


**WESTON PUBLIC SCHOOLS**  
**Financial Assistance Program for 2015-2016**

The Weston Public Schools has created a centralized financial assistance application process, which should be noted is separate from the school lunch program governed by the USDA National School Lunch Program. Parents or guardians seeking financial assistance should complete the Financial Assistance Determination Form (FAP-01 available at the Finance and Operations section of the district website) and return the form only to the district’s Business Office to ensure confidentiality of sensitive financial information. **(If parents have submitted a Free and Reduced Lunch Application, please see the last paragraph for an information sharing option which eliminates the need to complete the rest of this application.)**

The district’s Financial Assistance Program is based on the US Department of Health and Human Services Poverty Guidelines posted at their website (<http://aspe.hhs.gov/poverty>). The US Department of Agriculture also uses these guidelines to determine the Free and Reduced Lunch eligible income levels. The district expanded the poverty level by a multiplier to better match Weston’s income level and assist families whose income is greater than those established by the Free and Reduced Lunch Guidelines. The guidelines are:

<b>Weston Determination Status</b>	<b>Income Level over HHS Poverty Guideline for Household Income</b>
Fee Waiver	Less than 150%
50% Fee Reduction	Between 150% and 200%

As federal income guidelines are updated, the Weston Financial Assistance Program guidelines will be adjusted accordingly and the chart below will change. There are two additional income levels used that are higher than the Free and Reduced Lunch Guidelines to determine reduced fees in Weston:

Persons in Family or Household	Poverty Level 48 States	Free Lunch (130%)	Reduced Lunch (185%)	<b>Weston Fee Waivers</b> 	Free of Charge (150%)	50% Fee Reduction (200%)
1	\$11,770	\$15,301	\$21,775		\$17,655	\$23,540
2	\$15,930	\$20,709	\$29,471		\$23,085	\$31,860
3	\$20,090	\$26,117	\$37,167		\$30,135	\$40,180
4	\$24,250	\$31,525	\$44,863		\$36,375	\$48,500
5	\$28,410	\$36,933	\$52,559		\$42,615	\$56,820
6	\$32,570	\$42,341	\$60,255		\$48,855	\$65,140
7	\$36,730	\$47,749	\$67,951		\$55,095	\$73,460
8	\$40,890	\$53,157	\$75,647		\$61,335	\$81,780
Each additional, add	\$4,160	\$5,408	\$7,696		\$6,240	\$8,320

*Source: Federal Register, vol. 80, no. 61, dated March 31, 2015, pp. 17027-17028*

### **Process for Applying for Financial Assistance**

The Business Office processes applications (Form FAP-01) as they are submitted. Financial assistance applications are available for each school year after May 1<sup>st</sup> in the Business and School Offices and online through the district's website. Due to the volume of applications at registration periods and the information required, it can take up to two (2) weeks to have an application processed from receipt of the application to final notification of parents and principals.

To apply for financial assistance, parents/guardians must:

- Complete the application and provide copies of documentation requested;
- Submit the completed forms to the Assistant Superintendent for Finance and Operations at the following address:

Weston Public Schools  
89 Wellesley Street  
Weston, MA 02493

Upon receipt of a completed application, the Assistant Superintendent for Finance and Operations reviews the application, makes a determination, sends a notification by letter to the family, and notifies appropriate School Department personnel of any fee reductions granted.

### **Determination of Income and Income Verification**

Weston's Financial Assistance Program determinations are based solely on household income and do not take into account mortgage payments, property value (unless zero income is reported), college tuitions, or household expenses.

Documentation of household income includes, but is not limited to the following:

- Internal Revenue Service Form 1040, Pages 1 and 2 of all adults residing in the household;
- Supplemental Security Income (SSI) and Disability Income;
- Unemployment Compensation and severance pay;
- Alimony and child support agreements;
- Transitional Assistance Letters and Benefits; and
- Pay stubs if there has been a decline in income from the previous tax year.

Foster children are not included as a member of the family with which they reside or in the household income of the custodial parent. Non-custodial parent income is considered when that parent receives the tax deduction for the dependent and there is no record of child support.

