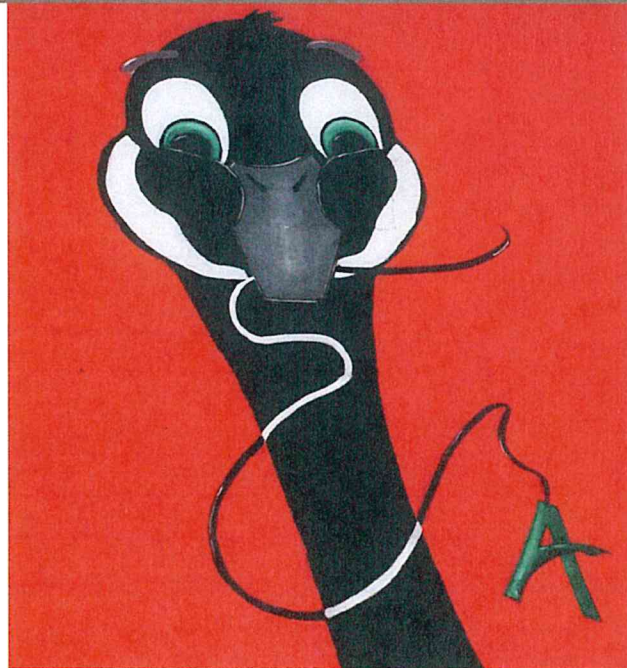


# Anser Charter School

"We are Crew, Not Passengers." –K. Hahn

*A Credentialed EL Education School*



## Welcome to the 2018-2019 School Year!

### A Note from the Anser Directors

Dear Anser Families,

We are excited to welcome you back for Anser 20<sup>th</sup> school year! We hope you have been enjoying a great summer and that these last few weeks are filled with fun. We have a few updates to share before we all see each other again on the first day of school.

We look forward to seeing our **new families** on **Thursday, August 23rd from 5:00pm-7:00pm for New Parent Orientation** and we hope all of our Anser families will plan to attend the **Anser Open House and**

**Back to School Picnic on Thursday, Aug. 30th.** Plan to visit your child's classroom between 4:00pm and 5:00pm and then join us on the playground for the Back to School Picnic. Bring a dinner for your family, and a blanket or chairs for seating. If it is a rush to get a dinner together, there will be a Taco Truck on campus to purchase dinner. Plus a Snow Cone truck for dessert! ***Then our new school year begins on Tuesday, September 4<sup>th</sup>!***

In Crew,  
Michelle Dunstan & Heather Dennis

# Summer Updates!



Support Anser!

## Online Registration

The Anser Online Registration link will be available starting August 6th on the Anser website. All families are required to complete online registration no later than Friday, August 24<sup>th</sup>. If you do not have internet access, please call the front office at Anser for assistance.

## Fund your lunch account via Infinite Campus

Anser uses Infinite Campus to provide a payment portal for the Anser lunch program. Be sure to fund your lunch account by adding funds via the portal prior to the first day of school. New families will receive their portal access code at New Parent Orientation.

*How can you support Anser's commitment to providing excellent learning opportunities for all students?*

1. When you complete registration, consider giving a \$20 donation to help Anser provide for families who may not be able to afford supplies.
2. Support the Fall Fund Drive! Keep Adventure strong at Anser!
3. Support your child in having good attendance! Good attendance equals greater learning and greater school funding.

## Facility Update

We had a busy summer sprucing up the Anser nest! We installed new carpet in two classrooms, skylights in a 4-5 classroom, a new ramp and skirting for the kindergarten portable, and we replaced the front entry way stones with poured concrete. Of course the most exciting update is the new playground equipment, supported by the Fill A Need donations at our Spring Auction! The main play equipment has been installed and the remainder will be installed in late August.

## New Office Faces/Roles:

Join us in welcoming Stephanie Craig to the front office! You may recognize her as she was a para professional last year at Anser. She will be joining Stacie in the front office as Jessie Deason has moved on to an exciting new opportunity. Danielle Kieffer will take over management of the Anser School Lunch program and will work with Nancie Swanke to ensure your child's meals are still delicious and nutritious each day! Stacie will be taking on some extra duties that were once handled by Denice McPhillips, whose family is moving to another state. We wish our crew members the best on their new endeavors!

