

The Public Schools of
NORTHBOROUGH and SOUTHBOROUGH
 OFFICE OF THE SUPERINTENDENT
 53 PARKERVILLE ROAD – SOUTHBOROUGH, MASSACHUSETTS 01772
 TELEPHONE (508) 486-5115 FAX (508) 486-5123 www.nsboro.k12.ma.us

GREGORY L. MARTINEAU, Superintendent of Schools
 RHODA WEBB, Interim Assistant Superintendent of Schools

July 23, 2019

Dear Parent(s)/Guardian(s):

The Northborough Public School District is preparing to welcome your child to enter Kindergarten in August 2019. It is an exciting time for our newest students, as well as their family members. This year we are pleased to share that the Full-Day Kindergarten tuition has been reduced from \$3,250 to \$3,000, as the District endeavors to move to a tuition-free Full-Day Kindergarten Program over the next few years. Enclosed are the Guidelines for Financial Assistance for 2019-2020 and the 2019-2020 Financial Assistance Application. Outlined below is information about payment due dates and remittance details.

Important Information:

Semi-annual Payments Are Due On:	August 28, 2019 January 3, 2020
Payment Methods:	Online payment center located on the District or school's website
Payment Methods:	Check mailed to*: Office of the Superintendent The Public Schools of Northborough and Southborough 53 Parkerville Road Southborough, MA 01772 ATTN: Caroline Willard <i>*If sending a check, please write your student's name in the memo line to ensure that the proper account is credited</i>
Required Deposit Information:	If you have not paid the \$300 deposit, please make that payment to guarantee the placement of your student. Nonpayment will result in the removal of your child from the Full-Day Kindergarten Program or the transfer of your child to another school due to the Northborough School Committee's Policy I-240 Class Size.
Outstanding Balances	Outstanding balances for previous tuition must be paid in full prior to accepting new registrations for the Full-Day Kindergarten Program.
If you do not plan to send your student to the Full-Day Kindergarten Program, please contact your school's principal, as classes are being finalized for the upcoming school year.	

If you have any questions, please do not hesitate to contact me at 508-486-5115 x71227 or Caroline Willard at x71234.

Sincerely,



Rebecca Pellegrino
 Director of Finance and Operations

Enclosures

The Public Schools of Northborough and Southborough

Guidelines for Financial Assistance for 2019-2020

The Public Schools of Northborough and Southborough recognize that parents or guardians may experience challenges in paying kindergarten tuition due to financial circumstances. To support families who are experiencing financial challenges, the District will provide financial assistance via reduced or free tuition.

The District's Financial Assistance Program is based on the US Department of Health and Human Services Poverty Guidelines posted on its website <http://aspe.hhs.gov/poverty>.

The US Department of Agriculture also uses these guidelines to determine the Free and Reduced Lunch eligible income levels. As federal income guidelines are updated, The Public Schools of Northborough and Southborough Financial Assistance Guidelines will be adjusted accordingly each school year. **The reduced kindergarten tuition amount for 2019-2020 has been set at \$1,200.**

Household Size	Federal Poverty Level	Kindergarten Free Tuition Annual	Kindergarten Free Tuition Monthly	Kindergarten Reduced Tuition Annual	Kindergarten Reduced Tuition Monthly
1	\$12,490	\$16,237	\$1,354	\$23,107	\$1,926
2	\$16,910	\$21,983	\$1,832	\$31,284	\$2,607
3	\$21,330	\$27,729	\$2,311	\$39,461	\$3,289
4	\$25,750	\$33,475	\$2,790	\$47,638	\$3,970
5	\$30,170	\$39,221	\$3,269	\$55,815	\$4,652
6	\$34,590	\$44,967	\$3,748	\$63,992	\$5,333
7	\$39,010	\$50,713	\$4,227	\$72,169	\$6,015
8	\$43,430	\$56,459	\$4,705	\$80,346	\$6,696
Each Add'l	\$ 4,420	\$ 5,746	\$ 479	\$ 8,177	\$ 682

Source: Federal Register, Vol.84, No.54, Tuesday, Wednesday, March 20, 2019

To apply for financial assistance, parents/guardians must:

Step One	Complete the application and provide copies of documentation requested
Step Two	<p>Submit the completed forms to the Business Office at the following address:</p> <p style="text-align: center;"> The Public Schools of Northborough and Southborough 53 Parkerville Road Southborough, MA 01772 </p>

Upon receipt of a completed application, the Business Office reviews the application, makes a determination, and sends a notification by letter to the family.

