tribe or (b) held by an individual Indian or Indian tribe subject to restrictions on alienation imposed by the United States.

<table>
<thead>
<tr>
<th>Print Name and Title, BIA/Tribal Official</th>
<th>Signature, BIA/Tribal Official</th>
<th>Telephone Number</th>
<th>Date</th>
</tr>
</thead>
</table>

I hereby certify that on the survey date, each parcel property (column 4) listed in column 5 as leased, restricted indicated in column 6 as being not taxable, is exempt from state and local real property taxes for elementary and secondary school current expenditures purposes, and that this exemption is due to federal law, agreement or policy.

<table>
<thead>
<tr>
<th>Print Name and Title, Tax Assessor</th>
<th>Signature, Tax Assessor</th>
<th>Telephone Number</th>
<th>Date</th>
</tr>
</thead>
</table>

CERTIFICATION OF PARENT/CHILD ELIGIBILITY:

I hereby certify that the information shown under columns 1, 2, 3, and 7 is correct as of the survey date.

<table>
<thead>
<tr>
<th>Print Name and Title, Tribal/ Certifying Official</th>
<th>Signature, Tribal/ Certifying Official</th>
<th>Telephone Number</th>
<th>Date</th>
</tr>
</thead>
</table>

I hereby certify that the students listed in column 7 were enrolled in this school district on the survey date, and the information listed in columns 8 and 9 is correct.

<table>
<thead>
<tr>
<th>Print Name and Title, School Official</th>
<th>Signature, School Official</th>
<th>Telephone Number</th>
<th>Date</th>
</tr>
</thead>
</table>
| Name of Reservation or other Locator | Parent's Name | Employed on (E) the Federal Property * | Parent/Guardian Complete Address, City, State, Zip Code or Legal description (e.g., section, township, range, lot or tract number) | Employed On Indian Lands status of Property on TOP of Form (Trust, Restricted or Leased Restricted property only) | Employed on Land at the TOP of the form Taxable (yes or no) for Leased Restricted property only ** | Children claimed on Table 5 as residing with a parent employed on Indian Lands.
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>(1)</td>
<td>(2)</td>
<td>(3)</td>
<td>(4)</td>
<td>(5)</td>
<td>(6)</td>
<td>(7)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Enter E if parent in Column 2 was employed on the property identified in Column 4.

**Include in this column only property that is leased from another entity by an individual Indian or Indian tribe, and that is subject to restrictions on transfer (i.e., the Parcel may not be transferred by the individual Indian tribe without the approval of a Federal agency).
SAMPLE Impact Aid Program Source Check Form  SAMPLE
Employed on Indian Lands Property Claimed on Table 5 (Except ANSCA and OK Tribal Treaty Land Applicants)
Application Fiscal Year:  ___________________________  School Year:  ___________________________
LEA Name:  ___________________________  Survey Date:  ____________  IAP Application Table_5__ (List only one table and property per form)

CERTIFICATION OF ELIGIBILITY OF INDIAN LANDS:

I hereby certify that on the survey date, that the parcel of property on the top of the form (where parent was employed), indicated as being "trust" or "restricted" in Column 5 is either (a) owned by the United States and held in trust for an Individual Indian or Indian tribe or (b) held by an individual Indian or Indian tribe subject to restrictions on alienation imposed by the United States.

<table>
<thead>
<tr>
<th>Print Name and Title, BIA/Tribal Official</th>
<th>Signature, BIA/Tribal Official</th>
<th>Telephone Number</th>
<th>Date</th>
</tr>
</thead>
</table>

I hereby certify that on the survey date, that the parcel of property on the top of the form (where parent was employed), listed in column 5 as leased, restricted indicated in column 6 as being not taxable, is exempt from state and local real property taxes for elementary and secondary school current expenditures purposes, and that this exemption is due to federal law, agreement or policy.

<table>
<thead>
<tr>
<th>Print Name and Title, Tax Assessor</th>
<th>Signature, Tax Assessor</th>
<th>Telephone Number</th>
<th>Date</th>
</tr>
</thead>
</table>

CERTIFICATION OF PARENT/CHILD ELIGIBILITY:

I hereby certify that the information shown under columns 1, 2, 3, and 7 is correct as of the survey date.

