

BASCC 2024-2025

PARENT GUIDE TO APPLYING FOR A SCHOLARSHIP

WORK VERIFICATION: All adults in the household, 18 years or older, are required to submit current work verification.		
ATTACHED DOCUMENTS MUST BE A CLEAR, READABLE SCAN OR PHOTOGRAPH.		
You may be required to submit additional documentation or information not listed below.		
Employment Status	Required Employment Documentation	<u>Not Eligible</u>
EMPLOYED	<ul style="list-style-type: none"> All adults in the household are required to submit (2) paychecks dated within the last 30 days of the application date. Paychecks must show a minimum of 30 work hours per work week If no hours, submit notarized letter from employer, on business letterhead, stating workdays and work schedule per day. Must be dated within 30 days of application. 	Employer letters with job offer not accepted
MEDICALLY UNABLE	<ul style="list-style-type: none"> Submit notarized letter, from doctor on business letterhead, that states that the person is medically disabled and unable to care for children. Letter must be dated within the last (30) days of the date that the application was submitted 	
HOMELESS	<ul style="list-style-type: none"> All adults in the household are required to submit (2) paychecks dated within the last 30 days of the application date. TERMS A23 panel must indicate approved homeless status for the current school year. 	
FOSTER CHILD	<ul style="list-style-type: none"> Submit 1 paycheck dated within last 30 days, for foster parent and spouse. Submit letter from foster agency placing student in their care. 	
UNPAID EMPLOYMENT	<p>NOTE: Positions listed below are not eligible, position must be a paid position working a minimum of 30 hours per work week</p> <ul style="list-style-type: none"> Visiting researcher w/no work authorization Volunteers Internships 	<ul style="list-style-type: none"> Not eligible, must be a paid position working a minimum of 30 hours per work week

UNEMPLOYED	<ul style="list-style-type: none"> • Submit letter of termination, from employer dated within the last 30 days. OR <ul style="list-style-type: none"> • Proof of currently receiving Reemployment Assistance (unemployment benefits) 	
Recent Arrival in US	<p>Submit Form I-765 Employment Authorization Document for all adults in the household and copy of passport showing entry date into U.S for all family members.</p> <ul style="list-style-type: none"> • Submit (2) paychecks dated within the last 30 days of the application date showing hours worked per work week 	<ul style="list-style-type: none"> • All adults must be employed.

Employment Status	Required Employment Documentation	Not Eligible
SELF-EMPLOYED	<ul style="list-style-type: none"> • Submit BASCC Self-Employment Income form along with financial documents verifying income for the last 30 days listed on the form. 	<ul style="list-style-type: none"> • On-line sales not eligible.
GUARDIANSHIP	<ul style="list-style-type: none"> • Submit (2) paychecks dated within the last 30 days of the application date showing a minimum of 30 hours worked per work week. <p>Names and addresses for Parent/guardians must match on all the following documents:</p> <ul style="list-style-type: none"> • Scholarship application • Before/aftercare registration form • TERMS A05 panel- Contact Information <p>Submit court document showing current legal guardianship of student(s).</p>	<ul style="list-style-type: none"> • Handwritten notarized letters will not be accepted.
CLASS SCHEDULE	<p>Submitted Class schedule must include the following:</p> <ul style="list-style-type: none"> • College/school's name • Student's name • Start/end dates of each class • Start/end times for each class • Location for each class, building/room # • Paid status showing paid in full • Classes must be held during aftercare hours. <p>NOTE: You are not required to submit schedules for students currently in high-school or attending an out of state college.</p>	<ul style="list-style-type: none"> • On- line classes are not eligible.

CURRENT TAX RETURN: All adults in the household, 18 years or older, are required to submit their most current year tax return.

ATTACHED DOCUMENTS MUST BE A CLEAR, READABLE SCAN OR PHOTOGRAPH.

You may be required to submit additional documentation or information not listed below.

Employment Type	Submit most Current Tax Year (2023) U.S. Tax Return for All Adults in the Household is Required.	Who Is Required to Submit their Tax Returns?
<ul style="list-style-type: none">• Employed• SBBC Employees• Medically Unable• Unemployed• Self-Employed• Student/class schedule• Guardianship	<p>Submit the following tax return documents:</p> <ul style="list-style-type: none">• IRS Form 1040 tax return, page 1 & 2.• Submit all schedules that make up income from Schedule 1 (Line 8 on tax return)• Proof that tax return was received/accepted by IRS. Submit Form 8879-IRS e-file Signature Authorization.• If you filed for an extension, submit Form 4868 <p>NOTE: All students listed on scholarship application must be listed as dependents on your tax return, or Adult 1, 2, or 3.</p> <ul style="list-style-type: none">• If student is not claimed on your tax return, submit page 1 of the tax return of the taxpayer that claimed the student as dependents for the current tax year (2023).	<ul style="list-style-type: none">• All adults in the household, 18 years or older.• This includes:<ul style="list-style-type: none">○ Stepparents listed at the same address as the student.○ Adult siblings listed at the same address as the student.○ Grandparents listed at the same address as the student
Foster Child	<ul style="list-style-type: none">• Tax return is not required.	

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