# JBAY Advocates for Youth

# Visual Step-by-Step FAFSA Guide for California Youth Who Have Experienced Homelessness

Fund Your Future!

November 202

This Guide is intended to compliment the *Financial Aid Guide for California Homeless Youth* with screen shots of the actual online FAFSA application and detailed step-by-step instructions for youth who have experienced homelessness.

Please reference the full Guide for information on the different types of financial aid, what to do after the FAFSA, and how to maintain financial aid.

https://jbay.org/resources/financial-aid-guidefor-ca-homeless-youth/



John Burton Advocates for Youth

# **Intended Audience**

- This guide is intended for youth who have experienced homelessness in California who qualify for "Independent Student Status" on the FAFSA. If you do not qualify for "Independent Student Status," you will need to complete the Parental Demographics section and provide financial information about you and your parent(s). Information about this process is not included in this guide.
- Students who do not qualify as homeless but who cannot obtain parental information can request an exemption for special circumstances such as an abusive family, parental incarceration or when parents' whereabouts are unknown. Note that circumstances such as parents not providing financial support or being unwilling to provide information do not alone qualify as special circumstances. Additional information is on pp. 66-68.
- If you are an undocumented student, including DACA recipients, remember to fill out the California Dream Act Application (CADAA) at <u>dream.csac.ca.gov</u> instead of the FAFSA. If you are a California undocumented student, you should use the CADAA even if you were a DACA recipient and granted a temporary Social Security Number. Visit <u>https://jbay.org/resources/financial-aid-guide-for-ca-homeless-youth/</u> for a Visual Guide of the CADAA.
- If you are a current or former foster youth who was in foster care at least one day after your 13<sup>th</sup> birthday or in a court-ordered legal guardianship, you may also qualify for "Independent Status" and should visit the financial aid resources for foster youth to learn more: <u>https://jbay.org/resources/financial-aid-guide/</u>

# How to Apply for Financial Aid

# Where to Apply for Financial Aid

OR

IF YOU ARE A U.S. CITIZEN, A PERMANENT RESIDENT OR OTHER ELIGIBLE NON-CITIZEN\*

Complete the Free Application for Federal Student Aid (FAFSA)

Apply at: fafsa.gov

(Paper application are also available but not recommended)

What are you eligible for? Both federal (i.e. Pell Grant, Federal Work Study etc.) and state financial aid (i.e. Cal Grant). IF YOU ARE AN ELIGIBLE UNDOCUMENTED IMMIGRANT

Complete the California Dream Act Application (CADAA)

Apply at: dream.csac.ca.gov

(Paper applications are in both English and Spanish. The online application is in English only.)

Learn more by visiting: www.jbay.org/resources/financialaid-guide for step-by-step guides for the online and paper CADAA.

\*What is an eligible non-citizen? Examples include a U.S. permanent resident who has a green card (Permanent Resident Card), a conditional permanent resident with a conditional Green Card, or a "refugee." You can find the complete list on the FAFSA.

# When to Apply

Students planning to attend a <u>four-year university should apply</u> <u>between October 1 and March 2</u> before the start of the school year, to ensure eligibility for a Cal Grant and institutional aid. <u>Community</u> <u>college students have until September 2</u> to apply for a Cal Grant. Other forms of aid such as the Pell grant have later application deadlines, but all students are encouraged to apply as soon as possible to qualify for maximum aid.

Some colleges may have earlier priority deadlines, so check with your campus.

Students can apply for financial aid before they submit college applications

# What to Bring to Apply for Financial Aid

Social Security Number or Alien Registration Number

Make sure you know your <u>Social Security</u> <u>Number and</u> <u>name exactly</u> as it appears on your Social Security Card. Email Address Use an email address that you check often. Avoid high school emails that expire.

List of up to **10** colleges you plan to apply to You can update this later, if needed. At least one is required to complete the application.

Tax information, if you filed a tax return, or information about the income you earned or received for the requested prior-prior year (i.e., if you are applying for the 2023-2024 school year you must provide tax and income info from 2021). You may be able to use the IRS Data Retrieval Tool (DRT) to transfer tax information from your federal income tax return into the FAFSA, if applicable.



When you start a new FAFSA, there are three log-in options.

→ Choose the option that says: "I am a student and want to access the FAFSA form."

Welcome to the FAFSA® Form	
Tell us about yourself.	⑦ Help C→ Exit FAFSA Form
O I am a student and want to access the FAFSA form.	ß
O I am a parent filling out a FAFSA form for a student.	<u>69</u>
O I am a preparer helping a student fill out his or her FAFSA form	

Log in: Click the blue link that says Tell us about yourself. Help C→ Exit FAFSA Form "Create an FSA ID." 8 I am a student and want to access the FAFSA form. Next, click "Exit FAFSA Form" to go to the FSA ID Log In to Continue website. Create an FSA ID Use personal identifiers to access the FAFSA form. You can start a FAFSA without an FSA ID, but it will Ø serve as your legal signature, I am a student and want to access the FAFSA form and you will need it to sign You are leaving the FAFSA<sup>®</sup> form. your FAFSA electronically To create an FSA ID, select "Save and Exit." You'll leave the FAFSA® form, and your progress will be saved. before you submit the Exit FAFSA Form Close FAFSA.

You may also choose to begin the FAFSA form with personal identifiers: first name, last name, date of birth, and Social Security number, however an FSA ID will be required to sign your FAFSA at the end.

Once you have entered your personal identifiers, select "Continue."

Your Firs	st Name				
Test				?	
Your Full	l Last Name				
User				?	
Your Soc	ial Security I	Number			
Your Soc	ial Security I	Number			
•••11	10	SHOW SSN	?		
If you, the first time f If you are	student, do no ïlling out the F a returning tru	t have a Social Se AFSA form, enter ust territory stude	ecurity number bee r 666 in this field. ent who has previo	cause you are a citizen of pusly submitted the FAFSA	a trust territory and this is yo A form, enter the entire 666
I am fron	n a freely ass	sociated state.			

### Log in:

If you have an FSA ID account, you will be prompted to log in with your credentials. If not, select "Create an Account."

FSA ID Username, Er	mail, or Mobile Phone
test595011519	0
	Forgot My Username
Password	
••••••	Show Password ?
	Forgot My Password
	Log In
	or
	create an Account

# Next: Create an "FSA ID"

Federal Student Aid Identification (FSA ID)

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Visual Step-by-Step FAFSA Guide for California Homeless Youth

# After selecting "Create an FSA ID" on the log-in page you will be taken to a new page to create your FSA ID

→ Click "Get Started"

### Federal Student Aid

FAFSA<sup>®</sup> Form ∨ Loa

Loans and Grants ~ Loan Repayment ~

### Create an Account

Whether you're a student, parent, or borrower, you'll need to create your own account to manage the student loan journey.



Already have an account? Log In

#### What You Can Use Your Account For

- Filling out the Free Application for Federal Student Aid (FAFSA®) form
- Signing your Master Promissory Note (MPN)
- Applying for repayment plans
- Completing loan counseling
- Using the Public Service Loan Forgiveness Help Tool

#### What You'll Need

- Social Security number
- Your own mobile phone number and/or email address

 $\rightarrow$  Enter your name and Social Security Number <u>exactly</u> as they appear on your Social Security Card.

\*\* If you don't know your Social Security Number, a parent or guardian or current or former employer may have the number. If you still can't find it, you will need to request a replacement social security card. See <u>www.ssa.gov/myaccount/replacement-</u> <u>card.html</u> for details. You will need the physical card for employment, even for a work-study job.

\*\* If you don't have a social security number, apply for the CADAA at **dream.csac.ca.gov** 

#### Create an Account (FSA ID)

#### Step 1 of 7

Personal Information

I understand that I'll be required to certify that the information I provide to create an account (FSA ID) is true and correct and that I'm the individual I claim to be.

If I'm not the person I claim to be, I understand that I'm not authorized to proceed and that I should exit this form now. If I provide false or misleading information, I understand that I might be subject to a fine, prison time, or both.



 → Create a Username and Password that can be easily remembered but not easy for someone else to figure out (ex.
 Do not use your name, date of birth, or the word "password").

→ Enter an email address that you check often so that you can get help if you get locked out or forget your username or password. It is not recommended that you use a high school email address, since those often expire. Create or use an email address that you can use throughout college, such as Gmail, Yahoo or Outlook.

#### Create an Account (FSA ID)

#### Step 2 of 7

#### Account Information

Because financial aid agreements are legally binding, you can't create an account for someone else, even another family member. Parents and students must create their own accounts.

Username		
•		?
Email Address		
		?
Confirm Email Address		
		?
Password		_
•••••	Show Password	?
✓ Uppercase		
✓ Lowercase		
✓ Number		
✓ 8+ characters		
Confirm Password		_
	Show Password	?
Previous	Continue	

→ A mailing address is optional, but you MUST provide a verified email address or mobile phone.

→ Indicate if you want to setup Mobile Phone Account Recovery in case you are locked out.

#### Create an Account (FSA ID)

#### Step 3 of 7

**Contact Information** 

#### Permanent Address

Address	
0	
City	
0	
State	
Type Response 🕥	
ZIP Code	
0	
Mobile Phone Account Access	
We strongly recommend setting up your mobile phone for account access.	
This option helps you gain access to your account if you are locked out, as well as allows your mobile phone to be used for two-step verification	
Mobile Phone	Yes, I agree to use my mobile phone for account access.
	By selecting this option, I agree to receive text
Confirm Mobile Phone	messages on my mobile phone for two-step verificatio
0	Federal Student Aid's Terms and Conditions and
	privacy policy. Additional information is available in
Yes, I agree to use my mobile phone for account access.	Federal Student Aid's privacy policy.

varies. Reply HELP for help or STOP to opt out.

