

AFFORDABLE CONNECTIVITY PROGRAM

Adoption Toolkit for School Districts

RESOURCE: APPLICATION DOCUMENTS

DISTRICT NOTES

How to use this resource: This resource provides a quick overview of the identification and eligibility documents are acceptable for ACP enrollment

Step #1: Identification

IDENTIFY VERIFICATION

If the applicant needs to provide additional information to verify identity:

Documentation must include:	Document Examples and Tips:
<ul style="list-style-type: none">• Your first and last name• Your date of birth	<ul style="list-style-type: none">• Valid government, military, state or Tribal ID• Birth Certificate• Student ID• U.S. driver's license• Foreign driver's license• Passport• Certificate of U.S. Citizenship or Naturalization• Permanent Resident Card or Green Card• Government assistance program document• Individual Taxpayer Identification Number (ITIN) document (does not need to include date of birth)

Step #2: Eligibility

IF QUALIFYING THROUGH HOUSEHOLD INCOME

If the applicant qualifies through their income, they **may** need to show documents that their annual income is at or below 200% of the [Federal Poverty Guidelines](#).

200% of the federal poverty level: Family of 1: \$25,760; Family of 2: \$34,840; Family of 3: \$43,920; Family of 4: \$53,000; Family of 5: \$62,080

Documentation must include:	Document Examples and Tips:
<ul style="list-style-type: none">• Your (or your dependent's) first and last name• Your annual income	<ul style="list-style-type: none">• Prior year's state, federal, or Tribal tax return (e.g. a 1040)• Current income statement from your employer or a paycheck stub (<i>note: you will need this for three consecutive months</i>)• A Social Security statement of benefits• Veterans Administration statement of benefits• Unemployment or Worker's Compensation statement of benefits• Divorce decree, child support award, or a similar official document showing your income• A retirement/pension statement of benefits

IF QUALIFYING THROUGH ASSISTANCE PROGRAM PARTICIPATION

If the applicant (or dependent) participates in one of the qualifying programs, they may need to provide a letter or official document as proof.

Documentation **must include:**

- Your (or your dependent's) first and last name
- The name of the qualifying program, such as SNAP
- The name of the government, Tribal entity, program administrator, school, school district, university, or college that issued the document
- An issue date within the last 12 months or a future expiration date
- For the Free and Reduced Price School Lunch Program or School Breakfast Program, documents can be from either the 2019-20, 2020-21, or 2021-22 school year
- For Community Eligibility Provision (CEP) schools, documents must show that the student is enrolled in a CEP School for the 2019-2020, 2020-2021, or 2021-2022 school years. Acceptable documentation includes a report card that shows the student's name, school name, and school year, or a letter from the school confirming the student is enrolled in the CEP school. The enrollment letter must show the student's name, the relevant school year, the name and address of the school, and contact information for the school
- For Federal Pell Grants, documents should be from the current award year and can include screenshots of a StudentAid.gov dashboard

Document **Examples** and **Tips:**

- Benefit award letter
- Approval letter
- Proof of enrollment in a Community Eligibility (CEP) School- this can be a letter from the school or a student's report card
- Free and Reduced Price School Lunch Letter
- Statement of benefits
- Benefit verification letter