

**SUDBURY PUBLIC SCHOOLS**  
**FINANCIAL ASSISTANCE GUIDELINES**

100% financial assistance is available to families earning less than double the Federal Poverty Guideline.

A reduced fee is available for families earning less than three and one-half times the Federal Poverty Guideline.

Only one Financial Assistance Application needs to be completed per family.

**Copies** of the following documentation are **required** with your application (please **do not** send originals):

- Signed Federal Tax Return(s) for the most recent tax filing year, including all supporting schedules
- Transitional Assistance Letters (issued in August)
- Child Support and Alimony correspondence
- SSI correspondence
- Any other documentation to demonstrate a change in income or financial status since the most recent tax filing, such as unemployment compensation, layoff notice, payroll statements showing reduced earnings, etc.

The District will also verify sources of income or other holdings through public agencies and public records as may be necessary to make a determination.

All documents are kept confidential and are not included in any student file. All documentation is retained for four years and then destroyed.

Completion of **all** information is necessary in order to make a determination. Incomplete applications will be returned.

Submit the completed application with all required documentation to:

Sudbury Public Schools  
Attn: Business Office  
40 Fairbank Road  
Sudbury, MA 01776

If you have any questions regarding the application process, please contact the Business Office at 978-639-3203. Once a determination as to eligibility for assistance is made, you will be notified of the decision in writing. Please allow at least two weeks for processing.

Thank you.

REQUIRED DOCUMENTATION AND PROCEDURE (check off documents attached to application)

- Provide 2018 IRS 1040 Form (pages 1 and 2 for all wage earners supporting child/children).
Attach copies of supporting documentation (section from divorce decree) pertaining to child support and alimony.
Send copies of unemployment and paycheck stubs ONLY if changes have occurred since most recent tax filing.
Copy of Transitional Assistance Benefits Letter

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 Business Office. All documentation is treated confidentially and details are not shared with any other offices or departments. All documents are destroyed after three years.

Table with 4 columns: First Name and Initial, Last Name, Home Phone, Address. Rows for parent and other parent/guardian.

1a Check off Adults in Household:

- Yourself, Spouse/civil union/partner, Other. Includes fields for Name and Relationship.

Enter total adults claimed on tax return... [ ]

1b List all Dependents living with you:

Check if filing for fee assistance with:

Table with 9 columns: First Name, Last Name, Relationship to Self, FY20 Grade, FY20 School, Bus, Sport, Activity, Other\*. Rows for dependents.

\*Other would include mandatory school field trips and other school related fees; not events or overnight travel when optional.

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):

Enter Whole Dollars

- Gross yearly Wages
Social Security Death Benefit
Disability Benefit
If deceased - date of death

Table with 6 columns: Mother, Father, Step Mother, Step Father, Other, Totals. Rows for income categories.

2b Other yearly income

- TANF or Food Stamp #
Child Support
Alimony
benefits
Other income - List Source(s)

Table with 1 column for monetary values corresponding to 2b items.

Total Gross Family Income from 2a and 2b

[ ]

An adult household member must sign the application.

I certify (promise) that all information on this application is true and that all income is reported. I understand that school officials may verify (check) the information. I understand that if I purposely give false information, my children may lose assistance.

Sign here: X Print name: Date:

MAIL TO: Sudbury Public Schools, Business Office, 40 Fairbank Road, Sudbury, MA 01776