

Universal Fee Waiver

The Universal Fee Waiver is very important for AP students, Juniors, and Seniors. By filling out the Universal Fee Waiver, parents/guardians can access **discounted or free AP and SAT testing, as well as free college applications**. There are certain criteria that qualifies families for this, included below:

- Your child may be eligible to receive exam fee reductions, additional college application fee waivers, and other benefits if:
- 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:
 - 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
 - Homeless, migrant, runaway, or in foster care, or
 - 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.

Size of Family Unit	Annual Family Income* for 48 Contiguous States, D.C., Guam, and Territories
1	\$25,142
2	\$33,874
3	\$42,606
4	\$51,338
5	\$60,070
6	\$68,802
7	\$77,534
8	\$86,266
For each additional family member, add:	\$8,732

To fill out this fee waiver form, parents/ guardians need to access the [Parent FOCUS Portal](#) **NOT** the student portal. If they need to [create a Parent FOCUS account, they can find directions here](#). Directions on how to e-sign the form in FOCUS are found on the next page..

Once parents/ guardians have signed in FOCUS, they are automatically approved, and administrators can verify what students have access to through the waiver. Parent and guardians please **complete this by Friday November 4th. 2022.**

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.

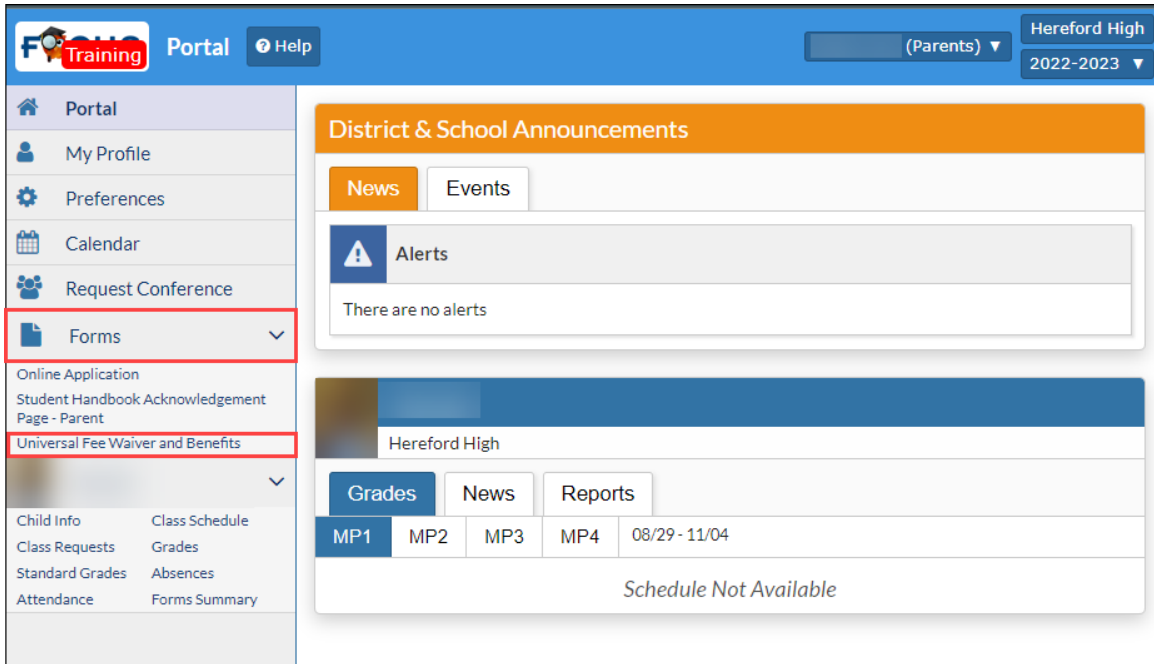


Figure 1

2. Review contents of form. See Figure 2.

The screenshot displays the 'Form' view of the Universal Fee Waiver and Benefits letter. The top navigation bar includes 'Form', 'Drafts', and 'History' tabs. Below this is a 'Title' field containing '08/14/2022' and three buttons: 'Start New Draft' (red), 'Save Draft' (green), and 'Submit Request' (blue), along with a 'Print' button. 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 positioned in the top right corner. The letter is addressed to 'Dear Parent Guardian,'. The body text states: 'Your child may be eligible to receive exam fee reductions, additional college application fee waivers, and other benefits if:' followed by a bulleted list of eligibility criteria. At the bottom right, 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 table shows a value of '1' for the size of the family unit and '\$25,142' for the annual family income.

Size of Family Unit	Annual Family Income* for 48 Contiguous States, D.C., Guam, and Territories
1	\$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 School

Student's Name (please print) H

Student's ID Number 08/14/2022

Date

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 Requests
- Standard Grades
- Attendance
- Class Schedule
- Grades
- Absences
- 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.

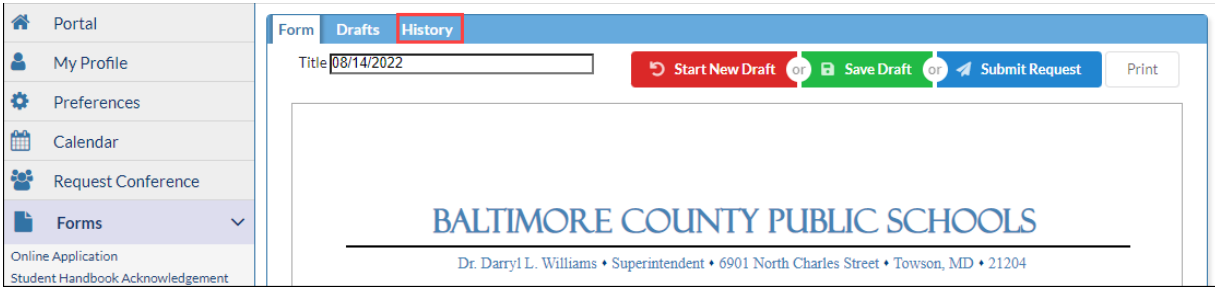


Figure 6

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 with a table of records. The table has columns: Instance ID, RequestTitle, ApprovalStatus, student_name, school, student_id, parent_name, and parent_signature. A red arrow points to the Instance ID '870' in the first row. The table also includes '1 Records', 'Export', 'Filter: OFF', and 'Toggle Columns' options.

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