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# 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. **COPIES OF THE MOST RECENT IRS FORM 1040 ARE REQUIRED FOR EACH WORKING HOUSEHOLD MEMBER.** 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. **Please provide the number of check stubs: Weekly (4 stubs) Bi-weekly (2) 2x Month (2)**

## Earnings/Wages/Salary:

- Pay stub dated \_\_\_\_\_ Received how often (ex: **weekly**) \_\_\_\_\_
- Letter from employer on letterhead indicating hourly worker's name, SS#, **GROSS** wages and frequency of payment.

## Self-Employment Income:

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

## 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
- State Disbursement Website print out /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

**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 registration 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 denied and a phone call/email if your fee waiver has been approved. 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 that will not be waived:**

Yearbook, class rings, library fines, P.E. locks, lost or damaged materials or equipment, replacement ID's or planners, school dance admissions, athletic event admissions or any other social event, parking permits, overnight trips, summer school, school pictures, etc. , (This list is not all inclusive. If you have questions about a specific fee, please contact your school.)

If your application is denied the reason(s) will be stated and you may appeal the decision. Your request must be in writing and must be received within 30 calendar days. Full payment of instructional fees is expected and due by November 29<sup>th</sup> unless a payment plan is established. If you need to complete a payment plan, please contact your child's school directly.

Any questions regarding the fee waiver process may be directed to your child's school or the Finance Department at 630-301-5063 or [feewaivers@sd129.org](mailto:feewaivers@sd129.org).

**Please allow 30 days from the day the waiver is received for processing.**

**Federal definition of income:**

Income is defined as any monies earned **before any deductions** such as income taxes, social security taxes, insurance premiums, charitable contributions, and bonds. It includes the following: (1) monetary compensation for services including wages, salary, commissions, or fees; (2) net income from non-farm self-employment; (3) net income from farm self-employment; (4) social security; (5) dividends or interest on savings or bonds or income from estates or trusts; (6) net rental income; (7) public assistance or welfare payments; (8) unemployment compensation; (9) government civilian employee or military retirement or pensions or veteran payments; (10) private pensions or annuities; (11) alimony or child support payments; (12) regular contributions from persons not living in the household; (13) net royalties; and (14) other cash income. Other cash income would include cash amounts received or withdrawn from any source including savings, investments, trust accounts, and other resources which would be available to pay the price of a child's meal.

**Refunds:**

If you have been approved for a fee waiver and you have already paid the current year school fees you may **REQUEST** a refund by contacting your child's school directly.