



**THE PUBLIC SCHOOLS OF BROOKLINE**  
333 WASHINGTON STREET  
BROOKLINE, MASSACHUSETTS 02445

**Financial Assistance Application**  
**2019-2020 School Year**

## **Annual Financial Assistance Application**

Dear Parent(s)/Guardian(s);

This is an annual Family/Household application for multiple program assistance. This single application procedure covers most school fees in the full school year, with the exception of optional field trips or programs, Early Childhood programs and school lunch, which require a separate application for Free/Reduced fees. This form does not sign your child up for programs. No employee, coach, faculty or staff member has the authority to waive any fees or charges without the income determination letter provided by the Finance Office.

The Public Schools of Brookline Financial Assistance Program determination is based on the income of **ALL** household members. Anyone living in your household is required to submit income documentation, including domestic partners, relatives, and any other individuals residing at the address.

**From the list accepted documents shown below, please submit all of those that apply to your household:**

### **Income Tax or BHA housing assistance:**

1. If you filed 2018 taxes; we require 2018 IRS transcript for all adults residing in the household. We will not accept tax filing documentation from any other source than the IRS (we do not accept the 10-40 form). Call 800-908-9946 or visit <https://www.irs.gov/>. On the home page click "Get Your Tax Record". Click "Get Transcript Online". Available for free, 5-10 days after request is submitted.
2. Brookline Housing Authority Income Determination/ Calculation Worksheet (request most recent document from BHA building manager). This is the only document required if student lives in BHA property.

### **Other Income: Submit a copy of most recent data if you receive:**

3. If you are a single parent we require Alimony and Child Support Agreements (to request Child Support documentation, visit <https://www.mass.gov/orgs/child-support-enforcement-division> or call 617-660-1234);
4. Supplemental Security Income (SSI) and Disability Income;
5. Unemployment Compensation and Severance Pay;
6. Transitional Assistance Letters and Benefits (issued every August or upon request by parent);
7. Family support: gifts, donations, money from someone outside of the household– submit affidavit of family support.

### **Other housing assistance: Submit a copy of letter of determination or affidavit of support:**

8. Section 8 Housing Voucher;
  9. Housing support (e.g. rent-free housing, residing w/family or friends) – submit affidavit of family support.
- *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.
  - *Families traveling on a VISA* –
    - Non-Immigrant Visa (for example a B, F, H or J visa) you are not eligible for Financial Assistance.
    - Immigrant Visa and you submitted an Affidavit of Support (i.e. I-864, I-134) along with your Visa application; you are not eligible Financial Assistance.

Completion of all information is necessary in order to make a determination. Incomplete applications will not be processed. Once a determination regarding eligibility is made, you will be notified of that decision by letter. Please allow four weeks for processing.

**For more information, please visit the Public Schools of Brookline website: <https://www.brookline.k12.ma.us/>**

Sincerely,  
Mary Ellen Normen Dunn,  
Deputy Superintendent for Administration and Finance

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<b>Parent/Guardian</b> First Name	<b>Parent/Guardian</b> Last Name	Phone Number	Address
<b>Other Parent/Guardian</b> First Name	<b>Other Parent/Guardian</b> Last Name	Phone Number	Address if different from above
Email Address			

First Name Dependent/Child	Last Name	2019/20 Grade	2019/2020 School name

Family size (total adults + totals dependents)

<b>Required and Accepted Documentation</b> <b>(provide copies of all that apply to your family's yearly income)</b>	<b>Check if Included</b>
1. 2018 IRS Transcript <a href="https://www.irs.gov/">https://www.irs.gov/</a> (not the 10-40 tax document)	
2. Brookline Housing Authority Income Determination/ Calculation Worksheet. This is the only document required if student lives in BHA property.	
3. Alimony and Child Support Agreements	
4. Supplemental Security Income (SSI) and Disability Income	
5. Unemployment Compensation and Severance Pay	
6. Transitional Assistance Letters and Benefits	
7. Family support: gifts, donations, money from someone outside of the household	
8. Section 8 Housing Voucher	
9. Housing support (e.g. rent-free housing, residing w/family or friends)	
10. Documentation for Foster Child	

**Application will not be processed without required documentation.**

Do not send originals; they cannot be returned. Copies can be made at the Finance Office, at no charge to you. All documents are scanned and shredded. All documents provided are kept confidential, are not shared with any other offices or departments and are not included in any student file.

**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:** \_\_\_\_\_ **Print Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

MAIL TO: Mary Ellen Normen Dunn, Deputy Superintendent for Administration and Finance  
 The Public Schools of Brookline, 333 Washington Street, Brookline, MA 02445