

STEP-BY-STEP INSTRUCTIONS 2020-2021 SCHOLARSHIP APPLICATION

The application is a two-part process:

A reservation form, which will timestamp your application, open **January 15, 2020 at 6:30 p.m. and submit at 7 p.m**

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The complete application, which requires household documents, available **January 17, 2020.**

If you need assistance, call

or email scholars@empower



- Step 1 will determine your eligibility. You will be asked to provide your address, income information, and some household details. You will also need to provide information about each child who would like to apply for a scholarship.
- If a student is not eligible, you will receive a notice explaining why.
- If a student is eligible, you will receive a "thumbs up." Please click "continue" to complete the entire application.



- Step 2 requests information about parents or custodians. You will need to provide your name, date of birth, address, relationship to applicant(s), and your work status.
- You must provide this information for both parents or custodians, if there is more than one.



- You will need to provide your family's most recent tax return for 2018 or 2019. If that is not available, you will need to provide one of the following:
 - » W-2 forms
 - » Form 1099s
 - » Year-end pay stubs
 - » A letter on letterhead from your employer indicating cash wages paid
- You may need a document to prove you currently live in Illinois. If your current address matches the address on the Form 1040, W-2, or paystubs as uploaded above, no other address documentation is required. If not, you must upload one of the following:
 - » A current driver's license
 - » An Illinois ID card
 - » A current utility bill or residential lease
 - » State of benefits from WIC or SNAP
 - » A W-2 form
 - » A 1099
- If your student has a current Individualized Education Plan, or IEP, you must also upload the IEP form.
- If your student is a foster child, you must also upload a copy of your student's state issued medical card.
- If you received a tax credit scholarship last year from an SGO other than Empower Illinois and you do not meet the
 other criteria to be in Category 1, you may need to upload a letter from the school where the scholarship was
 awarded.

STEP 06 Review