# New Anser Staff for SY 2018-2019



## Kindergarten Crew Leader – J.J. Garrett

J.J. Garrett has a BA in Elementary Education and an endorsement in Literacy from Boise State University. She is currently pursuing a second endorsement in Gifted and Talented Education. She was raised in the Four Corners area and Alaska so she naturally loves the outdoors. Her interests include bird watching, art, and music. She enjoys spending most of her spare time reading and spending time with her five sons and her husband. J.J. is passionate about early childhood development and is looking forward to being a Crew Leader with Anser kindergartners.

## Kindergarten Crew Leader – Nancy Brennan

Nancy Brennan has been in the field of education for nearly 22 years. Her experience includes teaching children from preschool up through seventh grade. She feels most joyful when she is in the midst of a collaborative classroom as children learn together through real life, hands-on experiences. Nancy believes strongly in EL education and is so delighted to be part of the Anser crew. In her spare time she enjoys reading, being creative and traveling with her husband and four children, all of whom have attended Anser Charter School. She holds a BA in Elementary Education.



## 2/3 Crew Leader – Sarah Higgins

Hi! I'm Sarah Higgins. I grew up in Soda Springs, which is a lovely small town in Southeast Idaho. My family was always camping or fishing, and I still love spending as much time as possible in the outdoors. Once I graduated high school, I studied History, Education and Reading at the College of Idaho (Go Yotes!). I loved my experiences at the small liberal arts college and was able to pursue a number of interests as a student there including snowboarding, backpacking, fly fishing, and teaching. I continued my education at The College of Idaho and completed my Master's in Teaching in May of 2017.

I have since taught a variety of age groups and subjects in Sun Valley, Shoshone, and Kent, Washington. Each move I have made has led to a more diverse group of students and community. I am currently living and teaching English in Taipei, Taiwan with my two best friends. I am so excited to return to Idaho and join the Crew at Anser this Fall.



## 2/3 Crew Leader – Gus Curry

Gus Curry came to a career in education by way of the performing arts. After spending a decade as a professional actor and musician in New York City, he returned to academia and obtained a degree in Earth Science from City College of New York. After relocating to Minnesota for a graduate program, Gus spent several years as part of the Special Education department at Upper Mississippi Academy in St. Paul.

A job at St. Luke's in Boise brought KT, Gus's wife, to Idaho, and Gus thought it best to come along. He had the amazing opportunity to be part of the ECS crew at Anser throughout the 2017-2018 school year, and could not be more thrilled to be returning for 2018-2019 as a 2/3 crew leader. Gus and KT welcomed Oliver Augustus to the world in January, and are enjoying their first foray into parenting. "I adore the design principles of EL and cannot wait to continue seeing them come to life through our unbelievable students."



