

Milton Community Schools
Department of Milton Public Schools
<https://www.miltonps.org/departments/community-schools>

Community Schools Tuition Assistance Guidelines

Milton Community Schools is a self-supporting department of Milton Public Schools. Tuition assistance is made possible by families who have paid full tuition. An amount of assistance is set aside each year and distributed in advance of the school year among qualified applicants.

1. **To apply for a reduced tuition**, please complete the attached “Community Schools Financial Application” and submit it along with the required documents to the Community Schools office located at the *Cunningham School*
2. **Who qualifies for consideration:** Families who demonstrate financial need, live in Milton and have children attending Milton Public Schools.
3. Foster parents follow the same application guidelines, including foster care payments in their family income, and provide documentation.
4. **How much assistance families can get:** Families who demonstrate financial need will be placed on the Milton Public Schools 2018-2018 Sliding Fee Scale.
5. **The following are the required documents to qualify for a reduced tuition amount:**
 - Non-returnable copy of family's 2017 Federal Tax Return. If you have not submitted 2017 Fed. Tax Return, provide the previous year along with the extension to file letter from the Department of Revenue
 - Corresponding 2017 W-2 & 1099 forms for all household members
 - A copy of one month's pay stubs for each working household member (4 weeks within the most recent six week period)
 - If you are newly employed, and don't yet have 4 weeks of pay stubs, you may provide a letter from your employer on their stationery stating your gross monthly income.
 - Additional information may be requested at the discretion of the Director.
6. **Deadline to submit all documentation is August 17, 2018.** You will be notified of your tuition amount by email at the beginning of September 2018
7. Families that do not provide sufficient documentation will not be eligible
8. **Parent must also go online to www.miltonps.org - click on the UniBank icon then on ASE and ASE Registration to enroll student. A \$50.00 deposit must be made online, and UniBank confirmation # sent to jmarr@miltonps.org.**
9. **Families receiving tuition assistance must make their monthly payments as agreed.** Please also note that any family with an outstanding balance from a previous year will be ineligible to apply for financial aid. *Students whose monthly payments are over 30 days overdue are subject to forfeit their tuition assistance award and face removal from the ASE program.*
10. **Complete the application below**, providing all requested information, documentation and confirmation #, and return to:

Attn: Martha Sandoval
MCS Office-Cunningham School
44 Edge Hill Rd. Milton, MA 02186

You must provide all requested information and documentation; please **do not leave spaces blank**. All information will be treated confidentially. **Incomplete applications will be returned to applicant.**

*Late application will be considered **only** if there are funds remaining after distribution to on-time applicants.*

Privacy Act Statement: This explains how we will use the information you give us.

Milton Community Schools and Milton Public Schools Department require the information on this application. You do not have to give the information, but if you do not, we cannot approve your child for reduced tuition in any Community Schools programs. We will use your information to determine if your child is eligible for the Milton School Committee approved sliding fee scale. We MAY share your eligibility information with Milton Public Schools to help them evaluate, fund, or determine benefits for the programs, auditors for program reviews, and law enforcement officials to help them look into violations of program rules.

Non-discrimination Statement: The Milton Public School system does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, gender identity, transgender status, gender transitioning, age, national origin (ancestry), disability, pregnancy/parenting status, marital status, sexual orientation, homelessness, or military status, in any of its programs, activities or operations. These include, but are not limited to, admissions, equal access to programs and activities, hiring and firing of staff, provision of and access to programs and services, as well as selection of volunteers, vendors and employers recruiting at the Milton Public Schools. We are committed to providing an inclusive and welcoming environment for all members of our staff, students, volunteers, subcontractors, and vendors. The following person has been designated to handle inquiries regarding the non-discrimination policies: Asst. Superintendent for Curriculum & Human Resources, 617-696-4812

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Community Schools Financial Assistance Application

One Application per Family or Household

Part 1. Children in Milton Public Schools :			
FULL NAME:	School:	Grade:	Community School Programs Attending (ASE, ESAP, Early Rel.)
Child #1:			
Child #2:			
Child #3:			

Part 2. Parent(s)/Guardian(s):			
FULL NAME	Cell Phone:	ADDRESS (If different than above)	E-Mail:
1.			
2.			

