



# PRIVATE SCHOOL AID SERVICE

## Step Up For Students K-12 Scholarship Application

for The Economically Disadvantaged Household

### 2009-2010

Renewal applications and documentation must be postmarked no later than **May 1, 2009**.

Renewal applications postmarked after this deadline may not be awarded.

**New applicants have no deadline - New Scholarships are awarded on a first completed, first awarded basis.**

DO NOT enroll your child into a private school until you have received a SCHOLARSHIP AWARD LETTER and School Commitment Form (SCF)! Funding is not guaranteed. If you enroll your child before receipt of a SCF, you will be responsible for their tuition and the child may not qualify for future scholarship funding.

### ARE YOU ELIGIBLE TO SUBMIT YOUR APPLICATION?

- Do you live in these counties: Broward, Charlotte, Citrus, Collier, Dade, De Soto, Dixie, Glades, Hardee, Hendry, Hernando, Highlands, Hillsborough, Lee, Levy, Manatee, Marion, Monroe, Palm Beach, Pasco, Pinellas, Polk, Sarasota, Sumter?
  - Yes. Continue.
  - No. "Stop", call this phone number for assistance 866-469-7445.
- Step Up For Students considers ALL household members and their income. To figure out your household size, add ALL the people you live with together; this number is your household size. Now, add ALL your income together for everyone that lives with you; this is your total income. If you include ALL household members and ALL income received into the household, do you meet the income guidelines at the bottom of this page?
  - Yes. If you are a RENEWAL family and are not adding any new student(s), complete the application now.
  - Yes. If receiving Foster Income from the state of Florida for the student being applied for.
  - Yes. If you are a RENEWAL family and are adding any new student(s), complete the questions below only for new students.
  - Yes. NEW families continue to the next question.
  - No. Your household is not eligible for a scholarship.
- Is your student(s) entering Kindergarten through 12th grade for the 2009-2010 school year?
  - Yes. Continue for these students.
  - No. STOP, these students are not eligible. Students must be entering K-12th grade to be eligible for a scholarship.
- Will your student(s) be 5-22 years old on September 1, 2009?
  - Yes. Continue for these students.
  - No. STOP, these students are not eligible. Students 4 years and younger or 23 years and older on September 1, 2009 are not eligible for a scholarship.
- Did your NEW student, who will be entering 2nd to 12th grade in 2009-2010, attend a Florida Public School for the full 2008-2009 school year?
  - Yes. My NEW student(s) attended Florida Public School the entire 2008-2009 school year.
  - My student is entering Kindergarten or 1st grade. Florida public school attendance not required by law.
  - No. My NEW student(s) was home (or virtual) schooled at any point during the 2008-2009 school year - STOP - this student(s) is not eligible for a scholarship.
  - No. My NEW student(s) attended a private school during the 2008-2009 school year - STOP - this student is not eligible for a scholarship.

NOTE: The \$30.00 application fee per household is non-refundable.

### Household Income/Financial Resources

To figure out your household size, add ALL the people you live with together; this number is your household size. Now, add ALL your income together for everyone that lives with you; this is your total income. Income includes all of these: Adjusted Gross Income from your taxes if you file, Social Security Income/Disability, Child Support or any other non-taxable income. Check the chart to see if your income is less than (or the amount shown) on the chart for your household size.

To qualify for the Florida P.R.I.D.E. Scholarship your total household income must be equal to or below the amount stated for your household size. For New households greater than 8, add \$6,919 for each additional household member. For Renewal households greater than 8, add \$7,480 for each additional household member.

Household Income/Financial Resources		
Household size	New Household Maximum	Renewal & Add-On Household Maximum
2	\$26,955.00	\$29,140.00
3	\$33,874.00	\$36,620.00
4	\$40,793.00	\$44,100.00
5	\$47,712.00	\$51,580.00
6	\$54,631.00	\$59,060.00
7	\$61,550.00	\$66,540.00
8	\$68,469.00	\$74,020.00

### MAIL APPLICATION TO:

PSAS/STEP UP  
SCHOLARSHIP APPLICATION  
P.O. BOX 458025  
WESTLAKE, OHIO 44145

To check the processing status of your application (4-6 weeks after mailing), go to [www.psas.org](http://www.psas.org) or call 800-664-1530.

