

WEST NORTHFIELD SCHOOL DISTRICT # 31

3131 Techny Road, Northbrook, Illinois 60062

(847) 272-6880 FAX (847) 272-4818

2022-2023 FINANCIAL AID APPLICATION for School Fees Only

See Federal Application for Waiver of Meal Fees

The Board of Education provides fee reduction/fee waivers for children from households which meet the guidelines established in the Board of Education's policies and/or Income Guidelines (USDA).

1. General Information

- A. **ELIGIBILITY REQUIREMENTS:** If total household income qualifies for assistance based on the guidelines mentioned above, your child may be eligible for financial assistance for school fees and/or lunch fees. School fees include **grade level, technology, 8th Grade Graduation, and Activity Fees**. **Transportation waivers** are also available through an annual determination by the Board of Education, Policy 4:012.

To apply for free/reduced fees for meals, complete most recent Household & Income Form. Household and Income Form https://www.isbe.net/Documents/69-72_hshld_income.pdf FY2022 Income Eligibility Guidelines - <https://www.isbe.net/Documents/IEG-22.pdf> Forms will be updated, as needed.

To apply for other fee reductions/ waivers, we will utilize the Household and Income Form you would complete for meals as well as this revised 2022-2023 Financial Aid Information form. Once forms are completed, sign and return to the Business Office.

Other fees for which waiver is sought: ☐ Grade Level Registration

☐ Transportation

☐ Activity Fee

Please have the following documents available to attach to the application(s) as they are needed in order to process your application(s):

- Three (3) **most current, consecutive** payroll check stubs from date of application.
- The latest **1040** Income Tax Return **(and 2021 Income Tax Return once filed)**, along with **W2s, 1099s, and/or other appropriate tax documentation**
- **If wages are received in cash**, please provide evidence that income is reported and documentation verifying income (ex. employer/company letterhead).
- If **DIVORCED**, a copy of the Divorce decree sections regarding Educational Responsibilities, signature page, and Court Seal.
- **HOUSEHOLD MEMBERS:** List the names of everyone who lives in your household. Include parents, grandparents, all children, other relatives, and other unrelated people who live in your household.
- **MONTHLY INCOME:** List total gross income of all in the household AND the amount of income (BEFORE expenses and deductions for taxes, social security, etc.) that **each person** in the household receives and the source of the income, such as wages, retirement, child support, unemployment, or welfare.

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- If applicable, please bring the Notification for SNAP Benefits that you receive from the State of Illinois Department of Human Services (DHS)
 - Documentation appointing guardian for student, if any
2. **VERIFICATION:** School officials may check your eligibility during the school year. School officials may ask you to submit papers showing that your child (ren) should receive financial assistance.
 3. **REPORTING CHANGES:** If you list income information and your child is approved for a full or partial waiver of school fees, you must tell the school when your household income increases by \$50 or more per month (\$600.00 per year) & when your household size decreases. If you list SNAP Benefits, formerly Food Stamps, you must tell the school when you no longer receive this benefit for your child (ren).
 4. **Your signature on the form verifies that the information is accurate.**
 5. **NONDISCRIMINATION:** No child will be discriminated against because of race, color, national origin, age, sex, disability, or any other protected class. If you believe you have been discriminated against, write immediately to the Secretary of Agriculture, Washington, D. C. 20250.
 6. **FAIR HEARING:** If you do not agree with the school's decision on your application, you may wish to discuss it with the school. You also have the right to a fair hearing. This can be done by writing to the Superintendent of Schools, West Northfield School District 31, 3131 Techny Road, Northbrook, Illinois 60062.
 7. **CONFIDENTIALITY:** The information you provide will be treated confidentially and will be used only for eligibility determination.
 8. **REAPPLICATION:** You may apply for benefits any time during the school year. If you are not eligible now, but later have a decrease in household income, an increase in household size, or become unemployed, you are able to fill out an application at that time. This determination is not retroactive but will be in effect the day the determination is finalized.

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PLEASE NOTE:

- Your application cannot be processed without appropriate documentation.
- Answer all appropriate questions on the application.
- Attach all documentation.
- Return all forms to the District Office within 30 days after registering or ASAP.
- You will be notified when your application is approved / denied. See Section 6.
- Number 4 on the Household and Income application and this Financial Aid Application requires your signature as you are certifying that all information is correct and you understand that school officials may verify/check the information provided.
- School District is allowed to request additional information at any time during the school year.
- Please sign below that you have read and understood the information provided.

Parent/Guardian Signature

Date

FOR DISTRICT USE ONLY

TOTAL INCOME DETERMINATION: _____

Application Approved for: ☐ Full Waiver ☐ Partial Waiver

Amount Waived _____

Fees Approved _____

Date of Determination: _____ School Official Approval: _____

Date(s) of Verification: _____

[Not more frequently than every sixty (60) calendar days.]