

Contra Costa County Veterans Service Office

- ❑ 10 Douglas Drive, #100
Martinez, CA 94553-4078
(925) 313-1481 FAX (925) 313-1490
- ❑ 2101 Vale Road, #302
San Pablo, CA 94806
(510) 374-3241 FAX (510) 374-7955



- ❑ 3361 Walnut Blvd, #140
Brentwood, CA 94513
(925) 313-1481 FAX (925) 313-1490
- ❑ 400 Hartz Avenue, #208
Danville, CA 94526
(925) 313-1481 FAX (925) 313-1490

COLLEGE FEE WAIVER PROGRAM

The application form DVS 40 must be completed with appropriate income verification attached for Plan B (see below) and returned to the Martinez office listed above for processing. The eligibility requirements for Plan A, Plan B and Plan C are listed on the reverse side of the DVS 40 form.

DO NOT WAIT TO SUBMIT THE APPLICATION AT THE LAST MOMENT PRIOR TO THE SCHOOL REQUESTING PAYMENT OF TUITION AND FEES.

It is the responsibility of the applicant to submit completed applications well in advance to allow for processing time. Please see checklist on reverse side.

VERIFICATION OF INCOME, PLAN B

“National Poverty Level” \$14,097.00 for academic year 2022/2023.

Under Plan B, a student’s Adjusted Gross Income (AGI) shall be verified with a copy of the return filed with the Internal Revenue Service – IRS (1040, 1040EZ, TeleFile) or similar Franchise Tax Board – FTB form, or if a copy is not available, a statement from the IRS or FTB must be provided verifying AGI or the fact there is no record of a return being filed. IRS and FTB statements may be obtained by calling the IRS at 1-800-829-1040, or FTB at 1-800-852-5711. IRS forms W-2 will not be accepted as proof of AGI. In cases where a student, on the DVS 40, reports \$0 AGI and \$0 value of support, a certified statement must be completed which states how the student can afford to attend school. (VA form 21-4138 is acceptable.)

VERIFICATION OF DEPENDENCY – SEE REVERSE

Thank you for applying for this special benefit which recognizes the sacrifice and service of our service-connected disabled veterans.

Nathan D. Johnson
County Veterans Service Officer

CHECKLIST
COLLEGE FEE WAIVER PROGRAM

PLEASE MAKE SURE THE COLLEGE FEE WAIVER APPLICATION IS COMPLETELY FILLED OUT AND THE FOLLOWING STEPS ARE COMPLETED.

1. Sign the application. The application requires the signature of BOTH the veteran/parent AND student.
2. Check to make sure the application reflects the value of parental support in addition to the student's adjusted gross income for tax year 2021.
3. Provide a copy of IRS form 1040, 1040EZ or comparable State of California tax return for the 2021 tax year. BE SURE THE STUDENT SIGNS THE COPY EVEN IF TAXES WERE FILED ONLINE OR THROUGH A TAX CENTER.
4. If a tax return was NOT filed, obtain a statement of non-filing from the IRS. The form can be requested at www.irs.gov
5. **VERIFICATION OF DEPENDENCY/RELATIONSHIP IS REQUIRED.** Biological child needs to provide copy of birth certificate. Stepchild needs to provide copy of birth certificate AND a copy of marriage certificate of veteran and child's biological parent. Adopted child or adopted step-child needs to provide court order of adoption and copy of birth certificate.
6. **Submittal Timeline:** Since academic year 2022/2023 is based upon adjusted gross income for tax year 2021, we are unable to accept applications for academic year 2022/2023 until after the 2021 tax season closes on **April 18, 2022.**

Fee Waiver processing time is generally 48 hours – We are accepting **completed** fee waiver packets by email at Veterans@vs.cccounty.us and we will email the approval letters back to the sending email once completed. If you fax, drop off, or mail an application please state on the upper left corner of the application if you would prefer a phone call when application has been processed or if you would prefer we mail the letter to the student's address.

If you have any questions, please call our office at (925) 313-1481 or contact our *Virtual Office on Zoom* at:

<https://www.contracosta.ca.gov/vets>

or dial by phone: (669) 900 9128 Meeting ID: 979 2501 6051

Additionally, you can order the non-filing letter for the 2021 by following the instructions here: <https://www.ftb.ca.gov/about-ftb/newsroom/tax-news/june-2020/obtaining-an-individual-status-letter.html>