O Add Alternate Phone Number

Alternate Phone Number (Optional)

→ Indicate how you would like to receive future communications. Email is recommended.

 $\rightarrow$  Indicate your preferred language.

#### Step 4 of 7

#### **Communication Preferences**

#### **Required Communications**

The U.S. Department of Education (ED) and its federal student loan servicers will need to send you required communications and documents related to your federal student aid, such as student loan disclosures and interest statements. I want to receive these communications:

#### By email *Recommended*

By selecting this option, you agree to receive required communications by email and confirm you have reviewed and agree to FSA's <u>Terms and Conditions</u>.

#### By postal mail

#### Informational Communications

ED and its federal student loan servicers want you to feel confident about the financial aid and student loan process. To help with this, we will sometimes send out information about programs you may be eligible for, such as grant programs, student loan forgiveness programs, income-based repayment plans, and more. I want to receive these communications:

By email

By text message

#### Preferred Language

Your choice lets us know how you would like to view website content once logged in, and what to use for your communications.

Language English ~ ⑦

 $\rightarrow$  Choose "Challenge Questions" and answers that can easily be remembered in case you forget your FSA ID username or password.

#### Create an Account (FSA ID)

#### Step 5 of 7

#### **Challenge Questions**

Challenge questions and answers are used to retrieve your username or password if you forget them or if you need to unlock your account.

Note: Answers are not case-sensitive.

#### Challenge Question 1

Select	~

#### Challenge Question 2

Select	 	~ (
Answer		

#### Challenge Question 3



#### Challenge Question 4



 $\rightarrow$  Confirm and verify that all the information that you provided is correct.

#### Personal Information Edit 🗹 NAME Joe F Blow DATE OF BIRTH 01/01/2000 SOCIAL SECURITY NUMBER (SSN) ····-7897 Account Information Edit 📝 USERNAME joeblow1984 EMAIL ADDRESS joeblow1984@gmail.com PASSWORD \*\*\*\*\*\*\*\* Contact Information Edit 🗹 PERMANENT ADDRESS 1 Harmony Drive Los Angeles, CA 90032 MOBILE PHONE NUMBER (949) 285-2345

Verify the information you provided for your account below. If there is an

Step 6 of 7

Confirm and Verify

error, select "Edit" to correct the information.

→ Only a verified email address OR verified mobile phone number is required, but if you provided both, you MUST verify both.

→ After you click on the "Verify" button, a screen will pop up where you can input the code sent to your email or phone. **The code must be** entered within 30 minutes.

 $\rightarrow$  You also have the option to use an authenticator app. If you select this option, instructions will appear.

 $\rightarrow$  Click Continue once both are verified.

#### Create an Account (FSA ID)



You will then be provided a unique backup code. You should copy this code and save it someplace safe as an alternative method of accessing your FSA ID and password if necessary.

### Create an Account (FSA ID)

Step 7 of 7 Enable Two-Step Verification: Backup Code

0

We recommend storing your backup code in a safe place.

Your backup code is a special code that lets you access your account in the event that you cannot use any other two-step verification method.

Your Backup Code Is:

99XXX99XXX99

🔽 I have stored this backup code somewhere safe.





FSA ID Username
 FSA ID Password
 Email Address & Password
 FSA ID Challenge Questions & Answers
 FSA Backup Code

# You're Now Ready to Start Your Online FAFSA

Login with your new FSA ID and begin the FAFSA

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## LOG-IN TO THE FAFSA

 $\rightarrow$  Once your FSA ID is created, return to the log-in page and start your application.

→ Enter your FSA ID Username or Verified Email Address or Mobile Number & your FSA ID Password.

Show Password
word
count
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Help Me Log In to My Account

## **READ THE DISCLAIMER**

 Read the Disclaimer and, if you agree, click "Accept"

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# Please Read Before Continuing

You are accessing a U.S. Federal Government computer system intended to be solely accessed by individual users expressly authorized to access the system by the U.S. Department of Education. Usage may be monitored, recorded, and/or subject to audit. For security purposes and in order to ensure that the system remains available to all expressly authorized users, the U.S. Department of Education monitors the system to identify unauthorized users. Anyone using this system expressly consents to such monitoring and recording. Unauthorized use of this information system is prohibited and subject to criminal and civil penalties. Except as expressly authorized by the U.S. Department of Education, unauthorized attempts to access, obtain, upload, modify, change, and/or delete information on this system are strictly prohibited and are subject to criminal prosecution under 18 U.S.C. § 1030, and other applicable statutes, which may result in fines and imprisonment. For purposes of this system, unauthorized access includes, but is not limited to:

- any access by an employee or agent of a commercial entity, or other third party, who is not the individual user, for purposes of commercial advantage or private financial gain (regardless of whether the commercial entity or third party is providing a service to an authorized user of the system); and
- any access in furtherance of any criminal or tortious act in violation of the Constitution or laws of the United States or any State.

If system monitoring reveals information indicating possible criminal activity, such evidence may be provided to law enforcement personnel.



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### **SELECT THE SCHOOL YEAR YOU ARE APPLYING FOR**

- Select the school year that you plan to attend college. If you select the wrong year, your financial aid will not be processed.
- If you are applying for an upcoming summer session it is recommended that you complete applications for both years. Schools have the option of using either the prior or upcoming year's financial aid for summer. Once you've picked a college, check with the financial aid office about summer financial aid.



## **CREATE A SAVE KEY**

- Follow the directions to create a "Save Key" in case you need to save your application and finish it later.
- You can return within **45 days** to complete and submit the FAFSA.

### Start Student's 2023–24 FAFSA® Form

#### Create a save key.

The save key is for temporary use for you or your parent to return and complete this specific FAFSA form.

reate a Save Ke	у	_	
•••••	Show	0	
leenter Save Ke	y	_	
•••••	Show	0	
Previous			Continue

Make sure to write down your Save Key somewhere safe so you don't forget: ✓ FSA ID Username ✓ FSA ID Password Email Address & Password ✓ FSA ID Challenge Questions & Answers ✓ FSA Backup Code Save Key

## **REVIEW THE INTRODUCTION PAGE**

The Introduction Page includes general information about the FAFSA

# $\rightarrow$ Click "**Continue"** at the bottom of each page to go to the next page.

#### Introduction - 2023–24 FAFSA® Form

#### Let's get started!

Review the resources below to help complete your FAFSA form.

#### Expand All

How can I get help completing my FAFSA® form?	$\odot$
How many steps does it take to complete my FAFSA® form?	$\odot$
How long will it take to complete my FAFSA® form?	$\odot$
Can I save my FAFSA® form if I can't finish it?	$\odot$
What documents do I need to complete the FAFSA® form?	$\odot$
How do I sign the FAFSA <sup>®</sup> form?	$\odot$
What is FAFSA web's security and privacy?	$\odot$

Continue

# COMPLETE THE SEVEN SECTIONS OF THE FAFSA

• Complete the seven sections listed as tabs at the top of the screen. The website will take you through each section. Student D

- Click "Save FAFSA Form" at the top of the screen to save your responses. Click "Continue" at the bottom of the page to go to the next section.
- For detailed instructions and information about each question, click the question mark icon. O Click on the green owl icon for virtual assistance.

STUDENT INFORMATION     Personal Information for Student     Image: Contract of the student of the student.     Your Social Security Number     Image: Contract of the student of the stude	School Selection	Dependency Status	Parent Demographics	Parent Financials	Student Financials	Sign & Si
Personal Information for Student     Image: Security Number	STUDENT INFORMA	TION				
Secause the FAFSA* form belongs to the student, "you" and "your" always (unless otherwise noted) refer to the student.	Personal Info	ormation for Stud	dent			
Your Social Security Number         ••••••1467         Your First Name         TestDDD         Your Middle Initial         ⑦         Your Last Name         Anderson         Your Date of Birth         Month       Day         Year         07       17         1995	Bec othe	ause the FAFSA® form erwise noted) refer to	belongs to the student, the student.	"you" and "your" alw	ays (unless	
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Your First Name         TestDDD         Your Middle Initial         ?         Your Last Name         Anderson         Your Date of Birth         Month       Day         17       1995 </td	•••1467		0			
TestDDD   Your Middle Initial   Or   Your Last Name   Anderson   Your Date of Birth   Month   Day   Year   07   17   1995	Your First Name					
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	0/ 1	1995	U III			
					20 C	

# SECTION 1 OF THE FAFSA:

# **STUDENT DEMOGRAPHICS**

- Social Security Number: This will automatically populate based on the information provided when you created your FSA ID.
- Student Name: Make sure that your name matches
   <u>exactly</u> as it appears on your Social Security Card. This is your legal name, not a nickname.
- Date of Birth: Enter carefully

1 Student Demographics	2     3     4     5       School Selection     Dependency Status     Parent Demographics     Parent Financials     Stur	6     7       dent Financials     Sign & Submit
	STUDENT INFORMATION	
	Personal Information for Student	
	Because the FAFSA® form belongs to the student, "you" and "your" always (unly otherwise noted) refer to the student.	ess
	Your Social Security Number	
(	•••••-1467	
	Your First Name	
	TestDDD	
	Your Middle Initial	
	0	
	Your Last Name	
	Anderson	
	Your Date of Birth	
	07 17 1995 ®	
	Previous Contin	ue

- Email Address: Double-check the email address to make sure there are no typos. The U.S. Department of Education and the colleges that you apply to for financial aid will send FAFSA reminders, status updates and financial aid application results to this email address.
  - An email address is not mandatory but is highly recommended!
  - Make sure to check your junk/ spam folder in case emails get sent there.
- **Telephone number:** This field is optional.

