



**SCHOOL FEE WAIVERS
APPLICATION AND ELIGIBILITY DETERMINATION
DAVIS SCHOOL DISTRICT**

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School Fee Waivers

Secondary Schools

A. GENERAL

The Utah Constitution vests general control and supervision of the public education system in the State Board of Education and provides that elementary and secondary schools shall be free except that fees may be imposed in secondary schools as authorized by the Legislature.

No fee may be charged or assessed in connection with any class or school-sponsored or supported activity, including extracurricular activities, unless the fee has been set and approved by the local Board of Education and distributed in an approved [fee schedule](#).

To ensure that no student is denied the opportunity to participate in a class or school-sponsored or supported activity because of an inability to pay a fee, each school will provide for adequate waivers. The principal in each school will administer the policy and grant waivers.

B. ITEMS ELIGIBLE FOR FEE WAIVERS

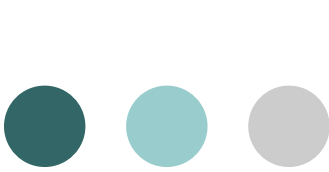
Any charge, deposit, rental, or other mandatory payment for student participation in any class, program, or activity provided, sponsored, or supported by or through the District or a local school, are fees requiring approval of the Board, and are subject to the fee waiver requirements.

Expenditures for uniforms, costumes, clothing, and accessories, other than items of typical student dress, which are required for participation in choirs, cheerleading, drill teams, athletic teams, bands, orchestras, and other student groups, and expenditures for student travel as part of a school team, student group, or other school-approved trip, are fees requiring approval of the local Board of Education and are subject to the fee waiver requirement.

C. ITEMS NOT SUBJECT TO WAIVERS

The requirements of fee waiver to not apply to:

- charges for class rings, letter jackets, yearbooks, and similar articles not required for participation in a class or activity;
- secondary student supplies as long as the item is something which is commonly found in students' homes regardless of wealth;
- boundary variance request fee as established in State law;
- fees charged for a course which must be repeated or remediation program required for a student to advance or graduate; and
- charges assessed pursuant to a student's damaging or losing school property.



PART 2

APPLICATION

A. INFORMING HOUSEHOLDS

Each year, at the beginning of school, the *School Fees Notice* and *Fee Waiver Application* must be distributed to the households of children attending the school. The Notice tells families their secondary student may be charged fees for school materials, supplies, activities and programs that have been approved by the local Board of Education and placed on the school fee schedule.

LATE ENROLLMENTS

Households enrolling new students in a school after the start of the school year must be provided the ***School Fees Notice*** and ***Fee Waiver Application*** when they enroll.

B. APPLICATION PROCESS

The principal will inform patrons of the school's application process and use standardized fee waiver applications. The process for obtaining waivers or pursuing alternatives shall be administered fairly, objectively, and without delay, and avoid stigma and unreasonable burdens on students and parents. Students who apply for or receive fee waivers should be allowed to register at the same time and in the same manner as would have been the case if waivers were not involved. Any requirement that a student pay a fee is suspended during any period in which the student's eligibility for waiver is being determined or a denial of waiver is being appealed.

C. CONFIDENTIALITY

The schools shall use a confidential application and notice procedure regarding school fee waivers. Information submitted in connection with fee waiver applications, the names of persons who have or have not paid fees, and the names of persons who have applied for, received or been denied waivers are confidential. Student's eligibility for school fee waiver may not be discussed or determined in the presence of other parents or children. Students or parents may not be involved in the collection of fees or assist in the fee waiver application process. Schools shall not post any list accessible to unauthorized persons regarding the payment or non-payment of any fee. The application and all supporting documents shall be destroyed after the approval process is complete.

D. DETERMINING ELIGIBILITY

How the school official determines eligibility depends on the basis for potential eligibility—income eligibility (see *Part 3: Income Eligibility*) or categorical eligibility (see *Part 4: Categorical Eligibility*) .

E. NOTIFICATION OF ELIGIBILITY DETERMINATION

Once eligibility for fee waivers has been decided, the school shall notify the parent or guardian using the *Fee Waiver Decision and Appeal Form*. Denial of eligibility for a waiver may be appealed in writing to the principal within ten school days of receiving notice of the denial. The school shall contact the parent within two weeks after receiving the appeal and schedule a meeting with the principal to discuss the parent’s concerns. If after meeting with the principal the waiver is still denied, the parent may appeal, in writing, within ten school days of receiving notice of the second denial, to the school director at the District level.