## Anser Charter School 2018-2019 School Calendar

|   |             |                                       |
|---|-------------|---------------------------------------|
| <b>New Family Orientation 5pm - 7pm</b>   | Thursday    | August 23, 2018                       |
| <b>Back to School Picnic/Open House 4:30pm</b>  | Thursday    | August 30, 2018                       |
| <b>First Day of School K-8<sup>th</sup></b>   | Tuesday     | September 4, 2018                     |
| Back to School Night 6 <sup>th</sup> -8 <sup>th</sup>                                     | Thursday    | September 6, 2018                     |
| Back to School Night K-5 <sup>th</sup>  | Thursday    | September 13, 2018                    |
| <b>NO SCHOOL-</b> State In-service/Professional   | Thurs & Fri | October 4-5, 2018                     |
| 2 <sup>nd</sup> -8 <sup>th</sup> Learner Goal Setting                                     | Wed Night   | October 24, 2018                      |
| 2 <sup>nd</sup> -8 <sup>th</sup> Learner Goal Setting                                     | Thursday    | October 25, 2018                      |
| <b>NO SCHOOL –</b> Teacher Planning/Report Card Prep                                      | Thurs & Fri | October 25-26 2018                    |
| <b>NO SCHOOL-</b> Report Card Prep/Thanksgiving Break                                     | Week        | Nov 19-23, 2018                       |
| <b>1:30 pm*Early Release 1<sup>st</sup>- 8<sup>th</sup></b>                               | Thursday    | December 13, 2018                     |
| Student Led Conferences 1 <sup>st</sup> -8 <sup>th</sup> / Learner Goal K-1 <sup>st</sup> | Thurs.Night | December 13, 2018                     |
| <b>NO SCHOOL- Student Led Conferences</b>   | Friday      | December 14, 2018                     |
| <b>Winter Break-2 weeks</b>   | Monday      | December 24, 2018-<br>January 4, 2019 |
| <b>School Resumes</b>   | Monday      | January 7, 2019                       |
| <b>NO SCHOOL-</b> Teacher Planning/ JH report Card Prep                                   | Friday      | January 18, 2019                      |
| <b>NO SCHOOL-</b> MLK Holiday   | Monday      | January 21, 2019                      |
| <b>NO SCHOOL-</b> Staff Development   | Friday      | February 15, 2019                     |
| <b>NO SCHOOL-</b> President's Day   | Monday      | February 18, 2019                     |
| <b>NO SCHOOL-</b> Elem Report Card Prep/ JH Planning                                      | Friday      | March 01, 2019                        |
| <b>NO SCHOOL-</b> Teacher Planning  | Friday      | March 15, 2019                        |
| <b>NO SCHOOL-</b> Spring Break  | All Week    | March 18-22, 2019                     |
| <b>NO SCHOOL-</b> Staff Development   | Friday      | April 19, 2019                        |
| <b>Anser Auction!</b>   | TBA         |                                       |
| <b>NO SCHOOL-</b> Staff Development/Report Card Prep                                      | Friday      | May 17, 2019                          |
| <b>1:30 pm*Early Release-Last Day of School/ SLC</b>                                      | Thursday    | May 23, 2019                          |
| Student Led Conferences   | Friday      | May 24, 2019                          |
| 8 <sup>th</sup> Grade Graduation  | Friday      | May 24, 2019                          |

\* Early Release dismissal is 1:30pm for grades 1<sup>st</sup>-8<sup>th</sup> grade. **Kindergarteners will keep their regular schedule on Early Release days. There will be no AAYC on Early Release days.**

# Anser Charter School

## 2018-19 Supply List

Supplies for K-5 students are provided by Anser at no cost to families. Students in grades 1-5, are encouraged to bring their own headphones. Please label them and place them in a Ziploc bag with their name on it. These headphones will be kept at school and used by your student all year.

### 6<sup>th</sup> Grade School Supply List

#### Student Supply List

24 pack colored pencils  
4 pack pink erasers  
2 lg glue sticks  
3 mechanical pencils  
Zip up binder  
3 pack black ultra fine sharpies  
4 (2) pocket folders no fastener and 3 hole punched  
pencil bag with zipper  
24 ct #2 wood pencils  
kleenex box  
(2) Highlighters

### 7<sup>th</sup> & 8<sup>th</sup> Grade School Supply List

#### Student Supply List

Lg. Zippered binder or (5) 1.5" binders  
Pkg. Blue ball point pens  
Cap Erasers  
24 pk. Colored Pencils  
500 sheets college ruled lined paper  
6 pk. Glue Sticks  
3 Highlighters  
2 pk. Lined index cards 4x6  
Handheld pencil sharpener  
3 pk. Pink erasers  
Clear plastic ruler  
Kleenex box for locker  
Pencil bag

If providing these optional (but optimal) supplies for your student will be a hardship for your family, please be in touch with Heather Dennis at [hdennis@ansercharterschool.org](mailto:hdennis@ansercharterschool.org). Supplies can be provided by Anser for families with 6<sup>th</sup>-8<sup>th</sup> grade students who request assistance.

If you would like to help Anser provide supplies and adventure scholarships for students whose families cannot afford them, please consider making a donation.

# September 2018

Lunch costs \$2.85.  
 A la carte milk is 65 cents. Additional slices of pizza are \$1.75 each. These items are not covered under approved Free/Reduced lunch applications.  
 A peanut butter and jelly sandwich is available every day as a menu alternative. Only whole grains are served. Fruit is offered with every meal. Chocolate skim milk and 1% milk are offered.  
 This is a seasonal menu that will change throughout the year.

| SUNDAY | MONDAY           | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |   |
|--------|------------------|---------|-----------|----------|--------|----------|---|
|        |                  |         |           |          |        | 1        |   |
| 2      | <b>NO SCHOOL</b> | 3       | 4         | 5        | 6      | 7        | 8 |
| 9      | 10               | 11      | 12        | 13       | 14     | 15       |   |
| 16     | 17               | 18      | 19        | 20       | 21     | 22       |   |
| 23     | 24               | 25      | 26        | 27       | 28     | 29       |   |
| 30     |                  |         |           |          |        |          |   |

Menu is subject to change.