Keep a copy of your completed application and all documents.

**IMPORTANT: Fill in the answers asked for in the blank spaces provided throughout this form; write N/A or 0 if items do not apply to you. Do not leave any spaces blank.**

# SCHOLARSHIP APPLICATION • 2009-2010

## **A** PARENT A or GUARDIAN A LIVING WITH STUDENT

This individual will be required to sign each scholarship check.

Check one:  Father  Mother  Grandparent  Aunt/Uncle  Other Adult

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_  
 Social Security Number \* \_\_\_\_\_ (Area Code) Home Phone \_\_\_\_\_

Employed by \_\_\_\_\_  
 (Area Code) Work Phone \_\_\_\_\_

Home Address, Apt. # (must be street address, PO Box not acceptable) \_\_\_\_\_

Home City \_\_\_\_\_ Home State \_\_\_\_\_ Home Zip \_\_\_\_\_

Home County \_\_\_\_\_ E-mail address \_\_\_\_\_

Home Mailing Address (if different from above) \_\_\_\_\_

\*This number is your family code and must be noted on each piece of documentation.

## **C** HOUSEHOLD INFORMATION

1. Number of people who lived in your home during the 2008 year:

Parents/Guardians \_\_\_\_\_ Children \_\_\_\_\_ Other \_\_\_\_\_  
 Total of above \_\_\_\_\_ (This is your "household size")

2. What is the language spoken in your home? \_\_\_\_\_

3. What is PARENT A's marital status today?:

- a.  Single, never Married    d.  Divorced    g.  Living w/boyfriend, girlfriend, fiancé  
 b.  Married    e.  Divorced/Remarried    h.  Other: \_\_\_\_\_  
 c.  Widowed    f.  Separated

4. Date of Separation (Month/Year) or N/A \_\_\_\_\_

5. Date of Divorce (Month/Year) or N/A \_\_\_\_\_

6. List any parents, not living in the home, for children who live with Parent(s) A and B.

Non-Custodial Parent's name	Child's name
_____	_____
_____	_____
_____	_____

7. Does PARENT A and/or B receive child support for any children in the home?  Yes  No

8. Does PARENT A and/or B have a divorce/separation agreement?  Yes  No  
 If YES, provide a copy of your divorce/separation agreement if you do not claim the child(ren) on your taxes to show they live with you.

\*\*\*This application is the ONLY chance you have to explain your household situation. Please use additional paper if needed to give us ALL needed information to determine your eligibility. All information must be disclosed NOW. Failure to fully document and complete this application WILL result in your application being denied. You will not be able to provide additional information after processing to change the decision of eligibility made based on the original application and documentation.\*\*\*

## **D** HOUSEHOLD CLARIFICATION PLEASE LIST ALL PEOPLE WHO LIVED IN THE HOUSE WITH PARENT A DURING 2008:

PLEASE PRINT NAME	Relationship to Parent A	Age	Did they file a 2008 Federal Tax Return? (check one)	Total Income in 2008	How long has this person lived with PARENT A?
			<input type="checkbox"/> FILES / <input type="checkbox"/> DOES NOT FILE		
			<input type="checkbox"/> FILES / <input type="checkbox"/> DOES NOT FILE		
			<input type="checkbox"/> FILES / <input type="checkbox"/> DOES NOT FILE		
			<input type="checkbox"/> FILES / <input type="checkbox"/> DOES NOT FILE		
			<input type="checkbox"/> FILES / <input type="checkbox"/> DOES NOT FILE		
			<input type="checkbox"/> FILES / <input type="checkbox"/> DOES NOT FILE		
			<input type="checkbox"/> FILES / <input type="checkbox"/> DOES NOT FILE		

You must provide 2008 income documentation for the above individuals (Form 1040 Federal Tax Return, Social Security Income, etc.) List any additional people that live with you on a separate sheet of paper, if needed. If anyone has moved out or there is a change, you can explain on a separate sheet of paper.

