

Sample Letter – Notification of Verification

Household Economic Survey

(insert school district information)

(Insert household information)

(Insert date)

Dear (Insert name of parent/guardian):

We must randomly select KSDE Household Economic Surveys for verification of income. Your survey has been selected for the verification process.

Please provide documents to confirm your income eligibility by (insert date). The documents must be dated from one month before the Household Economic Survey was dated to any month since. Acceptable documents for confirming household income are:

Jobs: Two consecutive paycheck stubs that show the amount and how often pay is received; letter from employer stating gross wages and how often you are paid; or, if you are self-employed, tax return showing gross annual income before any deductions.

Social Security, Pensions, or Retirement: Social Security retirement benefits letter, statement of benefits received, or pension award notice.

Unemployment, Disability, or Worker's Compensation: Notice of eligibility for unemployment or worker's compensation or a check stub.

Assistance Payments: Benefit letter.

Child Support or Alimony: Agreement or copies of checks received.

For questions or help, please contact (insert name) at (insert phone number) or by email at (insert email).

Sincerely,

(insert signature)

(insert name)

(insert title)

(insert school district name)

Sample Letter - 2nd Notice of Verification
Household Economic Survey

(insert school district information)

(Insert household information)

SECOND NOTICE

(Insert date)

Dear (Insert name of parent/guardian):

We must randomly select KSDE Household Economic Surveys for verification of income. Your survey has been selected for the verification process.

Please provide documents to confirm your income eligibility by (insert date). The documents must be dated from one month before the Household Economic Survey was dated to any month since. Acceptable documents for confirming household income are:

Jobs: Paycheck stub that shows the amount and how often pay is received; letter from employer stating gross wages and how often you are paid; or, if you are self-employed, tax return showing gross annual income before any deductions.

Social Security, Pensions, or Retirement: Social Security retirement benefits letter, statement of benefits received, or pension award notice.

Unemployment, Disability, or Worker's Compensation: Notice of eligibility for unemployment or worker's compensation or a check stub.

Assistance Payments: Benefit letter.

Child Support or Alimony: Agreement or copies of checks received.

For questions or help, please contact (insert name) at (insert phone number) or by email at (insert email).

Sincerely,

(insert signature)

(insert name)

(insert title)

(insert school district name)

Sample Letter – Increase in Benefits

Household Economic Survey

(insert school district information)

(Insert household information)

(Insert date)

Dear (Insert name of parent/guardian):

Effective immediately, your eligibility for free benefits based on the KSDE Household Economic Survey you completed will be changed to free. This change is a result of the verification documentation you provided.

This change affects the following benefits provided by (insert school district name).

(Insert benefits here. Ex: fees, text books, etc)

For questions or help, please contact (insert name) at (insert phone number) or by email at (insert email).

Sincerely,

(insert signature)

(insert name)

(insert title)

(insert school district name)

Sample Letter -Decrease in Benefits

Household Economic Survey

(insert school district information)

(Insert household information)

(Insert date)

Dear (Insert name of parent/guardian):

Effective immediately, your eligibility for free benefits based on the KSDE Household Economic Survey you completed will be changed to (insert paid, reduced) benefits. This change is a result of the verification documentation you provided.

This change affects the following benefits provided by (insert school district name).

(Insert benefits here. Ex: fees, text books, etc)

For questions or help, please contact (insert name) at (insert phone number) or by email at (insert email).

Sincerely,

(insert signature)

(insert name)

(insert title)

(insert school district name)