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**CHILD NUTRITION PROGRAMS - CACFP, NSLP, SBP, SFSP  
INCOME ELIGIBILITY GUIDELINES  
Effective from July 1, 2018 to June 30, 2019**

| Free Meals - 130% |         |                 |                 |        |   | Reduced Price Meals - 185% |         |                 |                 |        |
|-------------------|---------|-----------------|-----------------|--------|---|----------------------------|---------|-----------------|-----------------|--------|
| ANNUAL            | MONTHLY | TWICE PER MONTH | EVERY TWO WEEKS | WEEKLY | HOUSEHOLD SIZE                                | ANNUAL                     | MONTHLY | TWICE PER MONTH | EVERY TWO WEEKS | WEEKLY |
| 15,782            | 1,316   | 658             | 607             | 304    | 1   | 22,459                     | 1,872   | 936             | 864             | 432    |
| 21,398            | 1,784   | 892             | 823             | 412    | 2   | 30,451                     | 2,538   | 1,269           | 1,172           | 586    |
| 27,014            | 2,252   | 1,126           | 1,039           | 520    | 3   | 38,443                     | 3,204   | 1,602           | 1,479           | 740    |
| 32,630            | 2,720   | 1,360           | 1,255           | 628    | 4   | 46,435                     | 3,870   | 1,935           | 1,786           | 893    |
| 38,246            | 3,188   | 1,594           | 1,471           | 736    | 5   | 54,427                     | 4,536   | 2,268           | 2,094           | 1,047  |
| 43,862            | 3,656   | 1,828           | 1,687           | 844    | 6   | 62,419                     | 5,202   | 2,601           | 2,401           | 1,201  |
| 49,478            | 4,124   | 2,062           | 1,903           | 952    | 7   | 70,411                     | 5,868   | 2,934           | 2,709           | 1,355  |
| 55,094            | 4,592   | 2,296           | 2,119           | 1,060  | 8   | 78,403                     | 6,534   | 3,267           | 3,016           | 1,508  |
| 60,710            | 5,060   | 2,530           | 2,335           | 1,168  | 9   | 86,395                     | 7,200   | 3,600           | 3,324           | 1,662  |
| 66,326            | 5,528   | 2,764           | 2,551           | 1,276  | 10  | 94,387                     | 7,866   | 3,933           | 3,632           | 1,816  |
| 71,942            | 5,996   | 2,998           | 2,767           | 1,384  | 11  | 102,379                    | 8,532   | 4,266           | 3,940           | 1,970  |
| 77,558            | 6,464   | 3,232           | 2,983           | 1,492  | 12  | 110,371                    | 9,198   | 4,599           | 4,248           | 2,124  |
| 5,616             | 468     | 234             | 216             | 108    | <b>For each additional family member add:</b> | 7,992                      | 666     | 333             | 308             | 154    |

**A. All applications qualified by income must have:**

- All household members listed.
- Income by household member, source and frequency that income is received (Weekly, Monthly, etc.)
- The last 4 digits of the SSN of the primary wage earner or adult who signs the application or box checked if they do not have a SSN
- An adult household member's signature.

**B. All applications qualified by SNAP, TAFI or FDPIR number must have:**

- Name of the child receiving benefits, a correct benefit number; and
- An adult household member's signature.

**ANNUAL INCOME COMPUTATION**

Multiply:

WEEKLY income by 52

EVERY TWO WEEKS income by 26

TWICE MONTHLY income by 24

MONTHLY income by 12



# 2018-2019 Application for Free and Reduced Price School Meals

**\*\*If you received notification this school year that your child(ren) is approved for free meals – do NOT complete this form.**

Complete one application per household. Please use a pen (no pencil).