1 Shudent Demographics	2 School Selection	3 Dependency Status	4 Parent Demographics	5 Parant Einanciale	6 Student Einanciale	7 Stan & Subarit
Suden venographics	School Selection	Dependency Status	raient benographics		Student Financiais	Jigh & Jubrit
	STUDENT INFORMATION					
	Student Em	ail and Phone				
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	595011467@t	est.com		0		
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	Your Telephone	Number				
	(309) 332-3212	2 ⑦				
	L					
				_		
	Previous				Continue	

- **Permanent Mailing** Address: This should be the same address you use on official government documents such as tax returns and voter registration cards. This is an address where a student can receive postal mail, such as a P.O. Box.
- If you don't have a permanent mailing address, ask your college's financial aid administrator for help.

1 Student Demographics	2     3     4     5     6     7       School Selection     Dependency Status     Parent Demographics     Parent Financials     Student Financials     Sign & Subm			
	Student Address			
	Your Permanent Mailing Address (include apt. number)			
	100 Main St			
	Your City (and country, if not U.S.) Manchester			
	New Hampshire ~ ⑦			
	Your ZIP Code 03245 ⑦			
	Previous Continue			

- State of Legal Residence: If you select that you have lived in CA for at least 5 years, you may be eligible for California student financial aid (the Cal Grant).
- A separate application is not required, but you need to make sure that your high school has submitted your verified GPA and that it has been matched to your FAFSA. Create a WebGrants account to verify if your GPA has been matched to your FAFSA.
  - Visit <u>www.csac.ca.gov/post/cal-grant-high-school-entitlement-award</u> to see minimum GPA requirements.
  - Learn more on pages 109-113.
- Are you a U.S. Citizen? If you select "No, but I am an eligible noncitizen", you will be asked to provide your Alien Registration Number (Don't enter the "A" before the number).


### **FAFSA SECTION 1: STUDENT DEMOGRAPHICS**

### **Student Education- Part I:**

### Select the option that best fits your *initial* educational goal.

- If you are planning to attend a four-year college, select "1<sup>st</sup> bachelor's degree."
- If you are planning on attending a community college, even if your ultimate educational goal is to obtain a bachelor's degree, select: "associate degree (occupational or technical OR general education/transfer program)."
- If you are unsure of your plans, select "1st bachelor's degree." Do NOT select "other/undecided." However, if you decide to attend a community college, you should update your response to this question to avoid an error message and delays in your financial aid.
- Do not select "2<sup>nd</sup> bachelor's degree" unless you already have a bachelor's degree, as it may limit the grants that you receive.

## CONTINUE TO NEXT PAGE FOR MORE "STUDENT EDUCATION" QUESTIONS.

	Dependency Status	Parent Demographics	Parent Financials	Student Finance
STUDENT INFORMA	TION			
Student Edu	cation			
What will your h year?	nigh school completior	ı status be when you be	gin college in the 2023	3–24 school
High school di	ploma			~ ?
year? Associate degr	ree (general education	/transfer program)		~ ?
Select 1st bachelor's 2nd bachelor's	degree s degree			
Associate degi	ree (occupational or te	chnical program)		_
Associate degi	ree (general education	/transfer program)		
Associate degr Certificate/dip Certificate/dip Teaching cred	loma (occupational/te loma (occupational/te ential program (nonde	chnical/education progr chnical/education progr chnical/education progr egree program)	ram of less than 2 yr.) ram of at least 2 yr.)	

### **FAFSA SECTION 1: STUDENT DEMOGRAPHICS**

### **Student Education- Part II:**

## What will your college grade level be when you begin the 2023-2024 school year?

If you took college courses while in high school, and were dually enrolled, you are still considered a first-time college student and can select the option: *"Never attended college/1st yr."* 

Interested in work study? Answer Yes! Federal Work-Study allows students with financial need to earn a portion of their financial aid award money through part-time employment on or off-campu<u>s.</u> You can decline it later if you change your mind. Answering "Yes" also will not guarantee that you will receive a Work-Study job. STUDENT INFORMATION

### Student Education

High school diploma	~
What college degree or certificate will you be working on when you b year?	egin the 2023–24 school
Associate degree (general education/transfer program)	~ (3
Will you have your first bachelor's degree before you begin the 2023–	24 school year? ⑦
0	
() Yes	
<ul> <li>Yes</li> <li>No</li> </ul>	
Yes No What will your college grade level be when you begin the 2023–24 sch	ool year?
<ul> <li>Yes</li> <li>No</li> <li>What will your college grade level be when you begin the 2023–24 sch</li> <li>Never attended college/1st yr.</li> </ul>	ool year? ~
Yes No What will your college grade level be when you begin the 2023–24 sch Never attended college/1st yr. Are you interested in being considered for work-study? ⑦	ool year? ~
<ul> <li>Yes</li> <li>No</li> <li>What will your college grade level be when you begin the 2023–24 sch Never attended college/1st yr.</li> <li>Are you interested in being considered for work-study? <sup>(2)</sup></li> <li>Yes</li> </ul>	v ool year?
<ul> <li>Yes</li> <li>No</li> <li>What will your college grade level be when you begin the 2023–24 sch Never attended college/1st yr.</li> <li>Are you interested in being considered for work-study? <sup>(2)</sup></li> <li>Yes</li> <li>No</li> </ul>	ool year? ~

Driver's License: A • driver's license is not required to complete the application but can help prevent identity theft. Driving record and parking tickets do not affect eligibility for financial aid.

1 Shufant Damographics	2 School Selection	3 Decenterary Statur	4 Parent Demographics	5 Parant Eleanciale	6 Student Engendate	7 Sim & Submit
Student Demographics	School Selection	Dependency Status	Parent Demographics	Parent Financiais	Student Financiais	Sign & Submit
	STUDENT INFORMA	TION				
	Student Driv	er's License				
	Vouv Duitton's Lis	once Number (if you b				
	Tour Driver's Lic	ense Number (II you I	ave one)			
	Your Driver's Lic	ense State				
	New York		~ ⑦			
	<u>.</u>					
				_		
	Previous				Continue	

### **FAFSA SECTION 1: STUDENT DEMOGRAPHICS**

You will be asked: "Are you a foster youth or were you at any time in the foster care system?"

 $\rightarrow$  Answer YES to this question, even if you were only in foster care for one day. Answering yes may give you access to more support to help you in college.

[Note: This question is not on CADAA]

It is fine to select "Other/unknown" for "Highest School Completed by Parent."

 $\rightarrow$  Parent does not refer to a legal guardian or foster parent.

 $\rightarrow$  How you answer does not affect your eligibility for federal student aid.

emographics	School Selection	Dependency Status	Parent Demographics	Parent Financials	Student Financials	Sign & Su
	STUDENT INFORMA	ter Care and Pare	ent Education Con	npletion		
	Are you a foster	youth or were you in t	the foster care system a	t any time? ⑦		
	⊖ Yes					
	No					
	What's the hig	thest school complet	ed by Parent 1?			
	What's the hig Other/unkn	ghest school complet own	ed by Parent 1?	~ @		
	What's the hig Other/unkn What's the hig	ghest school complet own ghest school complet	ed by Parent 1? ed by Parent 2?	Ø		
	What's the hig Other/unkn What's the hig Other/unkn	ghest school complet own ghest school complet own	ed by Parent 1? ed by Parent 2?	~ ®		

## SECTION 2 OF THE FAFSA: SCHOOL SELECTION

### High School Search (if applicable):

- If you indicated that you are still in high school or have completed your high school diploma in the "Student Demographics" section, when you get to the "School Selection" section, you will see this screen asking you to provide the name, city and state of that high school.
- Important: Use the search function to find your high school. This will help to ensure that your GPA is correctly matched when it is submitted by your high school
- You will not be prompted to answer this question if you indicated that you received a GED certificate or state-authorized high school equivalent certificate in the prior section.



### **High School Search Results:**

• Select the correct high school from the list and select Continue.

Benjamin Banneker Achievement Ctr Gary, IN	
Calumet New Tech High School Gary, IN	
Charter School of the Dunes Gary, IN	
Chase Alternative School Gary, IN	
Excel Center - Gary Gary, IN	
Gary Career Center Gary, IN	
Gary Lighthouse Charter School Gary, IN	
2 3 Next >	I can't find my schoo
us	Continue
	Benjamin Banneker Achievement Ctr         Gary, IN         Calumet New Tech High School         Gary, IN         Charter School of the Dunes         Gary, IN         Chase Alternative School         Gary, IN         Excel Center - Gary         Gary, IN         Gary Career Center         Gary, IN         Cary, IN         2       3         Next>

## Confirm your high school:

- <u>Make sure that the high</u> <u>school listed is correct and</u> <u>select continue.</u>
- If the high school is not correct, use the "start new search" option to search again.

tudent Demographics	2 School Selection	3 Dependency Status	Parent Demographics	5 Parent Financials	6 Student Financials	7 Sign & Submit
	STUDENT INFORMA	ATION				
	Confirm You	r High School				
	Sev you	riew the information b ir application.	elow and then select "Co	ontinue" to add this so	chool to	
	Uer "Co	ify that the high schoo ntinue."	l information you enter	ed is correct, then sel	ect	
	High School In	formation				
	HIGH SCHOOL NAME					
	Benjamin Banne	eker Achievement Ctr				
	CITY					
	Gary					
	STATE					
	Indiana					
	Previous				Continue	

### **College Search**

- Search for and select up to 10 colleges that you may want to attend.
   Information from the FAFSA will be sent to the schools you have selected.
- You can update or change school selections later if your plans change or you're just not sure yet.
- You must select at least one college to continue with the FAFSA.
- You do not need to have applied for admission yet to the colleges you list.

