



**CHECKLIST
CALIFORNIA (CaVet) COLLEGE FEE WAIVER Plan 'B'
Academic Year (AY) 2024-2025**

**PLEASE READ AND FOLLOW ALL INSTRUCTIONS IN ITS ENTIRETY.
YOUR APPLICATION WILL NOT BE PROCESSED IF THE REQUIREMENTS LISTED BELOW ARE NOT MET.**

1. DVS-40 Application for College Fee Waiver with all items completed and signed. Download a **NEW application** every year from www.sfhhsa.org/cvso or www.calvet.ca.gov or www.cacvso.org. The application requires the signature of **BOTH** the Veteran/parent **AND** student.

2. WITH YOUR APPLICATION WE MUST HAVE THE FOLLOWING:

A. Verification of Dependency/Relationship –

- Biological children - a copy of a government-issued birth certificate.
- Stepchildren – a copy of a government-issued birth certificate AND a copy of government-issued marriage certificate of the Veteran and the child’s biological parent.
- Adopted children – a copy of the legal adoption order AND copy of a government-issued birth certificate. Status as a stepchild or adopted child must have occurred prior to 23rd birthday.

Note: All document provided in a foreign language must be translated into English

B. Tax Information –

• **IRS/FTB Tax Transcript**

If a student filed taxes for the previous year, the applicant must provide a signed and dated copy of the student's IRS Form 1040. The Applicant must sign and date Page 2 of IRS Form 1040 in "Sign Here" section, and AGI reported on DVS 40 Form must identically match Line 11 of IRS Form 1040.

The applicant must also include proof that tax return was submitted and accepted by IRS or FTB. Acceptable documentation: (1) IRS Form 8879; (2) IRS Form 9325; (3) FTB Form 8453-OL; (4) IRS Tax Transcript; (5) FTB Individual Status Letter.

• **Verification of Non-Filing**

If a student did file their own tax returns obtain a non-filing letter from the State Franchise Tax Board (FTB) or Internal Revenue Service (IRS). IRS or FTB statements and/or forms may be obtained by calling the IRS at 1-800-829-1040, or FTB at 1-800-852-5711 or visit their website at www.irs.gov or www.FTB.ca.gov. Physical address of FTB: 1515 Clay Street, Oakland, CA 94612





Phone: (916) 845-4300.

NOTE: The Non-Filing letter must be dated after April 15, 2024, tax deadline.

- C. Veteran’s Service-Connected Disability Letter** - Documentation verifying Veteran’s service-connected disability rating. To obtain benefits letter the veteran may call 1-800-827-1000 and the VA will email the letter.
- D. Identification** – Copy of student’s unexpired government issued ID card.

INCOME THRESHOLD THAT THE STUDENT MUST MEET under Plan B:

Currently the combined total of the students “*ADJUSTED GROSS INCOME (AGI)*” plus the “*ANNUAL VALUE OF SUPPORT (AVOS)*” received from parents may not exceed the State Poverty Level. **For the academic year (AY) 2024-2025 the poverty level is \$21,561.00.**

An “academic year” (AY) 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, and to include summer sessions (i.e. generally this covers fall, spring and summer). Some schools start in the summer, check with your school’s Administration Office to determine what your school regulations are.

Note: It is the student’s responsibility to verify with each school what fees are waived. Tuition and fees for summer sessions, online and continuing education classes abroad are typically not waived. Also, even when a waiver is granted, many schools do not waive summer sessions. Students taking classes during the summer may have to pay all tuition and fees if the college does not waive the summer session.

MAIL, FAX, EMAIL OR BRING THE APPLICATION AND SUPPLEMENTAL INFORMATION TO THE FOLLOWING LOCATION ONLY:

SF County Veterans Service Office - 2 Gough St. San Francisco, CA 94103

Drop-in Hours: Monday to Friday 9:00 am – 12:00 pm
1:00 pm – 4:00 pm

Phone: 415-934-4200
eFax: (415) 355-2468
Fax: (415) 934-4240
Email: SFCVSO@sfgov.org

