***DISTRICT WORKSHEET***

***\*\*Please enter information in the light grey areas only. Press the “Tab” key to move to the next area.\*\****

District Name:       Date Submitted to the Department:

**This state income eligibility table and sliding fee scale worksheet is for Full-Day Kindergarten (FDK) Programs in FY17 Quality FDK Grantee Districts that choose to charge tuition for the second-half of the kindergarten day.** The income level source is the [Mass. Department of Early Education and Care](http://www.mass.gov/edu/docs/eec/financial-assistance/for-families/smi-income-eligibility-fy2016.xlsx), effective Oct. 1, 2015.

Kindergarten Grantees that plan to charge tuition in FY17 should submit plans to the Department of Elementary and Secondary Education (Department) for approval (e.g., this worksheet with Column C filed in), as well as the [FY17 Tuition Policy Statement of Assurance](http://www.doe.mass.edu/kindergarten/grants.html) to confirm the district will follow the Department’s Policies. Submit these documents to the Office of Learning Supports and Early Learning (via email [achievement@doe.mass.edu](mailto:achievement@doe.mass.edu) or fax 781-3378-3090) at least two weeks before alerting families. Please contact OLSEL with any questions (ph: 781-338-3010).

To determine the district’s sliding fee scale **(Column C)**, start with the district-set maximum Annual Tuition (no more than **$4,000**), and write that number in the top of **Column B**. Then for each row, use the formula in **Column B** to determine the maximum *Annual* amount that can be charged (and write a number equal to or less than that amount in **Column C),** for each family income level row**.** Then indicate the *Monthly* tuition amount in **Column C** (generally Annual divided by 10). Note that additional income levels may be added, consistent with the scale. ***To determine a family’s eligibility for reduced tuition***: First, calculate a family’s gross monthly income (to convert monthly income from weekly income, multiply by 4.33; to calculate monthly income from bi-weekly income, multiply by 2.17). Next, find the **Column A** with the family’s size written at the top. Then look down the column and find the correct monthly income; then look across the row to **Column C** to find the amount the district charges that income level. ***See the SAMPLE WORKSHEET on the next page for a Sample Column C that uses an annual tuition amount of $4,000.***

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **COLUMN A**  Income Eligibility Levels | | | | | | **COLUMN B**  Sliding Fee Scale Formula | | COLUMN C District’s Sliding Fee Scale | |
| **% State Median**  **Income (SMI)** | Family of Two | **Family of Three** | **Family of Four** | **Family of Five** | **Family of Six** | ***Max. Annual Tuition (T.): $*** | | ***Fee Per Income Level*** | |
| *Monthly* | ***Monthly*** | ***Monthly*** | ***Monthly*** | ***Monthly*** | ***Formula to calculate the fee scale:*** | | ***Annual*** | ***Monthly*** |
| **≤25%** | $0 - $1,504 | $0 - $1,858 | $0 - $2,212 | $0 - $2,566 | $0 - $2,920 | **Must be free** | |  |  |
| **26 – 35%** | $1,505 - $2,106 | $1,859 - $2,601 | $2,213 - $3,097 | $2,567 - $3,592 | $2,921 - $4,088 | *Free is suggested. May charge.* | Up to 10% of Annual T  **(and no more than $300)** |  |  |
| **36- 50%** | $2,107 - $3,008 | $2,602 - $3,716 | $3,098 - $4,424 | $3,593 - $5,132 | $4,089 - $5,840 | Up to 18% of Annual T **(and no more than $540)** |  |  |
| **51 – 65%** | $3,009 - $3,910 | $3,717 - $4,831 | $4,425 - $5,751 | $5,133 - $6,671 | $5,841 - $7,591 | Up to 25% of Annual T. | |  |  |
| **66 – 85%** | $3,911 - $5,114 | $4,832 - $6,317 | $5,752 - $7,521 | $6,672 - $8,724 | $7,592 - $9,927 | Up to 50% of Annual T. | |  |  |
| **86 - 100%** | $5,115 - $6,016 | $6,318 - $7,432 | $7,522 - $8,848 | $8,725 - $10,263 | $9,928 - $11,679 | Up to 75% of Annual T. | |  |  |
| **>100%** | $6,016+ | $7,432+ | $8,848+ | $10,263+ | $11,679+ | Up to 100% of Annual T. | |  |  |
| **% of SMI** | **Family of Seven** | **Family of Eight** | **Family of Nine** | **Family of Ten** | **Family of Eleven** |  | | | |
| ***Monthly*** | ***Monthly*** | ***Monthly*** | ***Monthly*** | ***Monthly*** |
| **≤25%** | $0 - $2,986 | $0 - $3,053 | $0 - $3,119 | $0 - $3,185 | $0 - $3,252 | **Must be free** | |  |  |
| **26 - 35%** | $2,987 - $4,180 | $3,054 - $4,274 | $3,120 - $4,366 | $3,186 - $4,459 | $3,253 - $4,552 | *Free is suggested. May charge.* | Up to 10% of Annual T  **(and no more than $300)** |  |  |
| **36 - 50%** | $4,181 - $5,972 | $4,275 - $6,105 | $4,367 - $6,238 | $4,460 - $6,370 | $4,553 - $6,503 | Up to 18% of Annual T **(and no more than $540)** |  |  |
| **51 - 65%** | $5,973 - $7,764 | $6,106 - $7,937 | $6,239 - $8,109 | $6,371 - $8,282 | $6,504 - $8,454 | Up to 25% of Annual T. | |  |  |
| **66 - 85%** | $7,765 - $10,153 | $7,938 - $10,378 | $8,110 - $10,604 | $8,283 - $10,830 | $8,455 - $11,055 | Up to 50% of Annual T. | |  |  |
| **86 - 100%** | $10,154 - $11,944 | $10,379 - $12,210 | $10,605 - $12,475 | $10,831 - $12,741 | $11,056 - $13,006 | Up to 75% of Annual T. | |  |  |
| **>100%** | $11,944+ | $12,210+ | $12,475+ | $12,741+ | $13,006+ | Up to 100% of Annual T. | |  |  |

