



Instructions to Apply for Student Fee Waiver

School Year 23-24

Elmwood Park Community Unit School District #401

Business Office Department – Fee Waiver

School Fees Waiver

- You may be eligible for a waiver of your school fees depending on your household income.
- As stated in Section 4:140 of the Elmwood Park CUSD 401 Board of Education's District Policy Manual, a student shall be eligible for a fee waiver when the student currently lives in a household that meets the same income guidelines, with the same limits based on household size, that are used for the federal free meals program.

Apply for both Fee Waivers and Free School Meals

- In addition to being eligible for fee waivers, your student(s) may be eligible for free school meals depending on your household income. See our [Free and Reduced-Price Meals](#) page for additional information about the meals program.

How to check if you're eligible for Fee Waiver:

- **Step 1: Household Size** – provide the number of people living in the house, this includes all household members.
- **Step 2: Household income** – include ALL members of your household who receive wages, public aid, unemployment, child support, Social Security, Social Security Disability, etc. For example, include:
 - If your parents live with you and they receive Social Security or a pension
 - If your student or other adult children who live with you are working
 - If you are living with other adults, their wages, public aid, Social Security benefits, etc.
- **Step 3: Look at the table in the next slide:** Find the row that indicates your household size then follow the column for your income. If the income is at or below the dollar amount shown, submit a fee waiver application.
- **Step 4: Sign and submit Fee Waiver Application**

Income Eligibility

2023-24 INCOME REQUIREMENTS FOR FEE WAIVER ELIGIBILITY 130% FEDERAL POVERTY GUIDELINE

Household Size	Annual Income	Monthly Income	Pay Twice Per Month	Pay Every Two Weeks	Weekly Income
1	18,954	1,580	790	729	365
2	25,636	2,137	1,069	986	493
3	32,318	2,694	1,347	1,243	622
4	39,000	3,250	1,625	1,500	750
5	45,682	3,807	1,904	1,757	879
6	52,364	4,364	2,182	2,014	1,007
7	59,046	4,921	2,461	2,271	1,136
8	65,728	5,478	2,739	2,528	1,264
For each additional family member, add ...	6,682	557	279	257	129

How to Submit a Fee Waiver Application

- You can submit an online application or via postal mail with all documents needed (see next slide for documents needed).
 - Email application – submit all documents to the following email feewaiver@epcusd401.org
 - Online application – go to [website](#) and sign electronically via DocuSign
 - Mail application and documents to:

Elmwood Park CUSD #401
Business Office – Fee Waiver
8201 W Fullerton
Elmwood Park IL 60707

The business office will review your application then contact you with a decision.

Documents Needed

- The complete, signed copy of your 2022 or 2023 tax return (*whichever tax return was the latest filed to verify Total Income*)
 - *Note: AGI or Adjusted Gross Income is not considered*
 - All children must be reported on that parent's Form 1040 to be considered eligible. If the child is not on your tax return you are not eligible for a fee waiver.
- Supporting documentation of your current income
 - Remember if you are married, you must include spouse's current income.
 - Provide the most current income to match tax return, if there is a variance in income from tax return submitted, the most current data will be considered. *For example, if the current income reflect a new job with higher monthly income than indicated in the tax return, the current income will be used as verification of income.*
- The completed and signed waiver application

Payment Expectations

- Families are expected to pay their fees unless a fee waiver is approved.
- Please note that pre-school tuition and graduation fees cannot be waived.
- A \$30 fee and loss of check-writing privileges will be assessed for all returned checks.

Reminders

- ***DO NOT SEND IN ORIGINAL DOCUMENTS, THEY WILL NOT BE RETURNED.***
- ***We also do not make copies of tax returns on site.***
- Student Fee Waiver Application is different and separate from Lunch Application.
 - To apply for free or reduced-price meals, use the [online](#) application or contact the District 401 Business Office by calling 708-452-5844.
- Please do not submit your applications before Aug. 1, 2023! Families may apply at any time during the 2023-24 school year after Aug. 1.
- There are no restrictions based on immigration status.

Frequently Asked Questions:

- **What are the current income documentations needed?**
 - If Married Filing Jointly, include your spouse's income as well. See a list below, and include all items that apply to your situation, make sure the dollar amounts are clearly shown.
 - Current paychecks (must be no more than two months old)
 - Self-Employment (total income, no cost included)
 - Unemployment Compensation/Disability/or Worker's Compensation
 - TANF/SNAP benefits
 - Social Security/Pension/Retirement/VA Benefits/Strike Benefits
 - Child Support/Alimony
 - Other Income: contributions from family members that help with rent, or other support.
 - Rental Income

Frequently Asked Questions:

- **What if I am not receiving any earnings, or have no income?**
 - If Married Filing Jointly, include your spouse's income as well. Include all that apply to your situation, make sure the amounts are clearly shown.
See a list below:
 - If you have no income, please provide a letter stating how you provide food, clothing, and housing for your household
 - Documentation of being laid off/let go from your occupation
 - Social Security statement showing you have not had income from the prior year.
 - Proof of people paying your bills
 - We also may ask for other documentation that we feel we need
- **What is the student is homeless, refugee, migrant runaway, or under foster care or child care facility?**
 - CATEGORICALLY ELIGIBLE- if the student is homeless, migrant, runaway, or has been placed by the Department of Children and Family Services with a foster parent or placed in another type of child care facility. Please state this information on the application form in lieu of providing requested financial information.

Contact Information:

Elmwood Park CUSD #401
Business Office — Fee Waiver
8201 W Fullerton
Elmwood Park IL 60707

Phone #: 708-583-5844

Fax #: 708-452-9504

Email address: feewaiver@epcusd401.org

Website: <https://www.epcusd401.org/enrollment-and-registration/fee-waivers>