Fee Waiver Instructions:

Step 1: Check the Apply for Fee Waiver box.

Click this box if you would like to apply for a Fee Waiver? ☐

Step 2: Verify student information and review qualifications.

*A Fee Waiver application must be completed for <u>EACH</u> student in a family.

Step 3: Select the reason for qualifying to apply for a fee waiver, supporting documentation is <u>REQUIRED</u>.

STUDENT INFORMATION - Please note a separate Fee Waiver Application must be completed for each student in a family.

Student Name: ▮▮▮▮▮▮▮▮▮▮   Student ID: ▮▮▮▮
Address: ▮▮▮▮▮▮▮▮
School: ▮▮▮▮▮▮▮▮   Grade: ▮▮
Parent/Guardian: ▮▮▮▮▮▮▮▮
Cell Phone: Home Phone:

Do you qualify?

A student may be eligible for fee waiver if one of the following applies:

- Receives TANF/FEB/SNAP benefits
- Receives Supplemental Security Income
- Qualifies for McKinney-Vento assistance
- Currently in state custody or foster care
- Eligible based on family income

If none of these apply, but you wish to apply for a fee waiver because of other extenuating circumstances, please state the reason(s) for the request in the box at the end of this form.

BASIS FOR FEE WAIVER

Select one qualifying reason below to apply for a fee waiver (supporting documentation is required):

1. Family receives TANF/FEP ☐ (Temporary Assistance for Needy Families or Family Employment Program), (Financial Assistance or Food Stamps) (Supplemental Nutrition Assistance Program)

1 In the documents area below, please upload the benefit verification from the Utah Department of Workforce Services for the period for which the fee waiver is sought, which may be in the form of an electronic screenshot of eligibility determination or status.

2. Student receives Supplemental Security Income (SSI, QUALIFIED CHILD WITH DISABILITIES) ☐

2 In the documents area below, please upload benefit verification documents from the Social Security Administration.

3. Student qualifies for McKinney-Vento assistance.

3 No documentation is required if your student is eligibility for McKinney-Vento assistance. This eligibility will be verified through the District

4. Student is in Foster Care (under Utah or local governmental supervision)

4 In the documents area below, please upload the youth in care required intake form and school enrollment letter, provided by a case worker from the Utah Division of Child and Family Services or the Utah Juvenile Justice Department.

5. Student is in State Custody ☐

5 Same documentation required as option four.

6. Student is eligible based on family/household income verification. (Complete the section below) ☐

6 See Instructions below:

If you have any questions regarding the Fee Waiver process, please contact your school's bookkeeper.

If you selected option six as a qualifying reason to apply for fee waiver, more information will appear below.

Please review the definitions of household income and follow the steps below to list all income on a monthly basis, before deductions.

A. Complete the Household Income

Last Name	First Name	Middle Initial	Monthly Income	Pension/Retirement/SS	Other	Total Monthly
Ex a ple	Na b		700 c	d	e	700 f

    a. Enter Last Name

    b. Enter First Name

    c. Enter Monthly Income

    d. Enter Pensions/Retirement/Social Security Income

    e. Enter any other income

    f. Total the Monthly Income for this earner

Hit **ENTER** on your keyboard to add additional lines.

Repeat the process until you have added all members of your household.

B. Click the red SAVE button. If you do not click save, your changes will not be kept.

Save

Last Name	First Name	Middle Initial	Monthly Income	Pension/Retirement/SS	Other	Total Monthly
2nd	Person		1000			1000
Example	Name		800			800

C. Enter the total number of household members.

D. Enter the total monthly income from all sources.

Enter the Total Number of Household Members* 3 **C**

Enter total monthly income from all sources.* 1800 **D**

Family Income Information

COMPLETE THIS ONLY IF OPTION #6 WAS SELECTED UNDER THE BASIS FOR FEE WAIVER SELECTION.

INCOME VERIFICATION FOR ALL HOUSEHOLD MEMBERS:

Household income is determined by adding all household income from all sources and then comparing it to the number of people in the household. A household is a group of related or unrelated individuals who are not residents of an institution or boarding house but who are living as one economic unit. This means they generally reside in the same house and share expenses such as rent, utilities, and food.

List all income on a monthly basis, before deductions, in the appropriate column(s).

Make sure to upload family income verification (income statements, pay stubs, tax returns) below:

Household Income

B Save

Last Name	First Name	Middle Initial	Monthly Income	Pension/Retirement/SS	Other	Total Month

A

Enter the Total Number of Household Members* **C**

Enter total monthly income from all sources.* **D**

Income Guidelines Table

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Household Size	Yearly	Monthly	Twice Per Month	Every Two Weeks	Weekly
1	$18,954	$1,580	$790	$729	$365
2	$25,636	$2,137	$1,069	$986	$493
3	$32,318	$2,694	$1,347	$1,243	$622
4	$39,000	$3,250	$1,625	1,500	$750
5	$45,682	$3,807	$1,904	$1,757	$879
6	$52,364	$4,364	$2,182	$2,014	$1,007
7	$59,046	$4,921	$2,461	$2,271	$1,136
8	$65,728	$5,478	$2,739	$2,528	$1,264
For each additional family member, add:	$6,682	$557	$279	$257	$129

If you have any questions regarding the Fee Waiver process, please contact your school's bookkeeper.

Step 4: Upload documents based on which reason you selected above.

    A.   Select the school year and document type from the dropdown

*If none of the qualifying reasons apply, but you would still like to apply for a fee waiver due to other extenuating circumstances, please state the reason in the open text field.

    B.   Click the red **SAVE** button

    C.   Hover over the column that says "NO FILES" and select your upload option

    D.   Upload, scan, or take a picture of the document

Step 5: The waiver application date will auto populate with today's date. Click Next Page on the re-enrollment application to continue.

If you have any questions regarding the Fee Waiver process, please contact your school's bookkeeper.