

**Elmwood Park CUSD #401**  
**Instructions to Apply for the 2018-2019 Fee Waiver (See Application)**

**STEP 1.** List all Parent(s)/guardian(s) and legal dependents living in the household. Include child's grade, ID# and name of school attending. **VERIFICATION MUST BE INCLUDED:** Attach copy(s) of full tax return, both sides of current ALL KIDS or insurance card listing all family members, or notarized affidavit attesting to the family members living in the household. If you are a single parent household, all children must be reported on that parents Form 1040 to be considered eligible. If the child is not on your tax return you are not eligible for a fee waiver.

**STEP 2.** List **ALL GROSS INCOME** (see definition) of **EVERY** person in the household under appropriate column. **VERIFICATION MUST BE INCLUDED:** Attach copies of one or more type(s) of Acceptable Documentation to verify reported information.

**Documentation to Attach:**

**2017 Tax Return- this needs to be with every application. We need the full tax return to process any applications. No tax return, no waiver.DO NOT SEND IN ORIGINALS THEY WILL NOT BE RETURNED.**

**Other Documentation to Attach:**

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

- Last 2 current paychecks that show how often it is received;
- Letter from employer stating gross wages and how often they are paid;
- Business papers such as ledger or tax books if self-employed.

**Unemployment Compensation/Disability/or Workers Compensation:**

- Notice of eligibility from State Employment Security Office;
- Check stub of compensation;
- Letter from Worker's Compensation describing benefits.

**Social Security/Pension/Retirement/VA Benefits/Strike Benefits:**

- Social Security retirement benefit letter;
- Statement of Supplemental Security benefits (SSI) received for each person;
- Pension award letter;
- Veterans Affairs benefits 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 dates received.
- TANF/SNAP benefits – please provide a letter on how much you are receiving monthly.

**No income:**

- **Social Security statement showing you have not had income from the prior year.**
- **If you have no income, please provide a letter stating how you provide food, clothing, and housing for your household.**
- **Proof of people paying your bills.**
- **We also may ask for other documentation that we feel we need.**

**STEP 3. Parent/Guardian must include contact information, sign, date and certify all information is true and that all income is reported.**

**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 requested financial information. If the student has been placed by 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.

**GROSS INCOME DEFINED AS FOLLOWS:**

**Any monies BEFORE ANY DEDUCTIONS such as income taxes, social security 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, pension or veterans payments; (7) net rental income; (8) dividends or interest on savings or bonds or income from estates or trusts; (9) regular contributions from persons not living in the household, and (10) other cash income.