



# The Public Schools of Brookline

333 Washington Street ❖ Brookline, Massachusetts 02445

Mary Ellen Dunn  
Deputy Superintendent for Administration and Finance

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## Annual Financial Assistance Application

Dear Parent(s)/Guardian(s);

The School Committee has made available a centralized application process for financial assistance. The application 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. 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.

All documents provided are kept confidential and are not included in any student file. All documents 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.

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

**Income Tax: If you filed 2017 taxes**, submit Internal Revenue Service **TRANSCRIPT** for **ALL** adults residing in the household;

- a. Due to concerns regarding tax filing, we require [IRS transcript](https://sa.www4.irs.gov/irfof-tra/start.do;jsessionid=mHkJcM8EAhRddGZUerqB7fRS) – available free 5-10 days after request is submitted.
  - You may call 800-908-9946 or
  - Visit: <https://sa.www4.irs.gov/irfof-tra/start.do;jsessionid=mHkJcM8EAhRddGZUerqB7fRS>

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

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. Family support: unearned income, gifts, donations, money from someone outside of the household– submit affidavit of family support

**Housing assistance: Submit a copy of letter of determination or affidavit of support:**

7. Brookline Housing Authority Income Determination Worksheet;
8. Section 8 Housing Voucher;
9. Housing support (e.g. rent-free housing, residing w/family or friends) – submit affidavit of family support
  - *Non-Custodial Parent income* is considered when one parent receives the tax deduction for the dependent and there is no record of child 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.
  - **NOTE** to families traveling on a VISA – If you submitted an Affidavit of Support (i.e. I-864, I-134) along with your Visa application, you are not eligible for additional assistance through the Public Schools as this could incur penalties for you and your sponsor.

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.

**The application period opens on May 1<sup>st</sup> for the 2018 – 2019 school year. Eligibility for the 2017-2018 school year ends on August 31, 2018. For more information, please visit the Public Schools of Brookline website: <https://www.brookline.k12.ma.us/>**

Sincerely,

Mary Ellen N. Dunn, Deputy Superintendent for Administration and Finance

**The Public Schools of Brookline 2018-2019 School Year Financial Assistance Application**

**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: \_\_\_\_\_

Free/Reduced Lunch applications will be sent to all households in September.

**THIS FORM DOES NOT SIGN YOUR CHILD UP FOR PROGRAMS.**

**1b List all Dependents living with you:**

FIRST NAME	LAST NAME	RELATIONSHIP	2018/19 GRADE	2018/19 SCHOOL

\*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 Provide copies of ALL Yearly Income that support your child(ren)/family:**

Accepted Documentation	Check if Included	Reason Not Included (Attach explanation if necessary)
1. 2017 Internal Revenue Service TRANSCRIPT, call 800-908-9946 or visit <a href="https://sa.www4.irs.gov/irfof-tra/start.do">https://sa.www4.irs.gov/irfof-tra/start.do</a>		
2. Brookline Housing Authority Verification/Calculation Worksheet;		
3. Transitional Assistance Letters and Benefits; 781-388-7375 or 1-800-249-2007;		
4. Supplemental Security Income (SSI) and Disability;		
5. Section 8 Housing Voucher;		
6. Alimony and Child Support Agreements		
7. Unemployment Compensation and Severance;		
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: \_\_\_\_\_

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