<table>
<thead>
<tr>
<th>Print Name and Title, Employer</th>
<th>Signature, Employer</th>
<th>Telephone Number</th>
<th>Date</th>
</tr>
</thead>
</table>

I hereby certify that the students listed in column 7 were enrolled in this school district on the survey date, and the information listed in columns 8 and 9 is correct.

<table>
<thead>
<tr>
<th>Print Name and Title, School Official</th>
<th>Signature, School Official</th>
<th>Telephone Number</th>
<th>Date</th>
</tr>
</thead>
</table>
Application Process: Survey

The LEA provides the HUD Source Check to the following people:

- **HUD housing official**, certifies Low Rent Housing and the residence of each child claimed

- An **authorized school official**, who certifies the name, Date of Birth (D.O.B.), grade level, and that the child was enrolled in the school system on the survey date.

  ✓ Verification by HUD of the eligibility of the land and that the child resides on eligible public housing is required even if a survey card has been submitted by the parent
Low Rent Housing Project Name (Funded under U.S. Housing Act of 1937) __________________________
Address: ________________________________________________________________________________
Application Number: ________________________________________________________________

<table>
<thead>
<tr>
<th>(1)</th>
<th>(2)</th>
<th>(3)</th>
<th>(4)</th>
<th>(5)</th>
<th>(6)</th>
<th>(7)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parent/Guardian Name</td>
<td>Parent/Guardian Complete Address</td>
<td>HUD Project Number or AMP Number</td>
<td>Parent/Guardian in column 1 lived on above property on the survey date</td>
<td>Name of Child Living with Parent/Guardian in Column 1</td>
<td>Date of Birth</td>
<td>Grade</td>
</tr>
</tbody>
</table>

Yes | No

This is to certify that the address(es) listed in column 2 are part of the Federal low rent housing property listed on the top of the form and that the property is funded under the U. S. Housing Act of 1937. This is also to certify that the information shown in columns 1, 2, 3, 4 and 5 are correct on the survey date.

This is to certify that the students listed in columns 5 were enrolled in this school system and the date of birth listed in column 6 and grade level in column 7 were correct on the survey date.

Print Name Signature Date
Title Agency Telephone

Print Name Signature Date
Title School District Telephone
Application Process: Survey

The Residing on Federal Property Other Than Low Rent Housing source check form is provided to the following people:

- To a housing official, who certifies the residence of the parent’s residence and that the address is on eligible Federal property.

- An authorized school official, who certifies the name, Date of Birth (D.O.B.), grade level, and that the child was enrolled in the school system on the survey date.

✓ Verification by housing official that the child resides on eligible federal property is required even if a survey card has been submitted by the parent
Impact Aid Program Source Check Form: Residing on Federal Property Other Than Low Rent Housing

Application Fiscal Year: ________________  School Year: ________________
LEA Name: ____________________________  Survey Date: ________________  IAP Application Table: 4 Only
Impact Aid Number: _____________________

(List only one property per form)

Name of Federal Property on Which Child Resides _____________________________________________
Complete Address: _______________________________________________________________________

<table>
<thead>
<tr>
<th>(1)</th>
<th>(2)</th>
<th>(3)</th>
<th>(4)</th>
<th>(5)</th>
<th>(6)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parent/Guardian Name</td>
<td>Parent/Guardian Complete Address, City, State, Zip Code</td>
<td>Parent/Guardian in column 1 resided on above property as of survey date</td>
<td>Name of Child Living with Parent/Guardian in column 1</td>
<td>Date of Birth</td>
<td>Grade Level</td>
</tr>
<tr>
<td>YES</td>
<td>NO</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

This is to certify that the address and resided on indicator shown in columns 2 and 3 were correct for the persons listed in columns 1 and 4 on the survey date and that the property is eligible Federal property under the Impact Aid law.

This is to certify that the children listed in column 4 were enrolled in this school system on the survey date and the date of birth listed in column 5 and grade level listed in column 6 were correct on the survey date.

Print Name                                Signature                                       Date
Title                                 Agency/Employer          Telephone
Print Name                                Signature                                       Date
Title of School Official                  Telephone
The Resided On and Employed On Federal Property source check form is provided to the following people:

- A HUD or military housing official who certifies the parent’s residence and that the address is on eligible Federal property
- A military personnel official or liaison who certifies the military rank and branch of the parent
- A civilian employer who certifies the parent’s employment on the Federal property
- An authorized school official, who certifies the name, Date of Birth (D.O.B.), grade level, and that the child was enrolled in the school system on the survey date.

