

## Instructions to Apply for District Fee Waiver

**Step 1:** List the names of all students, schools, grades, and ID numbers. List all parents(s)/guardians(s) and legal dependent (s) living in 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:

#### Earning/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 – itself.

#### 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/Pension/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 of 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 and sign and return the application to your student's school or district office.

You will be notified within 30 days if your waiver request has been granted 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, or a migrant student or a runaway, 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.

**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, of 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 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.

### 2023-2024 Income Eligibility Guidelines

#### Free Fees

#### Reduced Fees

Household Size	Free Fees					Reduced Fees					
	Annual	Monthly	Twice Per Month	Every Two Weeks	Weekly	Household Size	Annual	Monthly	Twice Per Month	Every Two Weeks	Weekly
<b>1</b>	18,954	1,580	790	729	365	<b>1</b>	26,973	2,248	1,124	1,038	519
<b>2</b>	25,636	2,137	1,069	986	493	<b>2</b>	36,482	3,041	1,521	1,404	702
<b>3</b>	32,318	2,694	1,347	1,243	622	<b>3</b>	45,991	3,833	1,917	1,769	885
<b>4</b>	39,000	3,250	1,625	1,500	750	<b>4</b>	55,500	4,625	2,313	2,135	1,068
<b>5</b>	45,682	3,807	1,904	1,757	879	<b>5</b>	65,009	5,418	2,709	2,501	1,251
<b>6</b>	52,364	4,364	2,182	2,014	1,007	<b>6</b>	74,518	6,210	3,105	2,867	1,434
<b>7</b>	59,046	4,492	2,461	2,271	1,136	<b>7</b>	84,027	7,003	3,502	3,232	1,616
<b>8</b>	65,728	5,478	2,739	2,528	1,264	<b>8</b>	93,536	7,795	3,898	3,598	1,799
Additional Family Members	6,682	557	279	257	129		9,509	793	397	366	183

# 2023/2024 Application for Fee Waiver

ONE APPLICATION PER HOUSEHOLD

If your child(ren) have been DIRECTLY CERTIFIED through the National School Lunch Program, student fees will be automatically waived. YOU DO NOT NEED TO FILL OUT THIS FORM.

Student Name	School

<b>Name of Parent/Legal Guardian:</b>	
<b>Address:</b>	
<b>Phone Number:</b>	

<p><b>In the table below list all members living in household - Include proof of all household income and specify how often it is received. If the children receive SNAP or TANF or FDPIR benefits, complete Column "D" only with the SNAP or TANF case number or FDPIR identifier.</b></p>					
<p><b>SEE ATTACHED SHEET FOR DEFINITION OF INCOME &amp; INCOME GUIDELINES</b></p>					
List everyone in household	(Column A) How much do you get paid? How often do you get paid?	(Column B) Disability, Welfare, Social Security, etc.	(Column C) Child Support, Alimony, etc.	(Column D) Other (please specify)	Check if NO INCOME - Indicate if minor
Example: Jane Doe	\$1,000/bi-weekly	\$300/month	\$250/month	SNAP/TANF	
<b>Total MONTHLY income (Column A+B+C+D)=</b>					
<b>Total # of people in household=</b>					
<p><b>EVIDENCE OF ALL CURRENT GROSS INCOME (SEE ATTACHED GUIDELINES) FOR EACH HOUSEHOLD MEMBER RECEIVING INCOME.</b></p>					

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

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Signature Printed Name Date

