

Instructions to Apply for District Fee Waiver

- Step 1:** List the names of all students, schools, grades, and ID numbers. List all parent(s)/guardian(s) and legal dependent(s) living in the household.
- Step 2:** List ALL gross income (see following page for definition of income) of **EVERY** person in the household under the appropriate column. **VERIFICATION MUST BE INCLUDED.** Please provide information or documents which show your household's current income, specifically gross income for each working household member or evidence of participation in government aid programs. **A COPY OF PAGE 1 OF THE MOST RECENT IRS FORM 1040 IS REQUIRED FOR EACH WORKING HOUSEHOLD MEMBER.** If no taxes were filed, contact the IRS at 1-800-829-1040 and request a letter of non-filing. If a single parent household, all children must be reported on that parent's Form 1040 to be considered eligible. If not, both parents' Form 1040 and income must be presented to determine eligibility. Documentation for each source of income listed on your application is also required. Examples of the types of documents are listed below. Any income intentionally not reported to the District will automatically disqualify your application. In addition, you may be asked to provide property tax bills, bank statements, credit card statements, rental/lease agreements or mortgage statements.

Acceptable Documentation to attach:

Earnings/Wages/Salary for each job:

- Last **two** current paycheck stubs that show how often your wages are received for each working member of the household;
- If paid cash, letter from employer stating the gross wages and how often they are paid; or
- Business papers, such as ledger or tax books, if self-employed.

Unemployment Compensation/Disability/or Worker's Compensation:

- Notice of eligibility from State Employment Security Office;
- Check stub of compensation; or
- Letter from Worker's Compensation.

Social Security /Pensions/Retirement/VA Benefits/Strike Benefits:

- Social Security retirement benefit letter;
- Statement of Supplement Security benefits (SS) received for each person;
- Pension award letter; or
- Veterans Affairs benefit letter/Union Strike benefit letter.

Child Support/Alimony:

- Court decree, agreement, or copies of checks received.

All other income:

- Include regular contributions from people who do not live in your household; or
- If you have other forms of income (such as rental income) send information or papers that show the amount of income received, how often it is received, and the date received.

No income:

- If you have no income, send a brief note explaining how you provide food, clothing and housing for your household. You may be required to submit a notarized affidavit attesting to "0" income.

CATEGORICALLY ELIGIBLE – If the student is homeless or has been placed by the Department of Children and Family Services with a foster parent, please state this information on the application form in lieu of providing the requested financial information. If the student has been placed by the Department of Children and Family Services with a foster parent, documentation must be attached to the application verifying the student’s status.

PROCESSING TIME – Please allow 30 days for processing. You will receive written notification if your waiver request has been granted or denied. If you do not receive a response within 30 days, please contact your school. If your application is denied the reason(s) will be stated and you may appeal the decision. Your request must be in writing and must be received within 30 calendar days.

FEDERAL DEFINITION OF INCOME: Any monies earned before any deductions such as income taxes, social security taxes, insurance premiums, charitable contributions, and bonds. It includes the following: (1) monetary compensation for services including wages, salary, commissions, or fees; (2) net income from non-farm self-employment; (3) net income from farm self-employment; (4) social security; (5) dividends or interest on savings or bonds or income from estates or trusts; (6) net rental income; (7) public assistance or welfare payments; (8) unemployment compensation; (9) government civilian employee or military retirement or pensions or veteran payments; (10) private pensions or annuities; (11) alimony or child support payments; (12) regular contributions from persons not living in the household; (13) net royalties; and (14) other cash income. Other cash income would include cash amounts received or withdrawn from any source including savings, investments, trust accounts, and other resources which would be available to pay the price of a child’s meal.