



# Displaced Homemaker Fee Waiver

Policy and Procedures  
Sample Letters and Forms

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## **Displaced Homemaker Fee Waiver Policy and Procedures**

### **Policy**

The Displaced Homemaker Fee Waiver Grant is offered to qualified individuals and is interpreted to include single parents. A Displaced homemaker is defined as an individual whose principal job has been homemaking, and who has lost his or her main source of income because of divorce, separation, death or disability of a spouse; or long-term family income below poverty level; or loss of eligibility for public assistance; and someone who has not been employed on a full-time basis of forty hours per week for at least three years. Such full-time employment shall not include seasonal occupations. Displaced homemakers are generally women, but there are men who fit the definition and have been served with these funds. The tuition waivers are used to offset the cost of tuition for eligible recipients to enroll in a long-term career training program.

### **Allocations**

Each area career center and community college is eligible to receive funds as follows:

- Area Career Centers                      \$877
- Community Colleges                      \$2,866

### **Student Application for the Displaced Homemaker Fee Waiver**

- Students should be made aware of the funds by the counselor, director, or financial aid representatives at each school.
- Students who wish to apply for the Displaced Homemaker Fee Waiver should request an application from their school.
- Students should complete and return the *Displaced Homemaker Student Application* form to the designated school personnel.
- After reviewing/verifying the application data, the director, counselor, or financial aid representative at each school will determine the best qualified recipient(s) for the funds.
- Schools will be responsible for notifying students upon receipt of the funds.

### **Obligation of Funds (FV-4)**

[https://dese.mo.gov/sites/default/files/dac\\_forms/MO5001304.pdf](https://dese.mo.gov/sites/default/files/dac_forms/MO5001304.pdf)

- FV-4 forms should be submitted to Roger Barnes at [webreplyvae@dese.mo.gov](mailto:webreplyvae@dese.mo.gov) at the beginning of each fiscal year to obligate the funds.
- A copy of the approved FV-4 will be returned to the school district.
- Program Codes: Select Displaced Homemaker Fee Waiver

### **Payment of Funds (FV-2) (See attached sample)**

[https://dese.mo.gov/sites/default/files/dac\\_forms/MO5001303.pdf](https://dese.mo.gov/sites/default/files/dac_forms/MO5001303.pdf)

- Designated school personnel will submit an FV-2 to Roger Barnes at [webreplyvae@dese.mo.gov](mailto:webreplyvae@dese.mo.gov) requesting disbursement of funds to the school.
- Schools not planning to use their funds should notify Roger Barnes no later than January 31<sup>st</sup>.
- In order to determine if funds have been used, contact Roger Barnes at the department.

### **Transfer of Funds**

- If funds are not used, schools will be asked to seek out other schools in their region according to need.
- Schools **relinquishing** funds must send a letter to or e-mail [webreplyvae@dese.mo.gov](mailto:webreplyvae@dese.mo.gov) suggesting what school is in need of the funds.
- The school receiving funds should submit a new FV-4 to DESE or e-mail [webreplyvae@dese.mo.gov](mailto:webreplyvae@dese.mo.gov) indicating “Funds Received from XXXX (School Name).”
- When submitting the FV-2, indicate “Funds Received from XXXX (School Name).”

## **Displaced Homemaker Fee Waiver Timeline**

### **Due Dates**

- FV – 4            July 1 – LEAs submit forms to the Department.
- August 15 – Career Education Finance will mail copies of the approved forms to the school superintendent.
- FV – 2            March 15 – LEAs must have forms to the Department for payment in the current fiscal year.
- For Fee Waiver reimbursement, please list each participant by name and indicate the program in which they participated.