TUDENT INFORMATION College Search
Brian, based on the information you provided, we've determined that you may qualify for federal student aid. Continue through the application for us to determine how much aid you can receive.
<ul> <li>Here's where you'll search for the colleges to which you'd like to send your FAFSA® information. You can add up to 10 colleges at a time to your FAFSA form. Learn what to do if you're applying to more than 10 colleges.</li> <li>Make sure you add ALL colleges you're interested in, even if you haven't applied or been accepted yet.</li> </ul>
Complete the fields below to search for a college to add to your FAFSA® form. Need help refining your search? Try these search tips.
Search by School Name, City, State Search by Federal School Code
State Select ~ ⑦ City - optional School Name - optional
••••••••••••••••••••••••••••••••••••

- Select the college to add and click continue.
- Be careful when selecting your colleges.
   Some college names are very similar and it's easy to get them confused.
- Costs vary by college type. State colleges and universities are generally the most affordable; private vocational/trade schools can be costly. Ask for help if needed to make selections.
- Be sure to list each UC or CSU campus to which you are applying for admission separately in this section.



- You are then asked to indicate your housing plans for each campus. Most four-year universities or colleges offer on-campus housing, but only a few community colleges in California do.
- Do NOT select "With Parent" as your housing plan if you plan to live with a relative who is not your parent or a legal guardian. Instead, select "Off-Campus." <u>This is crucial for</u> <u>maximizing your financial aid.</u>
- The order in which you list the colleges does not make a difference in California.
- To add additional colleges, select
   "Add More Schools"

#### STUDENT INFORMATION

### Selected Colleges and Housing Info



## You can send your FAFSA to additional schools after your FAFSA has been processed.

After the FAFSA has been processed and you have received your Student Aid Report (SAR) or SAR Notification, you can submit the FAFSA to an additional 10 colleges, if necessary, by replacing the original set of 10 colleges with a new set of up to 10 colleges. Your original set of 10 colleges will still receive their copy of your FAFSA information. Repeat this process as many times as necessary, each time waiting until you receive the SAR or SAR Notification. You can do this by visiting fafsa.gov or by calling 1-800-4FED-AID (1-800-433-3243). You may need the Data Retrieval Number (DRN) from your SAR.

## **SECTION 3 OF THE FAFSA:**

# **DEPENDENCY STATUS**

## **Dependency Determination**

- Students who are determined to be independent do not need to provide information about parents.
- For independent students, eligibility for financial aid is based on the student's income only (and spouse if applicable)
- Students who will be 24 years old or older as of January 1 of the year for which they are applying for aid are automatically independent and will not be asked the questions in this section. (e.g., if you plan to start school in August 2023, will you be 24 or older as of January 1, 2023)

## **Marital Status:**

Your legal status is "single" if you are not married, even if you live with or have a boyfriend, girlfriend or significant other.

Married students are considered independent and will not have to fill out the Parent sections.

udent Demographics	School Selection	3 Dependency Status	4 Parent Demographics	5 Parent Financials	6 Student Financials	7 Sign & Submit
• •			•			
	SCHOOL SELECTION	4				
	Student Mar	ital Status				
	Annlie:	tion was successfully	saued			
	Applied	autor was successfully	Saveu.			
	Becaus otherw	e the FAFSA® form be ise noted) refer to the	longs to the student, "yo student.	u" and "your" always	(unless	
	what is your ma	rital status as of today	72			
	Single		~ ②			
				6		
	Previous			<u> </u>	Continue	

This section is asking to determine if the student has any dependents. If you have dependents, you will be considered "independent" on the FAFSA and will not have to fill out the Parent section and will automatically skip the questions on the next slide.



**Student Household Info:** 

This screen only appears if you indicate that you have children or are married.

The numbers for you, and if you indicated that you are married or have children, your spouse and children will automatically populate on this screen.

Your siblings, other relatives, family of origin, foster family, or others who live with you are not included in household size.

Number in College: Enter "1" for number in college unless you have a spouse or children who will also be attending college at least half-time.



If you are under 24, not married and do not have children, you will be asked additional questions.

If any of these are true for you, check the appropriate box. If you can check any of these, you will not be asked about homeless status as you will already have independent status.

Otherwise, select "none of the above."

itudent Demographics	School Selection	3 Dependency Status	4 Parent Demographics	5 Parent Financials	6 Student Financials	7 Sign & Submit
	SCHOOL SELECTIO	N itional Dependen	cy Questions			
	Answer the follo parents on your	wing questions to dete FAFSA® form. Select a	ermine if you are requi Il that apply or "None o	red to provide inform f the above." ⑦	ation about your	
	Are you than tra	currently serving on a ining?	active duty in the U.S. ar	med forces for purpo	ses other	
	🗌 Are you	a veteran of the U.S. a	rmed forces?			
	At any ti foster ca	ime since you turned a are, or were you a depe	age 13, were both your I endent or ward of the c	oarents deceased, wer ourt?	e you in	
	As deter emancip	mined by a court in yo ated minor?	our state of legal resider	ice, are you or were y	ou an	
	Does son determi	neone other than your ned by a court in your	r parent or stepparent h state of legal residence	ave legal guardiansh ?	ip of you, as	
	🛃 None of	the above				

If you selected "none of the above," you will be asked whether on or after July 1<sup>st</sup> of the year prior to the award year, you were homeless or self-supporting and at risk of being homeless. If you are planning to start college in Fall 2023, you would need to have been homeless any time after 7/1/22 to answer yes.

See the next two slides for more information about what living circumstances qualify a student to answer yes.

udent Demographics	School Selection	3 Dependency Status	4 Parent Demographics	5 Parent Financials	6 Student Financials	7 Sign & Submit
		TION				
	Student Hon	nelessness Filter	Question			
	On or after July homeless? ⑦	1, 2022, were you hom	eless or were you self-si	ipporting and at risk	of being	
	Yes					

# **Definition of Homeless Youth on the FAFSA:** A Student Must be Unaccompanied <u>AND</u> either Homeless <u>OR</u> Self-Supporting & at risk of being homeless

Unaccompanied = Not in the physical custody of a parent or guardian Homeless = Lacking fixed, regular and adequate housing (Learn more on the next page)

<u>OR</u>

### Self-supporting AND at risk of being homeless =

When a student pays for his own living expenses, including fixed, regular, & adequate housing AND when a student's housing may cease to be fixed, regular, & adequate; for example, a student who is being evicted and has been unable to find fixed, regular, and adequate housing

**Note:** A student living in any of these situations and fleeing an abusive parent may be considered homeless even if the parent would provide support and a place to live.

## Who is Included in the definition of homelessness?

Lacking fixed, regular and adequate housing includes students who:

- (i) are staying with other people temporarily due to loss of housing, economic hardship, or a similar reason (i.e., couchsurfing)
- (ii) are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations
- (iii) are living in emergency shelters
- (iv) are living in their car, sleeping outside, or staying someplace not normally meant for human habitation.



## Even if you aren't homeless you may qualify for independent status.

Students who do not qualify as homeless but who cannot obtain parental information can request an exemption from this requirement for special circumstances such as an abusive family, parental incarceration or when parents' whereabouts are unknown. Indicate when asked that you are "unable to provide information about my parents" and complete the Special Circumstances Qualifications. You must then follow up with the financial aid office to request a "dependency override."

If this applies to you, skip to page 66.

If the student selected "yes," they will then be asked who will provide a homeless youth determination. Students should try to get a determination letter from one of the three entities listed.

If the student cannot get a determination from any of the listed parties, select "None of the above" and go to page 61. The student can still verify homeless status through their college's financial aid office.

Note: In future years, students will no longer need to be redetermined as homeless and will automatically retain independent status when renewing financial aid in subsequent years.





## **SchoolHouse Connection:**

<u>www.schoolhouseconnection.org/sample-form-letter-to-</u> <u>determine-the-independent-student-status-of-unaccompanied-</u> <u>homeless-youth/</u>

\*Make sure to use the letter for the correct academic year

Skip to page 65

If you selected "None of the above," you will be instructed to go see your college Financial Aid Administrator (FAA) to determine whether you meet the definition of homeless or at risk of being homeless. Click "Continue."

#### STUDENT INFORMATION

#### Homeless or at Risk of Being Homeless

Important: You indicated you are homeless or at risk of being homeless, and you answered "None of the above" when presented with the specific homeless questions. Read on for more information.

