



BOARD OF EDUCATION, CITY SCHOOL DISTRICT OF THE CITY OF CINCINNATI  
OFFICE OF THE TREASURER  
P.O. BOX 5384, Cincinnati, Ohio 45201-5384

July, 2018

Dear Parent or Guardian:

All of our K-12 students are charged an annual student fee. The fee is used to pay part of the cost of essential classroom materials. This is a one-time charge for the entire 2018-2019 school year. The fee schedule for the school year reflects no increase over the prior school year.

**Please complete the student fee form on the back of this letter and return it to the school office where your child attends along with any applicable payment by October 15, 2018. You must fill out a separate form for each child.**

Payments may be made by cash, money order or certified check (no personal checks) payable to Cincinnati City School District. If paying by cash, please remember to pay with the exact amount as our offices do not have change. Fees may also be paid online via Visa, MasterCard, or a valid checking account by visiting [www.PayForIt.net](http://www.PayForIt.net). **No adjustments if paid online.**

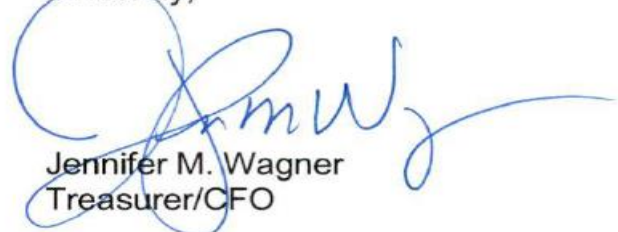
As in past years, the fees are based on family income and the number of children you have in the Cincinnati City School District.

- If any member of your household receives Supplemental Nutrition Assistance Program (SNAP) or Ohio Works First (OWF) benefits, you must complete **Section 2** of the form to be eligible for a waiver of student fees for the current year.
- If you qualify for free or reduced lunch based on household income, your student(s) may be eligible for a waiver of student fees for the current year. You must complete **Section 3** of the form and indicate your household size and income range.

If you are entitled to a reduced fee, it can only be reduced when the payment is submitted with the form. Any 2017-2018 or prior school year fees will not be adjusted once the 2018-2019 school year starts on August 15, 2018.

If you have questions or concerns, please call your student's school office.

Sincerely,



Jennifer M. Wagner  
Treasurer/CFO

**SECTION 1 – Complete a separate form for each CPS student AND return with separate payment to each student’s school they are attending.**

Staple payment to form and deposit into safe in Main Office. To request a receipt, please provide an email below.

Student’s Name \_\_\_\_\_ Student ID # \_\_\_\_\_  
 School Attending \_\_\_\_\_ \$ Enclosed/Paid Online (circle one) \$ \_\_\_\_\_

**SECTION 2 – Benefits Eligibility Waiver**

Does any member of your household receive SNAP or OWF benefits? (✓)  Yes  No

- Checking “Yes” and signing in this box below authorizes the School District to confirm the status of your child’s eligibility with the Food Services Department, Treasurer’s Office, and/or School Office. Do not complete Section 3 of this form. In order to waive fees, you must submit this signed form to the school office where your child attends for verification.
- Checking “No,” Please sign in this box below and then complete Section 3 of this form.

Parent/Guardian’s Signature \_\_\_\_\_

By signing this line, you agree that the above information completed is accurate.

**School Office:** Please ONLY send forms checked “Yes” AND signed in this section to the Food Services Department via pony mail for benefits verification. If confirmed, the Food Services Department will notify the A/R Department to waive the student fee. If not eligible, the form will be returned to the school, then please have parent/guardian complete Section 3 of this form for possible income eligibility. Do NOT send the form to the A/R Department.

**SECTION 3 – Income Eligibility Waiver**

List the Names and Schools of your other children who attend Cincinnati City School District, if any.

Student Name

School Attending

- 1) \_\_\_\_\_  
 2) \_\_\_\_\_  
 3) \_\_\_\_\_

Please follow the steps below to calculate your student fee:  
 In order to waive fees, you must submit this signed form to the school office where your child attends.

**Step 1** Number of Adults in household  
 Number of Children in household  
 Total Household Size (THH Size)

+ \_\_\_\_\_  
 = \_\_\_\_\_ (Include ALL children in your household here)

**Step 2** Find THH Size from above and circle the total household income range to the right of the household size.

**For example:** If your total household size (THH Size) was 5 and your annual income was \$41,000; you would circle in the middle column.

\$38,246 and \$54,427

THH Size	Total Household Annual Income		
	If your income is at or less than	If your income is between	If your income is at or above
1	\$15,781 or less	\$15,782 and \$22,459	\$22,460 or more
2	\$21,397 or less	\$21,398 and \$30,451	\$30,452 or more
3	\$27,013 or less	\$27,014 and \$38,443	\$38,444 or more
4	\$32,629 or less	\$32,630 and \$46,435	\$46,436 or more
5	\$38,245 or less	\$38,246 and \$54,427	\$54,428 or more
6	\$43,861 or less	\$43,862 and \$62,419	\$62,420 or more
7	\$49,777 or less	\$49,478 and \$70,411	\$70,412 or more
8	\$55,093 or less	\$55,094 and \$78,403	\$78,404 or more
9	\$60,709 or less	\$60,710 and \$86,395	\$86,396 or more
10	\$66,325 or less	\$66,326 and \$94,387	\$94,388 or more

**Step 3**

A) Circle the number of children attending a CPS School.

B) Find students grade level(s) next to the number of children.

C) Locate the income range from the table above. Follow the column down to determine the student fee owed.

Number of Children	Grade Level	Fee Owed	Fee Owed	Fee Owed
1	K-6	0.00	18.00	26.00
	7-8	0.00	21.00	31.00
	9-12	0.00	23.00	35.00
2	K-6	0.00	16.00	23.00
	7-8	0.00	20.00	29.00
	9-12	0.00	22.00	33.00
3 or more	K-6	0.00	12.00	18.00
	7-8	0.00	15.00	23.00
	9-12	0.00	17.00	25.00
A	B	C		

Parent/Guardian Signature: \_\_\_\_\_

By signing this line, you agree that the above information completed is accurate.

**School Office:** Please verify signature. Then reduce/waive student fee based on the amount circled above with applicable concurrent payment. Then file the form at the school in the student’s cumulative file folder. If section 3 is completed, do NOT send the form to the A/R Department or the Food Service Department.