**STEP 1** List ALL Household Members who are infants, children, and students up to and including grade 12 (if more spaces are required for additional names, attach another sheet of paper)

| Child's First Name | MI | Child's Last Name | Student Y/N | Grade | School Name | Foster (X) if YES |
|--------------------|----|-------------------|-------------|-------|-------------|-------------------|
|                    |    |                   |             |       |             |                   |
|                    |    |                   |             |       |             |                   |
|                    |    |                   |             |       |             |                   |
|                    |    |                   |             |       |             |                   |

**Definition of Household Member:** "Anyone who is living with you and shares income and expenses, even if not related."

Children in Foster care and children who meet the definition of Homeless, Migrant or Runaway are eligible for free meals. Read How to Apply for Free and Reduced Price School Meals for more information.

**STEP 2** Do any Household Members (including you) currently participate in one or more of the following assistance programs: SNAP, TAFI, or EBP/PIR? Circle one: Yes/No

If you circled 'No' in Step 2 then Complete STEP 3. If you circled 'Yes' then write case number and go to STEP 4 (Do not complete STEP 3)

Case Number: \_\_\_\_\_

Write only one case number in this space. Quest Card # Not Allowed

**STEP 3** Report GROSS (before Deductions) Income for ALL Household Members (Skip this step if you answered 'Yes' to STEP 2)

### A. Child Income

Sometimes children in the household receive and/or earn income. Please include the TOTAL income earned by all Household Members listed in STEP 1 here.

| Child Income | How often?            |                       |                       |
|--------------|-----------------------|-----------------------|-----------------------|
|              | Weekly                | Bi-Weekly             | 2x Month              |
| \$ _____     | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

### B. All Adult Household Members (including yourself)

List all Household Members not listed in STEP 1 (including yourself) even if they do not receive income. For each Household Member listed, if they do receive income, report total income for each source in whole dollars only. If they do not receive income from any source, write '0'. If you enter '0' or leave any fields blank, you are certifying (promising) that there is no income to report.

| Name of Adult Household Members (First and Last) | How often?            |                       |                       | Earnings from Work |                       |                       | Public Assistance/Alimony |          |                       | Pensions/Retirement/All Other Income |                       |          |
|--|-----------------------|-----------------------|-----------------------|--------------------|-----------------------|-----------------------|---------------------------|----------|-----------------------|--------------------------------------|-----------------------|----------|
|  | Weekly                | Bi-Weekly             | 2x Month              | Monthly            | Weekly                | Bi-Weekly             | 2x Month                  | Monthly  | Weekly                | Bi-Weekly                            | 2x Month              | Monthly  |
|  | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | \$ _____           | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>     | \$ _____ | <input type="radio"/> | <input type="radio"/>                | <input type="radio"/> | \$ _____ |
|  | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | \$ _____           | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>     | \$ _____ | <input type="radio"/> | <input type="radio"/>                | <input type="radio"/> | \$ _____ |
|  | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | \$ _____           | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>     | \$ _____ | <input type="radio"/> | <input type="radio"/>                | <input type="radio"/> | \$ _____ |
|  | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | \$ _____           | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>     | \$ _____ | <input type="radio"/> | <input type="radio"/>                | <input type="radio"/> | \$ _____ |
|  | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | \$ _____           | <input type="radio"/> | <input type="radio"/> | <input type="radio"/>     | \$ _____ | <input type="radio"/> | <input type="radio"/>                | <input type="radio"/> | \$ _____ |

Total Household Members (Children and Adults)  Last Four Digits of Social Security Number (SSN) of Primary Wage Earner or Other Adult Household Member     Check if no SSN

**STEP 4** Contact information and adult signature (All applications MUST be signed by an adult member of the household)

I certify (promise) that all information on this application is true and that all income is reported. I understand that this information is given in connection with the receipt of Federal funds, and that school officials may verify (check) the information. I am aware that if I purposely give false information, my children may lose meal benefits, and I may be prosecuted under applicable State and Federal laws.

Street Address (if available)  City  State  Zip  Daytime Phone and Email (optional)

Apt #  Signature of adult completing the form  Today's date

**OPTIONAL**

**Children's Racial and Ethnic Identities**

We are required to ask for information about your children's race and ethnicity. This information is important and helps to make sure we are fully serving our community. Responding to this section is optional and does not affect your children's eligibility for free or reduced price meals.