#### Homeless or at Risk of Being Homeless

Your financial aid administrator can decide that you meet both of the following conditions necessary to be considered homeless and, therefore, do not need to provide parental information:

- You are homeless, or self-supporting and at risk of being homeless. Homeless means you are lacking fixed, regular, and adequate housing, which includes living in shelters, parks, motels, hotels, public spaces, camping grounds, cars, abandoned buildings, or temporarily living with other people because you had nowhere else to go. Also, if you are living in any of these situations and fleeing an abusive parent, you may be considered homeless even if your parent would otherwise provide a place to live.
- You are unaccompanied, which means you are not living in the physical custody of your parent(s) or guardian(s).

If you believe that you meet these conditions and would like to follow up with the financial aid administrator at the college you plan to attend, select **Continue**.

Your Expected Family Contribution <u>will not be</u> calculated until the FAA makes the determination that you meet the homeless conditions and are therefore not required to provide parental information.

You MUST follow up with the financial aid office to verify your homeless status for your aid to be processed.



You must verify that you will not be providing parental information. STUDENT INFORMATION

Previous

Homeless or at Risk of Being Homeless Acknowledgement

Choose the appropriate option below based on your circumstances. ⊘

I am unaccompanied and either homeless or at risk of being homeless, and will not provide information about my parent(s).

I will provide information about my parent(s).

Continue

FAAs can get assistance with making the determination by contacting college access programs, social workers, etc.

If the FAA is making the determination & there is no written documentation available, the determination <u>may</u> be based on a documented interview with the student

If a student receives a determination from a local liaison, or RHYA-funded or HUDfunded shelter or transitional living program, the FAA <u>must</u> accept this determination

A student living in the school dormitory may still be considered an unaccompanied homeless youth if the student would be homeless otherwise

**NEW** - In future years, a new determination will not be required

- If you were determined to be "Independent" you will not be required to complete the Parent Demographics and Financials sections.
- You can answer "No" to skip questions about your parents.
- Answering "No" will not prevent you from getting financial aid.

YOU WILL NEXT GO DIRECTLY TO SECTION 6, SKIPPING SECTIONS 4&5 (PARENT DEMOGRAPHICS AND FINANCIALS)

**SKIP TO PAGE 69** 

STUDENT INFORMATION

### Independent Student Status

You are considered an "**independent**" student. This means you are not required to answer questions about your parents.

However, you may want to answer questions about your parents if

- you are a law school or health profession student (such as a medical or nursing student), or
- your school requires parental information from all students.



If you do not qualify as an independent student based on homelessness or any of the other options, you can request to be considered independent based on a special circumstance.

Begin by selecting "I am unable to provide information about my parents"

School Selection	3 Dependency Status	4 Parent Demographics	5 Parent Financials	6 Student Financials				
STUDENT INFORMAT	ION							
Dependent S	tudent Status							
Based on your an student. This mea about my parent( <b>If you have a spe</b> limited circumsta Select the "I am u get additional inf	Based on your answers to the dependency status questions, you are considered a " <b>dependent</b> " student. This means you must provide parental information. Select the "I will provide information about my parent(s)" option and select "Continue" to continue to "Parent Demographics" section. <b>If you have a special circumstance and are unable to provide parental information</b> , under very limited circumstances, you may be able to submit your FAFSA <sup>®</sup> form without parental information. Select the "I am unable to provide information about my parent(s)" option and select "Continue" to get additional information. ②							
🔵 I will provide	information about my	y parent(s).						
🔘 I am unable t	o provide information	about my parent(s).						
Previous				Continue				

You will then see a screen that asks you to confirm that your EFC will not be calculated and that you must follow up with the financial aid office.

Select "Continue."



Additional information will then be displayed that provides examples of situations that may qualify and those that do not. You must confirm that you will not provide parent information.

#### STUDENT INFORMATION

#### Special Circumstances Qualifications

You may still be eligible for some type of federal student aid without providing parent information. **Please read through the following options carefully.** 

#### Special Circumstances Option

You must contact the financial aid administrator at the college or career school you plan to attend if you believe you have a special circumstance that should be considered in determining your eligibility for federal student aid.

Some situations that would qualify you to receive federal student aid without providing parent information include the following:

- You have left home due to an abusive or threatening family environment.
- Your parent(s) would pose a risk to you if you contact them.
- You are unable to contact your parent(s) (and you have not been adopted) because they cannot or refuse to communicate with you, or you do not know where they are.
- You are estranged from, or have been abandoned by, your parent(s) and they refuse to provide information on the FAFSA form.
- You or your parent(s) are incarcerated.
- You have been legally granted refugee or asylum status, or your parent(s) have been internally displaced in a foreign country and you are unable to contact them.
- You are a victim of human trafficking.

If any of these situations resulted in you not having a safe, stable place to live, you may be considered homeless. If you indicate on the FAFSA form that you are homeless or self-supporting and at risk of being homeless, you will not be required to provide information about your parent(s) and your financial aid administrator will be required to determine whether you meet the criteria for homelessness after you submit the FAFSA form. You can select **"Previous"** to return to the earlier Student Homelessness Filter Question if you would like to change your answer.

However, not all situations are considered a special circumstance. For example, the following situations would **not** be considered as a special circumstance on their own without other factors:

- You do not live with your parent(s).
- Your parent(s) does not want to provide you with financial support.
- · Your parent(s) doesn't want to contribute to your college expenses.
- Your parent(s) doesn't claim you as a dependent on their income tax return.
- Your parent(s) does not want to provide their information on your FAFSA® form.

#### **Direct Unsubsidized Loan Option**

If you do not meet a requirement for a special circumstance and still choose to continue your application without providing parent information, the only type of federal student aid you will be considered for is a Direct Unsubsidized Loan. To request consideration for an unsubsidized loan, you must contact the financial aid administrator at the college or career school you plan to attend.

Select the appropriate option below based on your circumstances. ⑦

I will provide information about my parent(s).

I have a special circumstance and I am unable to provide information about my parent(s).

I do not have a special circumstance, and I am submitting my FAFSA<sup>®</sup> form without parent information to apply for a Direct Unsubsidized Loan only.

## **SECTION 6 OF THE FAFSA:**

# **Student Financials**

These instructions are for students with "Independent Status." Dependent students will need to also provide parent information.

Option a). If you select "*Already Completed"* IRS Income Tax Return (page 72-88) Option b). If you select "*Will File"* IRS Income Tax Return (page 89-91) Option c). If you select "*Not Going to File"* IRS Income Tax Return (page 92-97)

### **FAFSA SECTION 6: STUDENT FINANCIALS**



### Unsure if you made enough money to file taxes?

Each year the income requirement is different. Ex. In 2021, if you were single, under 65 and your gross earned income and/or income from scholarship awards was at least \$12,550, then you are legally required to file taxes.

<u>**Gross income**</u> = total income paid to you before any deductions or taxes were taken out.

### There are many good reasons to file taxes!

Most half-time and full-time students qualify for a cash-back education credit and should file their tax return using a 1098-T form they can access from their financial aid account online or financial aid office. Students should keep receipts for books and class supplies they paid for directly. Students (18 years or older during that tax year) who have worked and earned at least \$1 should also file since they may qualify for the Earned Income Tax Credit. Parenting students should file whether they have worked or not since they qualify for the child tax credit. Any child care expenses a parent pays for while they attend school or work can also be deducted on their taxes and parents should keep receipts or other proof of the total amount paid for child care during the year.

Learn more here: jbay.org/resources/tax prep-checklistfor-transition-age-youth-2/.

### **FAFSA SECTION 6: STUDENT FINANCIALS**

Pay careful attention to which year's income, tax and asset information you have to report in this section. FAFSA uses income and tax information from the "prior-prior" year. **Ex. The 2023/2024 FAFSA which is filled out between October 1, 2022 – March 2, 2023 will ask for 2021 tax & income information.** 

Asset information is based on the date the FAFSA is filed.

You will be asked if you completed your IRS income tax return for the appropriate year. You must select one of three options:

- Already completed
- Will file
- Not going to file



# Option a). If you select *"Already Completed"* IRS Income Tax Return

If you filed taxes for the selected year, select this option.
If you select "Already Completed":

**Select "Proceed to the IRS"** to transfer your federal income tax return information directly into the FAFSA from the IRS using their "Data Retrieval Tool" (DRT).

- To protect security of tax information, you will not be able to see the actual information that is being transmitted.
- You can manually enter the information from your federal income tax return, however it is recommended to use the IRS DRT to prevent errors
- If you don't have a copy of your tax return, you can download a free transcript at irs.gov/ transcript or request a federal income tax return transcript by filing IRS Form 4506-T, which can be found at www.irs.gov/pub/irs-pdf/ <u>f4506t.pdf.</u> If you see a reference to a \$50 fee, it means you have IRS Form 4506 instead of IRS Form 4506-T.





 Student Leaving Your FAFSA Form will display when going to the IRS website if you select to use the IRS Data Retrieval Tool (which is recommended).

- It will inform you that your IRS tax information will not display, for your protection.
- Click "Proceed to the IRS"
   or "Skip IRS DRT and
   Complete Manually" if you
   would like to enter the
   information manually



Next, you will be taken to the IRS Data Retrieval Tool Site.

- A warning text appears as the IRS Data Retrieval Tool site is displayed.
- Click "OK"

# **WIRS**

Return to FAFSA | Help | Logout 🔂 | Español

### THIS U.S. GOVERNMENT SYSTEM IS FOR AUTHORIZED USE ONLY!

THIS U.S. GOVERNMENT SYSTEM IS FOR AUTHORIZED USE ONLYI Use of this system constitutes consent to monitoring, interception, recording, reading, copying or capturing by authorized personnel of all activities. There is no right to privacy in this system. Unauthorized use of this system is prohibited and subject to criminal and civil penalties, including all penalties applicable to willful unauthorized access (UNAX) or inspection of taxpayer records (under 18 U.S.C. 1030 and 26 U.S.C. 7213A and 26 U.S.C. 7431).



