



San Francisco County Veterans Service Office

CHECKLIST CALIFORNIA COLLEGE FEE WAIVER Academic Year (AY) 2020-2021

**PLEASE READ AND FOLLOW ALL INSTRUCTIONS IN ITS ENTIRETY.
YOUR APPLICATION WILL NOT BE PROCESSED IF THE REQUIREMENTS LISTED BELOW ARE NOT MET.**

1. **Sign the application.** The application requires the signature of BOTH the Veteran/parent AND student.
2. **WITH YOUR APPLICATION WE MUST HAVE THE FOLLOWING:**
 - a. **Verification of Dependency/Relationship –**
 - Biological child - provide copy of birth certificate.
 - Stepchild - provide copy of birth certificate **AND** a copy of marriage certificate of Veteran and stepchild's biological parent.
 - Adopted child or adopted stepchild - provide copy of court order of adoption **AND** copy of birth certificate.
Status as a step child or adopted child must have occurred prior to 23rd birthday.
 - b. **Tax Information –** We need a **SIGNED** copy of student's income tax return (IRS Form 1040 or 1040EZ) for calendar year 2019 or Statement of Non-filing from IRS or State Franchise Tax Board (FTB) that verifies a return was not filed for tax year 2019. **YOU MUST** obtain a verification of non-filing from the **State Franchise Tax Board**, located at 1515 Clay St., Oakland, CA 946120. You may also call IRS at 1-800-829-1040 or FTB at 1-800-852-5711. Statements **must not** be dated prior to April 15, 2020 for the 2020-2021 academic year.
 - c. **Veterans Service Connected Disability Letter** issued by the VA.
 - d. **Email Address –** Please write legibly where indicated on the application.
 - e. Download a **NEW application** every year from www.calvet.ca.gov or www.cacvso.org.
3. **INCOME THRESHOLD THAT THE STUDENT MUST MEET:**

NOTE: Currently the combined total of the students "ADJUSTED GROSS INCOME (AGI)" plus the "ANNUAL VALUE OF SUPPORT (AVOS)" received from parents may not exceed the National Poverty Level.

 - **For the academic year (AY) 2020-2021 the poverty level is \$13,300.00**

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.
4. **MAIL, eFAX, 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

Phone: 415-934-4200 * eFax: 415-355-2468 * Fax: 415-934-4240 * Email: SFCVSO@sfgov.org
Office Hours: Monday – Thursday 9:00 am – 12:00 pm and 1:00 pm – 4:00 pm

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