**Start Here!**

*No Kid Hungry created this English and Spanish* [*FRP Application/Alternative Income Form Toolkit*](https://drive.google.com/drive/folders/1YOZrfszDfw3yZzUac5MlSPrUTQiTiwYZ?usp=sharing) *to support school districts in communicating with families about the importance of completing FRP applications or alternative income forms this school year.*

**Questions to Answer Before Starting Outreach:**

* **Does your district *need* to administer free and reduced-price (FRP) meals applications or alternative income forms at all this year?**
	+ Because school meals will be offered at no cost to all students, your team is likely debating whether it’s necessary to ask families to complete FRP meals applications or alternative income forms -- and if so, how to explain their importance.
	+ **First things first**. FRP eligibility information is notneeded for Title I funding purposes. Allocations of funds to districts are based on US Census data only, and [there are multiple alternative data sources](https://fns-prod.azureedge.net/sites/default/files/cn/SP35-2015av2.pdf) for districts to use in allocating Title I funds to schools.
	+ Only 19 states require FRP eligibility information for state education funding purposes. (State education funding is separate from federal Title I funds.)
	+ If you are not based in one of these states, then you most likely do not need to administer FRP applications or alternative income forms this year:CA, CO, CT, HI, IA, KS, KY, ME, MI, MN, NH, NJ, NY, OH, RI, TN, VT, WA, WI.
	+ **Please note** that regardless of your plan, FRP applications **must** be made available to families for applying for P-EBT, regardless of whether or not your district uses that data for education funding or other purposes.
* **Can your district administer “alternative income forms” in place of “free and reduced-price meals applications”?**
	+ If your district must collect FRP eligibility information for state education funding purposes, then we recommend administering “alternative income forms” instead of traditional school meals applications.
	+ Alternative income forms will reduce confusion among families compared to “free and reduced-price meals applications,” given that meals will be offered at no cost for all students, and will increase the likelihood that families will complete and turn in the forms.
* **What does your district or state call its “alternative income form”?**
	+ Alternative income forms collect the same information as FRP applications, minus the social security number, and with a different name at the top!Many state agencies already offer “alternative income form” templates.
	+ Some have special names (e.g. “Family and Economic Data Survey” in Colorado).
* **Can you name the form something that encourages families to fill it out, like “Education Benefit Form” or “Household Income Form”?**
	+ Many states, but not all, allow you to rename the form. Check with your state agency.
	+ We recommend something like “Education Benefit Form” or “Household Income Form.”
	+ We do not recommend the name “survey” (e.g. “Household Income Survey”), as some districts have reported that families perceive these forms to be optional and thus have lower return rates.
* **Have you reviewed our** [**Checklist of Strategies to Maximize Participation in FRP Applications or Alternative Income Forms**](https://docs.google.com/document/d/1lIqi-FMXkjI628Fue6CinKUTmKq21gerS31-j3EMzBQ/edit?usp=sharing) **to plan your outreach to families?**