

INSTRUCTIONS FOR IMPACT AID FORMS

1. We need forms returned for **each student** even if no parent/guardian is living or working on federal property. However, we only need information for **one parent/guardian**. In other words, if either parent/guardian works or lives on federal property (Indian reservations are counted as federal property), that parent/guardian should be the one listed on the Impact Aid form for each of your students.
2. Please fill out the form **COMPLETELY** including zip codes. No P.O. Boxes can be used anywhere on the form. Please note the Department of Education **will not accept forms that are not completely filled out.**
3. If you are a **CIVILIAN** working on federal property you MUST fill in ALL of the boxes in this section. For Part 1, if you are employed by LANL, fill in "Los Alamos National Laboratory" as the employer and then one of the addresses below. The Department of Education requires that the physical address of record in the County Assessor's Office be used for Lab properties. Please do NOT write PO Box 1663 or any TA #, but write in one of the addresses below. The physical addresses on record are:
 - a) Los Alamos National Laboratory, 4200 West Jemez Road, Los Alamos, NM 87545 – includes all Technical Areas except for TA-74 (see below for this) and TA-00 (which is NOT located on federal property and CANNOT be counted as working on federal property).
 - b) Los Alamos National Laboratory, Forest Road 57, Los Alamos, NM 87544 – the area located around the Rendija Canyon Road;
 - c) Los Alamos National Laboratory, Pueblo Canyon, Los Alamos, NM 87544 – the area where the old wastewater treatment plant is located (TA-74).

For Part 2, you must also select which site you worked at on October 10th. This part of the form really comprises two questions – 1) who was your employer on October 10th and 2) what federal worksite you literally worked at on **October 10, 2018**. The addresses should only be different if you work for a federal contractor.

4. If you are employed by a **CONTRACTOR** (for example COMPA) or the Department of Energy, list the physical address of the contractor's office (even if out of state) in Part 1. Then in Part 2 indicate which LANL site you reported to work at on October 10, 2018.
5. We have also included a bullet for **Bandelier**, for those who work there.
6. **If there is another federal property we have not itemized**, please fill in OTHER.
7. If one of the parents/guardians is on **ACTIVE DUTY**, please ensure the Branch of Service and Rank is included. Pay Scale is allowable for rank but job description or military occupational specialty (MOS) is not allowed.

Frequently Asked Questions:

1. I am not employed - OR - I do NOT work at LANL or any other federal property – OR- I work at TA-00 at LANL. Do I need to fill out this form? *Answer: Yes. You should fill in your student's information and then you can simply write NOT APPLICABLE or NONE APPLY or something similar.*
2. Why do I need to fill out the SAME information in boxes 1 and 2, if my work and employer address is the same? *Answer: Without both boxes being filled out, we will need to return the form to you to complete, as an incomplete form CANNOT be counted. In addition, we are PROHIBITED from filling in any information for a parent.*
3. If I work at Los Alamos Medical Center (example) and my husband works at LANL, whose information should we use, or do both of us have to fill out the form? *Answer: We only need one form per student. Between the two choices, the best information for us is regarding a parent who either 1) resides on Indian land, 2) works on federal property, 3) is on Active Duty, or 4) is a member of the Foreign Military.*

If you have any questions, please feel free to call or email Teresa Gatewood (663-2242),
t.gatewood@laschools.net.

Impact Aid Program Survey Form

The survey date is October 10, 2018

DO NOT use a P.O. BOX in any of the Address Lines
This form is capturing information as of October 10, 2018

STUDENT INFORMATION - MUST COMPLETE ADDRESS FULLY

Student's Last Name	First Name	M.I.	Date of Birth	Grade	School Name
Street Address: NO PO BOXES			City	State	Zip Code
<input type="checkbox"/> If you live on INDIAN lands or a FEDERAL PROPERTY, enter the name of the property. (examples: San Ildefonso, Kirtland Air Force Base):					

*****Fill out all boxes that apply to either parent/guardian*****

PARENT/GUARDIAN is a CIVILIAN and reported to work on a FEDERAL PROPERTY October 10, 2018

EMPLOYER NAME/ADDRESS: Enter the parent/guardian's name as it appears on the employer's payroll record. You must fill in the address of the Employer and also check (or fill in) worksite address below.

Parent/Guardian's Last Name	First Name and M.I.	Name of Parent/Guardian's EMPLOYER			
Street Address of Parent/Guardian's EMPLOYER: NO PO BOXES			City	State	Zip Code

WORKSITE ADDRESS: Select address below (or fill in address) of federal property worksite for October 10, 2018:

<input type="radio"/> Los Alamos National Laboratory, 4200 West Jemez Road, Los Alamos, NM 87545 – <u>Includes all Technical Areas except for TA-74 and TA-00.</u>					
<input type="radio"/> Los Alamos National Laboratory, Forest Road 57, Los Alamos, NM 87545					
<input type="radio"/> Los Alamos National Laboratory, Pueblo Canyon, Los Alamos, NM 87545– NM TA-74					
<input type="radio"/> Bandelier National Monument, 15 Entrance Rd., Los Alamos, NM 87544					
<input checked="" type="radio"/> Other - Address of federal property worksite: NO PO BOXES			City	State	Zip Code

PARENT/GUARDIAN EMPLOYMENT INFORMATION: UNIFORMED SERVICES

Enter information in this section regarding the parent/guardian if either person was on active duty in the Uniformed Services of the United States *on October 10, 2018.*

Parent/Guardian's Last Name	First Name and M.I.	Branch of Service	Rank
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PARENT/GUARDIAN EMPLOYMENT INFORMATION: FOREIGN MILITARY

Enter information in this section regarding the parent/guardian if either person was both an accredited foreign government official and a foreign military officer *on October 10, 2018.*

Parent/Guardian's Last Name	First Name and M.I.	Branch of Service	Rank
Name of Foreign Government			

This information is the basis for payment to your school district of federal funds under the Impact Aid Program (Title VIII of the Elementary and Secondary Education Act), and *may* be provided to the U.S. Department of Education *if* your school district's application for payment is audited. This form *must* be signed and dated for your school district to receive funds based on this information.

*** By signing this form, I am certifying that all typed and written information on this form is accurate and complete as of the survey date.**

→ Signature of Parent/Guardian _____ → Date _____