Total Number of Members per Household (include applicants and other children) 2 3 4 5 6 7 8 9 10 More

Part 3. Total Household Gross Income - You must tell us how much and how often

1. Name (List everyone in household with Income)	2. Gross income and how often it was received <i>Example: \$100/monthly \$100/twice a month \$100/every other week \$100/weekly</i>				3. Check if NO income
	Earnings from work before deductions	Welfare, child support, alimony	Pensions, retirement, Social Security	All Other Income	
<i>(Example)</i> Jane Smith	\$200/weekly	\$150/weekly	\$100/monthly	\$____/____	<input type="checkbox"/>
	\$____/____	\$____/____	\$____/____	\$____/____	<input type="checkbox"/>
	\$____/____	\$____/____	\$____/____	\$____/____	<input type="checkbox"/>
	\$____/____	\$____/____	\$____/____	\$____/____	<input type="checkbox"/>
	\$____/____	\$____/____	\$____/____	\$____/____	<input type="checkbox"/>
	\$____/____	\$____/____	\$____/____	\$____/____	<input type="checkbox"/>
	\$____/____	\$____/____	\$____/____	\$____/____	<input type="checkbox"/>
	\$____/____	\$____/____	\$____/____	\$____/____	<input type="checkbox"/>
	\$____/____	\$____/____	\$____/____	\$____/____	<input type="checkbox"/>

Part 4. Parent or Guardian Signature:

I attest that all of the above information is true and complete to the best of my knowledge. I understand that tuition assistance granted under false statement will become due immediately, payable to Milton Community Schools; and I agree to inform MCS if there are changes in my income or work hours that could change the status of my tuition assistance.

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

Address: _____ Phone Number: _____

E-Mail: (Please print clearly) _____

Don't fill out this part. Office use only.

Annual Income Conversion: Weekly x 52.2 Bi-weekly x 26.167 Twice A Month x 24 Monthly x 12

Total Income: _____ Per: Week, Bi-weekly, Twice A Month, Month, Year Household size: _____

Categorical Eligibility: ___ Date Withdrawn: _____ Eligibility: Reduced _____ Denied _____ Reason: _____

Determining Official's Signature: _____ Date: _____

Confirming Official's Signature: _____ Date: _____ Follow-up Official's Signature: _____ Date: _____

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2018-2019 Sliding Fee Scale

Fee Level	Percentage of State Median Income (Annual)	Family Size/ Gross Annual Income									Sliding Fee %
		2	3	4	5	6	4	8	9		
1	Up to 25%	\$18,733	\$23,140	\$27,548	\$31,956	\$36,363	\$37,190	\$38,016	\$38,842	Free	
2	26-35%	\$26,226	\$32,396	\$38,567	\$44,738	\$50,908	\$52,065	\$53,222	\$54,379	10%	
3	36-50%	\$37,465	\$46,280	\$55,096	\$63,911	\$72,726	\$74,379	\$76,032	\$77,685	18%	
4	51-65%	\$48,705	\$60,164	\$71,624	\$83,084	\$94,544	\$96,693	\$98,842	\$100,990	25%	
5	66-85%	\$63,691	\$78,676	\$93,662	\$108,649	\$123,634	\$126,444	\$129,254	\$132,064	50%	
6	86-100%	\$74,930	\$92,560	\$110,191	\$127,822	\$145,452	\$148,758	\$152,064	\$155,369	75%	
7	Above 100%	\$74,930	\$92,560	\$110,191	\$127,822	\$145,452	\$148,758	\$152,064	\$155,369	100%	