The Public Schools of Northborough and Southborough

The Northborough-Southborough Financial Assistance Program determinations are based solely on household income and do not take into account mortgage payments, college tuition, household expenses, or other types of household or business debt.

Documentation of household income is outlined on the Financial Assistance Application.

Foster children are not included as a member of the family with which they reside or in the household income of the custodial parent. Non-custodial parent income is considered when the parent receives the tax deduction for the dependent and there is no record of child support. The Financial Assistance Program requires documentation of income from parties who do not reside with the household but who are providing financial support. Documentation of guardianship and foster child status must be provided.

All application information is kept confidential and is not included in any student files. All documentation submitted with the application is **kept in secure files and is securely destroyed based upon the Massachusetts Municipal Records Retention Schedule.**

If you have any questions regarding the **Guidelines for Financial Assistance for 2019-2020**, please email or call Mrs. Rhoda Webb, Assistant Superintendent. Again, all inquiries and applications are kept confidential.

Contact Information:

Work Number: 508.486.5115

Email: rwebb@nsboro.k12.ma.us

Respectfully,

Rebecca J. Pellegrino

The Public Schools of Northborough and Southborough

2019-2020 Financial Assistance Application

Please provide the following confidential information in its entirety

Parent/Guardian Last Name	Parent/Guardian First Name	Home Phone	Home Address
Other Parent/Guardian Last Name	Other Parent/Guardian First Name	Home Phone	Home Address

List everyone who lives in your household—both children and adults—including yourself.

Last Name	First Name	Relationship to You	Total number of members residing in your household

Number of dependents claimed on Federal tax filing (line 6d)

 OR Circle:
 I did not file a tax return

List only students for whom you are requesting fee assistance. If attaching additional names, check here:

Last Name	First Name	Relationship to You	2019/2020 School	2019/2020 Grade

Failure to provide proof of all household members with income will result in a delay in processing this application.

REQUIRED DOCUMENTATION (AS APPLICABLE)	CHECK IF INCLUDED	CHECK IF NOT APPLICABLE	IF APPLICABLE, BUT DOCUMENTATION IS NOT PROVIDED, STATE REASON (attach explanation if necessary)
2018 IRS Tax Return Transcript; call IRS at 1800-908-9946 or visit: https://www.irs.gov/Individuals/Get-Transcript OR signed copy of 2018 Federal Tax Return			
Supplemental Social Security (SSI) Disability and/or Death Benefit letter documenting benefit(s) dated 2018.			
Unemployment Compensation and Severance Pay			
Alimony & Child Support Agreements			
Transitional Assistance Letter dated in 2018 for SNAP (Food Stamps) or TANF Benefits: to request a recent copy call: 508-661-6600			
Documentation for FOSTER Child (Foster Children are handled as one household and are not included as a member of the family in which they are residing or in the household income of the custodial parent.)			
Non-custodial parent income is considered when one parent receives the tax deduction for the dependent and there is no record of child support. Provide all that are applicable as listed herein.			
Unearned income, gifts, donations, family support (e.g. rent free housing, money, etc.) from outside of the domicile must be reported as financial support.			

Do not send originals; they cannot be returned. Copies can be made for you in person at the The Public Schools of Northborough and Southborough Business Office. All documentation is treated confidentially and details are not shared with other offices or departments. All documents are shredded and destroyed after three (3) years.

I certify (promise) that all information and documentation provided with this application is true and that all income sources have been listed. I understand that school officials may verify (check) the information provided and that if I purposely failed to provide all sources of income or have provided false information, my child(ren) may lose benefits.

Signed: _____ Print Name: _____ Date: _____
 Mail completed form to: The Public Schools of Northborough and Southborough Business Office, 53 Parkerville Road, Southborough, MA 01772