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## College Fee Waiver Plan B Check-List

**APPLICATIONS NOT MEETING THE REQUIREMENTS BELOW WILL NOT BE PROCESSED. PLEASE READ CAREFULLY AND FOLLOW ALL INSTRUCTIONS.**

### DVS 40 Form

Only the most recent version of this form will be accepted (Rev 6/22). Both veteran and student must sign and date form. To complete, visit <https://vso.ocgov.com/cfw/>

### Student Documentation:

#### **Student's Birth Certificate** (Or if qualifying spouse, Marriage Certificate)

To qualify, applicant must provide documentation establishing relationship between student and veteran. In addition, if the student's last name differs from that of veteran, applicant must also include documentation confirming legal relationship (i.e. Marriage certificates, adoption papers, naturalization certificates, name change court orders, etc.)

#### **Non-Expired Photo Identification Card**

Application must include a copy of the student's unexpired government ID card.

#### **Step-Child Certification Form** (If applicant is veteran's stepchild)

#### **Copy of Student's IRS Tax Form 1040** (If student filed taxes during previous year)

If student filed taxes for previous year, the applicant must provide a signed and dated copy of the student's IRS Form 1040. 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.

#### **Confirmation of Tax Submission/Acceptance** (If Student filed taxes during previous year)

If student filed taxes for previous year, the applicant must also include proof that taxes were submitted/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.

#### **Letter of Non-Filing** (If student did not file taxes during previous year)

If student did not file taxes for previous year, student must submit IRS Letter of Non-Filing or FTB Individual Status Letter as "Proof of Income," AGI reported on DVS 40 Form must reflect a value of \$0, and "Annual Income Support" reported on DVS 40 Form must reflect a value greater than \$0.

### Veteran/Parent Documentation:

#### **VA Disability Letter**

Under Plan B, the applicant must provide documentation verifying veteran's service-connected disability rating.

#### **Veteran's Death Certificate** (If veteran is deceased)

#### **VSD-021- Non-Veteran Signature Certification** (If veteran is deceased/ unable to sign DVS40)

**AFTER GATHERING ALL REQUIRED DOCUMENTS, PLEASE CREATE A PROFILE ON THE OCVSO APPLICATION PORTAL, UPLOAD ALL DOCUMENTS IN PDF FORMAT, AND SUBMIT FOR APPROVAL:**

<https://vso.ocgov.com/cfw/>



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