劒IRS	Return to FAFSA   Help   Logout 🕒   Español
Get My Federal Inco	me Tax Information
See our Privacy Notice regarding our re	equest for your personal information.
Enter the following information from your 2021 Federal Income Tax Re	turn. 🥐
All fields are required unless marked otherwise.	
First Name	
DEPENDENT	
Last Name	
DATA43	
Social Security Number	
No input required	
*** - ** - 2542	
Date of Birth	
MM/DD/YYYY 01/01/1999	<u>60</u>
Filing Status (?)	
Married-Filed Joint Return	~
Street Address 🕐	
Must match your 2021 Federal Income Tax Return	
P.O. Box (?) Required if entered on your tax return	

**IRS Data Retrieval Tool:** The fields at the top are pre-filled based on FAFSA responses. The Social Security Number cannot be updated.

Provide the address that matches your **Federal Income Tax Return for the requested year** and click "Submit."

IRS Data Retrieval Tool, page 2:

 Check the "Transfer My Tax Information..." box and click "Transfer Now" to carry this data back into your FAFSA

## OR

 Check the "Do Not Transfer..." box and click "Do Not Transfer" to discontinue use of the IRS DRT

You are again notified on this page that the information will not display on the IRS page or on the fafsa.gov site.

# **緲IRS**

### 2021 Federal Income Tax Information

Dependent Data43

Based on the information you provided, the Internal Revenue Service (IRS) located your income tax return. With your permission below, the IRS will securely transfer your tax information to the U.S. Department of Education (ED) to populate any applicable FAFSA® questions.

For your protection, the IRS will not display your tax information and will further encrypt any tax information transferred using the IRS DRT; therefore, ED is unable to display your tax information on your FAFSA form.

The data retrieved from your tax return is limited to the items listed below as you reported to the IRS:

Tax Year	Type of Return Filed
Name(s)	Adjusted Gross Income
Social Security Number	Income Earned from Work
Filing Status	Income Tax
IRS Exemptions	Education Credits

Refer to your tax records if you have a question about the values you reported. Transfer My Tax Information into the FAFSA Form (?)

The tax information provided to fafsa.gov will populate the answers to the appropriate FAFSA questions. After the FAFSA questions are populated, your IRS session will end, and you will return to your FAFSA form. Check this box if you are choosing to transfer your information.

Do Not Transfer My Tax Information and Return to the FAFSA Form (?)

By clicking the "Do Not Transfer" button, you are choosing not to transfer your tax information electronically. Your IRS session will end, and you will return to your FAFSA form. Untaxed Portion of IRA Distributions & Pensions/Annuities

Tax-exempt Interest Income

IRA Deductions and Payments

Status of Amended Returns Received

Schedule 1 Evaluation

TRANSFER NOW

DO NOT TRANSFER



After the data has been transferred from the IRS DRT it will show as "Transferred from the IRS." This data cannot be changed or viewed.

If you do not use the IRS DRT, the FAFSA tells you on what line of your tax return you can find the requested information

ent Demographics	School Selection	Dependency Status	4 Parent Demographics	5 Parent Financials	6 Student Financials	7 Sign & Submit
	STUDENT INFORMA	TION				
	Student IRS	Info				
	Vou You forr "Tra disp	r <b>have successfully tr</b> r IRS tax information m. Questions that were ansferred from the IRS played on the FAFSA fo	ansferred your 2021 IF has been successfully tr e populated with tax inf S." For your protection, I orm.	<b>RS tax information.</b> ransferred into this FA formation will be marl IRS tax return informa	FSA® ked with ation is not	
	What was your a Transferred fi	adjusted gross income rom the IRS	for 2021?			
	Previous				Continue	

# "Student Income from work"

If you do not use the IRS DRT, the FAFSA tells you on what line of your tax return you can find the requested information

If asked, select No to the question "Did you file and IRS Schedule K-1 (Form 1035 for 2020)." This form only applies to individuals in a legal business partnership.



### Student Simplified Path Determination (part 1):

You may be asked if you filed a "Schedule 1" with your taxes, which is a form used to report certain types of income including unemployment benefits and self-employment income (including "gig" work such as Uber driving) as well as certain types of less common deductions. This question is used to determine if you can skip questions related to assets (the "simplified path").

If you use the IRS DRT, this may show as "Transferred from the IRS".

Note that if you did file a Schedule 1, you can still answer "no" if the only income type reported on the schedule 1 was unemployment benefits or other less common income types noted on the screen. If you answer no, go to page 85.

If you did file a Schedule 1, or think you may have, and select "yes" or "don't know," you will be asked additional questions to determine if you qualify for the simplified path. First, you will be asked if you are a dislocated worker. You can answer "yes" if you

- were laid off, are receiving unemployment benefits, and are unlikely to return to your previous occupation or
- if you lost self-employment because of economic conditions or natural disaster.

If you answer "no" or "don't know" you will be asked the questions on the following slide



#### STUDENT INFORMATION

### Student Simplified Path Determination

You indicated that you filed an IRS Form 1040. Did you file a Schedule 1? Select **No** if you did not file a Schedule 1 or **only filed** a Schedule 1 to report: unemployment compensation, educator expenses, IRA deduction, student loan interest deduction, or Alaska Permanent Fund dividend. Learn more about Schedule 1. ⑦

С	Yes	

🔿 No

### 🔵 Don't know

As of today, are you a dislocated worker? ⑦

○ Yes ○ No

🔵 Don't know

Previous

Continue

Student Simplified Path Determination (part 2): If you select "no" or "Don't know" in response to whether you are a dislocated worker, you will be asked if you receive certain government benefits.

If you do not receive any of these benefits, select "none of the above." You will then be asked questions about your assets, such as money in checking and savings accounts, on a later screen.

Please note that SNAP is the name of the federal food assistance program, which is known locally in California as "Cal Fresh" (aka Food Stamps). Temporary Assistance for Needy Families (TANF) is known in California as CalWORKs and Medicaid is known as Medi-Cal.

🔾 Yes O No 🔘 Don't know 2020 or 2021, did you or anyone in your household receive benefits from any of the federal benefits programs listed below? Select all that apply or "None of the above." If, at the time you are completing the FAFSA form, you or anyone in your household did NOT receive any of these benefits during 2020 or 2021, but do receive any of them on or before December 31, 2021, you must return to the FAFSA form and update your response.

Answering these questions will not reduce eligibility for student aid or these programs. ⑦

Medicaid
Supplemental Security Income (SSI)
✓ Supplemental Nutrition Assistance Program (SNAP) Learn about SNAP ₪.
Free or Reduced Price School Lunch
Temporary Assistance for Needy Families (TANF) Learn about TANF C.
Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) Learn about WICピ.
None of the above



## "Student Questions for Tax Filers Only"

If you indicated that you filed taxes (regardless of whether you import data from the IRS or enter manually) you will be asked about various types of income that may have been included in the income reported on your tax return.

If you received college grants, scholarships or any payments from Americorps during the year for which you are reporting income <u>that were</u> <u>included in the income reported on your taxes</u>, you must enter the amount here to ensure that these do not count against your financial aid eligibility.

**If you use the IRS DRT,** some of these questions will show as "Transferred from the IRS."



### **Student Additional Financial Info**

- A **Cooperative Education Program** is a college program that allows a student to apply their classroom knowledge to a paid work experience in a field related to their academic or career goals.
- **If you received federal work-study**, you must enter the information twice in the FAFSA so that it is <u>subtracted</u> when determining your total income. First, include the amount in the total provided when asked "How much did you earn from working?"
- Also provide the amount in Additional Financial Info Section that says, "Taxable earnings from needbased employment programs, such as Federal Work-Study and need-based employment portions of fellowships and assistantships"

Student Demographics	School Selection	Dependency Status	4 Parent Demographics	5 Parent Financials	6 Student Financials	7 Sign & Subr
	STUDENT INFORM	ATION				
١	Student Add	litional Financial	Info			
	Did you have ar	y of the following iten	ns in 2021? Enter amour	nts for all that apply.		
	Child support yo include support	ou paid because of dive for children in your h	orce or separation or as ousehold.	a result of a legal req	uirement. Don't	
	S	0.00	]@			
	Earnings from v	vork under a Cooperat 0 .00	ive Education Program	offered by a college.		
	Taxable earning based employm	gs from need-based em ent portions of fellows	ployment programs, such hips and assistantships.	ch as Federal Work-St	udy and need-	
	s	0.00	]@			
	Previous				Continue	
/	Previous	]			Continue	

You DO NOT have to report the following information as income earned from working, or as "Untaxed Income":

 $\rightarrow$  Economic Impact Payments, or stimulus checks, due to the COVID-19 pandemic.

 $\rightarrow$  Emergency financial aid grants from the government in connection with the COVID-19 pandemic. If you aren't sure, talk to your financial aid office for assistance.

- $\rightarrow$  Extended Foster Care (AB 12) benefits
- $\rightarrow$  Welfare (CalWORKs) payments
- $\rightarrow$  Untaxed Social Security benefits
- $\rightarrow$  Supplemental Security Income (SSI) do not confuse with Social Security Disability Insurance (SSDI)

There are other less common types of untaxed income that don't need to be reported as well. Learn more within the FAFSA. STUDENT INFORMATION

School Selection

Student Demographics

#### Student Untaxed Income

Dependency Status

Did you have any of the following items in 2021? Enter amounts for all that apply.

