

INSTRUCTIONS FOR APPLYING FOR DISTRICT FEE WAIVER

Complete One Application Per Household

►If your household receives Food Stamps or TANF for your child, follow these instructions:

Part 1: List child(ren)'s name, school, grade and Student ID Number

Part 2: List Food stamp or TANF case number

Part 3: Skip this part

Part 4: Skip this part

Part 5: Skip this part

Part 6: An adult member of the household must sign. A Social Security Number is not necessary.

PLEASE ATTACH PAPERS THAT SHOW YOU RECEIVE FOOD STAMPS OR TANF FOR YOUR CHILD:

- Food stamp or TANF certification notice** showing the dates of the certification period.
- Letter from the food stamp or welfare office** stating that you now get food stamps or TANF.
- ATP Card** (Authorization to participate)

►If you are applying for a homeless, migrant, or runaway child, follow these instructions and return this form to your school.

Part 1: List child(ren)'s name, school, grade and School ID Number

Part 2: Skip this part

Part 3: Check the appropriate box

►If you are applying for a FOSTER CHILD, follow these instructions and return this form to your school.

Part 1: Use a separate application for each foster child. List the child's name, school, grade and School ID

Part 2: Skip this part

Part 3: Skip this part

Part 4: Check the box and list the child's personal use monthly income (if any)

Part 5: Skip this part

Part 6: An adult household member must sign the form. A social security number is not necessary.

►If your household does not receive food stamps or TANF for your child, follow these instructions:

Part 1: List child(ren)'s name, school, grade and Student ID Number

Part 2: Skip this part

Part 3: Skip this part

Part 4: Skip this part

Part 5: Follow these instructions to report total household income

Column 1-Name: List the first and last name of each person living in your household, related or not (such as grandparents, other relatives, or friends). You must include yourself and all children living with you. Attach another sheet of paper if necessary.

Column 2-Current gross income and how often received. Next to each person's name list each type of income received. In column 1, list the gross income each person earned from work. This is not the same as take home pay. Gross Income is the amount earned before taxes and other deductions. The amount should be listed on your pay stub, or your boss can tell you. In column 2, list the amount each person received from welfare, child support, or alimony. In column 3, list pensions, retirement, social security, and in column 4 list All Other Income, include workers compensation, unemployment, strike benefits. Supplement Security Income (SSI), Veterans Affairs (VA) benefits, disability, regular contributions from people who do not live in your household, and Any Other Income. Next to the amount, write how often the person received it (weekly, every other week, twice a month, or monthly). Report net income for self-owned business, farm, or rental income. If you are in the Military Housing Privatization Initiative, do not include this housing allowance.

Column 3-Check if no income: If the person does not have any income, check the box.

Part 6: An adult household member must sign the form and **list his or her social security number**, or mark the box if he or she does not have one.

Part 7: Complete Contact Information

WHEN APPROPRIATE, PLEASE ATTACH PAPERS THAT SHOW YOUR HOUSEHOLD'S CURRENT INCOME:

The papers you send in must show: (1) the amount of the income received, (2) the name of the person who received it, (3) the date the income was received, and (4) how often the income is received.

To show the amount of money your household receives, send copies of the following:

- Earnings / wages / salary for each job:** Current paycheck stub that shows how often it is received; Current pay envelope that shows how often it is received; Letter from employer stating gross wages and how often they are paid; Business or farming papers, such as ledger or tax books
- Social security / pensions / retirement:** Social security retirement benefit letter; Statement of benefits received; Pension award notice
- Unemployment compensation / disability or worker's compensation:** Notice of eligibility from State employment security office; Check stub; Letter from worker's compensation
- Welfare payments (General Assistance):** Benefit letter from welfare agency
- Child support / alimony:** Court decree; Agreement; Copies of checks received
- All other income:** 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 letter explaining how you provide food, clothing and housing for your household, and when you expect an income

Privacy Act Statement. Unless you list the child's food stamp, FDPIR, or TANF case number, you do not have to list a social security number, but if a social security number is not listed or an indication is not made that the adult household member signing the form does not have a social security number, we cannot approve the form. The social security number may be used to identify the household member in verifying the correctness of information stated on the form. This may include program reviews, audits, and investigations and may include contacting employers to determine income, contacting a food stamp, FDPIR, or TANF office to determine current certification for food stamps, FDPIR, or TANF benefits, contacting the State employment security office to determine the amount of benefits received and checking the documentation produced by the household member to prove the amount of income received. These efforts may result in a loss or reduction of benefits, administrative claims, or legal actions if incorrect information is reported. The social security number may also be disclosed to programs as authorized under the National School Lunch Act and the Child Nutrition Act, the Comptroller General of the United States, and law enforcement officials for the purpose of investigating violations of certain Federal, State and local education, health and nutrition programs.