

# WAYLAND PUBLIC SCHOOLS

## Financial Assistance Program for July 1, 2024 through June 30, 2025

### 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. 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

### Eligible Program Fees

*Transportation, Athletics, Elementary Instrumental Music and EL/MS/HS Laptop Maintenance Programs*  
Financial Assistance Applications are available for each school year 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.

#### *BASE and Pegasus Programs*

In any school year, BASE tuition assistance is available to eligible families for up to \$5,000 per family and to a total of \$20,000 in annual financial assistance awards. Pegasus tuition assistance is available to eligible families for up to the cost of enrolling one child in the standard program (9am-1pm) for each 3-week summer session to a total of \$7,500 in financial assistance awards for the 6-week summer program.

**The Financial Assistance Program does not include the fees for student parking at Wayland High School, the tuition for the Children’s Way Preschool, Wayland School Community Programs (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, *HHS Poverty Guidelines*. The Wayland Public Schools uses these guidelines to determine financial assistance based on income levels.

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 US Department of Health and Human Services for fees that are assessed for a variety of activities.

On January 17, 2024 the US Department of Health and Human Services published income guidelines. The updated income chart below includes the additional income level approved by the School Committee follows:

Persons in Family or Household	48 States (Contiguous) & DC	<b>100% Fee Reduction: 185% of Poverty Guidelines</b>	<b>50% Fee Reduction: 300% of Poverty Guidelines</b>
1	\$15,060	\$27,861	\$45,180
2	\$20,440	\$37,814	\$61,320
3	\$25,820	\$47,767	\$77,460
4	\$31,200	\$57,720	\$93,600
5	\$36,580	\$67,673	\$109,740
6	\$41,960	\$77,626	\$125,880
7	\$47,340	\$87,579	\$142,020
8	\$52,720	\$97,532	\$158,160
Each additional person	\$5,380		

**SOURCE:** *Federal Register*, January 17, 2024

## **Process for Applying for Financial Assistance**

The application is included at the end of this instructional guide. Paper 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, elem. instrumental music, BASE, Pegasus and laptop maintenance program fees, parents/guardians must complete the following three steps:**

**1. Complete Parts 1 and 2 of the application and provide copies of required documentation outlined below. Provide explanation for why document(s) are not provided, if documents are applicable. Determination for financial assistance is based on all income sources listed on documents provided.**

- 2023 IRS Tax Return Transcript; Call IRS at 1-800-908-9946 or visit: <https://www.irs.gov/Individuals/Get-Transcript>.
- Alimony and Child Support Agreements.
- Supplemental Security Income (SSI) Disability and Death Benefit letter documenting benefit(s) dated in 2023.
- Transitional Assistance Letter dated in 2023 for SNAP (Supplemental Nutrition Assistance Program - Food Stamps) or TANF (Temporary Assistance for Needy Families) Benefits.
- 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.)
- Non-custodial parent income is considered when one parent received the tax deduction for the dependent and there is no record of child support. Provide all that are applicable as listed herein.
- Unearned income, gifts, donations, family support (e.g., rent free housing, money, etc.) from outside of the domicile must be reported as financial support.

**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

- Wayland Elementary Instrumental Music Program
- Wayland School Bus Transportation Program

**3. Submit the completed forms to the Director of Finance and Operations at the following address:**

Wayland Public Schools  
41 Cochituate Road  
Wayland, MA 01778

The Financial Assistance application is based solely on gross 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 all parties who reside in the household and 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 Director of Finance and Operations 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, Director of Finance and Operations at 508-358-3750 or email her at [susan\\_bottan@waylandps.org](mailto:susan_bottan@waylandps.org)

**Wayland Public School**

**2024-2025 Financial Assistance Application Form**

<b>Name of person completing the application:</b>		<b>Relationship to student(s)</b>	
<b>Last Name</b>	<b>First Name</b>	<b>Date</b>	
<b>Street Address</b>	<b>City/Town</b>	<b>Daytime Phone</b>	<b>Cell Phone</b>

<b>PART 1: List the names of all family members claimed on your tax return who are living in your home along with the school and grade for students attending Wayland Public Schools. If applicable, a separate application is required for each foster child.</b>			<b>Enter student information here:</b>	
<b>Last Name</b>	<b>First Name</b>	<b>Relationship to person completing application</b>	<b>2024-2025 School Attending:</b>	<b>2024-2025 Grade Entering</b>

**Total number of family members claimed on your tax return who are living in your home:**

**PART 2: Check off all that applies below and provide applicable documentation for 2023. Your application will be returned if documentation is not provided. Determination of financial assistance is based on all income sources listed on the documents provided.**

<b>Required Documentation (As Applicable)</b>	<b>Check if Document is Included</b>	<b>Check if Document is NOT Applicable</b>	<b>Explain reason why document is not provided, if applicable:</b>
<i>2023 IRS Tax Return 1040; If unavailable, call IRS at 1-800-908-9946 or visit: <a href="https://www.irs.gov/Individuals/Get-Transcript">https://www.irs.gov/Individuals/Get-Transcript</a>.</i>			
<i>Alimony and Child Support Agreements.</i>			
<i>Supplemental Security Income (SSI) Disability and Death Benefit letter documenting benefit(s) dated in 2023.</i>			
<i>Transitional Assistance Letter dated in 2023 for SNAP (Supplemental Nutrition Assistance Program - Food Stamps) or TANF (Temporary Assistance for Needy Families) Benefits.</i>			
<i>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.)</i>			
<i>Non-custodial parent income is considered when one parent received the tax deduction for the dependent and there is no record of child support. Provide all that are applicable as listed herein.</i>			
<i>Unearned income, gifts, donations, family support (e.g., rent free housing, money, etc.) from outside of the domicile must be reported as financial support.</i>			

**PART 3: Check the following program(s) for which you are applying for financial assistance and to give permission to share your information with the program(s) selected:**

- Wayland Athletic Program
- Wayland Laptop Maintenance Program for Wayland High School
- Wayland Laptop Maintenance Program for Wayland Middle School
- Wayland Laptop Maintenance Program for Elementary Schools
- Wayland Elementary Instrumental Music Program
- Wayland School Bus Transportation Program
- BASE Program
- Pegasus Program

*I certify (promise) that all information and documentation provided with the application is true and that all income sources have been listed. I understand that school officials may verify (check) the information provided and that if I purposely failed to provide all sources of income or have provided false information, my child(ren) may lose benefits.*

Signed: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Mail completed form and all supporting documentation to the Director of Finance and Operations, Wayland Public Schools, 41 Cochituate Road, Wayland, MA 01778.