

Acceptable Evidence for Verification of Income

Please provide information or documents, which show your household's current income, specifically the gross income for each working household member or evidence of participation in government aid programs. Examples of types of documents are listed below. Documentation for each source of income listed on your application is required. Any income intentionally not reported to the District will automatically disqualify your application. In addition, you may be asked to provide property tax bills, bank statements, credit card statements, rental/lease agreement, or mortgage statements.

Earnings/Wages/Salary:

- Pay stub dated _____ Received how often (ex: weekly) _____
- Letter from employer on letterhead indicating hourly worker's name, gross wages and frequency of payment.

Self-Employment Income:

- Self-employment – income tax verification, business ledger or other _____
- Self-issued paycheck stub on pre-printed checks
- Copy of incorporation papers listing officers and/or principal stockholder

Food Stamp/SNAP/TANF:

- Food stamp certification notice
- Letter from welfare office
- Name of person receiving benefit: _____
Dollar amount: \$ _____
Beginning and ending dates: _____ to _____

Social Security/Pension/Retirement:

- Social security benefit letter
- Statement of benefits received
- Pension award notice
- Disability award letter or check stub

Unemployment Compensation:

- Notice of eligibility from State Unemployment Office

Welfare Payments:

- Government aid benefit letter
- Statement of purpose of benefit

Child Support/Alimony:

- Child support pay stubs
- Court decree
- Canceled checks from spouse

Other Income: If you have other forms of income, please provide information or documents which show the amount of income received, how often it is received, and the date it is received.

- Canceled checks for outside financial aid
- Notarized letter from person giving monthly aid
- IRS FORM 1040 with annual gross income of \$ _____ for year _____ **OR**
- IRS FORM –4506T is an authorization for the school district to verify that no income tax form was filed.
- Copies of the most recent IRS Form 1040 may be required for each working household member.
- When providing IRS Forms, please strike through any social security numbers.

No Income: If you have no income, please provide a letter explaining how you provide food, clothing, and housing for your household.

Families requesting a waiver for instructional fees need to submit an Application of Fee Waiver and the required documentation for review. Waiver forms and instructions with examples of acceptable documentation are included in this document. You will receive written notification if your waiver request has been granted or denied. If your household income increases by \$50 or more per month (\$600 per year), your household size decreases, or you are no longer eligible for food stamps, TANF, or SNAP, you are obligated to report this change to the District immediately.

Fees for extracurricular academic classes, extracurricular athletics, band, overnight trips, field trips, and summer school are **not** part of the waiver process.

If your application is denied the reason(s) will be stated and the procedures for appeal will be included. Full payment of instructional fees is expected and due by the first day of school. If you need to complete a payment plan, please contact your child's school.

Any questions regarding the fee waiver process may be directed to your child's school or the Office of Child Nutrition and Transportation Services. The telephone number is 224-303-3801.