

**The KIT Program can cover many fees & fines that create a barrier to full participation in school.**

**Some general guidelines:**

- If the student is currently active and the fee is **education-related or an event/activity that is directly connected to the school/district**, KIT can pay for some fees, **after other sources have been exhausted**. The fee/fine must be “education-related” or directly related to school success -- We cannot cover dances, senior party, freshman t-shirts, school pictures, club conferences, NSF checks paid by the parent, or damage caused by the student (broken windows, etc.). If there are items we cannot cover, KIT staff may help by referring to other sources or brainstorming solutions.
- The student must have been in the KIT program when the fee occurred (unless the fee/fine is preventing them from accessing a high school diploma).
- Past accrued fees/fines are usually held until the student’s senior year, at which time they would be covered by KIT in order to ensure access to their diploma.
- **Schools cannot withhold official transcripts, deny a KIT student full access to do business with the district (use of the library, walk at graduation, purchase a prom ticket, etc.) due to fines/fees.**
- **KIT cannot refund personal staff funds used for KIT students (do not use your own money or credit card to purchase KIT items.)**
- The following chart refers to **Active Students**.

Item	Covered by KIT?	Notes	Additional Tips
Lost/Damaged Textbooks Library Books	YES, but likely will be held until senior year.	KIT Students frequently move and lose items. KIT students are held to the same expectation as other students and should be asked if they have their books and where they think they might be. You may discover that the textbook was lost due to fleeing a situation or fire/flood damage and must be replaced to currently participate in a class.	<i>If you know that the item was lost or damaged due to their housing situation or high mobility, please notify the KIT office ASAP so we can authorize the expense. Once authorized, your OM or Treasurer can submit the request to the KIT office.</i>
School Uniforms Class fees Test fees Accessories for 1:1 Devices	YES	After exhausting all other resources, should be billed to KIT at the reduced-rate price if offered to other students who are F/R eligible.	<i>Your OM or Treasurer (depending on the school) can send the required accounting paperwork to be processed to the KIT office.</i>
Birth Certificate State ID Driver License	Not typically-see notes	*Unless emergent need to participate in a school-related activity (like a birth certificate for Kindergarten registration). <b>KIT does not pay for Driver’s Ed or Licensing.</b>	<i>Consider resources such as Cocoon Advocates, or a “Special Request” through granted wishes. For <b>State ID</b>, connect with the KIT office to complete a DOL form.</i>

Field Trips Athletic Fees ASB Cards	YES— If non-graded is covered through HB 1660 (must have parent permission to share FRL status).		
School Pictures	No	<i>Many of the companies taking the pictures offer scholarships. Check with your office.</i>	<i>May be able to do a special request through Granted Wishes.</i>
1:1 Devices Lost/Stolen/Damaged	No	<i>If the loss or damage is not "intentional," the district has a procedure that does not cost the student.</i>	<i>Ask your building 1:1 device designee about the process for your student and also find out if there is a plan in your building for students who do not want to take their devices home (either regularly or on a case by case basis)</i>
Cap & Gown	Yes	<i>Basic set: cap, gown, tassel.</i>	<i>Check in with KIT Seniors early in the year and ongoing to identify needs and make sure their items have been ordered.</i>
Yearbook	No, because this is no longer a barrier to getting an ID.	<i>Please use other resources in your building or community resources.</i>	
<b>Inactive Student</b> —Any fines/fees	No		<i>Ask the student if they have the item(s) and can return them to the closest school or if we can have them shipped and pay the shipping costs. These fines should be handled in the same way as any other withdrawn student except that you cannot withhold their transcript or grades.</i>

Thank you for your understanding, please call me if you have questions.

Amy Perusse [aperusse@everettsd.org](mailto:aperusse@everettsd.org) 425-385-4032

*Updated 22-23 School Year*

## How do I bill the 'Kids in Transition' program? Guide for OM's and Treasurers

Accounting Office

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The "Kids in Transition" grant is a General Fund program. When the KIT program buys a good or service that a school 'sells' to its general student populace, certain paperwork needs to be completed. Schools must initiate paperwork to properly charge the KIT program and keep revenue intact for the school. Billings to the KIT program involve using a "Debit-Credit Transfer Voucher".

General Fund: Use a "[Debit-Credit Transfer Voucher](#)" Form:

When the transaction is General Fund (school account code) with General Fund (KIT) use the "Debit-Credit Transfer Voucher" form.

Some examples may include:

Textbook fines

Library fines

Class fees

PE Shirts/Shorts (if sold out of general fund)

### **What is the process?**

1. The School's Office Manager or ASB Treasurer prepares the Debit Credit Voucher and sends it to the KIT program (CRC-Categorical/KIT) along with receipt or Customer fine ledger described in step 2.
2. The school simultaneously rings a zero-dollar sale on the students account with KIT in the memo OR depending, obligates the student's account with a fee/fine. Then attaches the receipt or Customer fine ledger to the form above and submits to KIT.
3. KIT program provides the KIT code and budget authority signature on the Debit Credit Voucher form and sends it to Accounting.

**What about the fee or fine in the Point of Sale?** Accounting relieves the fee/fine, if applicable, on the students account once the Journal Entry is finalized, approved and processed.

**More Questions?** Accounting: 425-385-4170

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