


PowerSchool Provision 2 Alternate Income Data Entry Procedures in the Base Year “2017-2018 Household Income Data Collection” Form

In 17-18, Alternate Income applications **must be completed for ALL STUDENTS** using the 2017-2018 Household Income Data Collection form for Local Control Funding Formula (LCFF) purposes. Although all students in Provision 2 schools are eligible for federal school lunch, state funding eligibility is established every four years. 17-18 is considered a “base year”, requiring Alternate Income applications for all students. Forms that are not collected in the base year denies state funding for that student for FOUR years.


The data entry process consists of three fields. First, in order to keep track of when outreach to parents is complete, the **Contact with Parent/Guardian Completed** field must be checked. Second, when the parent submits the Household Income Data Collection form to the school, the appropriate value should be marked in the **Income Status** field. If the parent declines to fill out the Household Income Data Collection form, then the Declined value should be marked. If, after multiple attempts (such as mailings, telephone, home visit) it is determined that a parent will not respond, then the No Response value should be marked. Third, the **Date Received in District** should be entered with the date the form or letter is received in the school, when a parent states they decline to fill out the form, or when a determination is made that the parent will not respond.

 To enter data, please login using your special PowerSchool account that was created for this purpose. Search for the student, then click *Custom Screens > Provision 2 Alternate Income Data*

1. **Contact with Parent/Guardian Completed** – check when outreach to parents is complete
2. **Income Status** (from the 2017-2018 Household Income Data Collection form)
 - a. **Free** – select if anything is checked in the FIRST column of dollar amounts
 - b. **Reduced** – select if anything is checked in the SECOND column of dollar amounts
 - c. **Paid** – select if anything is checked in the THIRD column of dollar amounts
 - d. **Decline** – select if the parent has chosen to decline in some way, such as on the form or by letter or verbally
 - e. **No Response** – select when a decision is made by the school that the parent will not respond
3. **Date Received in District** – enter the date when the form or letter is received in the school, when a parent states they decline to fill out the form, or when a decision is made that the parent will not respond.
4. After completing all three fields, click **SUBMIT** button.

Provision 2 Alternate Income Data

Home School Information System 11.18.2017 10:00 AM

Contact with Parent/Guardian Completed	<input type="checkbox"/>
Income Status	<input type="radio"/> Free <input type="radio"/> Reduced <input type="radio"/> Paid <input type="radio"/> Decline <input type="radio"/> No Response
Date Received in District (MM/DD/YYYY)	<input type="text"/>  (MM/DD/YYYY)

Submit