Send forms to:        [webreplyvae@dese.mo.gov](mailto:webreplyvae@dese.mo.gov)

DESE  
Office of College and Career Readiness  
5<sup>th</sup> Floor, Roger Barnes  
P.O. Box 480  
Jefferson City, MO 65102

## DISPLACED HOMEMAKER STUDENT APPLICATION

Date: \_\_\_\_\_ Name: \_\_\_\_\_ Street: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 School: \_\_\_\_\_ Program Area: \_\_\_\_\_ Gender: \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_ Phone #: \_\_\_\_\_

Pts.	Categories	5	10	15	20	25	30	35	40	45	50	
	Gross Family Income (Includes all income including wages, social security, TANFF, child support, unemployment benefits, disability benefits, VA retirement, VA education & other)	\$30,001 - \$50,000			\$ 15,001 - \$ 30,000		\$ 12,501 - \$ 15,000	\$ 10,001 - \$ 12,500	\$ 7,501 - \$ 10,000	\$ 5,001 - \$ 7,500	\$ 0 - \$ 5,000	
	Number of dependents	Pregnant or 1	2	3	4	5	6	7	8	9	10	
	Education Completed	Master's Degree	Bachelor's Plus hrs.	Bachelor's Degree				Associate Degree	HS/GED plus hrs.	HS/GED	Under HS	
	Full-Time Work History	Currently Working		Less than one year		1-5 years		6-10 years		Over 10 years		
	Length of Training Program	600-699 hours			700-799 hours			800-899 hours				
	Child Care Cost (\$ weekly)		\$1 - \$20		\$21-\$40		\$41-\$60		\$61-\$80		\$81-\$100	
	Mileage (Round trip from home to school)	1-10	11-15	16-20	21-25	26-30	31-35	36-40	41-45	46-50	50+	
	TANFF Recipient					YES						
	Food Stamp Recipient					YES						
	Nontraditional Program					YES						
	% Tuition Paid (Staff)					YES						
	Financial Aid Sources: Pell Grant \$ _____ Voc. Rehab. \$ _____ Scholarship \$ _____ Others: \$ _____											
	(Circle those that apply to you: DO NOT INCLUDE STUDENT LOANS)											
	Cost of Program: _____											
	Applicant's Signature: _____											
	Date: _____											

SAMPLE LETTER REQUESTING DIRECTOR TO TRANSFER FUNDS  
(OPTIONAL)

(Insert Date)

(Insert Name), Director  
(Insert School)  
(Insert Address)

Dear (Insert Name):

Since there is not a student enrolled at (insert school name) who qualifies for the \$877 displaced homemaker fee waiver, I would like to transfer the funds to (insert school name) where there are qualified students. I need you to officially request this transfer. For your convenience, I have attached a letter for you to put on your letterhead and send to the appropriate address. Please send a copy of this letter to me for my files. If you have any questions, please contact me.

Sincerely,

(Insert Name)  
(Insert Title)  
(Insert Region #)

SAMPLE LETTER TO THE STATE DEPARTMENT

(Insert Date)

Roger Barnes  
Career and Technical Education Coordinator  
Missouri Department of Elementary and Secondary Education  
P.O. Box 480  
Jefferson City, MO 65102-0480

Dear Roger Barnes,

At this time, (insert name of school) will not be using the (insert amount of unused funds) available for the displaced homemaker fee waiver. As a member of (insert RPDC region #), I am requesting to transfer the unused fee waiver to (insert name of school), another school in my RPDC region, where there are qualified students.

Sincerely,

(Insert Name) Director  
(Insert School Name)

Cc: (Insert Career Advisor)  
(Insert Region #)



## SAMPLE STUDENT AWARD LETTER

(Insert Date)

(Insert Return Address)

Dear (Insert Name)

I am pleased to inform you that you have been approved for the region assistance through the Displaced Homemaker Fee Waiver. The total amount of tuition assistance is (insert amount).

The business office at your school has been contacted regarding this award and they will apply the amount to your tuition. The money will go directly to the school and will be deducted from your total amount due. If you already paid your tuition in full, the school will reimburse you this amount.

Congratulation on this award! Good luck to you as you continue through your program.

Sincerely,

(Insert Name)

(Insert Title)