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County Operations Center
 1300 SOUTH GRAND, BLDG. B
 Santa Ana, CA 92705
 Phone: 714.480.6555
 Fax: 714.567.7674
www.veterans.ocgov.com



College Fee Waiver Plan B Check-List

APPLICATIONS NOT MEETING THE REQUIREMENTS BELOW WILL NOT BE PROCESSED.
PLEASE CAREFULLY READ AND FOLLOW ALL INSTRUCTIONS.

Veteran's First Name: _____ Last Name: _____

Student's First Name: _____ Last Name: _____

School Name: _____ Academic Year (AY): _____

AY Start Date: ____/____/____ AY End Date: ____/____/____

If applying for a Retro-Active College Fee Waiver

Retro-Active Cut Off Date: ____/____/____ Signature: _____

Contact Person: _____ Phone: (____) _____ - _____

 VSO Initials Client Initials **DVS40**
Only current version of the form will be accepted. Complete Application Form, located at:
<https://www.calvet.ca.gov/VetServices/Pages/College-Fee-Waiver.aspx>

 VSO Initials Client Initials **Disability Decision Letter**
Provide documentation showing proof of service connected disability (VA Award Letter).

 VSO Initials Client Initials **Student's Proof of Income**
This is an income based program. We require documentation showing student's income.
NOTE: The annual combined total of student's "Adjusted Gross Income" (AGI) and the "Value of Support" cannot exceed the National Poverty Level.
NOTE: An "academic year" 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; to include summer sessions.

- ✓ **IF THE STUDENT FILED INCOME TAXES, FOR THE PREVIOUS CALENDAR YEAR, THEY MUST PROVIDE US WITH THEIR SIGNED AND DATED TAX FORM 1040EZ VERIFYING THE ADJUSTED GROSS INCOME.**
- ✓ **IF THE STUDENT WAS NOT REQUIRED TO FILE TAXES THEY MUST PROVIDE US WITH A VERIFICATION LETTER OF NON-FILING FROM THE STATE FRANCHISE TAX BOARD OR THE IRS.** Contact the State Franchise Tax Board at (800) 852-5711 <http://www.ftb.ca.gov/index.shtml?disabled=true> and request transcripts/verification of non-filing. The closest location is at: 600 W Santa Ana Blvd Suite 300, Santa Ana, CA 92705. Available after April 15th. Contact the IRS at (800)829-1040 <http://www.irs.gov/> or the Form 4506-T may be used to request transcripts/verification of non-filing. Available after June 15th. **NOTE: IRS forms W-2 will not be accepted as proof of AGI. In cases where both the Adjusted Gross Income (AGI) and Annual Value of Support is reported as \$0, a certified statement must be included which states how the student can afford to attend school.**

 VSO Initials Client Initials **Student's Photo Identification Card**
A copy of (non-expired) government issued photo identification.

 VSO Initials Client Initials **Student's Birth Certificate**
We must verify dependent status by establishing relationship between the veteran and those claiming benefits. If the last name of the student is different than the veteran's, we require additional documents confirming legal relationship. (i.e. Marriage certificate, Adoption papers, etc.).

PLEASE MAKE SURE TO INITIAL EACH REQUIREMENT NOTED ABOVE. ONCE COMPLETE, SIGN AND DROP OFF THIS FORM, APPLICATION, AND ALL DOCUMENTS NOTED ABOVE TO:

Orange County Operations Center
 1300 S. Grand Avenue, Bldg B, Room 247
 Santa Ana, CA 92705
 Phone: (714) 480-6555

FOR OFFICIAL USE ONLY

Received Date (stamp): _____ Accepted by: _____

Comments: _____ Approved by: _____