



# Watertown Public Schools

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**Ms. Kathleen Desmarais**  
*Director of Student Services*

**Dr. Theresa McGuinness**  
*Assistant Superintendent  
Teaching, Learning, and Assessment*

**Dr. Ceronne Daly**  
*Director of Diversity, Equity,  
Inclusion, and Belonging*

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## 2023 – 2024 Watertown Financial Assistance Form – Option One Link...Option Two

Dear Parent(s)/Guardian(s);

This is an annual Family/Household application for multiple program assistance. This single application procedure covers most school fees in the full school year with the exception of optional field trips. This form does not sign your child up for programs. No employee, coach, faculty or staff member has the authority to waive any fees or charges without the income determination letter provided by the Finance Office. There are two options for providing the school district with this information.

### Option 1:

The MA Department of Education Community Eligibility Process is able to provide our school district with family eligibility for financial assistance for all students in grades PreK – 12 using available State data. In order for the school district to verify your eligibility using this system, you simply need to provide us with permission to use this data to make decisions about the waiver or reduction of fees for your family for school-based programs. This data is only available internally with the Watertown Public Schools and will only be shared with the person determining the need for a fee waiver or reduction.

Please sign this 2023 – 2024 Fee Waiver/Reduction Form [FY24 Fin Assistance Option 1 Form.pdf](#) and email it back to Lisa Gibbons, Director of Finance and Operations at [lisa.gibbons@watertown.k12.ma.us](mailto:lisa.gibbons@watertown.k12.ma.us).

### Option 2:

The Public Schools of Watertown Financial Assistance Program determination is based on the income of **ALL** household members. Anyone living in your household is required to submit income documentation, including domestic partners, relatives, and any other individuals residing at the address. **Household Income Eligibility is shown on the chart on page five (5) – final page) of this correspondence.**

**From the list of accepted documents shown below, please submit all of those that apply to your household:**

**Income Tax or WHA housing assistance:**

1. If you filed 2022 taxes; we require 2022 IRS transcript for all adults residing in the household. We will not accept tax filing documentation from any other source than the IRS (**we do not accept the 10-40 form**). Call 800-908-9946 or visit <https://www.irs.gov/>. On the home page click "Get Your Tax Record". Click "Get Transcript Online". Available for free, 5-10 days after request is submitted.
2. Watertown Housing Authority Income Determination/ Calculation Worksheet (request most recent document from BHA building manager). This is the only document required if a student lives in WHA property.

**Other Income: Submit a copy of most recent data if you receive:**

3. If you are a single parent we require Alimony and Child Support Agreements (to request Child Support documentation, visit <https://www.mass.gov/orgs/child-support-enforcement-division> or call 617-660-1234);
4. Supplemental Security Income (SSI) and Disability Income;
5. Unemployment Compensation and Severance Pay;
6. Transitional Assistance Letters and Benefits (issued every August or upon request by parent);
7. Family support: gifts, donations, money from someone outside of the household– submit an affidavit of family support.

**Other housing assistance: Submit a copy of letter of determination or affidavit of support:**

- 8 Housing Voucher;
9. Housing support (e.g. rent-free housing, residing w/family or friends) – submit affidavit of family support.

- *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.
  - *Families traveling on a VISA* –
    - o Non-Immigrant Visa (for example a B, F, H or J visa) you are not eligible for Financial Assistance.
    - o Immigrant Visa and you submitted an Affidavit of Support (i.e. I-864, I-134) along with your Visa application; you are not eligible for Financial Assistance.

Completion of all information is necessary in order to make a determination. Incomplete applications will not be processed. Once a determination regarding eligibility is made, you will be notified of that decision by letter. Please allow four weeks for processing.

**For more information, please visit the Public Schools of Watertown website:**

<https://www.Watertown.k12.ma.us/>

Sincerely, Lisa Gibbons – Acting Director of Finance and Operation

## THE PUBLIC SCHOOLS OF WATERTOWN – September 1, 2023

# Watertown Financial Assistance Application 2023-2024 School Year

<b>Parent/Guardian</b> First Name -	<b>Parent/Guardian</b> Last Name -	<b>Phone</b> <b>Number</b>	<b>Address (Street, Town,</b> <b>Zip code)</b>
<b>Other</b> <b>Parent/Guardian</b> First Name -	<b>Other Parent/Guardian</b> Last Name -	<b>Phone</b> <b>Number</b>	<b>Address if different</b> <b>from above</b>
<b>Email Addresses</b>  <b>Parent/Guardian</b>  <b>Other Parent/Guardian</b>			

**Family Size** \_\_\_\_\_ **Adults** \_\_\_\_\_ **Total Dependents** \_\_\_\_\_

[illegible]

THE PUBLIC SCHOOLS OF WATERTOWN – September 1, 2023

Watertown Financial Assistance Application 2023-2024 School Year

<b>Required and Accepted Documentation</b> (provide copies of all that apply to your family's yearly income)	<b>Check if Included</b>
1. 2022 IRS Transcript <a href="https://www.irs.gov/">https://www.irs.gov/</a> (not the 10-40 tax document)	
2. Watertown Housing Authority Income Determination/ Calculation Worksheet. This is the only document required if student lives in BHA property.	
3. Alimony and Child Support Agreements	
4. Supplemental Security Income (SSI) and Disability Income	
5. Unemployment Compensation and Severance Pay	
6. Transitional Assistance Letters and Benefits	
7. Family support: gifts, donations, money from someone outside of the household	
8. Section 8 Housing Voucher	
9. Housing support (e.g. rent-free housing, residing w/family or friends)	
10. Documentation for Foster Child	

**Application will not be processed without required documentation.**

All documents are scanned and shredded. All documents provided are kept confidential, are not shared with any other offices or departments and are not included in any student file.