***SAMPLE WORKSHEET***

State Income Eligibility Table and Tuition Formula for Full-Day Kindergarten Programs in FY17 Quality Full-Day Kindergarten (FDK) Grantee Districts

(The income level source is the [Mass. Department of Early Education and Care](http://www.mass.gov/edu/docs/eec/financial-assistance/for-families/smi-income-eligibility-fy2016.xlsx), effective Oct. 1, 2015)

Column C is an *example* based on an annual tuition for full-day kindergarten of $4,000 and a 10-month payment schedule. Districts should use the district worksheet on the first page to fill in district-specific information, and submit that and the Statement of Assurances document to the Department for approval (to the Office of Learning Supports and Early Learning (OLSEL) Unit via email: [achievement@doe.mass.edu](mailto:achievement@doe.mass.edu) or fax: 781-338-3010 two weeks before alerting families). Note that Columns A and B are identical on both pages.

**Example of Sliding Fee Determination** (using an annual tuition of $4,000 as an example)

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **COLUMN A**  Income Eligibility Levels | | | | | | **COLUMN B**  Sliding Fee Scale Formula | | COLUMN C District’s Sliding Fee Scale | |
| **% State Median**  **Income (SMI)** | Family of Two | ***Fee Per Income Level*** | **Family of Four** | **Family of Five** | **Family of Six** | ***Max. Annual Tuition (T.): $4,000*** | | ***Fee Per Income Level*** | |
| *Monthly* | ***Monthly*** | ***Monthly*** | ***Monthly*** | ***Monthly*** | ***Formula to calculate the fee scale:*** | | ***Annual*** | ***Monthly*** |
| **≤25%** | $0 - $1,504 | $0 - $1,858 | $0 - $2,212 | $0 - $2,566 | $0 - $2,920 | **Must be free** | | $0 | $0 |
| **26 – 35%** | $1,505 - $2,106 | $1,859 - $2,601 | $2,213 - $3,097 | $2,567 - $3,592 | $2,921 - $4,088 | *Free is suggested. May charge.* | Up to 10% of Annual T  **(and no more than $300)** | $300 | $30 |
| **36- 50%** | $2,107 - $3,008 | $2,602 - $3,716 | $3,098 - $4,424 | $3,593 - $5,132 | $4,089 - $5,840 | Up to 18% of Annual T **(and no more than $540)** | $540 | $54 |
| **51 – 65%** | $3,009 - $3,910 | $3,717 - $4,831 | $4,425 - $5,751 | $5,133 - $6,671 | $5,841 - $7,591 | Up to 25% of Annual T. | | $1,000 | $100 |
| **66 – 85%** | $3,911 - $5,114 | $4,832 - $6,317 | $5,752 - $7,521 | $6,672 - $8,724 | $7,592 - $9,927 | Up to 50% of Annual T. | | $2,000 | $200 |
| **86 - 100%** | $5,115 - $6,016 | $6,318 - $7,432 | $7,522 - $8,848 | $8,725 - $10,263 | $9,928 - $11,679 | Up to 75% of Annual T. | | $3,000 | $300 |
| **>100%** | $6,016+ | $7,432+ | $8,848+ | $10,263+ | $11,679+ | Up to 100% of Annual T. | | $4,000 | $400 |
| **% of SMI** | **Family of Seven** | **Family of Eight** | **Family of Nine** | **Family of Ten** | **Family of Eleven** |  | | | |
| ***Monthly*** | ***Monthly*** | ***Monthly*** | ***Monthly*** | ***Monthly*** |
| **≤25%** | $0 - $2,986 | $0 - $3,053 | $0 - $3,119 | $0 - $3,185 | $0 - $3,252 | **Must be free** | | $0 | $0 |
| **26 - 35%** | $2,987 - $4,180 | $3,054 - $4,274 | $3,120 - $4,366 | $3,186 - $4,459 | $3,253 - $4,552 | *Free is suggested. May charge.* | Up to 10% of Annual T  **(and no more than $300)** | $300 | $30 |
| **36 - 50%** | $4,181 - $5,972 | $4,275 - $6,105 | $4,367 - $6,238 | $4,460 - $6,370 | $4,553 - $6,503 | Up to 18% of Annual T **(and no more than $540)** | $540 | $54 |
| **51 - 65%** | $5,973 - $7,764 | $6,106 - $7,937 | $6,239 - $8,109 | $6,371 - $8,282 | $6,504 - $8,454 | Up to 25% of Annual T. | | $1,000 | $100 |
| **66 - 85%** | $7,765 - $10,153 | $7,938 - $10,378 | $8,110 - $10,604 | $8,283 - $10,830 | $8,455 - $11,055 | Up to 50% of Annual T. | | $2,000 | $200 |
| **86 - 100%** | $10,154 - $11,944 | $10,379 - $12,210 | $10,605 - $12,475 | $10,831 - $12,741 | $11,056 - $13,006 | Up to 75% of Annual T. | | $3,000 | $300 |
| **>100%** | $11,944+ | $12,210+ | $12,475+ | $12,741+ | $13,006+ | Up to 100% of Annual T. | | $4,000 | $400 |