



The Public Schools of Brookline

333 Washington Street ♦ Brookline, Massachusetts 02445

Mary Ellen Dunn
Deputy Superintendent for Administration and Finance

Tel: (617) 730-2425
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Financial Assistance Application

Dear Parent(s)/Guardian(s);

For the 2017-2018 school year, the School Committee has made available a centralized application process for financial assistance. Financial assistance is available to families earning less than double the Federal Poverty Guideline and reduced fees are available for families earning less than three and one-half times the Federal Poverty Guideline. The first time you register your child for any fee-based program, you must request a financial waiver from the Finance Office at the Public Schools of Brookline if you wish to make sure of this financial assistance. The application is a once-a-school-year Family/Household application and you may apply for multiple program assistance. The application period open on May 1st. For more information, please visit the Public Schools of Brookline website: <https://www.brookline.k12.ma.us/>

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

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. The district has a single application procedure for most **school** fees in the full school year, with school lunch being the only exception, as well as some overnight field trips. 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.

Required documentation of household income includes the following:

1. 2016 Internal Revenue Service TRANSCRIPT, call 800-908-9946 or visit: <https://sa.www4.irs.gov/irfof-tra/start.do;jsessionid=mHkJcM8EAhRddGZUerqB7fRS> for all adults residing in the household;
 - a. Due to concerns regarding tax filing, we are now requiring [IRS transcript](#) – available free 5-10 days after request is submitted.
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. Brookline 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 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.

Sincerely,

Mary Ellen N. Dunn
Deputy Superintendent for Administration and Finance
Rev.: 8/31/2017

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 Public Schools of Brookline Finance 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 sent to all households in September.

1b List all Dependents living with you:

First Name	Last Name	Relationship to you	2017/18 Grade	2017/18 School	Office Use:
					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

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



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

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://sa.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. Brookline 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 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.		

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