



WOODRIDGE SCHOOL DISTRICT 68

2021-2022

APPLICATION FOR WAIVER OF FEES

Please note: A Free Meal application must be submitted (online-Skyward Family Access) before requesting a waiver of fees.

In order to be considered for waiver of fees, the parent or guardian must complete this form **and submit current documentation of gross income**. Gross income is amount before deductions.

These forms may be mailed or dropped off to your student's school.

Please place all documents in an envelope (with mailing address) titled "Business Office-Waiver Application"
Please print the name (first and last), grade, and school of each student you are requesting a fee waiver for:

Name	Grade	School

Please print the name of **all** other members living in the household, not listed above and **all** gross income for such individuals. Gross income is amount before deductions.

Name	How much gross amount are you paid?*	How often are you paid? (ex: weekly, bi-weekly, twice a month)	Check if NO Income

*** Attach evidence of all and any income with this application.** Documentation must be dated within 30 days of the date of this application. See list of examples for proof of income documentation.

I promise that all information on this application is true and correct and that all household income for each member of the household is reported. I understand that school officials will prosecute to the fullest extent allowed by law should it be discovered that benefits were provided to students under false pretenses.

I am aware that supplying false information to obtain a fee waiver is a Class 4 felony (720 ILCS 5/17-6).

Signature of Parent/Guardian (Required)

Date

This area to be completed by Business Office

District Approval: Yes No Reason _____

Acceptable Evidence for Verification of Income

THE APPLICATION FOR WAIVER OF FEES CANNOT BE PROCESSED WITHOUT VERIFICATION OF INCOME. ALL INCOME INFORMATION NEEDS TO BE CURRENT.

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. Gross income is amount before deductions. Documents must be dated 30 days of the date of this application. Examples of types of documents are listed below. Documentation for each source of income listed on your application is required.

Income to Report

Earnings from Work

- **Two** current pay stubs for all working members of the household – showing wages/salaries/tips
- Letter from employer on letterhead showing worker's name, **gross** wages and frequency of payment
- Unemployment compensation – Notice of eligibility from State Unemployment Office showing benefits
- Self-employment – income tax verification showing net income

Social Security/Pension/Retirement

- Social Security benefit letter
- Disability award letter showing benefits
- Pension award notice showing benefits

Child Support/Alimony

- Child support/Alimony pay stubs
- Court decree
- State Disbursement Website print out/canceled check from spouse

Welfare Payments

- Welfare payments/ letter
- Public Assistance payments
- Food Stamp notification (SNAP)
- Medicaid Card showing case number
- Direct Certification letter from the State of Illinois
- Temporary Assistance for Needy Families (TANF)

Other

- Cash withdrawn from savings
- Regular contributions from persons not living in the household
- Income from investments/trusts/estates
- Foster placement papers
- Any other income

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

Questions? Please contact the Business Office/Food Services division @ 630.795.6820