Ethnicity (check one):

- Hispanic or Latino
- Not Hispanic or Latino

Race (check one or more):

- American Indian or Alaskan Native
- Black or African American
- Asian
- Native Hawaiian or Other Pacific Islander
- White

**INCOMPLETE APPLICATIONS WILL BE DENIED**

You will receive a letter when you are approved or denied: until that time, you are responsible for any charges.

1. List ALL household members who are infants, children, and students up to and including grade 12 (if more spaces are required for additional names, attach another sheet of paper).
  2. If applicable, list a current food stamp, FDIPIR, or TAFI case number for any member of the household (an EBT or Quest card number is not allowed).
  - 3 A) Report all income earned by all children. Child income is money received from outside your household that is paid directly to your children; this includes but is not limited to earnings from work and social security (disability payments or survivor's benefits).
  - 3 B) Please include ALL members in your household who are living with you and share income and expenses, even if not related and even if they do not receive income of their own. DO NOT include children and students already listed in Step 1.
- Income:** Report all amounts in **gross income** (before taxes and premiums) only. Report all income in whole dollars. Do not include cents. Mark how often each type of income is received using the check boxes to the right of each field.
- If you are self-employed, report income from that work as a net amount. This is calculated by subtracting the total operating expenses of your business from its gross receipts or revenue. Report total household size. Enter the total number of household members in the field "Total Household Members (Children and Adults)". This number MUST be equal to the number of household members listed in Step 1 and Step 3. It is very important to list all household members, as the size of your household determines your income cutoff for free and reduced price meals. Provide the last four digits of your social security number. The household's primary wage earner or another adult household member must enter the last four digits of their social security number in the space provided. If no adult household members have a social security number, leave this space blank and mark the box to the right labeled "Check if no SS#".
4. All applications must be signed by an adult member of the household. By signing the application that household member is promising that all information has been truthfully and completely reported.

The Richard B. Russell National School Lunch Act requires the information on this application. You do not have to give the information, but if you do not, we cannot approve your child for free or reduced price meals. You must include the last four digits of the social security number of the adult household member who signs the application. The last four digits of the social security number is not required when you apply on behalf of a foster child or you list a Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) Program or Food Distribution Program on Indian Reservations (FDPIR) case number or other FDPIR identifier for your child or when you indicate that the adult household member signing the application does not have a social security number. We will use your information to determine if your child is eligible for free or reduced price meals, and for administration and enforcement of the lunch and breakfast programs. We MAY share your eligibility information with education, health, and nutrition programs to help them evaluate, fund, or determine benefits for their programs, auditors for program reviews, and law enforcement officials to help them look into violations of program rules.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

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|   |  |
|---|--|
| <p><b>Household Determination:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Foster Student(s): _____</li> <li><input type="checkbox"/> Food Stamp/TAFI/FDPIR _____</li> <li><input type="checkbox"/> Income: Total Income \$ _____ Frequency _____ # in Household _____</li> </ul> <p><b>Approved:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Free Meals</li> <li><input type="checkbox"/> Reduced-Price Meals</li> <li>Withdrawal Date: _____</li> </ul> <p><b>Signature of Determining Official:</b> _____</p> <p><b>*Must be a different individual than the Confirming Official</b></p> | <p><b>Convert to Annual if Multiple Frequencies:</b></p> <ul style="list-style-type: none"> <li>Weekly x52, Every 2 Weeks x26,</li> <li>Twice Monthly x24, Monthly x12</li> </ul> <p><b>Date Notice Sent:</b> _____</p> <p><b>Date Determined:</b> _____</p> |
| <p><b>Signature of Confirming Official:</b> _____</p> <p><b>*Must be a different individual than the Determining Official</b></p> <p>Date 1<sup>st</sup> Notification Sent: _____</p> <p>Date 2<sup>nd</sup> Notification Sent: _____</p> <p><b>Results:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> No Change</li> <li><input type="checkbox"/> Free to Reduced</li> <li><input type="checkbox"/> Reduced to Free</li> <li><input type="checkbox"/> Ineligible – Reason: _____</li> </ul> <p><b>Signature of Verifying Official:</b> _____</p> <p><b>*Can be same as Determining Official</b></p> <p>Date: _____</p>   |  |