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## LOS ANGELES UNIFIED SCHOOL DISTRICT

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Administrator, Business Support

February 20, 2019

Dear Principal,

**The 2019-2020 school year is a re-Base year for the District's Targeted Student Population (TSP) funding and Title I ranking. A re-Base year occurs every four years. In the re-Base year, the District must update every enrolled student's eligibility for these programs.**

When the District does so in the **re-Base year**, the eligibility status remains and may not be updated until the next **re-Base year** as long as the student continues to be enrolled in any of the District's Community Eligibility Program schools (CEP schools do not charge for student meals.).

For the past three years, you have been asked to obtain a Household Income Form (HIF) from the parents/guardians of students who were new to the District. In the 2019-2020 school year, you are being asked to obtain a HIF from the parents/guardians of every student enrolled in your CEP school with the exception of students who:

1. Receive social services support, including foster youth (Direct Certification)
2. Are homeless with a 2019-2020 Student Residency Questionnaire (Eligible by Program)
3. Are documented as a migrant student (Eligible by Program)
4. Are enrolled in Early Education Centers and California State Pre-Schools (Eligibility determined by program's enrollment Form 9600)

**If one of the above applies to a student enrolled in your school, you should not request that the parent/guardian complete the HIF.** These students will not be on the Missing List found in the MTAM Dashboard.

In order to **maximize your school's TSP funding and Title I ranking** and reduce unnecessary efforts by the parents/guardians, the school and the Office of Data and Accountability, the following practices are strongly encouraged:

1. **Place a HIF in every school enrollment packet**
2. **Utilize the Missing List**, found in the MTAM dashboard, to identify students who need a HIF
3. **Encourage completion of the HIF online at [HIF.LAUSD.net](http://HIF.LAUSD.net)**; the processing is automated resulting in students being dropped from your Missing List more quickly
4. **Do not obtain a HIF from students who are exempt** (Direct Certification, Eligible by Program or enrolled in an Early Education Program).

Though the HIF is being provided to you now, so that you can include it in the enrollment packets of those students enrolling in your school for in the 2019-2020 school year, they should not be submitted to the Office of Data and Accountability until the new school year begins. In addition, **the HIF should not be distributed to any of the students currently enrolled. You must wait to distribute, collect and submit the HIF from your existing students until the 2019-2020 school year begins.**

If the District does not obtain a HIF for an eligible student enrolled during the 2019-2020 school year, there will be a loss in TSP funding and inclusion in the Title I ranking for the next four years and amount in a loss of needed revenue that goes to support the student, your school and the District. As such, it is critical in this coming year that you continue to be as diligent as you have been in the past two years in the collection of the HIFs.

Thank you for your continued efforts!

Sincerely,

A handwritten signature in black ink that reads "D. Escalante".

Danna Escalante  
Administrator