Child support received for all children. Do not include foster care or adoption payments.



Housing, food, and other living allowances paid to members of the military, clergy, and others (including cash payments and cash value of benefits). Do not include the value of on-base military housing or the value of a basic military allowance for housing.

4

Parent Demographics

5

Parent Financials

Student Financial



Payments to tax-deferred pension and retirement savings plans (paid directly or withheld from earnings), including, but not limited to, amounts reported on the W-2 Form in Boxes 12a through 12d, codes D, E, F, G, H, and S. **Don't include** amounts reported in code DD (employer contributions toward employee health benefits).



Veterans noneducation benefits such as Disability; Death Pension; or Dependency and Indemnity Compensation (DIC); and/or VA Educational Work-Study allowances.



Other untaxed income not reported, such as workers' compensation, disability benefits, etc.



Money received, or paid on your behalf (e.g., bills), not reported elsewhere on this form. This includes money that you received from a parent or other person whose financial information is not reported on this form and that is not part of a legal child support agreement.



0 .00 ⑦

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# **Student Assets:**

If asked, click "Yes" to skip questions about your assets. It is not required.

If your income is over a certain threshold, you will instead be asked to provide information about your current assets such as savings, checking accounts or investments.





# What if your income has changed since 2021?

If your income has decreased since 2021, for example, you lost a job or had your hours significantly reduced, contact the financial aid office at the school you plan to attend. They can recalculate your financial aid award to reflect your current income.

# Option b). If you select *"Will File"* IRS Income Tax Return

Very few people will need to select this option. If you were required to file taxes, but missed the deadline, select this option.

Student Demographic

If you select **"Will file"** a tax return, indicate what your filing status will be when you do file.

A message will appear to confirm that you have missed the deadline to file taxes, but still plan to file an income tax return.

Click "OK" if this is true.



# **Student IRS Info**

Either use the prior year's taxes if the information is similar, to provide estimates or click **"Income Estimator"** for assistance estimating the adjusted gross income.

<u>Gross income</u> = total income paid to you before any deductions or taxes were taken out.

\*\*\*You will then be asked the same questions as tax filers based on your estimations. To view the additional financial information screens that follow see pages 80-88.



# Option c). If you select *"Not Going to File"* IRS Income Tax Return

If you did not file a tax return, select this option. You will still be asked questions about any income you have earned or received.

Select **"Not going to file"** if you did not file a tax return for the requested year.

You may be required to submit a Verification of Non-Filing Letter to the IRS to verify that you did not file a tax return.

For more information about this form visit:

www.jbay.org/resources/irs-vnf

$\checkmark$	$\checkmark$	(4)	5	6
School Selection	Dependency Status	Parent Demographics	Parent Financials	Student Financ
	TION			
STUDENT INFORMA				
Student Tax	Filing Status			
A Roo	auco the FAFCA® form	holongs to the student	"you" and "your" alw	20110
(un	less otherwise noted) i	refer to the student.	you and your and	ays
R 0001 1	1 1 1 1		1	
For 2021, have y	ou completed your IRS	S income tax return or a	nother tax return?	
For 2021, have y Not going to fi	ou completed your IR le	S income tax return or a	nother tax return?	~ 0
For 2021, have y Not going to fi	ou completed your IRS le	S income tax return or a	nother tax return?	~ 0
For 2021, have y Not going to fi	ou completed your IRS	S income tax return or a	nother tax return?	~ 0
For 2021, have y Not going to fi	ou completed your IRS	S income tax return or a	nother tax return?	~ 0
For 2021, have y Not going to fi	ou completed your IRS	S income tax return or a	nother tax return?	~ 3
For 2021, have y Not going to fi	ou completed your IRS le I Vour responses you al	S income tax return or a	nother tax return?	~ ⑦
For 2021, have y Not going to fi Based on	ou completed your IRS le J your responses, you at	S income tax return or a	nother tax return?	~ ⑦
For 2021, have y Not going to fi Based on	ou completed your IRS le J your responses, you an	S income tax return or a	nother tax return?	~ 🤊

Previous

Continue



## Unsure if you made enough money to file taxes?

Each year the income requirement is different. Ex. In 2021, if you were single, under 65 and your gross earned income and/or income from scholarship awards was at least \$12,550, then you are legally required to file taxes.

<u>**Gross income</u>** = total income paid to you before any deductions or taxes were taken out.</u>

## There are many good reasons to file taxes!

- ✓ Most half-time and full-time students qualify for a cash-back education credit.
- ✓ Students who earned at least \$1 may qualify for the Earned Income Tax Credit.
- ✓ Parenting students, whether they have worked or not, may qualify for the child tax credit.
- Any childcare expenses a parent pays for while they attend school or work can also be deducted on their taxes

# Learn more at jbay.org/resources/tax prep-checklistfor-transition-age-youth-2/.

Student Income from Work

You will be asked to report how much money you made from **working**. Include the information from your W-2 forms (box numbers 1 +8).

If you did not work, enter zero. This question can't be left blank.

$\checkmark$	$\checkmark$	~	4	5	6	7
Student Demographics	School Selection	Dependency Status	Parent Demographics	Parent Financials	Student Financials	Sign & Submit
	STUDENT INFORM	ation ome from Work				
	How much did y	you earn from working .00	g (wages, salaries, tips, e ] ⑦	etc.) in 2021?		
	Previous				Continue	

**Additional Financial Info** 

A Cooperative Education Program is a college program that allows a student to apply their classroom knowledge to a paid work experience in a field related to their academic or career goals.

If you received federal work-study, you must enter the information twice in the FAFSA so that it is subtracted when determining your total income. First, include the amount in the total provided when asked "How much did you earn from working?"

Also provide the amount in Additional Financial Info Section that says, "Taxable earnings from need-based employment programs, such as Federal Work-Study and need-based employment portions of fellowships and assistantships."



Student Untaxed Income – Part 1

You DO NOT have to report the following information as income earned from working, or as "Untaxed Income":

 $\rightarrow$  Economic Impact Payments, or stimulus checks, due to the COVID-19 pandemic

 $\rightarrow$  Emergency financial aid grants from the government in connection with the COVID-19 pandemic. If you aren't sure, talk to your financial aid office for assistance.

- $\rightarrow$  Extended Foster Care (AB 12) benefits.
- $\rightarrow$  Welfare (CalWORKs) payments
- $\rightarrow$  Untaxed Social Security benefits

 $\rightarrow$  Supplemental Security Income (SSI) - do not confuse with Social Security Disability Insurance (SSDI)

\*There are other less common types of untaxed income that do not need to be reported. Click the question mark icon after "Other Untaxed Income not reported" to see the complete list.



## Student Untaxed Income- Part 2

You DO have to report Unemployment Benefits under untaxed income.

#### STUDENT INFORMATION

\$

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\$

\$

\$

#### Student Untaxed Income

Did you have any of the following items in 2021? Enter amounts for all that apply.

Child support **received** for all children. Do not include foster care or adoption payments.



Housing, food, and other living allowances paid to members of the military, clergy, and others (including cash payments and cash value of benefits). Do not include the value of on-base military housing or the value of a basic military allowance for housing.

0	.00	0

Payments to tax-deferred pension and retirement savings plans (paid directly or withheld from earnings), including, but not limited to, amounts reported on the W-2 Form in Boxes 12a through 12d, codes D, E, F, G, H, and S. **Don't include** amounts reported in code DD (employer contributions toward employee health benefits).



Veterans noneducation benefits such as Disability; Death Pension; or Dependency and Indemnity Compensation (DIC); and/or VA Educational Work-Study allowances.

0 .00 0

0 .00 0



Money received or paid on your behalf (e.g., bills), not reported elsewhere on this form. This includes money that you received from a parent or other person whose financial information is not reported on this form and that is not part of a legal child support

agreement.





## **Student Assets:**

If asked, click "Yes" to skip questions about your assets. It is not required.

If your income is over a certain threshold, you will instead be asked to provide information about your assets such as savings or investment accounts.

Student Demographics	School Selection	Dependency Status	4 Parent Demographics	5 Parent Financials	6 Student Financials	SI
	STUDENT INFORMA	TION				
	Student Asse	ets				
	Do you want to s	kin questions about w	our assats?			
		kip questions about y	our assets: (j			
	Yes					
	🔾 No					
	Previous				Continue	

# SECTION 7 OF THE FAFSA: SIGN & SUBMIT

The final section of the FAFSA!

- Review and check all the information from the application. It is a summary of the information you provided on the FAFSA.
- You can print a copy for your records by clicking "Print This Page" at the bottom.
- If everything is ok, click "continue" at the bottom. Your FAFSA still needs to be signed and submitted.



Answer a few demographic questions before you sign and submit and then click "Continue." These questions do not affect your eligibility for aid



Decline to answer	
Native Hawaiian or Other Pacific Islander	
American Indian or Alaska Native	
Other Asian origin	
C Korean	
□ Vietnamese	
Filinino	
Asian	
Black or African American	
What is your race? Choose all that apply.	
Decline to answer	
Vither Spanish, Hispanic, or Latino origin	
Puerto Rican descent	
Mexican, Mexican-American, or Chicano descent	
✓ Cuban descent	
Not Hispanic nor Latino origin	

# **Agreement of Terms-** Read and check the box indicating agreement with the signing statement and click "Sign and Submit FAFSA Form".



