



# DRAFT

LINCOLN PUBLIC SCHOOLS  
Lincoln, Massachusetts

FILE: JLB  
Page 1 of 2

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## STUDENT FINANCIAL ASSISTANCE

The Lincoln Public Schools is committed to ensuring that all students participate in all aspects of the educational program, including extra curricular activities and services that are fee based. This policy addresses possible adjustments in the form of a reduction to fees associated with, transportation, athletics, curriculum-based overnight field trips and instrument rental for in-school music activities (LASMP is excluded). Over the past several years the costs for these activities has increased resulting in more and greater requests for financial assistance. The school district benefits from generous financial support from the community and groups or organizations associated with the school district, which contribute to funds to support school activities.

This policy is designed to ensure a fair assessment of financial need and to provide an objective measure, which the school district can apply to requests for financial assistance.

The following policy and procedures, based on the Federal Poverty Assistance guideline will be used to determine eligibility and levels of support.

### Financial Assistance Guidelines

1. The following guidelines apply to financial assistance for fees
2. Up to 100% financial assistance is available to families earning less than two times the Federal Poverty Guideline.
3. Reduced fees are available for families earning less than three and one-half times the Federal Poverty Guideline
4. In order to apply for waiver or reduction of fees an annual application must be completed prior to the start of the activity for which the fee is assessed (for the 2010-2011 school year applications must be received before October 30<sup>th</sup> for consideration for retroactive fee reductions for fall activities and before the start of activities for which the fees that will be assessed after October 30<sup>th</sup>).
5. Copies of the following documentation are required with a family's application for financial assistance
  - a. Signed federal tax return(s) for the most recent tax filing year in the form of IRS 1040 pages 1 and 2 including all supporting schedules for all adults residing in the household, and if applicable:
  - b. Transitional Assistance Letter (issued in August);
  - c. Child Support and Alimony agreements;
  - d. Supplemental Security Income (SSI) and Disability Income;
  - e. Section 8 Housing Voucher
  - f. Any other documentation to demonstrate a change in income for financial status since the most recent tax year filing, such as, records of

unemployment compensation, layoff notice, payroll statements showing reduced earnings, etc.

6. The district will verify sources of income or other holdings through public agencies and public records as may be necessary to make a determination.
7. All documentation will be kept confidential in the Business Office and will not be included in any student file. All documentation will be retained until the student leaves the Lincoln Public Schools, at which time it will be destroyed.
8. Applications must include all required documentation. Incomplete applications will be returned. Only one application per year is required, a copy of an approval letter may be supplied with additional requests within a school year or for additional students.
9. Applications will be submitted to the Administrator for Business and Finance who will review, make eligibility determinations and notify the applicant and school Principal.
10. The following schedule will be used for the 2010-2011 school year to determine eligibility and level of assistance.

Federal Guidelines				Lincoln Salary Guidelines			
Persons in family or household	2010 Federal Poverty Guidelines	Free Lunch eligibility (130%)	Reduced Lunch eligibility (185%)	Full Fee Waiver (200% of guideline)	Fee Reduction of 75% (250% of guideline)	Fee Reduction of 50% (300% of guideline)	Fee Reduction of 25% (350% of guideline)
1	\$10,830	\$14,079	\$20,036	\$21,660	\$27,075	\$32,490	\$37,905
2	\$14,570	\$18,941	\$26,955	\$29,140	\$36,425	\$43,710	\$50,995
3	\$18,310	\$23,803	\$33,874	\$36,620	\$45,775	\$54,930	\$64,085
4	\$22,050	\$28,665	\$40,793	\$44,100	\$55,125	\$66,150	\$77,175
5	\$25,790	\$33,527	\$47,712	\$51,580	\$64,475	\$77,370	\$90,265
6	\$29,530	\$38,389	\$54,631	\$59,060	\$73,825	\$88,590	\$103,355
7	\$33,270	\$43,251	\$61,550	\$66,540	\$83,175	\$99,810	\$116,445
8	\$37,010	\$48,113	\$68,469	\$74,020	\$92,525	\$111,030	\$129,535
For each additional person add	\$3,740	\$4,862	\$6,919	\$7,480	\$9,350	\$11,220	\$13,090

11. Each May, the Administrator for Business and Finance will prepare a financial analysis of the impact of this policy and the School Committee will review the policy to determine if adjustments are necessary.

Adopted at School Committee Meeting of \_\_\_\_\_