



Required Documents Needed to Complete the 2022-2023 Financial Aid Application

To complete the financial aid application with FACTS, you will be required to submit supporting documentation. FACTS will notify applicants of any additional supporting documentation required to complete the application. Please review the documents listed below to see if they apply to you so that you can gather them to complete your financial aid application. Documents are to be uploaded to your application; do not fax/mail or email to Futures in Education.

2021 1040 Tax Return

- **All applicants must submit the Federal 1040 tax document.**
- Upload the 1st and 2nd pages of the Federal 1040 tax forms from the applicant.
- The signature page of the 1040 must be signed.
 - *If the applicant does not claim the student on their tax return, tax documents are also required from the person claiming the student listed on the financial aid application.*

Unemployment Documents

- **If you were or are** on unemployment, the official unemployment letter from the Department of Labor must be submitted.
- Documentation must include: dollar amount received and date range for when the unemployment was received.

Worker's Compensation

- **If you were or are** on Worker's Compensation, the **official** Worker's Compensation award letter must be submitted.
- This document must include: dollar amount received and date range for when you received worker's compensation.
- *If you have misplaced your letter, contact The Department of Labor at 1-888-209-8124.*

Public Assistance Cash and/or Temporary Assistance for Needy Families (TANF) and/or Supplemental Nutrition Assistance Program Income (SNAP/formerly "Food Stamps")

- **If the applicant** or someone in the home is receiving any of the benefits above, you must submit documentation showing name of recipient, dollar amount, and time period for which the assistance was received.
 - Public Assistance (TANF/Cash Grant): Official award notice must include the case dollar amount and/or the coupon and must have the name of the person receiving the benefit.
 - SNAP (formerly "Food Stamps"): Official award notice must include the case dollar amount and/or the coupon and must have the name of the person receiving the benefit.
- Documentation can be obtained from your online account at <https://mybenefits.ny.gov>, or a SNAP Center.

Social Security/Disability Benefits

- **If the applicant** or anyone in the home is/are receiving Social Security Benefits, you must submit documentation.

- SSA-1099 for all family members receiving SSA benefits, SSI and/or Disability.
- SSI statements/letters for all family members receiving benefits.

Child Support Documentation

- **If the applicant** received or is receiving court-ordered child support, documentation must be submitted.
- Court-ordered, legal documents showing awarded dollar amount of child support including the name of the child must be submitted.
- You may also submit a notarized letter (or complete the “Other Financial Assistance Form”; see below) stating the dollar amount of the support received in a non-court ordered agreement.

Alimony

- **If** the applicant received or is receiving court ordered alimony, documentation must be submitted.
- Court-ordered, legal documents showing awarded dollar amount of alimony including the applicant’s name must be submitted.
- You may also submit a notarized letter (or complete the “Other Financial Assistance Form”; see below) stating the dollar amount of the support received in a non-court ordered agreement.

Adoption Subsidy

- **If** the applicant receives an Adoption Subsidy, documentation must be submitted.
- Official letter stating the child’s name, amount received, and date range of when the amount was received must be submitted.

Foster Care

- **If** the applicant has a foster child and receives benefits, documentation must be submitted.
- Official letter from the Aid to Families with Dependent Children-Foster Care Program (AFDC-FC) stating the child’s name, amount received, and date range of when the amount was received must be submitted.

Report Card – Only if Applicable!

- Please read carefully; this is not a requirement for everyone.
- The report card is **ONLY required IF** your child is transferring **from**:
 - **Public** school, **charter** school, or was **homeschooled**.
 - If this applies to you, please submit a copy of his/her most recent report card.
- **If your child attended a Catholic academy or school in the most recent academic year, DO NOT submit a report card.**

Other Financial Sources

- **If** the applicant receives financial assistance other than what is reported on a tax return, a sworn statement and “Other Financial Assistance Form” will be required.
 - The sworn statement must have a reason box checked, be signed and notarized.
- **If** the applicant receives “other” income which is not reported on the tax return, the following form will be required: “Other Financial Assistance Form”.
 - The “Other Financial Assistance Form” will include the name of the person receiving the financial assistance, the total amount for the year and must be notarized.

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