

ExCEL After School Program Co-Payment Fee Guidelines

What are the monthly co-payment fees?

- The monthly co-payment fee will be waived for a family with a child in the program who is a homeless youth or for a child who is in foster care.
- The monthly co-payment fee will be waived for a family that is eligible for Free or Reduced lunch except for those co-payments required by local, state or federal tuition subsidy programs
- A family that is **not** eligible for free/reduced lunch will pay a co-payment fee on a sliding scale from \$50-\$500/month.

My child is a foster youth or a homeless youth, how do I apply for enrollment priority and the fee waiver?

Based on the information you submit in your registration package, the staff from the ExCEL CBO/agency will determine eligibility for the enrollment priority. The registration will allow for a family to self-certify that their child is a foster youth or a homeless youth. The offer of enrollment priority is contingent on availability of slots in the program. Disenrollment of a current participant is not required to enroll a participant who has priority for enrollment. If there is no available slot, your child may be placed on a waitlist for the next available slot.

Who will determine if I get a fee waiver or the amount of my co-payment fee?

The staff from the ExCEL CBO/agency will determine your co-payment fee or the ExCEL fee waiver. Eligibility for ExCEL, or other public or private tuition subsidy programs will be based on the information you provide in the registration package. You will be asked to provide documentation to the agency that verifies your Free or Reduced lunch eligibility status, or your family income.

How can I get my free or reduced lunch eligibility documentation?

There are THREE ways to get your documentation:

1. The fastest and easiest way to complete the SFUSD Multipurpose Family Income Form (MFIF) is to create an account online at SchoolCafé.com and complete the Multipurpose Family Income form (MFIF).
 - The MFIF can be submitted any time during the school year. A family's Free or Reduced lunch eligibility will be determined within 5 to 7 business days. You will be sent an email with your eligibility status for Free or Reduced lunch.
 - Once you have received an email notification, you can print out your eligibility letter by logging into your account at SchoolCafé.com and provide the letter to the ExCEL agency at your child's school.
2. You can pick up a paper copy of the MFIF in the school office or at Student Nutrition Services (841 Ellis Street). Please know that it can take up to 10 to 15 business days to process. Once the MFIF has been processed, a letter with your eligibility status will be sent to your home via US Mail.
 - If it is determined that you are eligible for free/reduced lunch, you can provide a copy of the letter to the ExCEL agency at your child's school.
3. You can provide a copy of the Direct Certification Letter to the ExCEL agency at your child's school. The letter is sent to your home via US mail (See sample letter).
 - If you cannot find a copy of your letter, please send an email to schoollunch@sfusd.edu. The subject line of the email should read: Request for a copy of the Notification of Eligibility or Direct Certification Letter.
 - In the email, include your student ('s) full name, home address and your relation to the student. Please note the request must be made by Parent or Guardian.
 - Email requests will be processed within 10-15 business days.

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Is there a way to find out if I might qualify for free or reduced lunch?

See the table below. If your total household income from ALL sources is less than the amount in the table below for your household size, you may qualify for Free or Reduced lunch. However, you must complete the MFIF form at SchoolCafe.com to determine your eligibility. If you are eligible, you will receive an eligibility letter to provide to the ExCEL agency at your child's school.

Circle the size of your household	Based on your household size, circle the income amount below that is EQUAL to or LESS than your total household income from ALL sources				
	Total Household Income from ALL Sources				
Your Household Size:	Annual	Monthly	Twice a month	Bi-weekly	Weekly
2 family members	\$30,044.00	\$2,504	\$1,252	\$1,156	\$578
3 family members	\$37,777.00	\$3,149	\$1,575	\$1,453	\$727
4 family members	\$45,500.00	\$3,793	\$1,897	\$1,751	\$876
5 family members	\$53,243.00	\$4,437	\$2,219	\$2,048	\$1,024
6 family members	\$60,976.00	\$5,082	\$2,541	\$2,346	\$1,173
7 family members	\$68,709.00	\$5,726	\$2,863	\$2,643	\$1,322
8 family members	\$76,442.00	\$6,371	\$3,186	\$3,941	\$1,471

What are the co payment fee policies?

- An annual non-refundable sliding scale registration or application fee from \$25-\$350 may be required by the ExCEL After School Program Lead Agency. This application fee must be made payable to the Lead Agency at the school where your child(ren) attend and must be submitted with the application for each child you wish to enroll. This registration or application fee is for all families. No family will be turned away for lack of ability to pay the registration fee.
- The monthly co-payment fee is based on an annual amount, which is divided evenly into monthly co-payments. The monthly co-payment amount is not based on the service days in that month (which vary depending on the calendar and holidays, regardless of whether the student attends each day).
- If the enrollment entry date or withdrawal date is mid-month, the monthly payment amount will be pro-rated.
- Parents will be given a minimum of 30 day notice of any tuition rate increases.
- Families are required to notify the ExCEL After School Program that they attend of any change of address and/or contact information within 10 days.

Can I withdraw my child from the program?

Yes. If you would like to withdraw your child from the program, thirty (30) days written notification prior to your child's withdrawal from the program is required. You will be charged tuition for one month following your written notification.

How might my child lose the after school program services?

Failure to meet the terms of the family agreement may lead to termination of services when:

1. Fees are one month delinquent.
2. Three (3) late pick-ups: Children must be picked up no later than the program end time at the specific school their child(ren) attend. Families who do not adhere to the pick-up time will be given (2) written warnings. The 3rd late pick-up within one fiscal year (July 1 – June 30) will result in the termination of services.
3. A written 14-day notice will be given to the family if they qualify for a "termination of services".

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Sample Direct Certification Letter

Direct Certification Notification Letter for Free or Reduced-Price Meals for
2017-2018 School Year

<Date>

Dear Parent or Guardian of:

«LN» «FN» («SID»)

<address>

<city> <state> <zip>

Dear Parent or Guardian,

Your student, <FN> <LN>, Student Id <SID>, Student Pin # <PIN #> has been automatically qualified to receive free or reduced-price meals for the current school year based on household income as determined through a public assistance program.

Effective: August 22, 2017 thru June 30, 2018 the eligibility of this student is: FREE

If you do not receive a letter for siblings living in the same household who are enrolled in SFUSD Schools or do not agree with this notification or think your household may qualify for free meals based on household size and income, please contact Student Nutrition Services by calling (415) 749-3604 or emailing SchoolLunch@sfusd.edu.

NOTE: If your student is eligible for free or reduced-price meals, they also may be eligible for other school program benefits, such as: Excel After School Program, Kinder 2 College, SAT College Application fee waiver.

To protect the confidentiality of your meal eligibility benefits, we cannot share your notification letter with other programs. However, YOU may duplicate this letter and provide copies to other programs in your school community.

Please keep this letter with your important documents.

Your student will receive free meals throughout this school year. You do not need to apply for meal benefits for this student. Each year, your student's school will ask you to submit a form for free or reduced-price meals. Show this letter to your school if they request that you submit a form. Please keep this letter for your records as proof of your student's meal eligibility. If you have any questions regarding this determination, please call (415) 749-3604.

Sincerely,

Student Nutrition Services