INCOME ELIGIBILITY

A. GENERAL

To determine if a household meets income eligibility requirements for fee waivers, school officials must compare the household size and the total household income to income eligibility guidelines (IEGs). School officials may be asked by households for guidance on whom to include as a household member or what to include as income on the application for fee waivers. Although school officials may have to use their own discretion in some instances, this section explains the requirements for determining household composition and income and also provides guidance on how to handle special situations.

B. DETERMINING HOUSEHOLD COMPOSITION

Household composition for the purpose of making an eligibility determination for fee waivers is based on economic units. Generally, individuals residing in the same house are an economic unit. However, more than one economic unit may reside together in the same house. Separate economic units in the same house are characterized by prorating expenses and economic independence from one another.

SPECIAL SITUATIONS

Adopted Child

An adopted child for whom a household has accepted legal responsibility is considered to be a member of that household. If the adoption is a “subsidized” adoption, which may include children with special needs, the subsidy is included in the total household income. Because some adopted children were first placed in families as foster children, parents may not be aware that, once the child is adopted, he/she is no longer categorically eligible for a fee waiver.

Child of Divorced or Separated Parents

Children of divorced or separated parents are generally part of the household that has custody. When **joint custody** has been awarded and the child physically changes residence, the child is considered part of the household where he/she resides. In these situations, if both parents apply for fee waivers for the child, and different eligibility statuses result the greatest benefit level is used. For example, if the mother’s situation results in eligibility for fee waivers but the father’s application is denied, the child would receive fee waivers.

Foster Child

A foster child is a child whose care and placement is the responsibility of the State or who is placed by a court with a caretaker household. Such a child is considered a member of the foster parent(s) household. A foster child placed with relatives through a formal arrangement by the courts or State is also considered a foster child. A child is not considered a foster child if placed informally with relatives and not through court or State intervention.

Family Members Living Apart

Family members living apart on a temporary basis are considered household members. Family members not living with the household for an extended period of time are not considered members of the household for purposes of determining eligibility, but any money made available by them or on their behalf for the household is included as income to the household.

Deployed Service Personnel

Family members not living with the household for an extended period of time are not usually considered household members. However, any member of the armed services who is activated or deployed in support of any military combat operation is counted as a household member. Any money made available by them or on their behalf for the household is included as income in the household with the exception of combat pay.

Homeless Child

A child is considered homeless if he/she is identified as lacking a fixed, regular and adequate nighttime residence under the McKinney-Vento Homeless Assistance Act, as determined by the District Homeless Liaison. A child or family may temporarily reside with another household and still be considered homeless under the definition of homeless in McKinney-Vento. In these cases the household size and income of the host family is not taken into consideration in determining the fee waiver eligibility for the child designated as homeless.

Step-parent

An adult living in the household who is a step-parent to a child is considered a member of the household. Any money made available by them or on their behalf for the household is included as income in the household.

C. DETERMINING HOUSEHOLD INCOME

REPORTABLE INCOME

Income is any money received on a recurring basis, including gross earned income, unless specifically excluded by statute. Gross earned income means all money earned before such deductions as income taxes, employee's social security taxes, insurance premiums, and bonds. Income includes but is not limited to:

- Earning from work
 - ◊ Wages, salaries, tips, commissions
 - ◊ Net income from self-owned business and farms
 - ◊ Strike benefits, unemployment compensation, and worker's compensation
- Welfare/child support/alimony
 - ◊ Public assistance payments/welfare benefits (e.g., TANF, welfare payments)
 - ◊ Alimony and child support payments

NOTE: Benefits under Supplemental Nutrition Assistance Program (SNAP) are not counted as income.

- Retirement/disability benefits
 - ◊ Pensions, retirement income, veterans' benefits
 - ◊ Social security
 - ◊ Supplemental security income
 - ◊ Disability benefits
- Any other income
 - ◊ Net rental income, annuities, net royalties
 - ◊ Interest; dividend income
 - ◊ Cash withdrawn from savings; income from estates, trusts and/or investments
 - ◊ Regular contributions from persons not living in the household
 - ◊ Any other money that may be available to pay for the child(ren)'s school fees

CURRENT INCOME

If a family or child is not categorically eligible, a parent or guardian of a child applying for a fee waiver is required to provide documentation and certification to the school verifying that the child is eligible to receive a fee waiver. Verification shall be in the form of the last income tax return or the last three pay stubs, or both, if available, of each household member.

SPECIAL SITUATIONS

Projected Income for Seasonal Workers and Others

Seasonal workers and others whose income fluctuates usually earn more money in some months than in other months. Consequently, the previous month's income may distort the household's actual circumstances. In these situations, the household may project its annual rate of income and report this amount as its current income. If the prior year's income provides an accurate reflection of the household's current annual rate of income, the prior year may be used as a basis for the projected annual rate of income.

