

Universal Fee Waiver and Benefits

Parents can complete the Universal Fee Waiver and Benefits letter for their student every school year. This form can be completed in the Focus SIS.

How to submit a Universal Fee Waiver and Benefits form

1. In Focus SIS, click on Forms then Universal Fee Waiver and Benefits. See Figure 1.

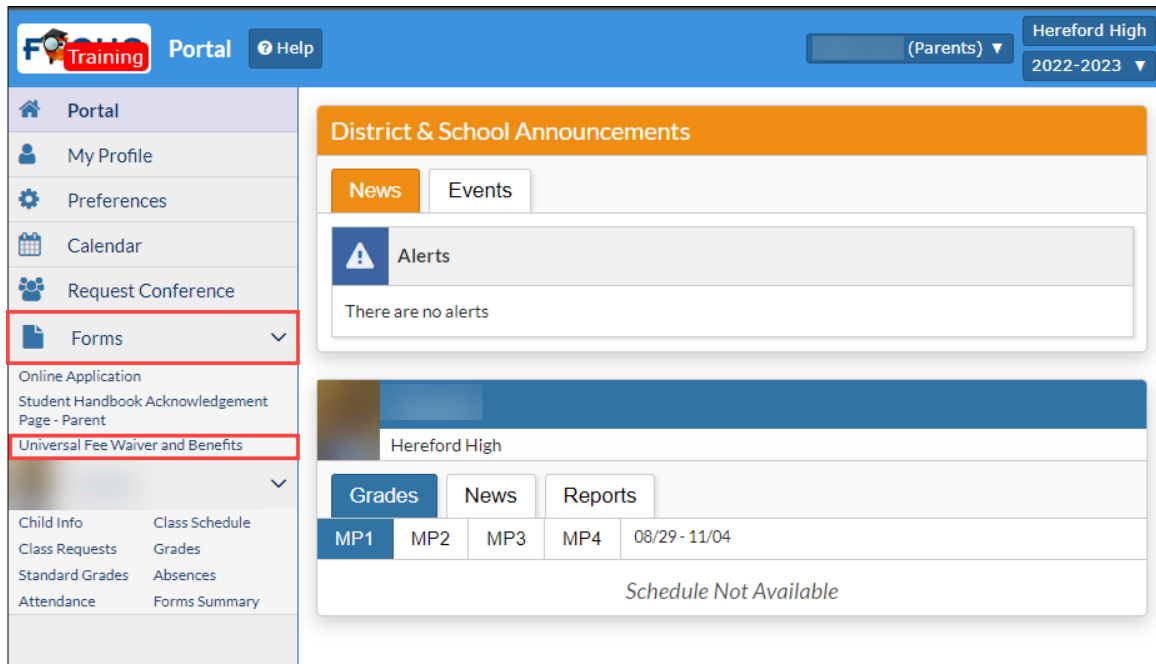


Figure 1

2. Review contents of form. See Figure 2.

The screenshot shows the 'Form' page for the Universal Fee Waiver and Benefits form. The top navigation bar includes 'Form', 'Drafts', and 'History'. The title field contains '08/14/2022'. There are three buttons: 'Start New Draft' (red), 'Save Draft' (green), and 'Submit Request' (blue), with 'Print' to the right. The main content area features the 'BALTIMORE COUNTY PUBLIC SCHOOLS' logo and the name 'Dr. Darryl L. Williams • Superintendent • 6901 North Charles Street • Towson, MD • 21204'. The date 'Fall 2022' is displayed in the top right. The letter is addressed to 'Dear Parent Guardian,'. The text states: 'Your child may be eligible to receive exam fee reductions, additional college application fee waivers, and other benefits if:' followed by a list of eligibility criteria:

- > Your family's annual income falls within the Income Eligibility Guidelines set by the United States Department of Agriculture (USDA) Food and Nutrition Service (please see the chart below).
- > They are categorically eligible to be directly certified without application for free school meals because they are:
 - o In households participating in the Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF), the Food Distribution Program on Indian Reservations (FDPIR), or in some states, Medicaid benefits, or
 - o Homeless, migrant, runaway, or in foster care, or
 - o Enrolled in a federally funded Head Start Program.
- > They are enrolled in a federal, state, or local program that aids students from low-income families (such as Federal TRIO programs like Upward Bound and AVID).
- > Their family receives public assistance.
- > They live in federally subsidized public housing, are in a foster home, or are homeless.
- > They are a ward of the state or an orphan.

