



MAINE TOWNSHIP HIGH SCHOOL SOUTH

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Dear Parent or Guardian:

The purpose of this correspondence is to inform you of the school district's programs for free or reduced-price meals and waiver of school fees for the 2023-2024 school year. For those interested in applying for a fee waiver, applications **must** be submitted by Friday, August 4, 2023.

To apply for a fee waiver please provide the following:

- Fee Waiver Application (form is included)
- All 2022 Federal tax returns (IRS Form 1040) for each working household member who has such a form, **AND**
- Copies of all W-2's and 1099's.; **OR**
- Evidence of current participation in TANF (Temporary Assistance for Needy Families) or Supplemental Nutrition Assistance Program (SNAP); **OR**
- Evidence the student is a foster child.

Fee Waiver applications may be filled out and emailed along with all required documents to dmontanez@maine207.org, mailed or dropped off to Maine South High School through Friday, August 4. If you want to drop off your documents in person, please note that materials must be dropped off in the main office at Maine South High School anytime Monday through Thursday from 8:00 a.m. to 3:00 p.m. It is extremely important that you apply during this time period. While applications will be accepted at any time, they are effective on the date that they are approved and are not retroactive to the beginning of the school year. Please note that **the District is no longer completing direct certification for fee waivers.**

Waiver of School Fees: The Board of Education waives all school fees assessed by the district for a student's required participation in any curricular or extracurricular program, as long as the parent/guardian meets the eligibility. "School fees" are defined in the Board's policy as "any monetary charge collected by the school or district from a student as a prerequisite for the student's participation in curricular and/or extracurricular programs of the school or district." A school does not impose a "fee" when it requires a student to provide his/her own ordinary supplies or materials (pencil, paper, notebook)

School fees include, but are not limited to, costs for:

- All charges for required textbooks and instructional materials;
- All charges and deposits collected by a school for use of school property (locks, towels, other general fees);
- Charges for field trips made during school hours or after school hours if the field trip is a customary part of a class;
- Charges or deposits for uniforms or equipment related to interscholastic athletics, teams organized for interscholastic participation, intramurals or fine arts programs;
- Charges to participate in extracurricular activities;
- A set of physical education uniforms and a lock are covered every other school year (ie. freshman and junior)
- Graduation fees;
- School records fees;
- Driver education fees assessed pursuant to Section 27-23 of the School Code;
- Identification badge fee.

School fees do not include:

- Fines and other charges made for the loss, misuse or destruction of school property (i.e. Chromebooks, library materials, etc.);
- Replacement cost of lost school ID;
- Activity/Contest Entrance Fee;
- Charges for the purchase of yearbooks, pictures or similar items;
- Charges for optional travel undertaken by a school club or group of students outside of school hours;
- Charges for admission to school dances, athletic, fine arts, or other school events;
- Personal items for athletic/intramural/extracurricular events such as athletic shoes, baseball gloves, etc.

Fee Waiver Application | Frequently Asked Questions

1. My high school student's application was approved last year. Do I need to fill out another one?

Yes. Your student's application is only good for the current school year (ie. 2022-2023).

2. Do I need to fill out an application for each of my high school students?

No. Use one Household Eligibility Application for all high school students in your household. We cannot approve an application that is not complete, so be sure to fill out all required information.

3. Who can get free/reduced meals and a school fee waiver?

With a completed application, all students attending Maine 207 High Schools who have a household income that is within the limits on the Federal Income Chart are eligible to receive free/reduced meals and a school fee waiver. The Federal Income Chart can be found on the application.

***** Students in households receiving Supplemental Nutrition Assistance Program (SNAP) or Temporary Assistance for Needy Families (TANF) and foster children receive these items regardless of income. We will need evidence of current participation in TANF (Temporary Assistance for Needy Families) or Supplemental Nutrition Assistance Program (SNAP). The District is no longer completing direct certification for fee waivers.***

4. I receive WIC. Can my student get free meals?

Children in households participating in WIC may be eligible for free or reduced price meals. Please fill out the enclosed application.

5. If I do not qualify now, may I apply later?

Yes. You may apply at any time during the school year. While applications will be accepted at any time, they are effective on the date that they are approved and are not retroactive to the beginning of the school year. As each quarter of the school year passes, the percentage of the school fee that will be waived decreases by 25%.

6. Who should I include as members of my household?

You must include all people living in your household, related or not (such as grandparents, other relatives, or friends). You must include yourself and all children who live with you. Income of all people living in your household should also be included in the application.

7. What if I do not have a Social Security number?

While there is a section that asks for a Social Security number, you do not have to answer this question if you do not have one. Note that the district will not use or share with a third party your Social Security number nor information regarding your lack of a Social Security number for any reason.

8. What other information do I need to include with the application?

- All 2022 Federal tax returns (IRS Form 1040) for each working household member who has such a form, **AND**
- Copies of all W-2's and 1099's. ; **OR**
- Evidence of current participation in TANF (Temporary Assistance for Needy Families) or Supplemental Nutrition Assistance Program (SNAP); **OR**
- Evidence the student is a foster child. **OR**
- If you are unable to provide any of the information listed above, please contact Deb Montanez at dmontanez@maine207.org.

Note that the District will not use or share with any third party your tax forms or any information regarding your lack of tax forms for any reason unrelated to your request for free or reduced-price meals or a fee waiver

I feel it is important to advise you that Illinois Revised Statutes, Chapter 38, Paragraph 17-6 provides that supplying false information to obtain a fee waiver is a Class 4 felony.

We will review and verify the information you submit and return a form letting you know if your fee waiver request has been approved. If your fee waiver request is denied, you have the option to appeal to the Assistant Superintendent of Business by submitting a written appeal within ten (10) school days of the initial denial. The Assistant Superintendent for Business will respond within thirty (30) days of the receipt of the written request for appeal. The decision of the Assistant Superintendent of Business is final and binding.

If you have any questions regarding the free and reduced-price meals or fee waiver request process, please call the school.

Sincerely,

Dr. Ben Collins
Principal