Income for the Self-Employed

Self-employed persons may use last year's income as a basis to project their current year's net income, unless their current net income provides a more accurate measure. Self-employed persons are credited with net income rather than gross income. Net income for self-employment is determined by subtracting business expenses from gross receipts.

- Gross receipts include the total income from goods sold or services rendered by the business.
- Deductible business expenses include the cost of goods purchased, rent, utilities, depreciation charges, wage and salaries paid, and business taxes (not personal, Federal, State, or local income taxes).
- Non-deductible business expenses include the value of salable merchandise used by the proprietors of retail businesses.
- Net income for self-employed farmers is figured by subtracting the farmer's operating expenses from the gross receipts.
- Gross receipts include the value of all products sold; money received from the rental of farm land, buildings, or equipment to others, and incidental receipts from the sale of items such as wood, sand, or gravel.
- Operating expenses include cost of feed, fertilizer, seed, and other farming supplies, cash wages paid to farmhands, depreciation charges, cash rent, interest on farm mortgages, farm building repairs, and farm taxes (but not local, State, and Federal income taxes).

Income from Wages and Self-Employment

For a household with income from wages and self-employment, each amount must be listed separately. When there is a business loss, income from wages may not be reduced by the amount of the business loss. If income from self-employment is negative, it should be listed as a zero income.

Military Benefits

Benefits received in cash, such as housing allowances and food or clothing allowances, are considered income.

Deployed Service Members

Only that portion of a deployed service member's income made available by them or on their behalf to the household will be counted as income to the household. Combat Pay is always excluded.

Child's Income

The earnings of a child who is a full-time or regular part-time employee must be listed on the application as income.

Alimony and Child Support

Any money *received* by a household in the form of alimony or child support is considered income to the receiving household.

Any money *paid* by the household in the form of alimony or child support is not excluded from income for that household.

Garnished Wages and Bankruptcy

Income is the gross income received by a household before deductions. In the case of garnished wages and income ordered to be used in a specified manner, the total gross income must be considered regardless of whatever portions are garnished or used to pay creditors.

INCOME EXCLUSIONS

General

Income *not to be reported* or counted as income in the determination of a household's eligibility for a fee waiver includes:

- Any cash income or value of benefits excluded by statute; common exclusions are the value of benefits under SNAP and some Federal education benefits;
- Payments received from the Foster Care agency for the care of foster children;
- Student financial assistance provided for the costs of attendance at an educational institution, such as grants and scholarships, awarded to meet educational expenses and not available to pay for school fees;
- Loans, such as bank loans, since these funds are only temporarily available and must be repaid;
- Value of in-kind compensation, such as housing and similar non-cash benefits; and
- Occasional earnings received on an irregular basis (not recurring, such as payment for occasional baby-sitting or mowing lawns).

Military Benefits

An in-kind benefit is excluded, such as non-privatized on-base housing, where no cash is provided to the household. Other sources of excluded income related to the military:

- Family Subsistence Supplemental Allowance (FSSA).
- Privatized housing allowances received under the Military Housing Privatization Initiative are not counted as income.
- Combat Pay is excluded if it is
 - ◇ Received in addition to the service member's basic pay;
 - ◇ Received as a result of the service member's deployment to or service in an area that has been designated as a combat zone; and
 - ◇ Not received by the service member prior to his/her deployment to or service in the designated combat zone

- Combat pay as described is extended to Deployment Extension Incentive Pay (DEIP). DEIP is given to active-duty service members who agree to extend their military service by completing deployment with their units without re-enlisting
 - ◊ This exemption applies only until the service members return to their home station. DEIP payments provided to service members that are not considered deployed are not exempt.

Child's Income

Infrequent earnings, such as income from occasional baby-sitting or mowing lawns, are not counted as income and should not be listed on the application.

Lump Sum Payments

Lump sum payments or large cash settlements are not counted as income since they are not received on a regular basis. These funds may be provided as compensation for a loss that must be replaced, such as payment from an insurance company for fire damage to a house. However, when lump sum payments are put into a savings account and the household regularly draws from that account for living expenses, the amount withdrawn is counted as income.

E. INCOME CONVERSIONS

Households may have income from different sources which are paid on different schedules. All income sources shall be converted to monthly income. To convert different schedules to monthly income:

- Weekly income multiply by 4.33
- Bi-weekly income (received every two weeks) multiply by 26 divide by 12;
- Semi-monthly income (received twice a month) multiply by 2; and
- Annual income divide by 12.

If the household provides their last income tax return as documentation, take the total from line 22 on a 1040 form, or the total from line 15 on a 1040A form, and divide by 12.

