

## **CSF Omaha New Family Application Instructions**

**Please note:** The instructions below are for families who are NOT currently receiving a CSF scholarship. If your child currently has a scholarship with CSF Omaha, do not fill out this new application. You will need to reapply by logging in to the 'Family Login' box. If you have questions, please call the CSF office at 402-819-4990.

**New Families:** Before you begin your application, please make sure your 2016 annual income falls within our income guidelines located on the top of the application. If you are over income DO NOT APPLY as you fall outside of our guidelines and will not be considered.

Immigration status is not considered as part of this application.

Before you begin, you MUST have copies of all of your 2016 income documentation, this may include your Federal Income Tax Return, Child Support Income, Aid to Dependent Children Income, SNAP Income, Social Security Income, Public Housing/Section 8 Income, or other income.

**You will also NOT be able to save your application once you start it.**

To begin your application, go to the following link:

<https://csfomaha.civicore.com/familylogin/>

Step 1: You will be taken to the Family Portal page and will click on the link for NEW FAMILIES, using the hyperlink 'HERE'.

Step 2: Please read through the instructions before beginning the application. Make sure your 2016 annual income falls within our income guidelines. Again you will not be able to save this application once you start it! See screenshot on page 2 to ensure you are at the right place.

Step 3: Complete all required fields (indicated by an asterisk \*) within the 'Parent/Guardian 1 (Primary Guardian)' section. This information has no bearing on your scholarship eligibility, but it will be used for data collection purposes and must be completed.

Step 4: Enter your 'Household Financial Information' for 2016. List the number of adults and the number of children who were living in your household, or the head of household was claiming financial responsibility for as of 12/31/16. Meaning if you are expecting any new additions to your household in 2017 you cannot include them on this application. Note, if your household size differs from what is listed on your FEDERAL 1040 tax document, you MUST explain that difference in the box provided.

Step 5: Enter your 2016 financial information. You will list your 2016 adjusted gross income and any ANNUAL 2016 aid that you received. If you DID NOT file taxes in 2016,

but are employed please list \$0 for your adjusted gross income and include the amount you made in 'Other Income.' Provide an explanation of where you work and your 2016 annual total.

If you are able, you can upload your required 2016 income documentation as you fill out the application. If you are unable to upload the required 2016 income documentation, please continue to fill in your financial information and continue with the application. There will be further instructions regarding mailing in copies of your 2016 income documentation that will be generated at the end of the application.

Step 6: Enter 'Student Information' for your child(ren) you are applying for. Note, students eligible must be going into Kindergarten through 8th grade for the 2017-18 school year. You may select the school to which you will be applying if you have not yet registered your children at the school. However, communicating with the school is your responsibility! If you are still unsure of which school, you can select 'I don't see my school OR I haven't selected a school yet' and then write unknown in the field provided.

Step 7: If you have more than one child you would like to apply for click on the green 'Add another student' button and enter in all required student information. If you are only applying for one student continue on with the application.

Step 8: After entering all personal, financial, and student information, please carefully read the Verification section. There are conditions to which you must agree in order to apply for and receive a scholarship. Please click inside the box next to each statement. When finished, and after ensuring all information is correct, you will electronically sign your name and then click 'Submit'.

Step 9: After you clicked 'Submit' you will be taken to your family portal page. You will see that a cover letter has been generated for you. If you did not upload your required 2016 income documentation during the financial section of the application, you will need to download and print the cover letter to mail in your income documentation. You **MUST** include the cover letter. If the cover letter is not included, we cannot properly match your documents to your application and your application will automatically be deemed incomplete and not considered. Your cover letter acts as proof of your submission!

**IMPORTANT:**

You will be eligible for a scholarship only when all four steps are complete, your family falls within our income eligibility guidelines, we have copies of your 2016 income documentation, and CSF has reviewed your application. You are not guaranteed a scholarship until we verify your information.

**We will notify you if as to whether or not you receive a scholarship on July 1, 2017.**

**If you have questions or concerns regarding your application, please call the CSF office at 402-819-4990.**