✓ Verification by housing official that the child resides on eligible federal property is required even if a survey card has been submitted by the parent
SAMPLE Impact Aid Program Source Check Form: Residing on AND Employed on Federal Property

Application Fiscal Year: ____________________________ School Year: ____________________________
LEA Name: ____________________________ Survey Date: ____________________________
Impact Aid Number: ____________________________ IAP Application Table 1 or 3 Only: ____________________________

(List only one table, one residential property, and one employment property per form)

Name of Federal Property on Which Child Resides: ____________________________
Complete Address: __________________________________________________________________________
Name of Federal Property on Which Parent is Employed: ____________________________
Complete Address: __________________________________________________________________________

<table>
<thead>
<tr>
<th>(1)</th>
<th>(2)</th>
<th>(3)</th>
<th>(4)</th>
<th>(5)</th>
<th>(6)</th>
<th>(7)</th>
<th>(8)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parent/Guardian Name</td>
<td>Parent/Guardian Complete Address, City, State, Zip Code</td>
<td>Branch of Service and Rank and Name of Foreign Government (If applicable)</td>
<td>Parent/Guardian in column 1 lived on above property as of survey date</td>
<td>Parent/Guardian in column 1 worked on above property as of survey date</td>
<td>Name of Child Living with Parent/Guardian in column 1</td>
<td>Date of Birth</td>
<td>Grade Level</td>
</tr>
<tr>
<td>YES</td>
<td>NO</td>
<td>YES</td>
<td>NO</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

This is to certify that the address, branch, rank, foreign military government (if applicable), and living and working indicators shown in columns 2, 3, 4, and 5 were correct for the person listed in column 1 on the survey date. This is to certify that the students listed in columns 6 were enrolled in this school system and the date of birth listed in column 7 and grade level listed in column 8 were correct on the survey date.

Print Name                                Signature                                       Date
Print Name                                Signature                                       Date
Title                                    Agency/Employer           Telephone
Title of School Official               Telephone
Additional Signature Blocks  
(See Instructions Below)

Active Duty Verification
This is to certify that the ranks and branches of service (and name of foreign government if applicable) listed in column 3 were correct for the person(s) listed in column 1 on the survey date. This also certifies that any foreign military officers listed were officials of and accredited by their foreign government.

<table>
<thead>
<tr>
<th>Print Name</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Agency/Employer</td>
<td>Telephone</td>
</tr>
</tbody>
</table>

Military Housing Verification
This is to certify that the address(es) listed in column 2 on the foregoing sheet(s) are located on the military property listed at the top of the form and that the person(s) listed in column 1 were residing at the listed address on the survey date.

<table>
<thead>
<tr>
<th>Print Name</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Agency/Employer</td>
<td>Telephone</td>
</tr>
</tbody>
</table>

Low Rent Housing Verification
This is to certify that the address(es) listed in column 2 are part of the Federal low rent housing property listed on the top of the form and that the property is funded under the U. S. Housing Act of 1937. This is also to certify that the persons listed in column 1 and 6 were residing at the listed address on the survey date.

<table>
<thead>
<tr>
<th>Print Name</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Agency/Employer</td>
<td>Telephone</td>
</tr>
</tbody>
</table>

Civilian Employment Verification
This is to certify that the person(s) listed in column 1 was employed on the Federal property listed at the top of the form on the survey date.

<table>
<thead>
<tr>
<th>Print Name</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Agency/Employer</td>
<td>Telephone</td>
</tr>
</tbody>
</table>
Application Process: Survey

The Employed on Federal Property, Active or Foreign Military source check form is provided to the following people:

- An employer certifies the employment of the parent on the Federal property
- A military personnel official or liaison certifies the rank and branch of the parent
- An authorized school official, who certifies the name, Date of Birth (D.O.B.), grade level, and that the child was enrolled in the school system on the survey date.
Sample Impact Aid Program Source Check Form
Employed on Federal Property, Active Military or Foreign Military
Not Residing on Federal Property

Application Fiscal Year: _____________  School Year: _____________

LEA Name: ___________________ Survey Date: _____________ IAP Application Tables 2 and 5 only

