

ADMINISTRATIVE OFFICES • JAMES R. SAVAGE EDUCATIONAL CENTER

BOX 67 • 275 PROSPECT STREET, NORWOOD, MA 02062 •

KARIN SHERIDAN

Director of Finance & Operations

Dear Parent/Guardian:

Financial assistance is available to families whose level of earnings meet the Income Eligibility Guidelines listed below. Those who qualify for reduced fee busing **must pay \$25.00 per student with a family maximum of \$75.00**. At the time that you register your child (ren) for Norwood's fee-based Transportation Program, you must complete a financial waiver from the Transportation Office or on line at the Norwood Public Schools. **Please submit one (1) application for your entire family.**

Although the income guidelines used for the Transportation Program are the same as those used for the School Lunch Program, a separate application will be mailed to you in mid-August for the School Lunch Program.

Financial Assistance is based on the income of **ALL** household residents. Anyone living in your household is required to submit income documentation including domestic partners, relatives, and any other individuals residing at the address.

Please be aware that copies of **required documents** must be included before the level of assistance can be determined. All documents provided are kept confidential and are not included in any student file. All documentation received is kept for three (3) years and then shredded and destroyed. If mailed, documents **will not** be copied and returned to you.

Required documentation of household income includes:

1. **2022 Internal Revenue Service TAX RETURN TRANSCRIPT**, either call 800-829-3676 or visit: <https://www.irs.gov/individuals/get-transcript> **for all adults residing in the household;**
 - a. **No other form of tax return will be accepted.**
2. Transitional Assistance Letters and Benefits (issued upon request or at www.mass.gov/eohhs/consumer/basic-needs/vg/map/);
3. Unemployment Compensation and Severance Pay;
4. Alimony and Child Support Agreements (required in addition to tax return transcript);
5. Supplemental Security Income (SSI) and Disability Income;
6. 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;
7. Non-Custodial Parent income is considered when one parent receives the tax deduction for the dependent and there is no record of child support.
8. Unearned income, gifts, donations, family support (e.g. rent free housing, money, etc.) from outside of the domicile must be reported as financial support.

Completion of all information is necessary in order to make a determination. **No bus pass will be issued without a complete application.**

- If you have any questions, please contact the Transportation Office at (781) 440-5831 or (781) 440-5832. Please note Bus Application hours are Monday through Friday, 8:00 a.m. to 3:00 p.m. **All passes delivered to student's school the week of August 29th if registered by JUNE 30th**

Sincerely,

Karin Sheridan

Director of Finance & Operations

2023-2024 Transportation Fee Waiver Application

APPLICATION WILL NOT BE PROCESSED WITHOUT REQUIRED DOCUMENTATION

Failure to provide proof of all income will result in a delay in processing this request.

DO NOT SEND ORIGINALS: they cannot be returned.

All documentation is treated confidentially, and details are not shared with any other office or departments (unless sharing information form is completed)

All Documents are shredded after 3 years.

Your First Name and Initial	Last Name	Home Phone	Address
Other Parent//Guardian First Name	Last Name	Home Phone	Address

Part I: Check off Adults in Household:

Yourself Spouse/civil union/partner
 Other Name: _____ Relationship: _____
 Other Name: _____ Relationship: _____
 Other Name: _____ Relationship: _____
 Other Name: _____ Relationship: _____

Free/Reduced Lunch
Applications will be
available in August.

Part II: List all Dependents living with you:

First Name	Last Name	Relationship to you	2021-2022 Grade/School

Enter total adults claimed on your tax return and listed in Part I:

Note: This line should match to line 6d Form 1040, of your most recent tax return.

Total Number of dependents claimed by you and your tax return and listed in Part II:

Total number claimed by you on your tax return matching Part I and Part II above:

Yearly Income supporting child(ren):

Required Documentation	Check if Included	Reason not Included (Attach explanation if necessary)
1. 2022 IRS TAX RETURN TRANSCRIPT, call 800-908-9946 or at https://www.irs.gov/individuals/get-transcript		
2. Transitional Assistance Letters and Benefits:at https://www.mass.gov/eohhs/consumer/basic-needs/vg/map		
3. Unemployment Compensation and Severance Pay:		
4. Alimony and Child Support Agreements:		
5. Supplemental Security Income (SSI) and Disability Income:		
6. Documentation for Foster Child (Foster Children are handles 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)		
7. Non-Custodial Parent income is considered when one parent receives the tax deduction for the dependent and there is no record of child support.		
8. Unearned income, gifts, donations, family support (e.g. rent free housing, money, etc.) from outside of the domicile must be reported as financial support.		

An adult household member must sign the application.

By signing below, I certify (promise) that all information included with this application is true and that all income is reported. I understand that school officials my Verify (check) the information. I understand that if I purposely give false information, my child(ren) may lose benefits and I may be prosecuted.

Sign here: _____ **Print name:** _____ **Date:** _____

INCOME ELIGIBILITY GUIDELINES FOR 2023 - 2024

Household Size	Federal Poverty Guideline Annual Income	Free Meals at 130% Annual Income	Reduced Price Meals at 185% Annual Income
1	\$13,590.00	\$17,667.00	\$25,142.00
2	\$18,310.00	\$23,803.00	\$33,874.00
3	\$23,030.00	\$29,939.00	\$42,606.00
4	\$27,750.00	\$36,075.00	\$51,338.00
5	\$32,470.00	\$42,211.00	\$60,070.00
6	\$37,190.00	\$48,347.00	\$68,802.00
7	\$41,910.00	\$54,483.00	\$77,534.00
8	\$46,630.00	\$60,619.00	\$86,266.00
For each additional family member, add	\$4,720.00	\$6,136.00	\$8,732.00