

## 2020 – 21 LCFF Alternate Income Form: Optional Telephone Data Collection

### Instructions

Permission has been granted this year to collect LCFF Alternate Income Form parent/guardian responses via telephone providing that all of the information on the Telephone Data Collection Form is obtained. Please encourage parents/guardians to use the PowerSchool Parent Portal as a first option before using the paper form or responding via telephone.

The following steps should be completed when collecting responses via telephone:

1. Have at hand the sample LCFF form or the scannable forms delivered to your site. In the case that parents/guardians ask questions, you should be familiar with the information on the back of the form that discusses who to include in household size and the types of income to include.
2. Complete the Telephone Data Collection Form as you ask the questions below.
3. Call parent/guardian using this suggested script:
4. Hello, my name is \_\_\_\_\_ and I am calling from \_\_\_\_\_. We are calling families to obtain information that could increase the amount of state funding that our school and the district will receive. The information that you provide will be kept confidential and used for no other purpose. I will ask you about the number of people in your household and a general range of monthly income. Are you able to provide that information?

#### Yes

- a. Please tell me your name
- b. How many people, including adults and children, live in your household?
- c. Please tell me which one of the three following income ranges\* is correct for your household?  
*[read off the income ranges from the box on the sample form that matches the household size]*
- d. Thank you for providing this information. Goodbye.

#### No

- a. If you prefer, you can submit this information using the PowerSchool Parent Portal or by completing and returning a paper form to the school. Both methods will keep information confidential. Thank you for your time. Goodbye.
5. Complete all of the boxes on the form in the Student/Family section and in the collector section (including signature)
  6. Complete a scannable form for the student if you have one available and check the appropriate response in the last row of the form.
  7. Return any scannable forms and the Telephone Collection Forms per the memorandum from Tom Liberto.

If you have questions about this process, please contact Marcellus Walker ([mwalker@sandi.net](mailto:mwalker@sandi.net) or 619.725.7175).

\* For “Income range,” the first bubble in a household size box on the scannable form corresponds to “F,” the middle bubble corresponds to “R,” and the last bubble corresponds to “N.”