



## Instructions to Apply for District Student Fee Waiver

### **PART A:**

**STEP 1.** List the names of all students, their grades and school.

### **PART B:**

**STEP 1.** List all parent(s)/guardian(s) and legal dependents living in the household.

**STEP 2.** Indicate each household member's relationship to you, i.e., son, daughter, mother, boyfriend.

**STEP 3.** List ALL GROSS income (see definition) of EVERY person in your household under the appropriate column. You must enter an amount AND how often it is received. Example: \$300 weekly. If a single parent household, all children must be reported on that parent's Form 1040 to be considered eligible. If not, both parents' Form 1040's and income must be presented to determine eligibility. **You must attach copies of your 2018 Form 1040-U.S. Income Tax Return including W-2 and 1099 forms and two most recent paycheck stubs. Other documentation that may be attached to support income listed on this form include:**

#### **Acceptable Documentation to attach:**

##### **Earning/Wages/Salary for each job:**

- Last 2 current paycheck stubs that show how often it is received for each working member of the household is required;
- Letter from employer stating gross wages and how often they are paid; or
- Business papers, such as ledger or tax books if self-employed.

##### **Unemployment Compensation/Disability/or Worker's Compensation:**

- Notice of eligibility from State Employment Security Office;
- Check stub 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 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, please complete a Declaration of Income Verification form.

**STEP 4.** Date, sign and return the application with all supporting documentation to our Administration Building at 8800 West 119<sup>th</sup> Street, Palos Park.

**CATEGORICALLY ELIGIBLE:** If the student is homeless, migrant, runaway, or has been placed by the Department of Children and Family Services with a foster parent or placed in another type of child care facility, please state this information on the application form in lieu of providing the required financial information. If the student has been placed by the Department of Children and Family Services with a foster parent or in another child care facility, documentation must be attached to the application verifying the student's status.

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

**GROSS INCOME IS DEFINED AS FOLLOWS:** Any monies BEFORE ANY DEDUCTIONS such as social security, income taxes, taxes, insurance premiums, charitable contributions, and bonds. Gross Income includes the following: (1) monetary compensation for services including wages, salary, commissions, or fees; (2) social security; (3) public assistance or welfare payments; (4) unemployment compensation; (5) alimony or child support payments; (6) government civilian employee or military retirement or pensions or veteran payments; (7) net rental income; (8) dividends or interest on savings or bonds or income from estate or trusts; (9) regular contributions from persons not living in the household, and (10) other cash income.

# Palos Community Consolidated School District 118 Full Day Kindergarten Reduced Tuition Application

**PART A:**

Parent/Guardian Name

Home Address

Home Phone

Work Phone

Student		School Name	Grade Level

**PART B:**

YOU MUST INCLUDE A COPY OF YOUR INCOME TAX FORM, INCLUDING W-2 AND 1099 FORMS, FOR TAX YEAR 2018 AND THE LAST TWO MOST CURRENT PAYCHECK STUBS. Please fill out completely, submit all documentation that applies for all wage earners in your household and attach copies of appropriate forms to support amounts listed below. Examples of supporting documents include:

- Verification of Unemployment Benefits
  - Proof of State Public Aid
  - Verification of Disability Benefits
  - Verification of medical eligibility
  - Verification of foster child status

Names of ALL Household Members including non-family members	Relationship	Earnings from Work (before deductions)		Welfare, Child Support, Alimony		Pension, Retirement, Social Security		Check if no Income
		Amount	How Often	Amount	How Often	Amount	How Often	

If you claim no income or did not file an income tax return, you must complete a Declaration of Income Verification and/or Household Size form. I understand the Illinois Revenue Statute Chapter 28, paragraph 17-6, provides that supplying false information to obtain a fee waiver is a Class 5 felony.

Parent/Guardian Signature

Date

Parent/Guardian Social Security Number

## Definition of Income

Any monies earned before any deductions such as income taxes, social security taxes, insurance premiums, charitable contributions and bonds. It includes the following:

- Monetary compensation for services, including wages, salary commissions or fees
- Social security
- Dividends or interest on savings or bonds or income from estates or trusts
- Unemployment compensation
- Government civilian employee or military retirement or pensions or veteran payments
- Regular contributions from persons not living in the household
- Other cash income, which includes cash amounts received or withdrawn from any source including savings, investments, trust accounts and other resources
- Net income from self-employment
- Net rental income
- Public assistance or welfare payments
- Private pensions or annuities
- Alimony or child support payments
- Net royalties

## Income Chart Effective Fiscal Year 2019 - 2020

Household Size	Weekly Gross Income	Monthly Gross Income	Annual Gross Income
2	\$423	\$1,832	\$21,983
3	\$534	\$2,311	\$27,729
4	\$644	\$2,790	\$33,475
5	\$755	\$3,269	\$39,221
6	\$865	\$3,748	\$44,967
7	\$976	\$4,227	\$50,713
8	\$1,086	\$4,705	\$56,459
For each additional family member	add \$111	Add \$479	add \$5,746

### FOR BUSINESS OFFICE USE ONLY

Application Completion Date \_\_\_\_\_ Gross Income Total \_\_\_\_\_ Approval Yes ☐ No ☐

Reason \_\_\_\_\_ District Official's Signature \_\_\_\_\_

## Palos Community Consolidated School District 118

### Declaration of Income Verification and/or Household Size

I, \_\_\_\_\_, do hereby swear and attest that:  
(parent or legal guardian – please print)

My application for Fee Waiver indicates **NO** household income. I am unable to provide evidence of household income for the following reason(s):

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I provide food, clothing and housing for myself and my family by:

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I, \_\_\_\_\_, do hereby swear that my household does not receive any of the  
(name)

following types of income:

- ☐ Earnings/Wages/Salary for jobs
- ☐ Unemployment Compensation/Disability/or Worker's Compensation
- ☐ Social Security/Pensions/Retirement/VA Benefits/Strike Benefits
- ☐ Child Support/Alimony
- ☐ All other income, including regular contributions from people who do not live in your household; or any other forms of income (such as rental income)
- ☐ I have provided all information or papers that show the amount of income received, how often it is received, and the date received.

I, \_\_\_\_\_ do hereby swear and attest that my household  
(parent or legal guardian – please print)  
size is: \_\_\_\_\_.

I understand the Illinois Revenue Statute Chapter 28, paragraph 17-6, provides that supplying false information to obtain a fee waiver is a Class 5 felony.

Date: \_\_\_\_\_