

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 definition) of EVERY person in the household under the appropriate column.

VERIFICATION MUST BE INCLUDED: Attach copies of all Acceptable Documentation to support income listed on the application. All verification must show the gross income received as well as how often it is received.

Acceptable Documentation to attach:

Earnings/Wages/Salary for each job:

- Last two consecutive current paycheck stubs that show how often your wages are received for each working member of the household;
- If paid by cash, letter from employer stating the gross wages and how often they are paid; or
- Business papers, such as ledger or tax books, or page one of Form 1040 – US Individual Income Tax Return - if self employed.

Unemployment Compensation/Disability or Worker's Compensation:

- Notice of eligibility from State Employment Security Office;
- Two consecutive check stubs 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 two consecutive 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 "\$0.00" income.

Step 3: Complete the required information. Date, sign and return the application to kdolenak@sd308.org or mail it to:

**Community Unit School District 308
4175 State Rt 71 Oswego, IL 60543
Attention Finance Department**

We also have a lock box available at 71 Stonehill Road, Oswego IL inside of Door 1.

You will receive notice in a timely manner if your application has been approved or denied.

CATEGORICALLY ELIGIBLE – If the student is homeless or has been placed by the Department of Children and Family Services with a foster parent, please apply with the Free and Reduced lunch form.

GROSS INCOME DEFINED AS FOLLOWS: *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.