

(INSERT SCHOOL DISTRICT LETTERHEAD)

Dear Parent/Guardian:

This income verification form helps charter schools access different avenues of funding that are available to traditional schools. We request that you complete the Income Verification form to help us obtain certain statistics that are required on grant applications and are used for Nevada Department of Education reporting.

- 1. Do I need to fill out a form for each child?** No. Complete the form to verify your income for our school statistics. Use one Income Verification Form for all students in your household. **Return the completed form to:** (insert school name and address).
- 2. Will the information I give be checked?** Yes, we may ask you to send written proof.
- 3. May I fill out the form if someone in my household is not a U.S. citizen?** Yes. You or your child(ren) do not have to be a U.S. citizen to fill out the income verification form.
- 4. Who should I include as members of my household?** You must include all people living in your household, related or not (such as grandparents, other relatives, or friends). You must include yourself and all children who live with you.
- 5. What if my income is not always the same?** List the amount that you normally get. For example, if you normally get \$1000 each month, but you missed some work last month and only got \$900, put down that you get \$1000 per month. If you normally get overtime, include it, but not if you get it only sometimes.
- 6. We are in the military, do we include our housing allowance as income?** If your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income. All other allowances must be included in your gross income.

If you have other questions or need help, call (insert school phone number).

Si necesita ayuda, por favor llame al telefono: (insert school phone number).

Sincerely,

(insert school official's name)