(List only one Federal property per form)

Name of Federal Property on Which Parent is Employed ____________________________________________
Complete Address: ____________________________________________________________________________
Application Number: __________________________________________________________________________

<table>
<thead>
<tr>
<th></th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Parent/Guardian Name</td>
<td>Parent/Guardian Complete Address, City, State, Zip Code</td>
<td>Branch of Service and Rank and Foreign Military Government (If applicable)</td>
<td>Parent/Guardian in column 1 worked on above property on of survey date</td>
<td>Name of child Living with Parent/Guardian in Column 1</td>
<td>Date of Birth</td>
</tr>
<tr>
<td></td>
<td>YES</td>
<td>NO</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

This is to certify that the address of the employer on Federal property listed above and column 4 on the attached sheet(s) were correct for the person listed in column 1 on the survey date.

This is to certify that on the survey date the students listed in column 5 were enrolled in this school system and the date of birth listed in column 6 and grade level listed in column 7 were correct on the survey date.

Print Name: ___________________ Signature: ___________________ Date: _____________

Print Name: ___________________ Signature: ___________________ Date: _____________

Title: ___________________ Agency/Employer: ___________________ Telephone: ___________________

Title: ___________________ School District: ___________________ Telephone: ___________________
**Active Duty Verification**

This is to certify that the ranks and branches of service (and name of foreign government if applicable) listed in column 3 were correct for the person(s) listed in column 1 on the survey date. This also certifies that any foreign military officers listed were officials of and accredited by their foreign government.

<table>
<thead>
<tr>
<th>Print Name</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Agency/Employer</td>
<td>Telephone</td>
</tr>
</tbody>
</table>
Application Process: Tables

- Tables 1 through 5
  - CWD Military residing on Federal property
  - CWD residing on eligible Indian Lands
  - CWD Military not residing on Federal property
  - Non-CWD Military residing on Federal property
  - Civilians residing and working on Federal property
  - Non-CWD residing on eligible Indian Lands
  - Civilians residing in Federal low rent housing
  - Civilians residing on Federal property other than low rent housing/parents not employed on Federal property
  - Non-CWD Military not residing on Federal property
  - Civilians working on Federal property
### Application Process: Tables

**Table 1 – Children With Disabilities (CWD)**

- Child resided on Federal property and had a parent on active duty in the uniformed services
- Child resided on Federal property with a parent who is an official of, and accredited by a foreign government, and is a foreign military officer
- Child resided on eligible Indian lands

**Table 2 – Children With Disabilities (CWD)**

- Child had a parent on active duty in the uniformed services but did not reside on Federal property
- Child had a parent who is an official of, and has been accredited by, a foreign government and is a foreign military officer but did not reside on Federal property
Application Process: Tables

- **Table 3 – Reside on Federal Property**
  - Child resided on Federal property with a parent employed on Federal property
  - Child resided on Federal property and had a parent on active duty in the uniformed services
  - Child resided on Federal property with a parent who is an official of, and accredited by a foreign government, and is a foreign military officer
  - Child resided on eligible Indian lands

- **Table 4 – Reside on Federal Property/Parent Not Employed On**
  - Child resided in low-rent housing
  - Child resided on Federal property (other than LRH)
Table 5 – Did Not Reside on Federal Property on but Parent Employed On Federal Property

- Child did not reside on Federal property but parent on active duty in the uniformed services
- Child resided with parent who is an official of, and accredited by a foreign government, and is a foreign military officer but did not reside on Federal property
- Child resided with a parent employed on Federal property situated —
  ✓ in whole or in part in the county in which such agency is located, or in whole or in part in such agency if such agency is located in more than one county
  ✓ if not in such county, in whole or in part in the same State as such agency
Application Process: Tables

- **Table 6**
  - Total Membership for the entire school district
  - Average Daily Attendance for the complete school year for the entire school district (preceding year 2015-2016)

- **Table 7**
  - CWD Fiscal Report
  - Required if CWD claimed on prior year application

- **Table 8**
  - Required only for school districts that operate ED-owned facilities
Application Process: Tables

- **Table 10**
  - Section 7007 Construction
  - Only completed if LEA received construction funds from IAP in the preceding year

