



Lexington Public Schools

146 Maple Street ♦ Lexington, Massachusetts 02420

Ian L. Dailey
Assistant Superintendent for Finance and Operations

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Financial Assistance Application

Dear Parents/Guardian;

Financial assistance is available to families earning less than double the Federal poverty guideline and reduced fees for families earning less than three and one-half times the Federal Poverty Guideline. At the time you register your child for any fee-based program, you must request a financial waiver from the Business Office at Lexington Public Schools. The application is a once-a-school-year application and you may apply for multiple program assistance. Application periods open on each May 1st.

All documents provided are kept confidential and are not included in any student file. All documentation received is kept for three years and then shredded and destroyed. Copies can be made at the Business Office, at no charge to you, if you submit your application in person. If faxed or mailed, documents will not be copied and returned to you.

The Lexington Public Schools Financial Assistance Program determines income based on the income of **ALL** household residents. Anyone living in your household is required to submit income documentation including domestic partners, relatives, and any other individuals residing at the address. The district has a single application procedure applied for most **school** fees for the full school year with only school lunch being the exception. No employee, coach, faculty or staff member has the authority to waive any fees or charges without the income determination letter provided by the Business Office.

Required documentation of household income includes:

1. **2016** Internal Revenue Service TRANSCRIPT, call 800-908-9946 or visit: <https://sa1.www4.irs.gov/irfof-tra/start.do> for all adults residing in the household;
2. Supplemental Security Income (SSI) and Disability Income;
3. Unemployment Compensation and Severance Pay;
4. Alimony and Child Support Agreements (required in addition to tax returns);
5. Transitional Assistance Letters and Benefits (issued every August or upon request by parent);
6. Lexington Housing Authority Income Determination Letter;
7. Section 8 Housing Voucher
8. Foster Children are handled as one household and are not included as a member of the family in which they are residing or in the household income of the custodial parent;
9. Non-Custodial Parent income is considered when one parent receives the tax deduction for the dependent and there is no record of child support.
10. Unearned income, gifts, donations, family support (e.g. rent free housing, money, etc) from outside of the domicile must be reported as financial support.

Completion of all information is necessary in order to make a determination. Incomplete applications will be returned. Once a determination as to eligibility is made, you will be notified of that decision by letter. Please allow four weeks for processing.

Sincerely,

Ian L. Dailey
Assistant Superintendent for Finance and Operations

APPLICATION WILL NOT BE PROCESSED WITHOUT REQUIRED DOCUMENTATION

SEE LIST ON REVERSE SIDE

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

DO NOT SEND ORIGINALS; they cannot be returned. Copies can be made for you at the Lexington Public Schools Business Office.

All documentation is treated confidentially and details are not shared with any other offices or departments.

All documents are shredded after three years.

Your First Name and Middle Initial	Last Name	Home Phone	Address
Other Parent/Guardian First Name	Last Name	Home Phone	Address

1a Check off Adults in Household:

Yourself Spouse/civil union/partner
 Other Name: _____ Relationship: _____
 Other Name: _____ Relationship: _____
 Other Name: _____ Relationship: _____
 Other Name: _____ Relationship: _____

Free/Reduced Lunch applications will be emailed to all households in August.

1b List all Dependents living with you:

First Name	Last Name	Relationship to you	2017/18 Grade	2017/18 School	Applies to bus, athletics, field trips, etc.:
					This form does not sign you up for programs.

*Other would include **mandatory** school field trips and other school related fees; not events or overnight travel when **optional**

Enter total adults claimed on tax return.

Total number of dependents claimed by you on your tax return listed in 1b above

Total number claimed by you on your tax return listed in 1a and 1b above

Note: This line should tie to line 6d, Form 1040, of most recent tax return.



2a Yearly Income supporting child(ren):

Required Documentation	Check if Included	Reason Not Included (Attach explanation if necessary)
1. 2016 Internal Revenue Service TRANSCRIPT, call 800-908-9946 or visit: https://sa1.www4.irs.gov/irfof-tra/start.do ;		
2. Supplemental Security Income (SSI) and Disability Income;		
3. Unemployment Compensation and Severance Pay;		
4. Alimony and Child Support Agreements;		
5. Transitional Assistance Letters and Benefits; 781-388-7375 or 1-800-249-2007		
6. Lexington Housing Authority Verification/Calculation Worksheet		
7. Section 8 Housing Voucher		
8. Documentation for Foster Child (Foster Children are handled as one household and are not included as a member of the family in which they are residing or in the household income of the custodial		
9. Non-Custodial Parent income is considered when one parent receives the tax deduction for the dependent and there is no record of child support.		
10. Unearned income, gifts, donations, family support (e.g. rent free housing, money, etc) from outside of the domicile must be reported as financial support.		

An adult household member must sign the application.

I certify (promise) that all information included with this application is true and that all income is reported. I understand that the school will get Federal funds based on the information I give. I understand that school officials may verify (check) the information. I understand that if I purposely give false information, my children may lose benefits, and I may be prosecuted.

Sign here: X _____ Print name: _____

MAIL TO:	Mr. Ian L. Dailey, Assistant Superintendent for Finance and Operations, Lexington Public Schools, 146 Maple Street, Lexington, MA 02420
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