

IMPACT AID APPLICATION INFORMATION

OVERVIEW:

- The purpose of Impact Aid payments is to compensate a local education agency (LEA) for either lost revenue from tax-exempt federal property or increased expenditures for federally connected students.
- Funds may be used by the LEA for any purpose allowed by state or local requirements, including teacher salaries, textbooks, computers and instructional materials, or special programs.
- Payments for students with disabilities or construction funds may only be used for those purposes.
- Basic support payments relate directly to federally connected students. Federally connected students are students who live on federal property, Indian lands, or in eligible low-rent housing or have a parent who is active duty military or otherwise works on federal property, Indian lands, or low-rent housing.
- Additional payments are made for students with disabilities who are children of active duty military or live on Indian lands.
- Applications for the next year are due by January 31st (may vary depending upon the day that January 31st falls) and use current year student count data. Applications are submitted using the G5 electronic application. Applications submitted after January 31st are subject to a 10% late payment penalty. Applications more than 60 days late are not accepted. A copy of the LEA's application must be sent to the Office of Public Instruction, via email, fax or regular mail, as soon as the application is submitted.
- Additional documentation is required for each application. Signature pages must be faxed prior to the application deadline. The Indian Policies and Procedures (IPP) document may be attached to the application or faxed with the signature pages.
- Application amendments may be submitted any time prior to September 30th.
- 1,226 applications were submitted in FY 2016.

STUDENT COUNTS:

- The LEA must conduct an annual survey of eligible students on a date not earlier than the 4th day of school nor later than the 31st of January. The LEA may pick any date in that range, but must count all students as of that date.
- The LEA may choose to use either a Survey or Source Check forms.
- A Survey form must be completed by the student's parent/guardian. Only one student may be identified on each form (if more than one student is listed on a form, only the first student listed will count). The district is only allowed to pre-fill the student's name, date of birth, grade and school. The Survey Date must be clearly identifiable on the form. The parent/guardian must complete the following:



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- ✓ A complete residential address, including city, state and zip code (no PO Box) or legal description.
- ✓ If working on federal property, the complete name and address, including city, state and zip code (no PO Box) of the employer. If the employer is not located on federal property, the complete name and address, including city, state and zip code (no PO Box) of the work location on federal property. The LEA may include a “list” of federal properties for a parent/guardian to choose from, but each address must be a complete address and it must be apparent that the parent/guardian has made the selection.
- ✓ For children of parents in the uniformed services, the parent’s name, rank and branch of service, or the pay scale in lieu of rank.
- ✓ A signature and date.
- An LEA may design their own Survey form, but it must include all the information contained in the sample form (from the DOE webpage). LEA’s are strongly encouraged to submit their customized forms to the Department of Education (DOE) for approval.
- Source Check forms are designed to verify information for large numbers of students associated with a single federal property. The LEA lists all students associated with a property and sends the completed form to one or more of the following:
 - ✓ The parent/guardian’s employer;
 - ✓ A housing official;
 - ✓ The tax assessor; and/or
 - ✓ A BIA or Tribal official.
- There are 7 different Source Check forms, depending upon the student’s federal connection. A separate Source Check form must be completed for each federal property and each table. As with the Survey form, LEA’s may design their own forms, but are strongly encouraged to get final approval from their DOE representative.
- Information required on the Source Check form includes:
 - ✓ The complete name and address of the federal property, including city, state and zip code (no PO Boxes), or legal description;
 - ✓ The name of the parent/guardian;
 - ✓ The student’s complete residential address, including city, state and zip code (no PO Boxes), or legal description;
 - ✓ The name of the student(s) residing at that address;
 - ✓ The date of birth for each student claimed; and
 - ✓ The grade level for each student claimed.

APPLICATION TABLES:

- Table 1: Children with disabilities who either reside on federal property with a parent on active duty in the uniformed services, reside on federal property with a parent who is



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an official of a foreign government and is a foreign military officer, or reside on eligible Indian lands.

