

## **Economically Disadvantaged Coding for 2020-2021**

There are 3 methods of economically disadvantaged coding – each with a unique process. Economic Disadvantaged coding has huge impacts on accountability. Economic disadvantaged students will also be reported with a geocode for funding purposes.

Student enrolled on October 30 will be reported to PEIMS. District has until January resubmission to identify eco-dis status for those student enrolled on October snapshot date.

### **Direct Certification**

Students that participate in a Federal or State Assistance Program have already been identified in School Nutrition PCS system and will be coded to iTCCS. Economic Disadvantaged Codes: 01 Free or 02 Reduced. iTCCS upload from PCS occurs twice weekly.

### **Meal Applications (Secondary)**

Parent/guardians of secondary students need to complete a meal application. It is available electronically at <https://paypams.com/OnlineApp.aspx> or you can provide a paper version to be returned into School Nutrition.

All parents must be encouraged to complete this application despite free meal service on campus.

NOTE: Qualifying students from 2019-2020 are still identified from the previous school year until September 23<sup>rd</sup>. At that time, the previous year status will no longer be in effect and the student will not be economically disadvantaged without a current year meal application.

Meal application status is identified in PCS and those determined economically disadvantaged will be imported to iTCCS. Economically Disadvantaged Codes: 01 Free or 02 Reduced.

Secondary campuses receive weekly reports of students that DO NOT have a Meal Application completed from School Nutrition. This began the week of August 24.

iTCCS upload from PCS occurs twice weekly.

### **Income Survey (Elementary)**

Income Survey will be provided electronically beginning the week of September 21. We are working to only send Income survey would not go to any students already identified from either PK registration income survey, internet assistance application or direct certification.

The Income Survey will determine economically disadvantaged status based on US Dept. of Agriculture guidelines.

All parents must be encouraged to complete this application despite free meal service on campus.

Campuses will be provided a paper copy for those parents that do not want to complete the online survey and for those that need to complete the survey after the window closes.

**Sept 21** – deploy links to elementary student parent email. This will repeat on **Sept 28, October 5, October 9**

Surveys will be verified centrally by Operation/School Nutrition/IS staff

**October 2** – itCCS will be updated with economically disadvantaged codes from survey. This will repeat each Friday through November 4

**October 13** – Information Systems will provide lists to campuses to follow up on non-completion. This will repeat **October 20, October 26**.

**October 26** – Link to electronic survey will close. Campuses will collect and maintain using paper for new to district or non-completers. Data entry to economically disadvantaged field in iCCS will be done by campus registrars after this date.

### Paper Form Data Entry for Elementary Income Survey

Campuses will review the forms and perform data entry if the income range falls within Range 1 or Range 2 ONLY.

Data entry will be performed by the campus data clerk on screen WST1150. Key a 99 in the Economically Disadv field.

NOTE: Campuses can run 12-Eco Dis by Grade or 13-Eco Dis by Ctrl in the Student – Demographic folder for lists of students that are already identified based on online survey or based on state services. These students will already be coded economically disadvantaged in Itccs from the transfer of information from School Nutrition. **For Direct Certification students, they will already have value in the Economically Disadv field. Do not make any updates.**

Save Demo (1) Demo (2) Quick Entry

**STUDENT MISCELLANEOUS CODES FOUND, PLEASE ENTER CHANGES AND CLICK SAVE**

Campus: 109 Stu ID: 888888 Find SSN: ●●● ●● 7777 Denied SS  
Last First Middle Gen  
Name: WEAKLY WIMPY SUE W

Ed Disadvantage Math: 99 Ed Disadvantage Read:  
Economically Disadv: Chapter 2 Membership:  
NSLP:  
Immigrant Indicator: 0 - Not receiving services Immigrant Tracking:  
Attendance Impact: 1st Grade Transitional Year  
Neglected Delinquent Indicator: Medicaid Eligible:  
Year End Status Indicator: Retention / Transit Reason  
SSI Prom / Reten Indicator: Even Start Indicator Code:  
Unschooling Asylee/Refugee Indicator: 0 - Not applicable to student Homeless Status Code:  
Unaccompanied Youth Code:

Coding should be done at any time the form is completed by existing or new student after online form collection has closed. Data entry must be completed by October 26<sup>th</sup> in order for the student to be reported as Economically Disadvantaged for Fall PEIMS. **Deadline is necessary for Fall PEIMS reporting.**

Provided is a blank form for English/Spanish.