



PRINCE GEORGE'S COUNTY PUBLIC SCHOOLS  
Department of Pupil Accounting and School Boundaries

# AFFIDAVIT

(Informal Kinship Care/Tuition Waiver)

I, \_\_\_\_\_ the undersigned, am eighteen (18) years old or older and competent to testify to the facts and matters set forth in this application. The child/children are living with me because of the following serious family hardship: (Check each that is applicable)

**\*(Documentation of the claimed hardship is required. EXAMPLES are on the reverse side of this form).**

- \_\_\_\_ **Death** of father/mother/legal guardian – Month/Year \_\_\_\_\_ (e.g. copy of death certificate)
- \_\_\_\_ **Serious illness** of father/mother/legal guardian (e.g. doctor's note specifying illness and limitations in work and/or self-care)
- \_\_\_\_ **Drug addiction** of father/mother/legal guardian (e.g. verification of parent/guardian's residency at a treatment facility)
- \_\_\_\_ **Incarceration** of father/mother/legal guardian (e.g. detainment verification from the correctional facility)
- \_\_\_\_ **Abandonment** by father/mother/legal guardian (e.g. a letter from CPS, DSS or Court placing the child in applicant's care)
- \_\_\_\_ **Assignment to active military duty** of child's a parent or legal guardian (e.g. military orders, Commander's letter required)
- \_\_\_\_ **Serious Family Hardship** - (supporting documentation to support the claimed hardship is required)

Please describe: \_\_\_\_\_

Filing for legal guardianship/custody is **not an automatic waiver of tuition.**

## STUDENT INFORMATION

Last Name	First Name	M.I.	Sex (M/F)	DOB	Age	Grade	Student Number
1. _____							
2. _____							
3. _____							
LAST SCHOOL ATTENDED				ASSIGNED PRINCE GEORGE'S COUNTY SCHOOL (Office Use Only)			
Name		City	State				

## APPLICANT INFORMATION (Information about the adult providing kinship care)

Last Name	First Name	M.I.	Relationship to Student
Street Address		Apartment Number	Email
City	State	Zip Code	
Home Phone	Work Phone	Cell Phone	
I assumed informal kinship care of this child for 24 hours a day and 7 days a week on _____ (Month/Day/Year)			

## PARENT INFORMATION. You must record the parent/legal guardian's name and last known home address.

FATHER/LEGAL GUARDIAN (Required)				MOTHER/LEGAL GUARDIAN (Required)			
Last Name		First Name		Last Name		First Name	
(Last Known Home Address)		Apartment Number		(Last Known Home Address)		Apartment Number	
City	State	Zip Code	County	City	State	Zip Code	County

The Superintendent or the Superintendent designee may verify the facts contained in the foregoing affidavit and conduct an audit on a case-by-case basis after the child has been enrolled in the Prince George's County Public School system. If fraud is found, the child shall be withdrawn.

I solemnly affirm under the penalties of perjury that the contents of the foregoing are true to the best of my knowledge, information, and belief.  
**Any person who willfully makes a material misrepresentation in the affidavit shall be subject to a penalty payable to the county for three times the pro rata share of tuition for the time the child fraudulently attends a public school in the county.**

Signature of Applicant \_\_\_\_\_ (Month/Day/Year)

**Department of Pupil Accounting and School Boundaries**  
**Below are EXAMPLES of documents which may support the claimed hardship.**

**STATE RECOGNIZED HARDSHIP**

**Death of the birth parent/court-appointed guardian**

- Death certificate
- Newspaper obituary/article
- Funeral program

**Serious Illness of birth parent/court- appointed guardian**

- Doctor's note specifying illness and any limitations in work, self-care, life function and/or care for others
- Hospital/nursing home verification on agency letterhead

**Substance Abuse of birth parent/guardian**

- Substance abuse facility's verification of parent/guardian's residency with them
- Current police report or court document referencing the drug abuse

**Incarceration of birth parent/court appoint guardian who had the most recent care and custody of the child**

- Detainment verification from the correctional facility
- Current correspondence from inmate via U.S. Mail (within 30 days)
- Court documentation of incarceration

**Abandonment by birth parent/court appointed guardian**

- Child Protective Services or police report indicating the date of the abandonment
- Letter from the Department of Social Services or Child Protective Services

**Assignment of birth parent/court appointed guardian to active military duty**

- Military orders indicating the timeframe and/or location of the deployment
- Letter from the Commander about the Active Duty/Deployment status
- Military Guardianship agreement notarized by military official

**SERIOUS FAMILY HARDSHIP**

**Unaccompanied Minor - Out of Country - (Refugee children coming from outside of the country)**

- Verification of Release
- Foreign Power of Attorney

**Extreme Financial Hardship**

- Employee termination letter
- Employer hour reduction letter
- Employer lay off letter
- Approval of unemployment benefits
- Eviction Notice
- Approval Letter of Social Services
- Bankruptcy Letter

**Extreme poor/untenable home conditions - (Housing not being able to be occupied)**

- Letter from the Leasing Office
- Letter confirming the condemned property

**Department of Social Services Placement (DSS not wanting child to be placed into foster care)**

- Placement Letter

**Physical/Sexual Abuse of a minor child - (Overall abuse of a minor child)**

- Police Report
- CPS Safety Plan

**Biological Parent not on child birth certificate**

- Proof student was claimed on last income tax
- Positive DNA result report
- Proof of child support payment
- Proof child is covered under medical insurance of applicant

*\* Other information which supports/documents the hardship of the parent/court-appointed guardian will be considered if provided. The information supplied will be evaluated to determine if the circumstance documented warrants informal kinship care/tuition waiver.*

Filing for legal guardianship/custody is **not an automatic waiver of tuition.**  
Tuition is not required once guardianship/custody is awarded through the court system.