**It takes 4 to 6 weeks to process a complete application. You can check online at [www.psas.org](http://www.psas.org) or call 800-664-1530.**

**Keep a copy of your completed application and all documents.**

**E STUDENT INFORMATION** (ONLY COMPLETE FOR STUDENTS YOU WANT A SCHOLARSHIP FOR)

**For additional students, make a copy of this page before completing.**

**NEW students, by law, entering 2nd-12th grades must have attended a FLORIDA public school for the entire 2008-2009 school year to be eligible.**

**Student A -**

1. Name: \_\_\_\_\_  
 Last Name First Name Middle Initial

2. Student SS#: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
 Social Security Number

3. Student Date of Birth (MM/DD/YY): \_\_\_\_\_  
 (In order to qualify for 2009-2010, the student must be between 5 years and 22 years old on or before September 1, 2009. By law, students 4 years and younger or 23 years and older are not eligible for the scholarship.)

10. Student Relationship to Parent/Guardian A:

- Child/Stepchild
- Grandchild
- Niece/Nephew
- Other(Explain): \_\_\_\_\_

4. Grade Level Student will be entering in August of 2009: \_\_\_\_\_  
 (By law, student must be entering Kindergarten through 12th grade to qualify for this scholarship.)

11. Race (Optional):

- Asian  Black
- Hispanic  White
- Multi-Racial  Not Reporting
- Other: \_\_\_\_\_

5. Name of School attended 2008-2009: \_\_\_\_\_  
 (NOT the school you wish to attend in 2009-2010.)

12. Type of student:

- Renewal  Add-on  New

6. School County (attended in 2008-2009): \_\_\_\_\_

7. Type of School (attended in 2008-2009):  
 Public  Private  
 Charter  Virtual  
 Home School  Not Applicable

(Renewal means you signed scholarship checks for this student in 2008/2009. Add-on means you signed scholarship checks for another student in your home in 2008/2009, but not for this student. New means you did not sign scholarship checks in 2008/2009 for any students in your home.)

8. Gender of Student:  Male  Female

9. Does this student receive TANF/Food Stamps/FDPIR?  Yes  No

Maximum Scholarship awarded is \$3,950, OR Tuition and Fees (whichever is less) per student, per year.

**Student B -**

1. Name: \_\_\_\_\_  
 Last Name First Name Middle Initial

2. Student SS#: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
 Social Security Number

3. Student Date of Birth (MM/DD/YY): \_\_\_\_\_  
 (In order to qualify for 2009-2010, the student must be between 5 years and 22 years old on or before September 1, 2009. By law, students 4 years and younger or 23 years and older are not eligible for the scholarship.)

10. Student Relationship to Parent/Guardian A:

- Child/Stepchild
- Grandchild
- Niece/Nephew
- Other(Explain): \_\_\_\_\_

4. Grade Level Student will be entering in August of 2009: \_\_\_\_\_  
 (By law, student must be entering Kindergarten through 12th grade to qualify for this scholarship.)

11. Race (Optional):

- Asian  Black
- Hispanic  White
- Multi-Racial  Not Reporting
- Other: \_\_\_\_\_

5. Name of School attended 2008-2009: \_\_\_\_\_  
 (NOT the school you wish to attend in 2009-2010.)

12. Type of student:

- Renewal  Add-on  New

6. School County (attended in 2008-2009): \_\_\_\_\_

7. Type of School (attended in 2008-2009):  
 Public  Private  
 Charter  Virtual  
 Home School  Not Applicable

(Renewal means you signed scholarship checks for this student in 2008/2009. Add-on means you signed scholarship checks for another student in your home in 2008/2009, but not for this student. New means you did not sign scholarship checks in 2008/2009 for any students in your home.)

8. Gender of Student:  Male  Female

9. Does this student receive TANF/Food Stamps/FDPIR?  Yes  No

Maximum Scholarship awarded is \$3,950, OR Tuition and Fees (whichever is less) per student, per year.