- **Housing Undergoing Renovation or Rebuilding**
  - Optional form that may be submitted only by LEAs where housing on a military installation or on Indian Lands is temporarily unavailable for occupancy because it is undergoing renovation or rebuilding
Application Process: Documentation

Documentation needed to support your application:

- Parent-pupil survey forms and/or source check documents
- Membership and ADA records
- Lists of CWD students claimed and dates of Individualized Education Programs (IEPs)
  - IEP date must validate an active IEP as of the survey date
- Indian Policies and Procedures (IPPs) and evidence of standards (for Indian land children)
Required Data for Table 6

Total Membership

- Number of children listed on the LEA’s current enrollment records on its survey date (active enrollment)

Average Daily Attendance (ADA)

- Official records of the school district’s ADA for the entire preceding school year
  - School year 2015-2016 for the FY 2018 application
Table 6 Data Cont’d

Tuition-in Students & Tuition-out Students

- Children enrolled under a tuition agreement on the survey date
- Include in total membership and ADA
- Document and list:
  - Student’s name
  - Grade level
  - School site
Required Information from IEPs for CWD

- Needed for all children claimed on Tables 1 and 2
- Maintain list of children with disabilities by name, date of birth, grade, and date IEP was signed
- Children must have an active IEP as of the survey date
  - IEPs must be signed on or before the survey date
- List must be signed by director of special education
- Children listed on Tables 1 and 2 cannot be listed on any other tables
CWD Requirement – Table 7

- For LEAs that claimed CWD children on the prior year’s application
- Complete Table 7 with CWD expenditure and revenue data from the prior school year
- Provide expenditure data for all CWD, aid received from state, IDEA, and other sources to demonstrate CWD funds were spent on CWD children
Low Rent Housing

- HUD project number
- Project name and address
- Legislation under which project was funded (e.g., U.S. Housing Act of 1937)

✓ Documentation must be provided by a housing official verifying the residence of the student as of the survey date even if a survey card is presented

✓ Section 8 housing is not eligible
Reserves and National Guard

- Must be called up to active duty under Presidential Orders – Executive Order 13223 of September 14, 2001, as amended; and Title 10 USC
- Must be activated as of the survey date
- Documentation required
  - Copy of orders for individual OR
  - Certification from service component for activation of unit listing parents’ names of children claimed
How long must you keep all this documentation?

*For three years *AFTER you receive your “final payment” for any fiscal year*
Pre-kindergarten children may be claimed on Tables 1 through 5

- Pre-K children must be federally connected
- Education of the children must be provided at public expense (No tuition charged)
- Federal funds other than Impact Aid (e.g., Head Start, IDEA) must not provide a substantial portion of the funding
If your SEA does not fund Pre-K:

- Please add the total Pre-K membership to your membership
- Additionally, add the total Pre-K average daily attendance to your prior year average daily attendance
- This will ensure proper reporting of your LEA’s membership and average daily attendance for payment purposes
Requirement – which LEAs must submit Indian Policies and Procedures (IPPs)?

- A local educational agency (LEA) that claims children residing on Indian lands for the purpose of receiving funds under Section 7003 shall establish Indian Policies and Procedures.
- Any LEA that claims children residing on Indian lands on Tables 1 or 3.
Definition of Eligible Indian Lands

- Real property that is tax-exempt due to federal law, agreement, or policy AND that is held in trust by the U.S. for individual Indians or Indian tribes (“trust” property)

- Real property that is tax-exempt due to federal law, agreement, or policy AND that is held by individual Indians or Indian tribes subject to restrictions on alienation imposed by the U.S. (“restricted” property)
Definition of Eligible Indian Lands (cont’d.)

**FOR ALASKA ONLY:**

- Real property that is tax-exempt due to federal law, agreement, or policy AND that was conveyed under the Alaska Native Claims Settlement Act (ANCSA) to a Native individual, Native group or corporation organized under section 1613(h)(3) of ANCSA, or village or Regional Corporation, as those terms are defined in ANCSA (“ANCSA” property)

- ANCSA property that is not taxed is automatically considered tax-exempt due to Federal law

- ANCSA property in an REAA is automatically eligible
Application Process: Specific Program Requirements
Indian Policies and Procedures

Purpose

• Equal participation of Indian children in LEA’s education programs and activities