At the bottom, there is a table with two columns: 'Size of Family Unit' and 'Annual Family Income* for 48 Contiguous States, D.C., Guam, and Territories'. The first row shows '1' and '\$25,142'.

Figure 2

3. If the child is eligible for fee reductions, waivers and other benefits as outlined in the letter, complete the information at the bottom of the form. See Figure 3.
 - a. Parent/Guardian's Name: Type name
 - b. Student's Name: Select the student name. If there is more than one student, fill out the form as many times as needed for all students who qualify.
 - c. Parent/Guardian's Signature
 - d. Date: date completing the form

Figure 3

4. Click **Submit Request** to send request to school for approval. See Figure 4.

7 \$77,534
8 \$86,266
For each additional family member, add: \$8,732

By signing below, I confirm that my child is eligible to receive exam fee reductions and additional college application fee waivers based on at least one of the criteria above. I give BCPS permission to share information from my Household Meal Benefit Application, if directly certified, with my child's (ren's) school counselor, test coordinator(s), the College Board, and directly to colleges, universities and other educational institutions during the application process.

J Pending Save (click to clear)
Parent/Guardian's Name (please print) Parent/Guardian's Signature

L
Student's Name (please print) School

€
Student's ID Number Date

08/14/2022

Raising the Bar, Closing Gaps, Preparing for our Future

or or

Figure 4

How to review submitted Universal Fee Waiver and Benefits form

1. Click on **Forms** then **Universal Fee Waiver and Benefits**. See Figure 5.

Training Portal Help (Parents) Hereford High 2022-2023

Portal My Profile Preferences Calendar Request Conference **Forms**

Online Application
Student Handbook Acknowledgement Page - Parent
Universal Fee Waiver and Benefits

Child Info Class Schedule
Class Requests Grades
Standard Grades Absences
Attendance Forms Summary

District & School Announcements
News Events
Alerts
There are no alerts

Hereford High
Grades News Reports
MP1 MP2 MP3 MP4 08/29 - 11/04
Schedule Not Available

Figure 5

2. Click On **History**. See Figure 6.

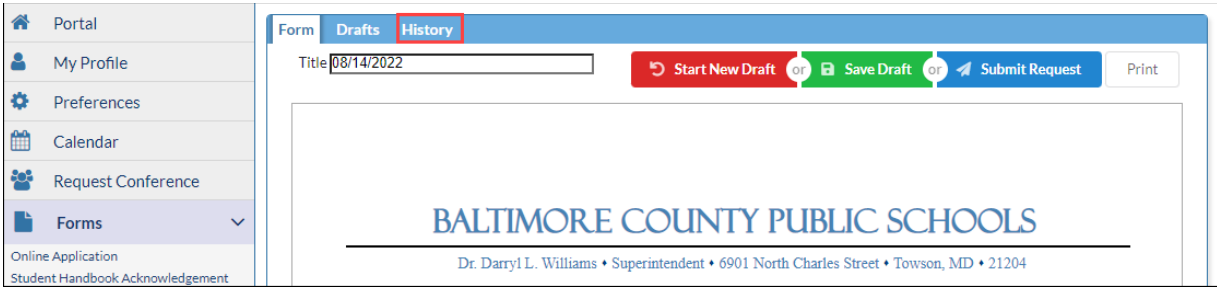


Figure 6

3. Form information can be viewed and the completed form can be reviewed by clicking on the Instance ID. See Figure 7.

The screenshot shows the 'History' tab of the portal. It displays a table with one record. The table has columns: Instance ID, RequestTitle, ApprovalStatus, student_name, school, student_id, parent_name, and parent_signature. The first row of data is highlighted with a red box, and a red arrow points to the 'Instance ID' cell containing '870'. Above the table are controls for '1 Records', 'Export', 'Filter: OFF', and 'Toggle Columns'.

Instance ID	RequestTitle	ApprovalStatus	student_name	school	student_id	parent_name	parent_signature
870	08/14/2022	Pending		Hereford High		J	,2022-08-14 17:06:41

Figure 7