**F HOW DID YOU HEAR ABOUT OUR PROGRAM?**

- Renewing Household
- Referred by private school
- State Agency
- Another scholarship parent
- Flyer, brochure or poster
- Radio Ad
- Referred by friend, family or work associate not on scholarship
- At an event in my community
- Employer communication
- Newspaper ad or article
- Other: \_\_\_\_\_

\*\*\*This application is the ONLY chance you have to explain your household situation. Please use additional paper if needed to give us ALL needed information to determine your eligibility. All information must be disclosed NOW. Failure to fully document and complete this application WILL result in your application being denied. You will not be able to provide additional information after processing to change the decision of eligibility made based on the original application and documentation.\*\*\*

Parent/Guardian A (Print Name):

SS#

-

-

\*\*\*This application is the ONLY chance you have to explain your household situation. Please use additional paper if needed to give us ALL needed information to determine your eligibility. All information must be disclosed NOW. Failure to fully document and complete this application WILL result in your application being denied. You will not be able to provide additional information after processing to change the decision of eligibility made based on the original application and documentation.\*\*\*

**\*\*If NO ONE is claiming the child(ren) on a 2008 Tax Return, provide Guardianship Documentation. Guardianship documentation can be a copy of a divorce decree or other court document showing whom the child lives with.**

**G INCOME/FINANCIAL RESOURCES** (INCLUDE ALL 2008 INCOME FOR ALL PEOPLE LIVING IN YOUR HOME)

Table with 4 columns: INCOME SOURCES, Parent/Guardian A, Parent/Guardian B, Children and Other Adults. Rows include Adjusted Gross Income, Social Security Benefits, Welfare/Cash Assistance, Child Support, Parsonage, and Other.

**BEFORE YOU GO ON:** Make sure you have included copies of documentation of all your income and have written the Social Security Number of Parent/Guardian A (your family code) on all of your copies. Failure to complete this step may lead to your document(s) not being matched up with your application, and may lead to your household not being eligible for a scholarship.

**H SWORN STATEMENTS FOR IRS DID NOT FILE**

Did all adults residing in your home file or were claimed on a Federal Tax Return? [ ] Yes. Do not complete this Section. [ ] No. Complete Section H for all adults who did not file a Federal Tax Return.

ATTENTION: This sworn statement will be accepted as documentation that you did not file. However, you may be REQUIRED to provide documentation verifying your Did Not File status later this year. ALL adults that Did Not File taxes and are not claimed on a provided Tax Return must complete this section.

UNDER PENALTY OF PERJURY I DECLARE UNDER OATH THAT I DID NOT FILE FOR THE 2008 YEAR AND I UNDERSTAND THIS FORM ACTS AS MY VERIFICATION OF NON-FILING. I ALSO DECLARE UNDER OATH THAT ALL OF THE STATEMENTS HERE ARE TRUE AND COMPLETE.

I, \_\_\_\_\_ did not file a tax return for the following reason (check one): (Name)

- [ ] I received no taxable income.
[ ] My taxable income received was less than the amount required for filing with the IRS.
[ ] Other (explain) \_\_\_\_\_

I was NOT required to file a 2008 Federal Income Tax Return. In place of a tax return, I have completed this notice and attached all income documentation.

Signature of Person that Did Not File - Relationship to PARENT/GUARDIAN A/B

NOTE: Any false statement is a criminal offense.

**I UNUSUAL CIRCUMSTANCES**

Check all that apply to your situation recently:

- a. [ ] Loss of job
b. [ ] Recent separation/divorce
c. [ ] Change in family living status
d. [ ] Change in work status
e. [ ] Bankruptcy
f. [ ] Income reduction
g. [ ] Illness or injury
h. [ ] Death in the family
i. [ ] Involuntary reduction in pay
j. [ ] Other

Attach a letter of explanation and documentation for all checked.

\*\*\*This application is the ONLY chance you have to explain your household situation. Please use additional paper if needed to give us ALL needed information to determine your eligibility. All information must be disclosed NOW. Failure to fully document and complete this application WILL result in your application being denied. You will not be able to provide additional information after processing to change the decision of eligibility made based on the original application and documentation.\*\*\*

**J** ADDITIONAL FINANCIAL RESOURCES (List yearly amounts used for living expenses in 2008.)

- Gifts from family and/or friends in 2008 \$
Loans from family and/or friends in 2008 \$
Amount of home equity used in 2008 for day-to-day living expenses \$
Personal savings and investment accounts used in 2008 \$
Increase in credit card debt in 2008 \$
Public assistance (cash assistance, food stamps, etc.) \$
Other Income or explanation of how you survived day-to-day living expenses in 2008 (please explain) \$

