

Operational Services

Exhibit - Application for Fee Waiver 1

This application for a school fee waiver is completely independent from the District process for determining eligibility for free meals. The information must be provided for your application to be considered. Submit completed application and income verification documents to the Building Principal.

Student's Name (please print)

School

Parent/Guardian Name (please print)

Address (please print)

1. The student named above lives in my household? Yes No
2. Total number of people living in my home _____
 Number of adults: _____
 Number of minors: _____
3. Total gross annual household income (before deductions) from all people living in my home
 \$ _____

The above number must include all:

- Compensation for services, wages, salary, commissions or fees;
- Net income from self-employment;
- Social Security;
- Dividends or interest on savings or bonds or income from estates or trusts;
- Net rental income;
- Public assistance or welfare payments;
- Unemployment compensation;
- Government civilian employee or military retirement, or pensions or veterans payments;
- Private pensions or annuities;
- Alimony or child support payments;
- Regular contributions from persons not living in the household;

The footnotes should be removed before the material is used.

1 School districts have two options for school fee waiver applications. 105 ILCS5/10-20.13.

Option one allows a district to establish a separate application process to determine students' eligibility based upon the income guidelines established by the federal meals program that does not rely on a student's application for, eligibility for, or participation in the free meals program. By using this option, a district is relieved from the verification thresholds set by the federal program.

Option two allows a district to use a student's application for free meals. Under this option, federal requirements significantly restrict the number of applications that may be verified, and this form may not be used.

Both this application and the sample 4:140-AP, *Administrative Procedure – Fines, Fees, and Charges – Waiver of Student Fees*, assume that the board policy 4:140, *Waiver of Student Fees*, uses option one. The relevant staff must check the adopted board policy to assure that this application is in alignment with it. The documents listed for verification are suggestions and may be amended.

Net royalties; and
Other cash income (including cash amounts received or withdrawn from any source including savings, investments, trust accounts and other resources).

4. My household meets the federal income guidelines for free meals (attached)?

Yes No N/A

See www.isbe.net/Pages/SY-2016-2017-School-Based-Child-Nutrition-Programs.aspx.

If you answered "No" to any of the previous questions, please indicate the reason(s) you are applying for a waiver of school fees.

Income Verification for Fee Waiver

You must present documents to verify income. Such documents may include, but are not limited to:

Two pay stubs for each working member of household	Disability benefit statement
Unemployment statement showing benefits	Current tax returns
Medicaid Card showing case number	Foster placement papers
Direct Certification letter from the State of Illinois	Food Stamp Evidence
Temporary Food assistance for needy families	

You may be requested to provide updated income verification at any time, but no more often than once every 60 calendar days.

Supplying false information to obtain a fee waiver is a Class 4 felony (720 ILCS 5/17-6).

I attest that the statements made herein are true and correct.

Parent/Guardian (*signature*)

Date