• Improve communication and cooperation between LEA and Indian community

• Involve parents and tribal officials in planning and developing education programs and activities
Actions Required

- Establish board-approved policies and procedures that meet IPP requirements
- Maintain records of compliance with IPPs requirement
- Annually review IPPs and submit with Section 7003 application or submit a waiver in lieu of IPPs from the tribe(s)

- Funding is dependent on Impact Aid review of IPPs
IPP Waiver Provision

New for FY 2018 Application

- Revised regulation requires that an IPP waiver be submitted with the annual application
- Waiver must include a written statement from the appropriate tribal official stating:
  - The tribe has received a copy and understands the requirement of CFR 34 sections 222.91 and 222.94
  - The tribe is satisfied with the LEA’s educational services provided to the tribe’s students
Reviews of IPPs

- IPPs are reviewed annually by the Impact Aid Program for compliance with minimum standards.
- Determination of compliance of implementation of IPPs is periodically reviewed on a schedule.
- The Impact Aid Office can be contacted if there are concerns about the LEA’s IPPs and its implementation.
IPP Complaints and Hearings Procedures (CFR 34 Section 222.102)

- Only a tribal chairman or an authorized designee for a tribe that has children attending an LEA’s schools may file a written complaint with the Assistant Secretary for Elementary and Secondary Education regarding an action pursuant to, relevant to, Indian Policies and Procedures.

- The Assistant Secretary (or designee) designates a hearing examiner to conduct a hearing.
Application Process: Field Review

Documentation Review – Monitoring Process

- On-site visit or mail-in
- Approximately 250 applications selected each year
- Notification letters are sent to selected LEAs in the Spring
- Application data requested will be reviewed and approved after you apply

✓ BUT BEFORE YOU GET PAID
Application Process: Annual e-Application Deadlines

Annual Application

- Summary counts of federally-connected children from the survey
- Listed by federally-connected properties associated with the children and their parents
- FY 2018 applications based on school year 2016-2017 data
Application Process: Annual e-Application Deadlines

- **Cover Page**
  - Name, address, contact person
  - Survey date, check survey/source check box
  - Name, Title, Signature and Date signed by Authorized Representative

- **Assurance Page**
  - Name, Title, Signature and Date signed by Authorized Certifying Representative
  - Each LEA must have a Complete Assurance Package on file with Impact Aid Program
Application Process: Annual e-Application Deadlines

- January 31
  - Due date specified in regulations
    - If due date falls on weekend or holiday next business day is due date
- G5 e-Application ([http://www.g5.gov](http://www.g5.gov))
  - ED’s on-line grant application system
  - Prior-year applicants receive annual memo when application becomes available
  - FY 2018 applications available early December
  - No paper applications accepted
Application Process: Annual e-Application Deadlines

Late Applications

- 10% penalty
  - If submitted on-line after 11:59 p.m. on due date
  - If signature pages received late
  - If submitted within 60 days after due date
- Ineligible if submitted after 60 days
Application Process: Annual e-Application Deadlines

- FY 2018 Application Deadline
  Tuesday, January 31, 2017
  11:59 p.m., EST

- G5 e-Application system will accept after 11:59 p.m., but will send “late” notice

- Signature Pages should be dated and faxed to 866-799-1272
Amendments

• Any changes submitted after initial submission of application
• Must be submitted on-line
• May be submitted until June 30th
  • (NEW for FY 2018)
Application Process: Payment

- Payment is direct deposit to your LEA’s bank account
  - Remember to notify Department when your bank information changes
- E-mail payment voucher
  - Will be sent to contact person’s e-mail address
  - Additional contacts can be added
A Program Operations Group (POG) analyst is assigned to each state

Contact your POG program analyst and obtain pre-approval on your survey and source check forms

To identify your state assigned representative, please contact the Impact Aid Office or find your assigned analyst on the IAP website
QUESTIONS???????
Contact Us

Phone: 202-260-3858
E-mail: Impact.Aid@ed.gov
Website:

www.ed.gov/about/offices/list/oese/impactaid/index.html
Online Resources

IAP Listserv
http://www2.ed.gov/about/offices/list/oese/impactaid/index.html

IAP Resources
http://www2.ed.gov/programs/8003/resources.html

Legislation, Regulations, and Guidance
http://www2.ed.gov/programs/8003/legislation.html