**K** HOUSING INFORMATION (Amounts from 2008)

- 1. Do you rent or own your home? Rent Own
Other explain
2. Amount paid by PARENT/GUARDIAN A and/or B? \$ per month
Amount paid by others living in the home? + \$ per month
Amount paid by outside people? + \$ per month (regular monthly assistance from family or friends that do not live in the home)
Amount paid by housing assistance agencies? + \$ per month (HUD, Sec. 8, etc. ~ must provide documentation of payments received in 2008)
What is your TOTAL monthly housing payment? = \$ per month

**L** EXPLANATIONS (Check one)

- No additional explanation is needed.
Yes. Use a separate sheet of paper to explain any answers or give any and ALL information that may help us determine your eligibility.

**M** CERTIFICATION SIGNATURE(S) (DO NOT LEAVE BLANK)

Read the following statements, sign this application and return it, with all needed document copies, to: PSAS/Florida P.R.I.D.E. Scholarship Application, P.O. Box 458025, Westlake, Ohio 44145

- I certify that the information provided on this application and all supporting documentation is true, correct and complete. I understand that if I give information that is not true or if I withhold information and my child(ren) receive a scholarship for which they are not eligible, I can be lawfully punished for fraud and will result in the scholarship being denied or revoked.
I certify that no parent/guardian of a child on this application is an owner, operator, principal or person with equivalent decision making authority of an eligible private school.
I understand the information I provide will be verified, which may include computer file matching, public records search, IRS transcripts and that I may be required to provide other information and/or documentation.
I authorize the release of personal, financial and educational information for the purpose of determining eligibility and for research.
I understand that Florida P.R.I.D.E. does not discriminate because of race, color, sex, age, disability, religion, nationality or political belief.
I authorize PSAS and Florida P.R.I.D.E. to make this form and the information therein available to the appropriate state agencies as required by the law governing the scholarships. I authorize this form and all attachments to be returned to Florida P.R.I.D.E.
I agree to follow the rules and responsibilities as they apply to the program as set forth in the Scholarship Handbook, available online at www.FloridaPRIDE.org.
I understand that my child(ren) must take an approved National Norm - reference standardized test.
I understand if I am deemed eligible and am awarded a scholarship for 2009/2010, that I am not automatically entitled to a scholarship in following years.
I understand that it is my responsibility to reapply and document my eligibility each year if I accept a scholarship.
I understand if I enroll my child into a private school before receipt of a Scholarship Award Letter and School Commitment Form (SCF), I will be responsible for their tuition and the child(ren) may not qualify for future scholarship funding. I understand funding is not guaranteed.

Parent/Guardian A Signature Parent/Guardian B Signature Date

MAIL TO: PSAS / Florida P.R.I.D.E. Scholarship Application, P.O. Box 458025, Westlake, Ohio 44145
Copyright ©2009 Private School Aid Service
To check the processing status of your application (4-6 weeks after mailing), go to www.psas.org or call 800-664-1530.
Keep a copy of your completed application and all documents.

# ALONG WITH YOUR APPLICATION YOU MUST INCLUDE:

## DOCUMENTATION CHECKLIST

- FOR ALL HOUSEHOLD MEMBERS WHO FILED A 2008 FEDERAL TAX RETURN THE FOLLOWING MUST BE PROVIDED:  
For self-prepared 2008 Federal Income Tax Returns, you must submit a transcript of your tax return with your application (you may contact the IRS at 1-800-829-1040 or www.irs.gov). Self-prepared tax returns without a transcript are NOT acceptable.  
For professionally prepared 2008 Federal Income Tax Return, you must provide signed copies and all Schedules of your 2008 Federal Tax Return.
- Documentation of TOTAL YEARLY AMOUNTS received in 2008 for all Non-Taxable Income (see INSTRUCTIONS for specific requirements).
- For each student entering 1st-12th grade a report card showing at least 3 consecutive grading periods (must include 1<sup>st</sup> grading period) is required.
- For each student entering Kindergarten, a copy of their birth certificate is required.
- A non-refundable application fee of \$30.00 per household can be paid by check, money order or cash. Make checks and/or money orders payable to PRIVATE SCHOOL AID SERVICE (PSAS).

