

**Office of Student Enrollment  
2018-2019 Income Verification Letter**

Dear Parent/Guardian,

High schools that are participating in the diversity initiative will give a certain percentage of applicants in the incoming ninth and tenth grades an admissions priority based on income, status as an English Language Learner, or is living in temporary housing. The programs listed on the following web page are participating in the pilot initiative for the 2018-2019 school year: <https://www.schools.nyc.gov/enrollment/enrollment-help/meeting-student-needs/diversity-in-admissions>

Based on your family size, your child is eligible if your family earns less than the income requirements listed in the following table, or receives HRA benefits listed below, or lives in temporary housing. If your child is eligible based on any of these requirements, please check the corresponding box next to “Reduced Price Lunch based on income” or “Free Lunch based on income” or “Free Lunch based on HRA benefits or temporary housing” from the options below:

**Reduced Priced Lunch based on income:**

Household Size	Annual	Monthly	Twice Per Month	Every Two Weeks	Weekly
1	22,459	1,872	936	864	432
2	30,451	2,538	1,269	1,172	586
3	38,443	3,204	1,602	1,479	740
4	46,435	3,870	1,935	1,786	893
5	54,427	4,536	2,268	2,094	1,047
6	62,419	5,202	2,601	2,401	1,201
7	70,411	5,868	2,934	2,709	1,355
8	78,403	6,534	3,267	3,016	1,508
For each add'l family member, add...	7,992	666	333	308	154

**Free Lunch based on income:**

Household Size	Annual	Monthly	Twice Per Month	Every Two Weeks	Weekly
1	15,782	1,316	658	607	304
2	21,398	1,784	892	823	412
3	27,014	2,252	1,126	1,039	520
4	32,630	2,720	1,360	1,255	628
5	38,246	3,188	1,594	1,471	736
6	43,862	3,656	1,828	1,687	844
7	49,478	4,124	2,062	1,903	952
8	55,094	4,592	2,296	2,119	1,060
For each add'l family member, add...	5,616	468	234	216	108

*Continued →*

**Free Lunch based on HRA benefits or temporary housing:**

- Women, Infants, and Children (WIC)
- Supplemental Nutrition Assistance Program (SNAP)
- Temporary Assistance for Needy Families (TANF)
- Temporary housing (according to McKinney-Vento)

Your school will verify that you and your child are receiving these benefits. The Office of Student Enrollment will verify with your school.

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I certify that my child is eligible because my family earns less than the income requirements listed in one of the tables on the previous page or because my family receives benefits from HRA as listed above. I understand that this form is only for the purpose of verifying that our family income qualifies us as eligible for the schools' admissions priorities as listed on the following web page: <https://www.schools.nyc.gov/enrollment/enrollment-help/meeting-student-needs/diversity-in-admissions>.

\_\_\_\_\_  
STUDENT LAST NAME

\_\_\_\_\_  
STUDENT FIRST NAME

\_\_\_\_\_  
STUDENT ID #

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Name (please print): \_\_\_\_\_

*Please return this form to your school administrator.*

**For school use only:**

**For families who indicate Free Lunch based on HRA benefits, confirm using the process described in these links:**

<http://www.cn.nysed.gov/content/new-state-wide-direct-certification-matching-process-and-mandatory-reporting-snapmedicaid>

[https://hungersolutionsny.org/wp-content/uploads/2017/06/correcting\\_your\\_direct\\_cert\\_list\\_july15.pdf](https://hungersolutionsny.org/wp-content/uploads/2017/06/correcting_your_direct_cert_list_july15.pdf)

**Enter the correct information into MySchools:**

- FREE MEALS (HRA)
- FREE MEALS (FORM)
- REDUCED PRICE MEALS
- FULL PRICE MEALS
- FULL PRICE MEALS (MISSING INFORMATION)
- FULL PRICE MEALS (NO FORM)