

WAYLAND PUBLIC SCHOOLS
Financial Assistance Program for
July 1, 2018 through June 30, 2019
(Excluding School Lunch Program)

Financial Assistance Program Overview

Financial assistance is available to families enrolled in Wayland Public Schools 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 as noted in this overview, except the School Lunch program. The benefits of centralizing financial assistance applications for families seeking relief from various program fees include:

- Providing 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

To apply to the Free and Reduced Price School Lunch Program parents/guardians must complete a separate application with the Food Service department found on the Wayland Public Schools website at <http://www.wayland.k12.ma.us/>. For more information about the Free and Reduced Lunch Program, please call Cheryl Judd, Food Service Director at 508-358-7904 or email at Cheryl.Judd@wayland.k12.ma.us.

Participating Programs

Transportation, Athletics, Elementary Instrumental Music and MS/HS Laptop Maintenance Programs

Financial Assistance Applications are available for each school year after May 1 for transportation, athletics, elementary instrumental music and laptop maintenance programs. Students receive a 100% waiver for these programs if the family income is at or below the 185% reduced lunch level of income. Students receive a 50% waiver for these programs if family income is between the 185% and 300% income levels. Income levels are detailed on the following page.

Full Day Kindergarten (FDK) Programs

Financial Assistance Applications are also available for each school year after May 1 for Full Day Kindergarten. Full day kindergarten tuition assistance is limited to a maximum of \$3,000 for any one family. Families who receive a waiver for FDK are required to pay the difference between the total tuition fee and the financial waiver. A 100% financial waiver for a family who has not received prior FDK financial assistance is the total cost of FDK less a \$3,000 waiver. A 50% financial waiver for a family who has not received prior FDK financial assistance is the total cost of FDK less a \$1,500 waiver. Financial waivers are processed and determined based on the date received. In any school year, the total amount of FDK waivers issued for the program may not exceed \$15,000.

BASE and Pegasus Programs

In any school year, BASE tuition assistance (including Kindergarten BASE Explorers) is available to eligible families for up to \$3,000 per family and to a total of \$24,000 in program funds. Pegasus tuition

assistance is available to eligible families for up to the cost of enrolling one child in the prime-time program (9am-1pm) for each 3-week summer session to a total of \$7,500 in program funds for the 6-week summer program.

The Financial Assistance Program does not include the fees for school lunch, student parking at Wayland High School, the tuition for the Children’s Way, WSCP Enrichment Programs, test fees, and optional field trips and student travel programs. Program leaders for the 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.

Determining Financial Assistance

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 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.

On January 18, 2018 the US Department of Health and Human Services published next year’s income guidelines. The updated income chart, including the additional income level (above the Reduced Lunch Guidelines) approved by the School Committee follows:

Persons in Family or Household	48 States (Contiguous) & DC	Free Lunch 130%	100% Fee Reduction: Reduced Lunch 185%	Wayland Additional Fee Waivers	50% Fee Reduction 300%
1	\$12,140	\$15,782	\$22,459		\$36,420
2	\$16,460	\$21,398	\$30,451		\$49,380
3	\$20,780	\$27,014	\$38,443		\$62,340
4	\$25,100	\$32,630	\$46,435		\$75,300
5	\$29,420	\$38,246	\$54,427		\$88,260
6	\$33,740	\$43,862	\$62,419		\$101,220
7	\$38,060	\$49,478	\$70,411		\$114,180
8	\$42,380	\$55,094	\$78,403		\$127,140
Each additional, add	\$4,320	\$5,616	\$7,992		\$12,960

SOURCE: *Federal Register*, January 18, 2018

<https://www.federalregister.gov/documents/2018/01/18/2018-00814/annual-update-of-the-hhs-poverty-guidelines>

Process for Applying for Financial Assistance

The application is available online and copies are available from the Business Office. The Business Office processes applications as they are submitted. Due to the volume of applications at registration periods, it can take up to three (3) 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.

Wayland's financial assistance program determinations are based solely on household income. **To apply for financial assistance for transportation, athletics, instrumental music, full day kindergarten (maximum of \$3,000 for any family and total FDK program funds of \$15,000 annually), BASE, Pegasus and laptop maintenance program fees, parents/guardians must complete the following three steps:**

1. Complete the application and provide copies of documentation requested. Documentation of household income includes, but is not limited to the following:

- Copy of most recent IRS Form 1040, pages 1 & 2, for all wage earners supporting the child/children
- Copy of supporting documentation (section from divorce decree) pertaining to child support and alimony
- Copies of unemployment and paycheck stubs only if changes have occurred since the most recent tax filing
- Copy of most recent Transitional Assistance Benefits letter, if applicable
- Copy of Supplemental Security Income (SSI) and Disability Income
- Copy of Unemployment Compensation and severance pay

2. Indicate on the application the programs for which you are seeking financial assistance:

- Wayland Athletic Program
- Wayland BASE Program
- Wayland Pegasus Program
- Wayland Laptop Maintenance Program for Wayland High School
- Wayland Laptop Maintenance Program for Wayland Middle School
- Wayland Elementary Instrumental Music Program
- Wayland School Bus Transportation Program
- Wayland Full Day Kindergarten Program (Please note: Financial assistance is limited to \$3,000 maximum for any one family and \$15,000 annually for the program)

3. Submit the completed forms to the School Business Administrator at the following address:

School Business Administrator
Wayland Public Schools
41 Cochituate Road
Wayland, MA 01778

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. Foster children are considered a 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. Upon receipt of a completed application, the Business Administrator will review the application, make a determination, send a notification by letter to the family, and notify appropriate School Department personnel of any fee reductions granted.

For more information about the Financial Assistance Program, please call Susan Bottan, School Business Administrator at 508-358-3750 or email at Susan_Bottan@wayland.k12.ma.us.