***If you do not have all of the documentation required:***

**Contact the IRS for a copy of your 1040, 1040A or 1040EZ, and any Schedules, etc. 1-800-829-1040**

## APPLICATION CHECKLIST

- Make sure that all the information about your household is correct.
- SIGN the completed application and second page of all tax returns and return it with all the required documentation. If two Parent/Guardian(s) are listed, both must sign the application for it to be processed.
- Send documentation of each member of your household's income. This must include a signed copy of last year's tax return(s), IRS Transcript and/or year-end award letters/statements for any and all income sources.
- Fill in the information asked for in the blank spaces throughout this form; indicate N/A or 0 if items do not apply to your situation. Do not leave any spaces blank. Attach an additional sheet of paper, if necessary.
- Write Parent/Guardian A's Social Security Number (your family code) on every document submitted; both with the application and any documents sent at a later time. ***Failure to complete this step may lead to your document not being matched up with your application, and may lead to your household not being eligible for a scholarship.***
- Send readable copies of documentation only. DO NOT send original documents. Documents will not be returned.
- Address updates must be made to Florida P.R.I.D.E.: info@floridapride.org or call 866-590-5374.
- Letters of explanation.

## Copies of your 2008 1040, 1040A or 1040EZ form (all pages)

The image shows a 2008 U.S. Individual Income Tax Return form (1040) with various sections filled out. The form includes fields for personal information, filing status, exemptions, income, and adjusted gross income. The form is titled "2008 U.S. Individual Income Tax Return" and includes the IRS logo and the text "Department of the Treasury - Internal Revenue Service".

Key sections visible on the form include:

- Label:** Your first name and initial, Last name, Your social security number.
- Filing Status:** Single, Married filing jointly, Head of household, etc.
- Exemptions:** Yourself, Dependents, etc.
- Income:** Wages, salaries, tips, Tax-exempt interest, Ordinary dividends, etc.
- Adjusted Gross Income:** Educator expenses, Certain business expenses, Health savings account deduction, etc.

***If you do not have all of the documentation required:***

**Contact the IRS for a copy of your 1040, 1040A or 1040EZ, and any Schedules, etc. 1-800-829-1040**

## DOCUMENTATION CHECKLIST

### **THE MOST COMMON ERROR THAT APPLICANTS MAKE IS SENDING AN INCOMPLETE APPLICATION. IN ORDER FOR AN APPLICATION TO BE COMPLETED, IT MUST INCLUDE:**

- FOR ALL HOUSEHOLD MEMBERS WHO FILED A 2008 FEDERAL TAX RETURN THE FOLLOWING MUST BE PROVIDED:  
For self-prepared 2008 Federal Income Tax Returns, you must submit a transcript of your tax return with your application (you may contact the IRS at 1-800-829-1040 or www.irs.gov). Self-prepared tax returns without a transcript are NOT acceptable.  
For professionally prepared 2008 Federal Income Tax Return, you must provide signed copies and all Schedules of your 2008 Federal Tax Return.
- Documentation of TOTAL YEARLY AMOUNTS received in 2008 for all Non-Taxable Income (see INSTRUCTIONS for specific requirements).
- For each student entering 1st-12th grade a report card showing at least 3 consecutive grading periods (must include 1<sup>st</sup> grading period) is required.
- For each student entering Kindergarten, a copy of their birth certificate is required.
- A non-refundable application fee of \$30.00 per household can be paid by check, money order or cash. Make checks and/or money orders payable to PRIVATE SCHOOL AID SERVICE (PSAS).
- Letters of explanation

#### **IMPORTANT REMINDERS:**

- ✓ Additional postage will be required to mail this application.
- ✓ Do not send any original documents. Documents will not be returned.
- ✓ **Keep a copy of your completed Application and all attachments for your records.**

**If the above items and any additional documents required are not sent with this application, your household may not be eligible for a scholarship.**

Renewal applications must be postmarked no later than **May 1, 2009**.  
Renewal applications postmarked after **May 1, 2009** may not be awarded.

