

Plainfield Community Consolidated School District 202

Application for Fee Waiver for the 2017/2018 School Year for Grade K-12

APPLICATIONS WILL NOT BE PROCESSED UNTIL ALL REQUIRED DOCUMENTS HAVE BEEN RECEIVED.

We do not retro the waiver applied; school fees will be reduced according to when the completed applications has been submitted. ONE APPLICATION FOR ALL FAMILY MEMBERS.

SNAP or TANF	* Attach proof of current SNAP/TANF benefits. <i>There is no need to send additional documentation.</i>
Foster Child:	Submit current placement documents from foster agency and sign this application. <i>There is no need to send additional documentation.</i>
Name of Student & ID :	
Name of Student & ID :	
Name of Student & ID :	
Name of Parent / Legal Guardian:	
Address:	
Phone #:	

SEE ATTACHED SHEET FOR DEFINITION OF INCOME & INCOME GUIDELINES				
List everyone in household	How much do you get paid BEFORE any deductions? How often do you get paid?	Disability, welfare, social security, etc.	Child support, Alimony, etc.	Indicate if minor

THE FOLLOWING MUST BE ATTACHED FOR EACH HOUSEHOLD MEMBER RECEIVING INCOME:

- 1. A COPY OF THE 2016 IRS Federal Form 1040 for all adults. If no taxes were filed, contact IRS 1-800-829-1040 www.irs.gov and request a letter of non-filing for 2016.**
- 2. Attach evidence of all current gross income. See page two for more information.**

I certify that all the information on this application is true and correct and that all household income for each member of the household is reported. I understand that school officials may verify the information.

I am aware that supplying false information to obtain a fee waiver is a Class 4 felony (720 ILCS 5/17-6).

X _____
 Signature of Applicant Name of Applicant Date

Submit application to: Fee Waivers 15732 Howard Street Plainfield, IL 60544 feewaivers@psd202.org
 ****fee are approved depending on when the completed application has been approved*****

OFFICE USE ONLY:	
RECEIVED DURING: FIRST QUARTER ___ SECOND QUARTER ___ THIRD QUARTER ___ FOURTH QUARTER ___	
APPROVED FOR 100% WAIVER OF: 4 QUARTERS ___ 3 QUARTERS ___ 2 QUARTERS ___ 1 QUARTER ___	
APPROVED FOR 50% REDUCTION OF: 4 QUARTERS ___ 3 QUARTERS ___ 2 QUARTERS ___ 1 QUARTER ___	
DENIED: OVER THE INCOME GUIDELINES _____ DENIED: INCOMPLETE _____	

Example of Acceptable Evidence for Verification of Income

Please provide information or documents, which show your household's current income*, specifically the gross income for each working household member or evidence of participation in government aid programs. **COPIES OF THE MOST RECENT IRS FORM 1040 ARE REQUIRED FOR EACH WORKING HOUSEHOLD MEMBER.** Examples of types of documents are listed below. Documentation for each source of income listed on your application is required. Any income intentionally not reported to the District will automatically disqualify your application.

Earnings/Wages/Salary:

- Pay stub dated no more than 30 days from the date application is submitted.
- Letter from employer on letterhead indicating hourly worker's name, SS#, gross wages and frequency of payment.

Self-Employment Income:

- Self-employment – income tax verification, business ledger
- Self-issued paycheck stub on pre-printed checks
- Copy of incorporation papers listing officers and/or principal stockholder
- Copy of quarterly payments to IRS

Food Stamp/SNAP/TANF:

- Current Food stamp certification notice
- Letter from welfare office stating you are currently receiving SNAP/TANF benefits. The letter should include the name of the person receiving SNAP/TANF benefits. Beginning and ending dates the benefits were issued.

Social Security/Pension/Retirement:

- Social security benefit letter
- Statement of benefits received
- Pension award notice
- Disability award letter or check stub

Unemployment Compensation:

- Notice of eligibility from State Unemployment Office

Welfare Payments:

- Government aid benefit letter
- Statement of purpose of benefit

Child Support/Alimony:

- Child support pay stubs
- Court decree
- State Disbursement Website print out /Canceled checks from spouse

Other Income: If you have other forms of income, please provide information or documents which show the amount of income received, how often it is received, and the date it is received.

- Canceled checks for outside financial aid
- Notarized letter from person giving monthly aid

No Income: If you have no income, please provide a letter explaining how you provide food, clothing, and housing for your household.

Families requesting a waiver for instructional fees need to submit an Application of Fee Waiver and the required documentation for review. Waiver forms and instructions with examples of acceptable documentation are included in this document. If your household income increases by \$50 or more per month (\$600 per year), your household size decreases, or you are no longer eligible for food stamps, TANF, or SNAP, you are obligated to report this change to the District immediately.

Fees that will not be waived:

Yearbook, cap & gown, P.E. locks, lost materials, replacement ID's or planners, school dances, lost equipment, parking permits, overnight trips, field trips, summer school etc. ,

(This list is not all inclusive. If you have questions about a specific fee, 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. Full payment of instructional fees is expected and due by August 1st 2017 or the 1st payment on the payment plan must be made.

Refunds:

If have been approved for a fee waiver and you have already paid the current year school fees you may request a refund by sending your request to Sandy Bresser sbresser@psd202.org or by fax 815-254-0590

With your written request, include your child/ren full name, student ID, school attending, your full name, address and phone number. Please allow 30 days for processing.

You will receive written notification if your fee waiver request has been granted, placed on hold or denied. Any additional questions regarding the fee waiver process may be directed to the Finance Department at 815-577-4052 or feewaivers@psd202.org

Federal definition of income:

Income is defined as 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.

2017/2018 Income Guidelines: If your GROSS household income is above the 2017/2018 income guidelines you DO NOT qualify for a fee waiver. Below is a chart with the current income guidelines.

Household Size	Annual Income BEFORE deductions
1	22,311
2	30,044
3	37,777
4	45,510
5	53,243
6	60,976
7	68,709
8	76,442