



APPLICATION CHECKLIST

___ **CERTIFICATE OF AUTHORIZATION** (Signature page)- Must be hand-signed **pg 5**

___ **BIRTH CERTIFICATE** (PER CHILD UNDER 18)

___ **2019 FEDERAL TAXES FOR ALL INDIVIDUALS** 18 YEARS AND OLDER LIVING IN THE HOME

- Must Be Hand-signed. NO E-Signatures Will Be Accepted.
- Must Be Complete AND Include ALL Forms, Schedules & W2s
 - The total amount in box 1 of the 2019 Federal Taxes must match the total amount in box 3 in all W2s
- No Need To Send State Taxes

___ Must provide 2019 Federal Taxes showing who claimed **ALL** children in the household. If no one claimed them, a notarized letter must be provided.

___ **ALL W2s** for **ALL INDIVIDUALS** 18 YEARS AND OLDER LIVING IN THE HOME (if W2s were received)

___ **SWORN STATEMENT for IRS DID NOT FILE TAX RETURN FORM** (if no taxes were filed) - **pg 8**

- **REQUIRED** for EACH adult living in the household who did not file a 2018 Form 1040.
- Each person may be required to provide documentation verifying their Did Not File status later this year.
- **EVERY** adult in the house hold who Did Not File taxes and is not claimed as a dependent on a provided Tax Return **MUST** complete one section of this form.

___ **OTHER INCOME DOCUMENTATION** (if applicable)

- Food Stamps
- SSI
- Section 8
- Child Support

****MUST** have one of the following for children (applying for scholarship) if the child is **NOT** an incoming kindergartener:

___ **PUBLIC SCHOOL VERIFICATION FORM** (PSV) - *if applicable* - **pg 6**

___ **CERTIFICATE OF ELIGIBILITY TO TRANSFER** (CET) - *if applicable* - **pg 7**

___ **UNUSUAL CIRCUMSTANCES**

- MUST provide info on app.
 - Proof of Guardianship

Some Reasons for Denials

- Expenses Exceed Income
- No Payment Submitted
- No Response to Emails
- Didn't Click the Submit Button (Online)
- Requested Documentation Not Received



Check our website for updates
www.aaascholarships.org

AAA SCHOLARSHIP FOUNDATION- How are we different?

- 1st completed, 1st awarded basis
- Once awarded, recipient receives scholarship for 3 years
- No Application Fee
- Large amount of funds to award
- Opportunity to reapply every 3 years
- Awards are 90% of the State Aid, which is the maximum awarded amount allowed by the state
- Income based scholarship can be awarded from 100%-25% (of max. amount allowed by the state) based on household size & household income
- 4 payments (checks) mailed to the school, on parent's behalf
- Parent A must come to the school & sign the check
- Process applications in house
- Communicate with Parent via email until application is completed. Once completed, a Determination Letter is mailed via US Postal Mail
- No established deadline. Keep an eye on our website.

2020-21 APPLICATION TIPS!

- No Blank Spaces
- Submit *All Birth Certificates* for All Children 18 Years Old AND Younger
- Submit **Signed** Prior Year Federal Tax Return AND All Schedules/Forms AND **All W2s** (*E-file Signatures Will Not Be Accepted)
- Provide **2019 Federal Taxes** showing who claimed **ALL** children in the household. If no one claimed them, a notarized letter must be provided
- Submit Prior Year-End Non Taxable Income Documentation (SNAP, DES, SSI, SECTION 8, Etc.)
- Submit **Certificate of Eligibility to Transfer or Public School Verification Form**, (one of these must be submitted if student is not a renewal or a incoming kindergartener)
- Children who are 17 years old & **older** and living in the home, must provide prior year **Federal Taxes or a Sworn Did Not File Form** (see application)
- Once awarded & accepted, combining a AAA Scholarship with another tax credit scholarship in NOT allowed
- Submit Letter of Unusual Circumstances, if necessary.
 - This is your **ONLY** opportunity to explain your situation

2020-21 AAA SCHOLARSHIP TIMELINE

1. Parent submits application & payment via **US Postal Mail or online** (NO personal checks)
2. Communication with Parent will be made via **email** (you provided on application) until application has been completed
3. Once completed by the Processing Team, a **Determination Letter & School Commitment Form (SCF)**, (if approved), will be received by parent via **US Postal Mail**, around 4-6 weeks
4. **Parent A brings SCF to school**, Staff completes their portion of the SCF & **Parent A signs SCF**
5. **School emails SCF to AAA**
6. **AAA emails the Verification Report (VR) to school** (4x a year)
7. School completes the VR & submits **by deadline**. (This is what we base our check distribution on)
8. **Checks are mailed to school** (see *Payment Calendar on our website*)
9. School receives checks & contacts **Parent A to sign check**
10. **Parent A signs check & school deposits**
11. Every FEBRUARY, AAA mails current award recipients the following: Determination Letter, School Commitment Form (SCF), or a Renewal Application (at the end of the 3rd year)

***PLEASE NOTE:** If you are NOT applying for a Kindergartener, you **MUST** provide 1 of the following for **EACH** child you are applying for:

- **AZ Public School Verification (PSV) Form** or Report Card (Must Be Completed by School Staff)
 - This only needs to be completed if your child attended an Arizona Public School for at least 90 days in prior school year.
- **Certificate of Eligibility to Transfer (CET)** (Must Be Completed By Awarding STO or School Staff)
 - This only needs to be completed if your child received funds from another STO and is transferring to AAA Scholarship Foundation.