



OFFICE OF THE TREASURER
CINCINNATI PUBLIC SCHOOLS
P.O. Box 5384
CINCINNATI, OHIO 45201-5384

VERIFICATION OF OWF ASSISTANCE

FOR THE PURPOSE OF OBTAINING A

WAIVER OF THE STUDENT FEE FOR THE 2008-2009 SCHOOL YEAR

The Parent or Guardian must follow this procedure in order to qualify for a waiver of the Cincinnati Public Schools Student Instructional Fee for the current school year, 2008-2009:

1. If you have more than one child presently attending Cincinnati Public Schools, *you will need a separate one of these forms for each child.* Additional blank forms are available from the School Cashier at any Cincinnati Public School.
2. Present this form to the Hamilton County Department of Job and Family Services (HCJFS) Caseworker assigned to the case whereby you receive Ohio Works First (OWF) assistance payments.
3. Request the Caseworker to fill in this form below, sign it, and provide her/his office telephone number and the Case/Cat/Seq Number for verification purposes—*completing a separate form for each of your children* currently attending Cincinnati Public Schools.
4. Submit this form, bearing the *original writing* and the *original signature of the HCJFS Caseworker*, to the *School Cashier* at your child's school. If you have more than one child, and they attend different schools—submit each original form *separately, to the Cashier at each child's school of attendance.*
5. Deadline for filing this form with the School Cashier is June 6, 2009—for the 2008-2009 school year. ***Waivers are not retroactive for past years.***

This is to verify that _____, born on _____,
Student's Name *Date of Birth*

living at _____
Street, City, State, & Zip Code

is currently receiving Ohio Works First assistance payments.

Signed, **X** _____ on this day, _____ at (513) _____
HCJFS Caseworker *Date* *Office Telephone*

Case/Cat/Seq Number: _____

Information contained hereon will be kept in utmost confidentiality.