## REQUIRED DOCUMENTATION

### **Guardianship documentation is required for every child in the household:**

Acceptable guardianship documentation includes: a 2008 Federal Tax Return from you, or another household member, listing the child(ren); Food stamp/TANF/etc. 2008 statements listing all household members including child(ren); SSI/disability 2008 statements for the child(ren) showing you as the guardian; or a court document (i.e. Divorce agreement) showing that you have primary custody of the child(ren).

**If a 2008 Self Prepared Federal 1040 Tax Return was filed:** you must submit IRS early and request a transcript of your tax return to submit with your application (you may contact the IRS at 1-800-829-1040 or www.irs.gov). Self-prepared tax returns are NOT acceptable.

**If a 2008 Professionally Prepared Federal 1040 Tax Return was filed:** you must submit photocopies of all pages of the 2008 Federal Tax Return Form 1040, 1040A, or 1040EZ (as filed with the IRS, with all Schedules) for all individuals in your household. EVERY TAX RETURN MUST BE SIGNED by the individual for which it is submitted to the IRS. IRS Transcripts may be required in some cases.

**If a 2008 Federal 1040 Tax Return was NOT filed:** Complete Section H. Photocopies of all documentation for income received during 2008 showing TOTAL YEARLY AMOUNTS will be required for all individuals residing in the household.

If you did not file a tax return yet due to filing for an extension, please file as soon as possible. Extensions will not be accepted. Failure to submit a 2008 Federal Tax Return will result in your household not being eligible for a scholarship.

## INSTRUCTIONS

### **A & B** PARENT OR GUARDIAN

This scholarship application should be completed by the parent(s)/guardian(s) with whom the student(s) is living. If the parents/guardians are divorced or separated, only the person with primary residential custody should fill out the form. Write Parent/Guardian A's social security number (your family code) on each page of the application, all other documents included, and any supplemental documentation sent in after the original application is submitted.

Answer *all questions* for both parent(s)/guardian(s) living with the student(s) listed in Section E. **Do not leave any questions blank.** If Parent/Guardian A is divorced and remarried, list information for custodial parent and new spouse as Parent/Guardian A and B.

**Parent/Guardian A will be required to sign each scholarship check.**

### **C** HOUSEHOLD INFORMATION

**ITEM 1:** Enter total number of individuals living in household, including parents/guardians, children and all others. Do not include children who have moved out of the home.

**ITEM 2:** Please identify the primary language spoken in your household.

**ITEM 3:** If parents/guardians are single, divorced or separated, complete questions 4 through 8.

For separated parents/guardians only: Documentation verifying a separate address is REQUIRED. Acceptable documentation from the separated spouse includes either a utility bill dated in 2008 showing a separate address, a court document showing a different address, or a 2008 Federal 1040 Tax Return Transcript showing a separate address. If Parent/Guardian A is unable to supply the above documentation, the household eligibility will not be able to be determined and no scholarship will be able to be awarded - please consider this when applying.

## **D** HOUSEHOLD CLARIFICATION

List all individuals who lived in the household during 2008. Identify the relationship to the parent, the age of the individual, check whether they did or did not file a 2008 tax return, list their total income and how long they have lived in the household. 2008 Income Documentation for each income-earning household member must be provided.

## **E** STUDENT INFORMATION

If applying for more than two students, make a copy of Section E prior to completing and include this additional sheet with the application. Be sure to write Parent/Guardian A's social security number on this additional page.

Please list any student applying for the scholarship. In order to qualify for 2009-2010, the student must be between 5 years and 22 years old on or before September 1, 2009. By law, students 4 years and younger or 23 years and older are not eligible for the scholarship.

NEW students, by law, entering 2nd-12th grades must have attended a FLORIDA public school for the entire 2008-2009 school year to be eligible.

**Answer or check ALL questions. Leaving questions blank may delay processing and may lead to your household not being eligible for scholarship.**

If the student is entering Kindergarten a copy of their birth certificate is required.

If the student is entering 1st through 12th grade a report card showing at least 3 consecutive grading periods (must include 1<sup>st</sup> grading period) is required.

If your student's school does not give report cards, provide (for each student) their birth certificate, 3 consecutive progress reports, and a letter from the school indicating how long your student has been attending and what grade they are currently in for the 2008-2009 school year. This letter must be signed by a school official and be on the school's letterhead.