# **Signature Options**

- If you logged into the FAFSA with an FSA ID, this page will not show and you will be directed to the "Congratulations" page.
- If you logged into the application without an FSA ID, you will be shown this signature option page. It is recommended that you create an FSA ID to sign your FAFSA form electronically and then click "Sign This FAFSA Form."



- This is your Confirmation Page to show that your FAFSA is submitted! It provides your confirmation number and Data Release Number (DRN), should there be any issues.
- If possible, print and save a copy of this page for your records.
- A copy will be sent via email.
- You'll be notified in 3-5 days that it was processed.
- If you need to make any changes, you must wait until you receive your Student Aid Report (SAR). This may take a few days to a few weeks after filing your FAFSA.

#### G FAFSA Home C→ Exit FAFSA Form

# Congratulations, Brian!

Your FAFSA form was successfully submitted to Federal Student Aid.

10/06/2022 15:51:01

Confirmation Number: F 0000000101 Data Release Number (DRN): 9999

### Here's what happens next:

- You will receive an email version of this page.
- In 3–5 business days, you will receive an email notifying you that your FAFSA form was processed.
- Your FAFSA information will be made available to your school(s), and they will use it to determine the aid you may be eligible to receive.
- Your school(s) will contact you if they need more information or when they are ready to discuss your financial aid award.
- If you have questions about your financial aid package, contact your school(s).

An abbreviated version of your confirmation page has been sent to you at the following email address:

newuser@fafsademo.com

Print This Page \, 🖨

### Estimated Expected Family Contribution (EFC) = 999999

- The EFC is a measure of how much you can contribute to the cost of your education. Schools use your EFC to determine your federal student aid eligibility.
- The EFC is not how much aid you will receive or how much you have to pay for college.

#### ESTIMATED ELIGIBILITY INFORMATION

 Based on the eligibility criteria, you may be eligible for the following federal student aid:

# Free Help Completing the FAFSA

 Schoolhouse Connection: Resources for homeless students <u>https://www.schoolhouseconnection.org/fafsa/</u>

- Live Help built into FAFSA on the Web
- U.S. Department of Education's toll-free hotline:
  - 1-800-4-FED-AID (1-800-433-3243)
- Submit questions to the U.S. Department of Education at: https://studentaid.gov/help-center/contact

# **AFTER THE FAFSA**

Filling out the FAFSA is just the first step.

Once your FAFSA is processed successfully (within a few days), it will be indicated when you log back into the FAFSA.

You can make a correction by choosing **"Edit FAFSA Form."** 

Choosing "View Student Aid Report" will allow you to view your SAR. Learn more about the SAR on the next page.

2023–24	2022–23	
Current Applicati	on Status:	
Processed Successfully		
Congratulations, yo	our FAFSA form was successfully processed.	
What Hannens Nevt		
What Happens Next     • Your FAFSA in	nformation was made available to the school(s) you	listed on your FAFSA form
<ul> <li>What Happens Next</li> <li>Your FAFSA in</li> <li>Your school(s)</li> <li>Your school(s)</li> <li>If you have must</li> </ul>	nformation was made available to the school(s) you ) will use your FAFSA information to determine the ) will contact you if they need more information or uestions about your financial aid package contact y	a listed on your FAFSA form aid you may be eligible to to discuss your financial ai your school(s).
<ul> <li>What Happens Next</li> <li>Your FAFSA in</li> <li>Your school(s)</li> <li>Your school(s)</li> <li>If you have que</li> <li>Original Application</li> </ul>	nformation was made available to the school(s) you ) will use your FAFSA information to determine the ) will contact you if they need more information or nestions about your financial aid package contact y n: Submitted on 10/01/2022; Processed on 10/18/2022	a listed on your FAFSA form e aid you may be eligible to a to discuss your financial ai your school(s).
<ul> <li>What Happens Next</li> <li>Your FAFSA ir.</li> <li>Your school(s)</li> <li>Your school(s)</li> <li>If you have que</li> <li>Original Application</li> </ul>	nformation was made available to the school(s) you ) will use your FAFSA information to determine the ) will contact you if they need more information or destions about your financial aid package contact y a: Submitted on 10/01/2022; Processed on 10/18/2022	a listed on your FAFSA form e aid you may be eligible to a to discuss your financial ai your school(s).
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What Happens Next <ul> <li>Your FAFSA ir</li> <li>Your school(s)</li> <li>Your school(s)</li> <li>If you have qu</li> </ul> Original Application You may	nformation was made available to the school(s) you ) will use your FAFSA information to determine the ) will contact you if they need more information or nestions about your financial aid package contact y n: Submitted on 10/01/2022; Processed on 10/18/2022	a listed on your FAFSA form e aid you may be eligible to to discuss your financial ai rour school(s).
What Happens Next  Vour FAFSA ir Vour school(s) Vour school(s) If you have qu Original Application You may	formation was made available to the school(s) you will use your FAFSA information to determine the will contact you if they need more information or destions about your financial aid package contact y a: Submitted on 10/01/2022; Processed on 10/18/2022	e listed on your FAFSA form e aid you may be eligible to to discuss your financial a rour school(s).
### **Student Aid Report**

If you click "View Student Aid Report (SAR)", you'll see this page.

The SAR summarizes the information provided on the FAFSA. It includes the Data Release Number (DRN) and Expected Family Contribution (EFC). In this example, the EFC is 0 which means the student will likely qualify for maximum aid.

The SAR is not your award letter, but an estimate of what you MAY be eligible for.

It may take a few days or weeks to receive your SAR.

It will include info if you've been selected for additional verification and how many years you have received federal aid towards the 6-year cap.

At the top of the page, students can "PRINT SAR"

#### C→ Exit FAFSA Form 2023–24 Student Aid Report C Print SAR **TRANSACTION 01 Processing Results Processing Results FAFSA Data** School Information Application Receipt Date: Processed Date: Data Release Number (DRN) 11/03/2022 3966 **Financial Aid History Corrections History** Learn about federal tax benefits for education, including the American Opportunity tax credit. Expected Family Contribution: 0 Based on the information we have on record for you, your Expected Family Contribution (EFC) is 0. You may be eligible to receive a Federal Pell Grant and other federal student aid. Your school will use your EFC to determine your financial aid eligibility for federal grants, loans, and work-study funds, and possible funding from your state and school. Based on your EFC of 0, you may be eligible to receive a Federal Pell Grant of up to \$6,895 for the 2023-24 school year provided you have not met or exceeded the lifetime limit established for the Federal Pell Grant program. Back to FAFSA Home

# CREATE A WEBGRANTS 4 STUDENTS ACCOUNT

Create this to view the status of your FAFSA/CADAA and Cal Grant

### WebGrants 4 Students: <u>mygrantinfo.csac.ca.gov</u>

- Students will need to wait to create a WebGrants account until their FAFSA or CADAA is processed. It can take 1-2 weeks for the FAFSA to process and link to WebGrants.
- If there are any issues, they should contact the California Student Aid Commission (CSAC):
  - (888) 224-7268
  - 1-800-735-2929 (TTY)
  - <u>studentsupport@csac.ca.gov</u>



## Edit Profile – Contact Info

TIP: Make sure your contact information is up to date so CSAC can reach you.

Here is the screen where you can edit contact information. Be sure to enter the information accurately

🛤 Edit Profile		×
Contact Info	Demographic 3rd Party Access	History of Previous Changes
Address*	20612 PIONEER BLVD	CA • 90715
D Mobile Phone*	626-784-8323	lation
<b>C</b> Alternate Phone	000-000-0000	
► Primary Email*	pshaner924@gmail.com	
🖂 Alternate Email	example@domain.com	
	Save Changes Reset	
		Close

## **Check Your Award Status**

Below are the possible award status cards in Webgrants. If you award status is pending, select "To Do" to determine next steps. If your award status is "not awarded", click on "Reason" to learn more and consult with the financial aid office or CSAC if you believe there is an error.





# WebGrants To Do's

1. Check your award status and amount for the Cal Grant

2. Verify if there are any "pending" items or forms that still need to be completed

3. Confirm that your school of attendance is accurate. This is referring to the college you plan to attend, not your high school.

4. Verify that your GPA has been received. If not, contact your high school counselor or the California Student Aid Commission (CSAC).

5. Enter your high school graduation date. This will become available on the 1st day of the month of your planned graduation month.

### **Congrats! You Did It!**

### **Remember:**

- Continue to check your email and college student portal weekly. The college will communicate with you if they need more information. Even after college starts, continue to check it often.
- Respond promptly to any information request to provide verification in order to receive your financial aid, such as a verification of homeless youth status or an IRS Verification of Nonfiling Letter (if you didn't file taxes). Learn more at: <u>www.jbay.org/resources/irs-vnf</u>.
- Update all of your accounts if your address, email or phone number changes (e.g. WebGrants, college portal, FAFSA/CADAA, etc.)
- Apply for other scholarships and campus support programs such as EOP, EOPS, or Disability Student Services.
- Check out the Financial Aid Guide for California Homeless Youth to learn how to maintain your financial aid at: <u>https://jbay.org/resources/financial-aid-guide-for-ca-homeless-youth/</u>. Once you receive financial aid, there are requirements you need to meet to keep receiving it.
- Reapply for FAFSA every year!



### (415) 348-0011 | info@jbay.org | jbay.org

#### John Burton Advocates for Youth