# BASCC 2021-2022
## PARENT GUIDE TO APPLYING FOR A SCHOLARSHIP

School Name:_____

**The review process for Scholarship application may take up to 6-8 weeks to process.**

The scholarship application is web based and to apply you may use a smart phone, tablet, or computer.

Before you start the application process, you need to answer yes to the questions below:

1) Have all students listed been approved for Free or Reduced price meals for the current school year?

   - If  NO, Free/Reduced price meal application is available at: https://www.myschoolapps.com/Home/PickDistrict
   - You will need to attach a copy of your approval letter for each student to the application.

2) Do you have the 10-digit student number for all students you will list on the application?
   - If you do not have it, the school's front office can provide  you with the number.

3) Do you have an active, monitored email?
   - Updates on the status of your application will be sent to the email address you have entered.
   - It is important to monitor your emails for updates on your scholarship application.
     - If you don't have an email address, free email addresses are available from Yahoo.

4) Are all students on the application registered, actively attending the program, and have all program, activity, and registration fees paid in full?
   - All fees must be paid in full, for all students on the application, prior to applying  for a scholarship.
   - Do not apply for a scholarship until all fees are paid, unpaid fees will cause the application to be denied and closed.

Before starting the on-line application, make sure you have answered yes to all the questions above.

If you have not and apply, the application review process will be delayed, and/or your application will be denied and closed.

**Please read these guidelines completely and have all documents ready to attach to the on-line application.**

   - **All adults in the household, 18 years or older, are required to submit:**
     - **Current work verification.  Chart below states what documents are required based on your employment status.**
     - **Most current year tax return. Chart below states what tax documents are required to be submitted.**

You may be requested to provide additional documents or information not listed.

## Apply at: www.basccbroward.com   Click on Scholarship Application Process

## Scroll to bottom of page, click on  _____
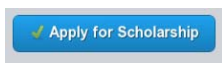
Login using: School Location #:_____(Your school's 4 digit school location number)

If you have any questions, email

basccbroward@browardschools.com

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**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 | Not Eligible |
|---|---|---|
| **EMPLOYED** | • Submit (2) paychecks dated within the last 30 days of the application date.<br>• Paychecks must show a minimum of 30 work hours per work week<br>• 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** | • Submit notarized letter, from doctor on business letterhead, that states that the person is medically disabled and unable to care for children.<br>• Letter must be dated within the last (30) days of the date that the application was submitted | |
| **HOMELESS** | • (2) most current paychecks for all adults in the household<br>• TERMS A23 panel must indicate approved homeless status for the current school year | |
| **FOSTERCHILD** | • Submit 1 paycheck dated within last 30 days, for foster parent and spouse.<br>• Submit letter from foster agency placing student in their care. | |
| **UNPAID EMPLOYMENT** | NOTE: Position listed below are not eligible, must be a paid position working a minimum of 30 hours per work week<br>• Visiting researcher w/no work authorization<br>• Volunteers<br>• Internships | • Not eligible, must be a paid position working a minimum of 30 hours per work week |
| **UNEMPLOYED** | • Submit letter of termination, from employer dated within the last 30 days.<br>    **OR**<br>• Proof of currently receiving unemployment benefits | |
| **Recent Arrival in US** | 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.<br>• Submit (2) paychecks dated within the last 30 days of the application date showing hours worked per work week | • All adults must be employed. |

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| Employment Status | Required Employment Documentation | Not Eligible |
|---|---|---|
| **SELF-EMPLOYED** | Provide proof of self-employment<br>- Notarized letter from accountant stating number of years in business and current state of business.<br>- Submit TIN#, current business license, active web site, physical address of business, FL Division of Corporation filing documents.<br>• If you are a House-cleaner, submit a notarized letter from employer stating work days and work hours and payments for the last 30 days.<br>    • Letter must include employer's name, address, phone number.<br>• If you are a Beautician/Barber and rent space, submit a notarized letter from owner of shop stating you rent space.<br>    • Letter must include employer's name, address, phone number.<br>• If you are a Realtor submit a letter from realtor agency, on business letterhead, stating breakdown of payments YTD by month for the last 6 months.<br>    • Submit copy of current realtor license | • On-line sales not eligible. |
| **GUARDIANSHIP** | • Submit (2) paychecks dated within the last 30 days of the application date showing hours worked per work week<br>Names and addresses for Parent/guardians must on all the following documents:<br>• Scholarship application<br>• Before/aftercare registration form<br>• TERMS A05 panel- Contact Information<br>Submit court document showing current legal guardianship of student(s). | • Handwritten notarized letters will not be accepted. |
| **CLASS SCHEDULE** | Submitted Class schedule must include the following:<br>• College/school's name<br>• Student's name<br>• Start/end dates of each class<br>• Start/end times for each class<br>• Location for each class, building/room #<br>• Paid status showing paid in full<br>• Classes must be held during aftercare hours.<br>NOTE: You are not required to submit schedules for students currently in high-school or attending an out of state college. | • On- line classes are not eligible. |

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| **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.** | | |
| **Download Free Tax Returns.** Go to IRS.gov, click on Get Your Tax Record, click on Get Transcript online. Select Tax Return Transcript and request year ending December 31, 2019 (for 2019 tax year) or December 31, 2020 (for 2020 tax year). | | |
| **Employment Type** | **Most Current Year U.S. Tax Return for All Adults in the Household is Required.** | **Who Is Required to Submit their Tax Returns?** |
| • **Employed**<br>• **SBBC Employees**<br>• **Medically Unable**<br>• **Unemployed**<br>• **Self-Employed**<br>• **Student/class schedule**<br>• **Guardianship** | Submit the following tax return documents:<br><br>• IRS Form 1040 tax return, page 1 & 2.<br>• Submit all schedules that make up income from Schedule 1 (Line 7a on tax return)<br>• Proof that tax return was received/ accepted by IRS. Submit Form 8879- IRS e-file Signature Authorization.<br>• If you filed for an extension, submit Form 4868<br>NOTE: All students listed on scholarship application must be listed as dependents on your tax return, or Adult 1, 2, or 3.<br>• If student in not claimed on your tax return, submit page 1 of the tax return of the taxpayer that claimed the students as dependents for the current tax year. | • All adults in the household, 18 years or older.<br>• This includes:<br>  - Stepparents listed at the same address as the student<br>  - Adult siblings listed at the same address as the student<br>  - Grandparents listed at the same address as the student |
| • **Homeless** | • Submit tax return documents, if available | |
| • **Foster Child** | • Tax return is not required. | |