



PREPARING STUDENTS  
**FOR LIFE**

Through Academic Achievement · Personal Well-Being · Career Readiness

August, 2023

Dear CPS Parent or Guardian:

All of our K-12 students are charged an annual student fee. The fee is used to pay part of the cost of essential classroom materials. This is a one-time charge for the entire 2023-2024 school year. The fee schedule for the school year reflects no increase over the prior school year.

**Please complete the student fee form on the back of this letter and return it to the school office where your child attends along with any applicable payment by October 18, 2023. You must fill out separate form for each child.**

Payments may be made by credit/debit card, cash, money order or certified check (no personal checks) payable to Cincinnati Public School District at the school office where the child(ren) attend(s). If paying by cash, please remember to pay with the exact amount as our offices do not have change. Fees may also be paid online via Visa, MasterCard, or a valid checking account by visiting [www.PayForIt.net](http://www.PayForIt.net). Adjustments cannot be made online

As in past years, the fees are based on family income and the number of children you have in the Cincinnati Public School District.

- If any member of your household receives Supplemental Nutrition Assistance Program (SNAP) or Ohio Works First (OWF) benefits, you must complete **Section 2** of the form to be eligible for a waiver of student fees for the current year.
- If you qualify for free or reduced lunch based on household income, your student(s) may be eligible for a waiver of student fees for the current year. You must complete **Section 3** of the form and indicate your household size and income range.

If you are entitled to a reduced fee, it can only be reduced when the payment is submitted with the form. **Any 2022-2023 or prior school year fees will not be adjusted once the 2023-2024 school year starts on August 17, 2023.**

If you have questions or concerns, please call your student's school office.

Sincerely,

Jennifer M. Wagner  
Treasurer/CFO

**SECTION 1 – Complete a separate form for each CPS student AND return with separate payment to each student’s school they are attending.**

Student’s Name \_\_\_\_\_ Student ID # \_\_\_\_\_

School Attending \_\_\_\_\_ \$ Enclosed/Paid Online (circle one) \$

**SECTION 2 – Benefits Eligibility Waiver**

Does any member of your household receive SNAP or OWF benefits? (✓)  Yes  No

- Checking “Yes” and signing in this box below authorizes the School District to confirm the status of your child’s eligibility with the Food Services Department, Treasurer’s Office, and/or School Office. Do not complete Section 3 of this form. In order to waive fees, you must submit this signed form to the school office where your child attends for verification.
- Checking “No,” Please sign in this box below and then complete Section 3 of this form.

Parent/Guardian’s Signature \_\_\_\_\_

By signing this line, you agree that the above information completed is accurate.

**School Office:** Please ONLY send forms checked “Yes” AND signed in this section to the Student Dining Services Department via pony mail for benefits verification. If confirmed, the Student Dining Services Department will notify the A/R Department to waive the student fee. If not eligible, please have parent/guardian complete Section 3 of this form for possible income eligibility. Do NOT send the form to the A/R Department.

**SECTION 3 – Income Eligibility Waiver**

List the Names and Schools of your other children who attend Cincinnati City School District, if any.

- 1) \_\_\_\_\_  
 2) \_\_\_\_\_  
 3) \_\_\_\_\_

Please follow the steps below to calculate your student fee:  
 In order to waive fees, you must submit this signed form to the school office where your child attends.

**Step 1** Number of Adults in household  
 Number of Children in household  
 Total Household Size (THH Size) + \_\_\_\_\_ (Include ALL children in your household here)  
 = \_\_\_\_\_

**Step 2** Find THH Size from above and circle the total household income range to the right of the household size.

**For example:** If your total household size (THH Size) was 5 and your annual income was \$41,000; you would circle in the middle column.

\$39,885 and \$56,757

Please send payment in full prior to the start of school year 2023-2024 to receive an adjustment. Adjustments cannot be made on the [www.payforit.net](http://www.payforit.net) website.

THH Size	Total Household Annual Income		
	*Below 130%	*Between 130% and 185%	*Above 185%
1	\$16,588 or less	\$16,589 and \$23,605	\$23,606 or more
2	\$22,412 or less	\$22,413 and \$31,893	\$31,894 or more
3	\$28,236 or less	\$28,237 and \$40,181	\$40,182 or more
4	\$34,060 or less	\$34,061 and \$48,469	\$48,470 or more
5	\$39,884 or less	\$39,885 and \$56,757	\$56,758 or more
6	\$45,708 or less	\$45,709 and \$65,045	\$65,046 or more
7	\$51,532 or less	\$51,533 and \$73,333	\$73,334 or more
8	\$57,356 or less	\$57,357 and \$81,621	\$81,622 or more
9	\$63,180 or less	\$63,181 and \$89,909	\$89,910 or more
10	\$69,004 or less	\$69,005 and \$98,197	\$98,198 or more

**Step 3**  
 A) Circle the number of children attending a CPS School.  
 B) Find students grade level(s) next to the number of children.  
 C) Locate the income range from the table above. Follow the column down to determine the student fee owed.

Number of Children	Grade Level	Fee Owed	Fee Owed	Fee Owed
1	K-6	0.00	18.00	26.00
	7-8	0.00	21.00	31.00
	9-12	0.00	23.00	35.00
2	K-6	0.00	16.00	23.00
	7-8	0.00	20.00	29.00
	9-12	0.00	22.00	33.00
3 or more	K-6	0.00	12.00	18.00
	7-8	0.00	15.00	23.00
	9-12	0.00	17.00	25.00
A	B	C		

Parent/Guardian Signature: \_\_\_\_\_

By signing this line, you agree that the above information completed is accurate.

**School Office:** Please verify signature. Then reduce/waive student fee based on the amount circled above with applicable concurrent payment. Then file the form at the school in the student’s cumulative file folder. If section 3 is completed, do NOT send the form to the A/R Department or the Student Dining Services Department.