



Community Consolidated School District 21

959 West Dundee Road • Wheeling, Illinois 60090
847.537.8270
www.ccsd21.org

Dr. Michael Connolly, Superintendent

Board of Education

Jessica Riddick, *President* • Debbi McAtee, *Vice President* • Carrie Devitt, *Secretary*
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2026-2027

Dear Parent/Guardian:

CCSD 21 is offering assistance with School Fees including, but not limited to, fees for textbooks, instructional materials, field trips and class projects to families that qualify. CCSD 21 will grant a waiver of fees to students whose household income falls within the USDA's Eligibility Guidelines.

In order to participate in the program, the parent or legal guardian of the student(s) must complete the Fee Waiver application and **supply proof of income**. Proof of income must be **one** of the following:

- Previous year's Tax Return
- SNAP or TANF Certification Notice that shows dates of certification
- Documentation that verifies that the child is a foster child
- One month's recent paystubs that shows the amount and how often pay is received; or a letter from employer stating gross wages and how often you are paid
- Social Security retirement benefit letter, statements of benefits received, or pension award letter
- Notice of eligibility from State employment security office, check stub, or letter from the Workers' Compensation office
- Court decree, agreement, or copies of checks received for child support or alimony
- If you have no income, a brief note will need to be provided explaining how you provide food, clothing, and housing for your household.

Please note: All questions on the application must be answered and proof of income provided or your application will be denied. Applications can take up to 10 operating days to process.

A letter will be mailed to your home address stating if the fee waiver is granted or denied. If the application is denied, the parent or legal guardian of the student will be responsible for paying any fees.

If you do not agree with the District's decision, you may discuss it with the school's eligibility official, Cindy Kile, at 847-520-2706. If you wish to review the decision further, you may appeal the decision by calling or writing:

Michael Zagar
Director of Business Services/CSBO
959 West Dundee Road
Wheeling, IL 60090
847-520-2773

You may reapply for benefits at any time during the school year. If you are not eligible now, but have a decrease in household income, an increase in household size, or become unemployed, you may submit a new application at that time.

Should you have questions, please call Cindy Kile at 847-520-2706.

Sincerely,

Michael Zagar

Michael Zagar
Director of Business Services/CSBO

**Part 1.** List the names of **ALL** household members below:

FIRST NAME	LAST NAME	SCHOOL NAME/GRADE (for Students only)	TANF/SNAP NUMBER

*If you need to add more household members please list them on a separate sheet of paper.***Part 2.** Homeless, Migrant, Runaway, or Foster child: ☐ Homeless ☐ Migrant ☐ Runaway ☐ Foster Child**Part 2a.** Signature of Homeless Liaison:**Part 3.** Total Household Gross Income (before deductions). You must tell us how much and how often.

NAMES (LIST ALL HOUSEHOLD MEMBERS WITH INCOME)	Gross Income and How Often It Is Received <i>Example: \$100/monthly; \$100/twice a month; \$100/every other week; \$100/weekly</i>							
	Earnings from Work (Before Deductions)		Welfare, Child Support, Alimony		Pensions, Retirement, Social Security		Worker Comp, Unemployment, etc. (All Other Income)	
	Amount \$	How Often?	Amount \$	How Often?	Amount \$	How Often?	Amount \$	How Often?

Part 4. Signature

_____	_____	_____
Date	Printed Name of Adult Household Member	Signature of Adult Household Member

Part 5. Contact Information

_____	_____	_____
Work Telephone Number	Home Telephone Number	Home Address (Number, Street, City, Zip Code)

Privacy Act Statement: The Illinois State Board of Education is requesting schools to collect the information on this form to assist schools in reporting student's eligibility for state and federal benefits programs. You do not have to give this information, but if you do not, we cannot determine your child's eligibility for additional benefits under state and federal programs. We will hold the information you provide us as private and confidential to the extent required by law. However, we will share your socioeconomic status with various state and federal programs to help them evaluate, fund, or determine benefits for their programs, auditors for program reviews, and law enforcement officials to help them look into violations of program rules.

Non-discrimination Statement: Non-discrimination Statement: In accordance with Federal Law and U.S. Department of Education policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability. To file a complaint of discrimination, write U.S. Department of Education, Office for Civil Rights, The Wanamaker Building, 100 Penn Square East, Suite 515, Philadelphia, PA 19107-3323 or call (215)656-8541 (Voice). Individuals who are hearing impaired or have speech disabilities may contact U.S. DOE through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). The U.S. Department of Education is an equal opportunity provider and employer.

SCHOOL USE ONLY - DO NOT FILL OUT THIS PART**INITIAL DETERMINATION** Annual Income Conversion: Weekly X 52 Every 2 Weeks X 26 Twice a Month X 24 Once a Month X 12TOTAL INCOME \$_____ Per: ☐ Week ☐ Every 2 Weeks ☐ Twice a Month ☐ Month ☐ Year NUMBER IN HOUSEHOLD: _____☐ Fee Waiver Approved☐ Fee Waiver Denied - Reason:☐ income too high☐ incomplete application

Signature of Determining Official: _____

Date: _____