## **F** HOW DID YOU HEAR ABOUT OUR PROGRAM?

Check all that apply.

## **G** INCOME/FINANCIAL RESOURCES

In order to meet the Income Guidelines for the Florida P.R.I.D.E. Scholarship your total household income/Financial Resources must be equal to or below the amount stated for your household size. For New households greater than 8, add \$6,919 for each additional household member; for Renewal and Add-On households greater than 8, add \$7,480 for each additional household member.

Effective from July 1, 2009 to  
June 30, 2010.

Household Income/Financial Resources		
Household size	New Household Maximum	Renewal & Add-On Household Maximum
2	\$26,955.00	\$29,140.00
3	\$33,874.00	\$36,620.00
4	\$40,793.00	\$44,100.00
5	\$47,712.00	\$51,580.00
6	\$54,631.00	\$59,060.00
7	\$61,550.00	\$66,540.00
8	\$68,469.00	\$74,020.00

**ITEM 1:** Enter total adjusted gross income as reported on your 2008 IRS Form 1040, 1040A or 1040EZ. Include all pages of the applicable tax form (1040, 1040A, 1040EZ) as documentation for each individual living in the household.

**ITEM 2:** Enter total yearly amount of Social Security Benefits, SSI, and/or Disability income received during 2008. Include official year-end award letters/statements verifying total amounts received for each type of income for each individual living in the household.

**ITEM 3:** Enter total yearly amount of Welfare/Cash Assistance (TANF) received during 2008. Include official year-end award letters/statements verifying total amounts received for each individual living in the household.

**ITEM 4:** Enter total yearly amount of Child Support *received* during 2008. Include documentation verifying total amounts received for each individual living in the household. A copy of the court order or check received is acceptable. If total received differs from court ordered amount, list only the total received.

**ITEM 5:** Enter total yearly amount of Parsonage (religious leader paid housing) provided during 2008 for each individual living in the household.

**ITEM 6:** Enter total yearly amount of other income not previously listed that was received in 2008 for each individual living in the household. Include documentation or written explanation of all amounts.

## **H** SWORN STATEMENTS FOR IRS DID NOT FILE

All persons residing in the household that did not file a tax return, must complete this section. Copies can be made and completed if more than one person "did not file".

## **I** UNUSUAL CIRCUMSTANCES

Check any and all items that apply to your situation. If your circumstances require explanation beyond the scope of this application. Please include Letter of explanation and documentation.

## **J** ADDITIONAL FINANCIAL RESOURCES

Check all applicable sources. List the total amounts received in 2008 from January to December (not monthly amounts). You must provide year-end statements for the following items: Public Assistance (cash assistance, etc.), Any Student Loans or Grants received for the PARENT's continuing education.

## **K** HOUSING INFORMATION

**ITEM 2:** List the total monthly amount paid including any assistance received and the amount you pay, see example.

List the partial monthly amount that is paid by you and others living in your household, see example.

List the partial monthly amount that is paid by other sources as assistance toward your housing payment, see example.

### Example:

Amount paid by Parent/Guardian A & B	\$150 per month
Amount paid by others living in the home	\$650 per month from family
Amount paid by outside people	\$150 per month from friends
Amount paid by housing assistance agencies	\$650 per month from HUD
What is your total monthly rental payment?	\$1600 per month

\*\*\*This application is the ONLY chance you have to explain your household situation. Please use additional paper if needed to give us ALL needed information to determine your eligibility. All information must be disclosed NOW. Failure to fully document and complete this application WILL result in your application being denied. You will not be able to provide additional information after processing to change the decision of eligibility made based on the original application and documentation.\*\*\*

## **L** EXPLANATIONS

Use a separate sheet of paper to explain any answers or give any and ALL information that may help to determine your eligibility.

## **M** CERTIFICATION SIGNATURE(S)

You **must** sign the application in this section. Your signature authorizes PSAS to release the application and required documentation to the organization contracting with PSAS. By signing the application, you also certify that the information submitted is true, correct, and complete. This application CANNOT be completed without the appropriate signature(s) and the appropriate documentation.

**To check the processing status of your application (4-6 weeks after mailing), go to [www.psas.org](http://www.psas.org) or call 800-664-1530.  
Keep a copy of your completed application and all documents.**