



## **APPLICATION CHECKLIST**

\_\_\_ **CERTIFICATE OF AUTHORIZATION** (Signature page)

\_\_\_ **BIRTH CERTIFICATE** (PER CHILD UNDER 18)

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

\_\_\_ **PUBLIC SCHOOL VERIFICATION FORM** (PSV)

\_\_\_ **CERTIFICATE OF ELIGIBILITY TO TRANSFER** (CET)

\_\_\_ **SWORN STATEMENT for IRS DID NOT FILE TAX RETURN FORM** (if no taxes were filed)

- **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.

\_\_\_ **2018 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 Schedules.
- No Need To Send State Taxes

\_\_\_ **OTHER INCOME DOCUMENTATION**

- Food Stamps
- SSI
- Section 8

\_\_\_ **UNUSUAL CIRCUMSTANCES**

- **MUST** provide info on app.
  - Proof of Guardianship

### **Some Reasons for Denials**

- Expenses Exceed Income
- No Payment
- No Response to Emails
- Didn't Submit the Application
- Documentation Not Received