



**CalVet COLLEGE FEE WAIVER PROGRAM
Academic Year (AY) 2022-2023
Plan B Checklist**

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

APPLICATION FORM

DVS-40 Application for College Fee Waiver with all items completed and signed. Download a **NEW application** every year from www.calvet.ca.gov or www.cacvso.org. The application requires the signature of BOTH the Veteran/parent **AND** student.

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

DOCUMENTATION REQUIREMENT FOR STUDENT:

A. Verification of Dependency/Relationship –

- Biological child - Birth certificate.
- Stepchild - Birth certificate **AND** a copy of marriage certificate of Veteran and child's biological parent.
- Adopted child or adopted stepchild - Copy of court order of adoption **AND** birth certificate. Status as a step child or adopted child must have occurred prior to 23rd birthday.

B. Identification Card

Application must include a copy of the student's unexpired government issued photo ID card.

C. Tax Information –

- **IRS Tax Form 1040**

If student filed taxes for previous year (2021) the applicant must provide a signed and dated copy of the student's IRS Form 1040. Applicant must sign and date Page 2 of IRS Form 1040 in "Sign Here" section, and AGI reported on DVS 40 Form must identically match Line 11 of IRS Form 1040.





Confirmation of Tax Submission/Acceptance

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

- **Letter of Non-Filing -**

If student did not file taxes during previous year – 2021, student must submit IRS Letter of Non-Filing or FTB Individual Status Letter as "Proof of Income," AGI reported on DVS 40 Form must reflect a value of \$0, and "Annual Income Support" reported on DVS 40 Form must reflect a value greater than \$0.

The non-filing letter can be obtain from the State Franchise Tax Board (FTB) or Internal Review Service (IRS). IRS or FTB statements and/or forms may be obtained by calling the IRS at 1-800-829-1040, or FTB at 1-800-852-5711 or visit their website at www.irs.gov or www.FTB.ca.gov. Physical address of FTB: 1515 Clay Street, Oakland, CA 94612 Phone: (916) 845-4300

DOCUMENTATION REQUIREMENT FOR VETERAN/PARENT:

A. Veteran’s Service Connected Disability Letter

Documentation verifying Veteran’s service connected disability rating with current date.

B. Veteran's Death Certificate (If veteran is deceased)

C. VSD-021- Non-Veteran Signature Certification (If veteran is deceased/ unable to sign DVS40)

INCOME THRESHOLD THAT THE STUDENT MUST MEET under Plan B:

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) 2022-2023 the poverty level is \$14,097**

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 – 12:00 pm and 1:00 pm – 4:00 pm

Phone: 415-934-4200

eFax: (415) 355-2468

Fax: (415) 934-4240

Email: sfcvso@sfgov.org

Website: www.sfhhsa.org/cvso

