

# SCHOOL PORTAL

## FEE WAIVERS 2019-2020

To reduce the obstacle that application fees can create for the neediest of families, School and Student Services (SSS) automatically evaluates eligibility for families to receive a fee waiver and no longer requires families to request waivers for schools to approve. In addition to these SSS fee waivers (referred to as “means-based” waivers), schools may purchase and assign fee waivers at their own discretion (referred to as “school-assigned” waivers).

### ***SSS Fee Waiver Guidelines and Eligibility***

Eligibility for the SSS waiver (means-based) is based on the information families submit on their PFS’s regarding total income, family household size, and other factors. These guidelines are school-specific and should not be shared with parents. Doing so could risk a parent’s authenticity with the financial information they report on their PFS.

**To be means-based waiver-eligible, the family must meet all the following criteria:**

- Family must qualify for the federal free lunch program
- Neither parent owns or shares ownership in a business or farm
- Parents must be US or US territory residents (i.e., waivers are not available for international families)
- The parents’ total assets must be less than \$25,000

In the SSS Family Portal, once the family clicks the “Pay Now” button (activated after completing and submitting all sections of their PFS), their application goes through the means test:

- **If the family qualifies**, their payment is automatically waived, and the system bypasses the payment screen to provide confirmation of payment by waived fee.
- **If the family does not qualify**, the payment screen is provided with the option to provide payment by credit card or e-check.

**Important:** A family cannot request a waiver from within their SSS Family Portal account. If a family did not qualify for the SSS fee waiver, they will need to call or email the school or access organization to inquire about the possibility of receiving one.

The SSS fee waiver completely covers the cost of the initial submission of the family’s PFS, regardless of the number of schools listed or the number of children applying. Updating a submitted PFS carries no additional fee for parents; therefore, no waiver is needed for families making updates or revisions to a PFS already in the system. If a family is not eligible for a fee waiver upon initial submission of the PFS and pays the fee, but later revises its information in a manner that would make it eligible for a waiver, no waiver or refund will be given as the initial fee has already been paid and submitted.

### **FEDERAL FREE LUNCH INCOME AND FAMILY SIZE LIMITS\***

FOR FAMILY SIZE OF...	...TOTAL INCOME FOR 2018 MUST BE LESS THAN:
1	\$15,782
2	\$21,398
3	\$27,014
4	\$32,630
5	\$38,246
6	\$43,862
7	\$49,478
8	\$55,094
9	\$60,710
10	\$66,326

\* Federal Register, Volume 83, No. 89, May 8, 2018.

<https://www.gpo.gov/fdsys/pkg/FR-2018-05-08/pdf/2018-09679.pdf>

For each additional family member, add \$5,616.

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## FEE WAIVERS 2019-2020

### Understanding the Fee Waivers Tab

The Fee Waivers tab, located on the top navigation, includes two sub-tabs: ① Assigned Waivers and ② Assign Fee Waivers.

#### ① Assigned Waivers Sub-Tab

This is the default landing page when you open the **Fee Waivers** tab. It is a “read only” page giving you a summary of your 2019-2020 fee waiver credits, and assigned waivers.

#### Fee Waivers Assigned box:

- # of school purchased fee waiver credits
- # of assigned waivers
- # of credits available

#### Assigned Fee Waivers box:

This box lists all applicant families who have been granted a waiver, including both those granted by your school (“School”) and by SSS (“Means Based”).

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Assigned Waivers Assign Fee Waivers

HOW THIS PAGE WORKS  
This page lists the PFSs to which fee waivers have been assigned for the selected year. The PFSs are displayed alphabetically by Parent A Last Name. (Do not show this again)

Fee Waivers Assigned

Total Fee Waiver Credits	3	Fee Waivers Assigned	2	Remaining Fee Waiver Credits	1
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Assigned Fee Waivers - 2019-2020

PFS ID	Parent A First Name	Last Name	Email	Granted By	Phone	Student Name(s)	Grade(s) Applying For
19-004477058	Stephen	Bajc	stevebajc@gmail.com	School	(678) 208-9605	Jackson Bajc	Pre-Kindergarten
19-004474947	Antia	Rivera	gorygorfusa@yahoo.com	School	(416) 237-0488	Maria Gorf	8

Total Records Found: 2 < Previous Page Next Page >

#### ② Assign Fee Waivers Sub-Tab

This sub-tab allows you to view your current list of unsubmitted/unpaid PFSs, purchase fee waiver credits and assign a fee waiver to an applicant family.

#### Fee Waivers

This box summarizes your purchased fee waiver credits (same summary displays on the Assigned Waivers sub-tab).

#### Unpaid Current Year Applicants

This box lists all current applicant families with unsubmitted/unpaid PFSs. This section allows you to purchase fee waiver credits, assign a waiver to a family's PFS, and understand where in the application process a family is with their PFS completion (“PFS Status”).