The program requires documentation of income from parties who do not reside with the household but who are providing financial support. Documentation of guardianship and foster child status must also be provided.

All application information is kept confidential and not included in any student file. All documentation submitted with the application is kept for three years and then shredded.

### **Free and Reduced Lunch**

Those parents and guardians who intend to apply to the Free and Reduced Price School Lunch Program must complete a separate application. USDA National School Lunch Program guidelines

prohibit any use of the Free and Reduced Price School Lunch application for any program other than the school lunch program *unless* the Information Sharing Agreement is signed. Parents who sign this agreement do not need to complete the Financial Assistance Determination Application (FAP-01) to apply for fee reductions.

**Financial Assistance Determination Application 2015-2016**

Dear Parent(s) or Guardian(s):

Applicants should read the district's Financial Assistance Program Guidelines (available at the Finance and Operations section of the district website) to thoroughly familiarize themselves with the Financial Assistance Program requirements before completing this application.

The application covers a one-year period and you may apply for financial assistance at any time. The application period opens each year on May 1<sup>st</sup> for the following school year.

Documentation of income is required to determine eligibility and level of assistance. The documentation of household income includes, but is not limited to the following:

- Internal Revenue Service Form 1040, Pages 1 and 2 of all adults residing in the household;
- Supplemental Security Income (SSI) and Disability Income;
- Unemployment Compensation and severance pay;
- Alimony and child support agreements;
- Transitional Assistance Letters and Benefits; and
- Pay stubs if there has been a decline in income from the previous tax year.

On the reverse side, you will find the form you must complete to apply for assistance. The completed application and required documentation of income supporting your child(ren) are necessary in order to make an eligibility determination. Incomplete applications will be returned.

Copies of documentation of income supporting your children can be made at the Business Office at no charge to you if you submit your application in person. If mailed, documents will not be copied and returned to you.

If you have any questions regarding the application process, please contact the Assistant Superintendent for Finance and Operations at (781) 786-5230. Once a determination of eligibility has been made, you will be notified of that decision by letter. Please allow two (2) weeks for processing.

## Financial Assistance Application

Please provide the following confidential information in its entirety.

Parent/Guardian Last Name	Parent/Guardian First Name	Home Phone	Home Address
Other Parent/Guardian Last Name	Other Parent/Guardian First Name	Home Phone	Home Address

List everyone who lives in your household—both children and adults—including yourself.

Last Name	First Name	Relationship to You	Total number of members residing in your household
			<input type="text"/>
			Number claimed on Federal tax filing (line 6D)
			<b>OR</b> Circle: I did not file a tax return

List only students for whom you are requesting fee assistance. If attaching additional names, check here:

Last Name	First Name	Relationship to You	2013/14 School	Entering Grade

**Provide all applicable financial information below detailing the yearly GROSS income supporting the child(ren) listed above. Copies of supporting documentation must be included with this application.**

- Copy of most recent IRS form 1040, pages 1 & 2, for all wage earners supporting the child/children
- Copy of supporting documentation (section from divorce decree) pertaining to child support & alimony
- Copies of unemployment and paycheck stubs *only* if changes have occurred since the most recent tax filing
- Copies of most recent Transitional Assistance Benefits letter, if applicable

**Do not send originals;** they cannot be returned. Copies can be made for you in person at the Weston Public Schools' Business Office. All documentation is treated confidentially and details are not shared with other offices or departments. All documents are shredded and destroyed after three (3) years.

### Failure to provide proof of all income will result in a delay in processing this application.

All Household members with income	Name:	Name:	Name:	Name:	Name:	Yearly Total
Gross yearly wages						
Social Security Death Benefit						
Disability Benefit						
Unemployment Compensation						
Child Support						
Alimony						
TANF# _____.						
Food Stamp # _____.						
Other Income (List Source)						
<b>Total Gross Family Income</b>	\$	\$	\$	\$	\$	\$

*I certify that all information is true and that all income is reported on this application.*

Signed: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Mail completed form to: Assistant Superintendent for Finance and Operations, Weston Public Schools, 89 Wellesley Street, Weston, MA 02493