Oregon School Eligibility Application Instructions

# Institution Information Instructions

1. Enter the school’s [Oregon Department of Education Institution ID#](https://www.ode.state.or.us/instid/)
2. Enter the school’s Address, City, Zip Code and County
3. Enter the School District in which the school resides
4. Enter the Grade Range offered by the school
5. Put a checkmark for whether the school is a Public or a Private Non-Profit School
   1. If the school is a Non-Profit Private School, IRS approval of non-profit status must be submitted with the School Eligibility Application
6. Put a checkmark for whether the school participates in the National School Lunch Program (NSLP) or Community Eligibility Program (CEP)

# Low-Income Student Data Instructions

1. Schools are added to the Directory by school year, enter each school year you are applying to be listed on the Directory
2. Enter the applied for school year’s number of K-12 (ONLY) low-income students within the school
3. Enter the applied for school year’s total number of K-12 (ONLY) students within the school
4. Enter the applied for school year’s percentage of low-income students within the school
   1. Percentage Formula: Divide the number of low-income students by the number of total students to figure the percentage of low-income students within the school for that school year.
   2. Student counts are as of October 1st of the requesting school year

# Signatures Instructions

1. If the school DOES participate in the National School Lunch Program (NSLP) or Community Eligibility Program (CEP):
   1. The School Administrator must sign the application
   2. The application may be submitted
2. If your school does NOT participate in the National School Lunch Program (NSLP) or Community Eligibility Program (CEP):
   1. The School District’s Superintendent must sign the application certifying:
      * The school has ON HAND an “[Oregon Family Income Survey](https://www.oregon.gov/ode/students-and-family/childnutrition/SNP/Pages/Special-Provisions.aspx)” form for each student represented in the low-income student count available upon request. These forms will need to be kept on hand for a period of 5 years from the end of the first and last applied school year.
      * The school used the “Income Eligibility Guideline” form in determining the low-income student data
   2. The application may be submitted

# Application Submission Instructions

Submit School Eligibility Applications by email to:

* 1. Email Address: [jennifer.sappington@ode.oregon.gov](mailto:jennifer.sappington@ode.oregon.gov)

# After you have submitted your school’s application:

Once your school’s application has been processed you will receive an approval or denial letter in the mail.

The Teacher Cancellation Low Income (TCLI) Directory is updated for the current school year in May. If your school was approved for the current school year, it will be listed in the directory at that time.

Once a school is listed in the Teacher Cancellation Low Income (TCLI) Directory, teachers in the school may contact their loan provider to understand the necessary steps to determine eligibility for Federal Program Loan Forgiveness.

If you have any questions please contact [Jennifer Sappington](mailto:Jennifer%20Sappington) at [jennifer.sappington@ode.oregon.gov](mailto:jennifer.sappington@ode.oregon.gov).

# School Eligibility Criteria

The Oregon School Eligibility Criteria for being added to the Teacher Cancellation Low Income (TCLI) Directory is as follows:

1. School must be registered as a school with Oregon Department of Education (having an Institution ID#) which can be checked in the [Institution Management System](https://www.ode.state.or.us/instID/) (IMS).
2. School must be a public or other nonprofit elementary or secondary school
   1. Non-Public schools must be nonprofit and a copy of IRS approval for non-profit status must be included with the School Eligibility Application.
3. School must be in a school district that qualifies for funds under Title I of the Elementary and Secondary Education (ESEA) Act of 1965, as amended.
4. School must have 30.02+% of the school’s total enrollment made up of children who qualify for services provided under Title I (low income students). This percentage may be determined through the National School Lunch Program (NSLP) or the school may submit alternative poverty documentation such as Oregon Family Income Survey information.

# Application Form

## Institution Information:

School ID#:

School Name:

School Address:

School County:

School District:

School Grade Range:

Please check mark the correct type of school:

🞎 Public School 🞎 Other Non-Profit School (must submit IRS approval for non-profit status)

Does the school participate in the National School Lunch Program (NSLP) or Community Eligibility Program (CEP) administered by the Oregon Department of Education?

🞎 YES 🞎 NO

## Low-Income Student Data:

* Enter the Low-Income Student Data for each School Year you are applying to be listed on the Directory
* Do NOT include Pre-Kindergarten students in EITHER count, ONLY K-12 students
* Student counts are as of October 1st of the school year
* FORMULA: Low Income # of students / Total # of students = % of Low Income Students

| School Year | | | Low-Income # | Total Enrollment # | % of Low-Income |
| --- | --- | --- | --- | --- | --- |
|  | - |  |  |  |  |
|  | - |  |  |  |  |
|  | - |  |  |  |  |
|  | - |  |  |  |  |

## Signatures:

### Participates in NSLP or CEP

If the school participates in NSLP or CEP, enter the School Administrator name and have signed to submit application.

Administrator Name (Printed) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Does not participate in NSLP or CEP

If the school does NOT participate in NSLP or CEP, enter the School District’s Superintendent name and have signed, certifying the statement below, to submit application.

I certify that the school has ON HAND a “Confidential Family Income Survey form” for each student represented in the above count of low-income students, and the “Income Eligibility Guideline” form was used for the application year(s) to determine low income eligibility. Survey forms will be retained and available for a period of 5 years from the first and last of the school year(s) of this application for state and/or federal audit purposes.

Superintendent Name (Printed) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_