This list will also include applicants who are international or own a business/farm since they automatically do not qualify for an SSS means-based waiver.

Assigned Waivers Assign Fee Waivers

HOW THIS PAGE WORKS  
Please read the message below about the SSS means-based fee waiver program. (Do not show this again)

Fee Waivers

Total Fee Waiver Credits	3	Fee Waivers Assigned	2	Remaining Fee Waiver Credits	1
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Families are no longer able to request a waiver via the PFS – this list does not include waiver requests. This is a list of applicants who have yet to pay for their PFS, but have chosen your school to apply to.

- PFS Status “Application In Progress” – indicates the family has started an application, they have chosen your school in the School Selection section, and they are still in the process of completing the necessary information.
- PFS Status “Application Completed” – indicates the family has completed their application, it did not qualify for an SSS waiver, and they have yet to pay for their application to submit it.
- If you purchase fee waivers and want to grant one to a family listed below, you may do so while the application is in either PFS Status. *If you grant a waiver while the application is in the “Application In Progress” status and the family later qualifies for an SSS Means-Based Waiver, your assigned waiver will be credited back your account for you to use again for another family.*
- This list may also include applicants who are international or own a business or farm since they automatically do not qualify for an SSS Means-Based waiver.

Click to view the SSS Fee Waiver Guidelines.

Assign Waivers Purchase Additional Waivers

Unpaid Current Year Applicants

Assign Waiver	PFS ID	# of Applicants	Parent A First Name	Last Name	Email	Phone	Student Name(s)	Grade(s) Applying For	PFS Status	Total Income
<input type="checkbox"/>	19-004449115	2	Sandra	Beachwood	sandra7@aol.com	(540) 555-1313	Christie Alexa, Natalie Beachwood	8, 9	Application Completed	
<input type="checkbox"/>	19-004449279	2	Sara	TESTChico	sara.chico+1@presencepg.com	(415) 555-9393	Saratoz test, Tammy Test	5, 9	Application In Progress	

# SCHOOL PORTAL

## FEE WAIVERS 2019-2020

### *Understanding PFS Status*

Within the **Unpaid Current Year Applications** box, is a column called **PFS Status** noting one of two statuses:

- **Application in Progress** – indicates the family has started an application, they have chosen your school in the Select Schools section, and they are still in the process of completing the necessary information. \*A PFS with this status has not yet gone through the SSS means test to determine if it qualifies for an SSS means-based waiver.
- **Application Completed** – indicates the family has completed their application, it did not qualify for an SSS means-based waiver, and they have yet to pay for their application to submit it.

### *Purchasing Additional Fee Waivers*

Schools can purchase fee waiver credits online (\$51/each – same as the 19-20 PFS fee) directly through the School Portal to assign at your own discretion. The **Purchase Additional Waivers** button is located on both the Assign Fee Waivers sub-tab and My Dashboard.

**Receipts for fee waiver purchases** are available in the **Transactions** sub-tab in Setup.

**Recommendation:** Unused waivers expire at the end of the processing year and do not carry forward to the next processing year. It is recommended that schools purchase in smaller increments on an as needed basis.

**Bulk fee waivers** can be purchased at a discount. Purchasing 50+ fee waivers reduces the per waiver cost from \$51 to \$37. Contact Client Success to purchase a bulk fee waiver amount.

### *Assigning a Fee Waiver*

After purchasing a fee waiver credit or credits, you can assign one to a family listed in the **Unpaid Current Year Applicants** box while the application is in either PFS Status (Application in Progress or Application Completed).

**To assign the waiver:** Check the box to the left of the name(s) to select who to assign a waiver. Click the **Assign Waivers** button and confirm your selection(s).

The assigned waiver is applied to the family's PFS in one of two ways based on PFS Status:

- **Application Completed:** waiver is automatically applied as payment and no further action needed.
- **Application in Progress:** parent must finish their PFS and click **Pay & Submit** to apply the assigned waiver as their payment.

Payment by waiver is noted for the parent in their Family Portal on the Dashboard.

**Important:** If you assign a waiver to a PFS with the status **Application in Progress** and the family later qualifies for an SSS means-based waiver after clicking **Pay & Submit**, your waiver is credited back to your account to use again.

### *Viewing Prior Year Assigned Waivers*

The **Assigned Waivers** tab defaults to the 2019-20 processing year. You can access your prior year assigned waivers by toggling to 2018-2019 tab using the academic year pull-down button in the upper right corner of your portal screen. Open the Fee Waivers tab first, then toggle to the prior year to view the list.

### *Information for Parents*

FAQ for Parents: <http://solutionsbysss.com/fee-waivers>. Share with families, post to your website, or use to garner helpful talking points.

### *Questions?*

Contact Client Success: ☎ 855.230.7850 | ✉ sss-cst@communitybrands.com | 📄 submit a Support Ticket | 🌐 solutionsbysss.com