- Table 2: Children with disabilities who either have a parent on active duty in the uniformed services, but do not reside on federal property or have a parent who is an official of a foreign government and is a foreign military officer, but do not reside on federal property.
- Table 3: Children who reside on federal property with a parent employed on federal property, reside on federal property and have a parent on active duty in the uniformed services, reside on federal property and have a parent who is an official of a foreign government and is a foreign military officer, or reside on eligible Indian lands. Children counted on Table 1 are not counted again on Table 3.
- Table 4: Children who reside in eligible low-rent housing or reside on federal property.
- Table 5: Children who either have a parent on active duty in the uniformed services, but do not reside on federal property, have a parent who is an official of a foreign government and is a foreign military officer, but do not reside on federal property, or reside with a parent employed on federal property located either within the boundaries of the county in which the LEA is situated or in the same state in which the LEA is situated. Children counted on Table 2 are not counted again on Table 5.
- Table 6: The Total Membership of the LEA as of the Survey Date and the LEA's ADA for the prior school year (the ADA for Montana is a negotiated rate of 0.94361). Students attending under a tuition agreement are counted as enrolled and included in the LEA's Total Membership. Copies of the FP-14's should be available for review upon request of the DOE.
- Table 7: The Children with Disabilities (CWD) fiscal report. This information is only required if the LEA claimed disabled children on the prior year application (Table 1 or 2).
- Table 8: Required only for districts that operate DOE owned facilities.
- Table 10: Required only for districts receiving Impact Aid construction funds in the prior year (8007 funds) or have either military or Indian lands housing unavailable for occupancy due to renovation or rebuilding.

OTHER REQUIRED INFORMATION:

- LEA's should maintain a lists of CWD students claimed with IEP dates (must have an IEP active on the Survey Date), including names, date of birth, grade and date the IEP was signed. The list of students should be signed by the special education director.
- The LEA must have an Indian Policies and Procedures (IPP) document and evidence of standards, if claiming Indian lands children. The IPP must be put on the agenda at a school board meeting and open for discussion. An IPP must include evidence of the following:



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- ✓ The LEA provides tribal officials and parents of Indian children an opportunity to comment on whether Indian children participate on an equal basis with non-Indian children in the educational programs and activities of the LEA;
 - ✓ Have a mechanism to assess the extent to which Indian children participate on an equal basis with non-Indian children served by the LEA;
 - ✓ Recommend, if necessary, ways the LEA can modify its educational program to ensure that Indian children participate on an equal basis with non-Indian children served by the LEA;
 - ✓ Disseminate relevant applications, evaluations, program plans and information related to the educational programs of the LEA in a timely manner;
 - ✓ Gather information concerning Indian community views on education issues, including the frequency, location and time of meetings;
 - ✓ Notify Indian parents and tribes of the location and time of meetings;
 - ✓ Consult and involve tribal officials and parents of Indian children in the planning and development of the LEA's educational programs and activities; and
 - ✓ Modify the IPPs, if necessary, based on input from the tribes and parents.
- In lieu of an IPP the LEA may submit a written statement from the Indian tribe that the LEA need not comply with the requirement to develop an IPP because the tribe is satisfied with the LEA's provision of services to Indian children.

SPECIAL CIRCUMSTANCES:

- Pre-Kindergarten students: PK students may be included in the Total Membership and claimed on Tables 1-5 for an LEA if they meet the following:
 - ✓ Meet the definition of federally connected;
 - ✓ Education is provided at no charge to the parents (no tuition); and
 - ✓ Federal funds other than Impact Aid (including Head Start and IDEA) do not provide a substantial portion of funding.
- Heavily Impacted LEA's: Some LEA's may be eligible to receive increased basic support payments. The criteria for determining eligibility is the percentage of federally connected students, the LEA's tax rate compared to the state tax rate, per pupil expenditures, and coterminous school districts.
- Documentation reviews are conducted every year. The review may either be conducted by mail or on site. If an LEA is selected for a site visit, the LEA should prepare for the audit by securing a large meeting space and having all documentation organized and available for the review team. The DOE selects approximately 250 applications every year for review.



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IMPACT AID PAYMENTS:

- Impact Aid payments are made directly to the LEA's bank account. A voucher is emailed both to the LEA and the Office of Public Instruction.
- Payments are made once funds become available in the current federal fiscal year (after October 1st) and most initial field reviews are complete. Payments are typically made in December or January, but districts who need funds earlier may submit a request to the DOE for early payment.
- Additional payments for prior fiscal years may be released as funds become available and adjustments to an LEA's application are finalized. Districts should maintain documentation for three years after final payment is received for any fiscal year.