Do not round the values resulting from each conversion. Add all of the un-rounded converted values and compare the un-rounded total to the monthly IEP income for the household size.

D. DETERMINATION BASED ON INCOME

INDICATING INCOME AND INCOME SOURCES

Each household *must* provide the total amount of their current income. Income *must* be identified with the individual who received it, and the source of the income (wages, Social Security, etc.). Each household member who does not have income must also be identified and must have an indication of zero income on the application.

COMPUTE HOUSEHOLD CURRENT INCOME

It is the responsibility of the determining official to compute the household's total current income and compare the total amount to the appropriate IEG.

- School officials must determine reportable income (*see Part 3C: Determining Household Income*).
- Households that submit a complete application indicating total household income at or below the income limits on the appropriate IEG must be approved for fee waivers.
- Households that submit an incomplete application cannot be approved if required information is missing; information must be obtained before an eligibility determination can be made.
 - ◇ To get the required information, the school may return the application to the household or contact the household either by phone or in writing. The determining official should document the details of the contact, and date and initial the entry.
 - ◇ Applications missing the signature of an adult household member must be returned for signature.
 - ◇ Every reasonable effort should be made to obtain the missing information prior to denying the application.



Categorical Eligibility

A. MEMBERS OF ASSISTANCE PROGRAM HOUSEHOLDS

A child who is a member of a household that receives benefits from Temporary Assistance for Needy Families (TANF), cash assistance, or Supplemental Nutrition Assistance Program (SNAP), food stamps, is categorically eligible for fee waivers. In lieu of providing income verification a parent or guardian applying for a fee waiver shall provide supporting documents covering the current period from Workforce Services. The verifying official should examine the document provided to ensure that the child for whom the application was made is part of the household currently participating in any of these programs. Electronic Benefit Transfer cards or SNAP identification cards are not adequate documentation because they do not specify the certification period.

B. OTHERS CATEGORICALLY ELIGIBLE

Foster Child

A foster child is a child whose care and placement is the responsibility of a State or local welfare agency or who is placed by a court with a care taker household. This applies only to foster children who are formally placed by the State or court, not informal arrangements outside of the State or court system. A child may still be considered a foster child of placed with relatives provided the placement is made by the State or local foster care system or courts. The parent or guardian applying for a fee waiver shall provide documentation that the child is a foster child in their care.

Department of Workforce Services Specified Relative Grant

A household may receive a specified relative grant, also referred to as the 'kinship subsidy' administered by the Department of Workforce Services for a child in their care. The guardian applying for a fee waiver shall provide documentation that the household receives this subsidy for the child covering the current period.

Supplemental Security Income (SSI)

A child who qualifies for SSI benefits because of his/her disability is categorically eligible to receive a fee waiver. The parent or guardian applying for a fee waiver shall provide the benefit verification letter from Social Security. A child who receives Survivor Benefits does not qualify for the SSI categorical eligibility.

State Custody

A child in a state licensed detention center, or in the custody of the Utah Department of Human Services, Division of Child and Family Services, or Juvenile Justice services is categorically eligible to receive a fee waiver. The parent or guardian applying for a fee waiver shall provide the youth in custody required intake form and/or school enrollment letter provided by the case worker from DCFS or Juvenile Justice Department.

Homeless Child

A child is considered homeless if he/she is identified as lacking a fixed, regular and adequate nighttime resident under the McKinney-Vento Homeless Assistance Act as determined by the District Homeless Liaison is categorically eligible to receive a fee waiver. A child or family may temporarily reside with another household and still be considered homeless under the definition of homeless in McKinney-Vento. The parent or guardian applying for a fee waiver verification of the homeless status shall be documented by the District Homeless Liaison.

Migrant Students

A child is considered categorically eligible if he/she is identified as meeting the definition of migrant by the local Migrant Education Program (MEP) coordinator. The basic definition of a migrant child for MEP is a child that has moved across school district lines within the last three years, in order to accompany or join a parent or guardian who has moved to seek or obtain temporary or seasonal work in agriculture or fishing.

In these cases the household size and income is not taken into consideration in determining the eligibility for the child.

Satisfactory Documentation

A household that does not have satisfactory documentation from the assistance office, State or local agency for other categorical eligibility may request a signed, dated letter from these offices verifying that the child is part of a household currently receiving their benefits.

C. CASE BY CASE DETERMINATIONS

Case by case determinations are to be made by the principal for those who do not qualify under one of the foregoing standards but who, because of extenuating circumstances such as, but not limited to, exceptional financial burdens such as loss or substantial reduction of income or extraordinary medical expenses, are not reasonably capable of paying the fees.