



May, 2019

Dear CPS Parent or Guardian:

All of our K-12 students are charged an annual student fee. The fee is used to pay part of the cost of essential classroom materials. This is a one-time charge for the entire 2019-2020 school year. The fee schedule for this school year reflects no increase over the prior school year.

Please complete the student fee form on the back of this letter and return it to the school office where your child attends along with any applicable payment by October 18, 2019. You must fill out a separate form for each child.

Payments may be made by cash, money order or certified check (no personal checks) payable to Cincinnati Public School District. If paying by cash, please remember to pay with the exact amount as our office staffs do not have change. Fees may also be paid online via Visa, MasterCard, or a valid checking account by visiting www.PayForIt.net. Adjustments cannot be made online.

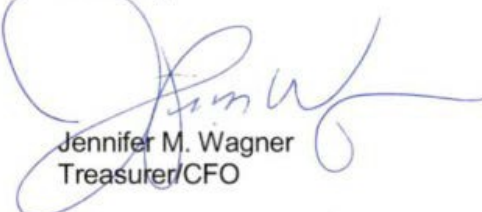
As in past years, the fees are based on family income and the number of children you have in the Cincinnati Public School District.

- If any member of your household receives Supplemental Nutrition Assistance Program (SNAP) or Ohio Works First (OWF) benefits, you must complete **Section 2** of the form to be eligible for a waiver of student fees for the current year.
- If you qualify for the federal Free or Reduced-price Lunch program based on household income, your child or children may be eligible for a waiver of student fees for the current year. You must complete **Section 3** of the form and indicate your household size and income range. Proof of income is required with form submission (Federal Income Statement and/or most recent check stub).

If you are entitled to a reduced fee, it can only be reduced when the payment is submitted with the form. **Any 2018-19 or prior school year fees will not be adjusted once the 2019-20 school year starts on August 19, 2019.**

If you have questions or concerns, please call your child's school office.

Sincerely,



Jennifer M. Wagner
Treasurer/CFO

SECTION 1 – Complete a separate form for each CPS student AND return with separate payment to each student's school.

Student's Name _____ Student ID # _____

School Attending _____ \$ Enclosed/Paid Online (circle one) \$ _____

SECTION 2 – Benefits Eligibility Waiver

Does any member of your household receive SNAP or OWF benefits? (✓) Yes No

- Checking "Yes" and signing in this box below authorizes the School District to confirm the status of your child's eligibility with the Food Services Department, Treasurer's Office, and/or School Office. Do not complete Section 3 of this form. In order to waive fees, you must submit this signed form to the school office where your child attends for verification.
- Checking "No," Please sign in this box below and then complete Section 3 of this form.

Parent/Guardian's Signature _____

By signing this line, you agree that the above information completed is accurate.

School Office: Please ONLY send forms checked "Yes" AND signed in this section to the Food Services Department via pony mail for benefits verification. If confirmed, the Food Services Department will notify the Accounts Receivable (AR) Department to waive the student fee. If not eligible, please have parent/guardian complete Section 3 of this form for possible income eligibility. Do NOT send the form to the A/R Department.

SECTION 3 – Income Eligibility Waiver

List the Names and Schools of your other children who attend Cincinnati City School District, if any.

Student Name **School Attending**

- 1) _____
- 2) _____
- 3) _____

Please follow the steps below to calculate your student fee:
In order to waive fees, you must submit this signed form to the school office where your child attends.

Step 1 Number of Adults in household
Number of Children in household
Total Household Size (THH Size) = (Include ALL children in your household here)

Step 2 Find THH Size from above and circle the total household income range to the right of the household size.

For example: If your total household size (THH Size) was 5 and your annual income was \$41,000; you would circle in the middle column.

\$39,222 and \$55,814

Please send payment in full prior to the start of school year 2020-2021 to receive an adjustment. Adjustments cannot be made on the www.payforit.net website.

THH Size	Total Household Annual Income <small>*Amounts listed are based on the 2019 Federal Poverty Guidelines.</small>		
	*Below 130%	*Between 130% and 185%	*Above 185%
1	If your income is at or less than \$16,237 or less	If your income is between \$16,238 and \$23,106	If your income is at or above \$23,107 or more
2	\$21,983 or less	\$21,984 and \$31,283	\$31,284 or more
3	\$27,729 or less	\$27,730 and \$39,460	\$39,461 or more
4	\$33,475 or less	\$33,476 and \$47,637	\$47,638 or more
5	\$39,221 or less	\$39,222 and \$55,814	\$55,815 or more
6	\$44,967 or less	\$44,968 and \$63,991	\$63,992 or more
7	\$50,713 or less	\$50,714 and \$72,168	\$72,169 or more
8	\$56,459 or less	\$56,460 and \$80,345	\$80,346 or more
9	\$62,205 or less	\$62,204 and \$88,522	\$88,523 or more
10	\$67,951 or less	\$67,952 and \$96,699	\$96,700 or more

Step 3

A) Circle the number of children attending a CPS School.

B) Find students grade level(s) next to the number of children.

C) Locate the income range from the table above. Follow the column down to determine the student fee owed.

Number of Children	Grade Level	Fee Owed	Fee Owed	Fee Owed
1	K-6	0.00	18.00	26.00
	7-8	0.00	21.00	31.00
	9-12	0.00	23.00	35.00
2	K-6	0.00	16.00	23.00
	7-8	0.00	20.00	29.00
	9-12	0.00	22.00	33.00
3 or more	K-6	0.00	12.00	18.00
	7-8	0.00	15.00	23.00
	9-12	0.00	17.00	25.00
A	B	C		

Parent/Guardian Signature: _____

By signing this line, you agree that the above information completed is accurate.

School Office: Please verify proof of income from parent/guardian and reduce/waive student fee based on the amount circled above with applicable concurrent payment. Then file the form at the school in the student's cumulative file folder. If section 3 is completed, do NOT send the form to the A/R Department or the Food Service Department.