**An adult household member must sign the application.**

*I certify (promise) that all information included with this application is true and that all income is reported. I understand that the school will get Federal funds based on the information I give. I understand that school officials may verify (check) the information. I understand that if I purposely give false information, my children may lose benefits, and I may be prosecuted.*

Sign here by typing full name: \_\_\_\_\_ Date: \_\_\_\_\_

**EMAIL THIS FILLED OUT FORM AND REQUIRED DOCUMENTATION TO:**

**[FINANCIALASSISTANCE@PSBMA.ORG](mailto:FINANCIALASSISTANCE@PSBMA.ORG)**

INCOME ELIGIBILITY GUIDELINES											
Effective from July 1, 2023 to June 30, 2024											
HOUSEHOLD SIZE	FEDERAL POVERTY GUIDELINES	REDUCED PRICE MEALS - 185 %					FREE MEALS - 130 %				
	ANNUAL	ANNUAL	MONTHLY	TWICE PER MONTH	EVERY TWO WEEKS	WEEKLY	ANNUAL	MONTHLY	TWICE PER MONTH	EVERY TWO WEEKS	WEEKLY
48 CONTIGUOUS STATES, DISTRICT OF COLUMBIA, GUAM, AND TERRITORIES											
1 .....	14,580	26,973	2,248	1,124	1,038	519	18,954	1,580	790	729	365
2 .....	19,720	36,482	3,041	1,521	1,404	702	25,636	2,137	1,069	986	493
3 .....	24,860	45,991	3,833	1,917	1,769	885	32,318	2,694	1,347	1,243	622
4 .....	30,000	55,500	4,625	2,313	2,135	1,068	39,000	3,250	1,625	1,500	750
5 .....	35,140	65,009	5,418	2,709	2,501	1,251	45,682	3,807	1,904	1,757	879
6 .....	40,280	74,518	6,210	3,105	2,867	1,434	52,364	4,364	2,182	2,014	1,007
7 .....	45,420	84,027	7,003	3,502	3,232	1,616	59,046	4,921	2,461	2,271	1,136
8 .....	50,560	93,536	7,795	3,898	3,598	1,799	65,728	5,478	2,739	2,526	1,264
For each add'l family member, add	5,140	9,509	793	397	366	183	6,682	557	279	257	129
ALASKA											
1 .....	18,210	33,689	2,808	1,404	1,296	648	23,673	1,973	987	911	456
2 .....	24,640	45,584	3,799	1,900	1,754	877	32,032	2,670	1,335	1,232	616
3 .....	31,070	57,480	4,790	2,395	2,211	1,106	40,391	3,366	1,683	1,554	777
4 .....	37,500	69,375	5,782	2,891	2,669	1,335	48,750	4,063	2,032	1,875	938
5 .....	43,930	81,271	6,773	3,387	3,126	1,563	57,109	4,760	2,380	2,197	1,099
6 .....	50,360	93,166	7,764	3,882	3,584	1,792	65,468	5,456	2,728	2,516	1,259
7 .....	56,790	105,062	8,756	4,378	4,041	2,021	73,827	6,153	3,077	2,840	1,420
8 .....	63,220	116,957	9,747	4,874	4,499	2,250	82,186	6,849	3,425	3,161	1,581
For each add'l family member, add	6,430	11,896	992	496	458	229	8,359	697	349	322	161
HAWAII											
1 .....	16,770	31,025	2,586	1,293	1,194	597	21,801	1,817	909	839	420
2 .....	22,680	41,958	3,497	1,749	1,614	807	29,484	2,457	1,229	1,134	567
3 .....	28,590	52,892	4,408	2,204	2,035	1,018	37,167	3,098	1,549	1,430	715
4 .....	34,500	63,825	5,319	2,660	2,455	1,228	44,850	3,738	1,869	1,725	863
5 .....	40,410	74,759	6,230	3,115	2,876	1,438	52,533	4,378	2,189	2,021	1,011
6 .....	46,320	85,692	7,141	3,571	3,296	1,648	60,216	5,018	2,509	2,316	1,158
7 .....	52,230	96,626	8,053	4,027	3,717	1,859	67,899	5,659	2,830	2,612	1,306
8 .....	58,140	107,559	8,964	4,482	4,137	2,069	75,582	6,299	3,150	2,907	1,454
For each add'l family member, add	5,910	10,934	912	456	421	211	7,683	641	321	296	148