

March, 2018

Dear Parents,

FACTS Grant & Aid Assessment will be conducting the financial need analysis for ST. Joseph School for the upcoming 2018-2019 school year. Families applying for financial aid will need to complete an application and submit the necessary supporting documentation to FACTS Grant & Aid Assessment by April 1. **Applications will not be accepted after April 1, 2018.** Applicants can apply online by clicking the FACTS link at www.sjspenfield.com. Once an online application has been completed, the following information will need to be sent to FACTS to complete the application process:

- Copies of your most recent Federal tax forms including all supporting tax schedules.
- Copies of your 2017 W-2 forms for both you and your spouse.
- Copies of supporting documentation for Social Security Income, Welfare, Child Support, Food Stamps, Workers' Compensation, and TANF.

All supporting documentation can be uploaded in pdf format online.

Documentation can also be faxed to 866-315-9264 or mailed to the address below. Please be sure to include the applicant ID on all faxed or mailed correspondence.

FACTS Grant & Aid Assessment

P.O. Box 82524

Lincoln, NE 68501-2524

If you have questions or concerns about the application process, you may speak with a FACTS Customer Care Representative at 866-441-4637, or Kathy Zink in the School Finance office.

Sincerely,

Kathy Zink

Business Administrator, St Joseph School

(585) 586-8089 EXT. 111

Families will be notified via email, no later than May 1, 2018

