



## COLLEGE FEE WAIVER PROGRAM FOR VETERAN DEPENDENTS

### PLAN B Checklist Academic Year 2025-2026

**PLEASE READ AND FOLLOW ALL INSTRUCTION IN ITS ENTIRETY.**

Your application WILL NOT BE PROCESSED if the requirements listed below are not met.

#### 1. APPLICATION FORM – DVS 40

Download a **NEW application** every year from [www.sfcvso.org/cvso](http://www.sfcvso.org/cvso) or [www.calvet.ca.gov](http://www.calvet.ca.gov)  
Both Veteran and student must sign and date the application.

If Veteran-Parent is unable to sign the form, a VSD-021 Non-Veteran Signature Certification **MUST** be completed.

#### 2. WITH YOUR APPLICATION WE MUST HAVE THE FOLLOWING:

##### A. Verification of Dependency/Relationship

- Biological child - Birth certificate.
- Stepchild - Birth certificate **AND** a copy of marriage certificate of Veteran and stepchild's biological parent. Complete a Stepchild Certification form.
- Adopted child or adopted stepchild - Copy of court order of adoption **AND** birth certificate.

**Note:** 1. Status as a stepchild or adopted child must have occurred prior to 23<sup>rd</sup> birthday.  
2. All document provided in a foreign language must be translated into English

##### B. Verification of Income for student's Adjusted Gross Income (AGI)

- **IRS/FTB Tax Transcript** (If student/applicant filed taxes during previous year)

The applicant/student must provide a signed and dated copy of IRS Form 1040 for the previous tax year. The applicant must sign and date page 2 of IRS Form 1040 in "SIGN HERE" section. AGI reported on DVS 40 Form must identically match Line 11 of IRS Form 1040. **A report of \$0.00 income on Form 1040 or FTB 540 is not acceptable and does not substitute for the verification of non-filing.**

The applicant must also include proof that tax return was submitted and accepted by IRS or FTB. Acceptable documentation: (1) IRS Form 8879; (2) IRS Form 9325; (3) FTB Form 8453-OL; (4) IRS Tax Return Transcript; (5) FTB Individual Status Letter.

- **Verification of Non-Filing**

If student did not file taxes for previous year, student must submit IRS Letter of Non-Filing or FTB Individual Status Letter as "Proof of Income." Obtain a non-filing letter from the State Franchise Tax Board (FTB) or Internal Revenue Services (IRS) by calling the IRS at 1-800-829-1040 or FTB at 1-800-852-5711 or visit their website at [www.irs.gov](http://www.irs.gov) or



[www.FTB.ca.gov](http://www.FTB.ca.gov). Physical address of FTB: 1515 Clay Street, Oakland, CA 94612.

Phone: (916) 845-4300

**Note:** The Non-Filing or Individual Status letter must be dated after the tax deadline.

- **Annual Income Limit**

The student's Adjusted Gross Income and Annual Value of Support received from parents must not exceed **\$22,273.00**.

## C. Identification Card

The Student/Applicant must include a copy of unexpired government issued ID card.

## D. Service-Connected Disability Letter

A current documentation verifying Veteran's service connected disability rating. To obtain benefits summary letter the Veteran may call 1-800-827-1000 and VA will email the letter.

## E. DD 214 – Discharge Papers and Separation Documents

## F. Veteran's Death Certificate (if Veteran is deceased)

## G. VSD-021 Non-Veteran Signature Certification

If Veteran is deceased or unable to sign DVS-40

An "academic year" (AY) shall commence on the first day and terminate on the last day of an entire academic year, as determined by the institution of higher learning, and to include summer sessions (i.e. generally this covers fall, spring and summer). Some schools start in the summer; check with your school's Administration Office to determine what your school regulations are.

**Note:** It is the student's responsibility to verify with each school what fees are waived. Tuition and fees for summer sessions, online and continuing education classes abroad are typically not waived.

**MAIL, FAX, EMAIL OR BRING THE APPLICATION AND SUPPLEMENTAL INFORMATION TO THE FOLLOWING LOCATION ONLY:**

**SF County Veterans Service Office** - 2 Gough St. San Francisco, CA 94103

Monday - Friday 9:00 am – 12:30 pm and 1:00 pm – 4:00 pm

Phone: 415-934-4200

eFax: (415) 355-2468

Fax: (415) 934-4240

Email: [SFCVSO@sfgov.org](mailto:SFCVSO@sfgov.org)

View our webpage: [SFHSA.org/CVSO](http://SFHSA.org/CVSO)

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