

WAYLAND PUBLIC SCHOOLS

Financial Assistance Program for 2011-2012

Financial assistance is available to families earning less than double the Federal Poverty Guideline and reduced fees for families earning less than three times the Federal Poverty Guideline.

Wayland Public Schools has created a centralized application process to provide families with financial assistance for transportation fees and all other school-related fees excepting the School Lunch program. The benefits of centralizing financial assistance applications for families seeking relief from various program fees include:

- Giving families a single point of contact and determination of eligibility within the district
- Applying a standard methodology of determination for eligibility for all programs across the district
- Ensuring a standard of confidentiality throughout the district

The district's financial assistance program offers a prorated subsidy for households earning less than 300% of the US Department of Health and Human Services Poverty Guidelines posted at their website, ([Http://aspe.hhs.gov/poverty](http://aspe.hhs.gov/poverty)). The US Department of Agriculture uses these guidelines to determine the Free and Reduced Lunch eligible income levels. No additional financial assistance for the School Lunch program, other than that offered under the USDA National School Lunch program guidelines, is offered by the Wayland Public Schools.

The School Committee has taken the poverty level and expanded it by a multiplier to better match our community's income level and assist families whose income is greater than those established by the Free and Reduced Lunch Guidelines with fees that are assessed for a variety of activities. The School Committee has made the following determination for income eligibility for financial assistance:

Wayland Determination Status	Income Level over HHS Poverty Guideline for Household Income
100% Waiver	Equal to Reduced Lunch threshold
\$50 fee per student per sport at the HS; \$25 fee per student for athletics at the MS; \$50 fee per bus pass; \$25 fee for elementary instrumental music.	< 200%
50% reduction of fee	201% - 300%

On January 20, 2011, the US Department of Health and Human Services published the FY11 income guidelines. As federal income guidelines are updated, the Wayland Financial

Assistance Program guidelines will be adjusted accordingly. There are two additional income levels used above the Reduced Lunch Guidelines for reduced fees in Wayland:

Persons in Family or Household	48 States (Contiguous) & DC	Free Lunch 130%	Reduced Lunch 185%	Wayland Fee Waivers	Flat Fee Charged 200%	50% Fee Reduction 300%
1	\$10,890	\$14,157	\$20,147		\$21,780	\$32,670
2	\$14,710	\$19,123	\$27,214		\$29,420	\$44,130
3	\$18,530	\$24,089	\$34,281		\$37,060	\$55,590
4	\$22,350	\$29,055	\$41,348		\$44,700	\$67,050
5	\$26,170	\$34,021	\$48,415		\$52,340	\$78,510
6	\$29,990	\$38,987	\$55,482		\$59,980	\$89,970
7	\$33,810	\$43,953	\$62,549		\$67,620	\$101,430
8	\$37,630	\$48,919	\$69,616		\$75,260	\$112,890
Each additional, add	\$3,820	\$4,966	\$7,067		\$7,640	\$11,460

Source: *Federal Register*, vol. 76, no. 58, dated March 25, 2011, p. 16725

Financial assistance is offered system wide and includes transportation, athletics, and instrumental music fees. Fees for student parking at Wayland High School and for programs offered by Wayland School Community Programs (such as BASE and Pegasus) are not included in the financial assistance program.

The Financial Assistance Program does not include optional field trips and student travel programs, as participants are expected to pay their own way and there is typically no funding source for financial aid for these programs. Program leaders for these optional student trips may know of funding sources that provide scholarships; however, if there is no alternative funding source, the student is responsible for the full cost of the trip.

Process for Applying for Financial Assistance

The Business Office processes applications as they are submitted. Financial Assistance Applications are available for each school year after May 1. The application is available online and copies are available from the Business Office. 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 program directors. Every effort is made to process these applications as quickly as possible.

To apply for financial assistance, parents/guardians should:

- Complete the application and provide copies of documentation requested;
- Submit the completed forms to the School Business Administrator at the following address:

School Business Administrator
Wayland Public Schools
41 Cochituate Road
P.O. Box 408
Wayland, MA 01778

Upon receipt of a completed application, the Business Administrator 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.

The Financial Assistance application is based solely on household income and does not take into account mortgage payments, property value (unless zero income is reported), college tuitions, or household expenses.

Determination of Income and Income Verification

Wayland's financial assistance program determinations are based solely on household income.

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;
- Pay stubs if there has been a decline in income from the previous tax year.

Foster children are considered as one household and 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 will ask for and require documentation of income from parties who do not reside with the household but who are providing financial support, particularly if there is no documentation regarding the status of child support or death certificate or district knowledge of a deceased parent. Guardianship and foster child status must also be provided if not already a matter of student record.

All application information is kept confidential and not included in any student file. Those parents and guardians who intend to apply to the Free and Reduced Price Lunch program must complete a separate application with the Food Service department. USDA National School Lunch Program guidelines allows the use of Free and Reduced Price Lunch application information with other programs with a signed waiver. The waiver form is available on the Food Services Program webpage and from the FS Director.