2022-23

Florida Financial Aid Application

Reference Guide

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Introduction

This guide is designed to assist students with the Florida Financial Aid Application (FFAA) and help you become familiar with the layout and functionality of the FFAA.

By the end of this guide, you will be able to answer:

- Who needs to complete the FFAA?
- When can a student submit the FFAA?
- Which five state programs does the FFAA evaluate for eligibility?
- What is the deadline to submit the FFAA for the following programs: BF, CSDDV, JM, RFS, FFSS and OCOE?
- What step is required before a student can access the FFAA?
- Answering **Yes** to which questions on the **Demographic Information** tab will make the CSDDV, JM, RFS FFSS and OCOE tabs available?

Florida Financial Aid Application (FFAA) Process

Submitting the FFAA is a three step process — **Beginning October 1:** (1) Create a Student Account, (2) Complete the Florida Financial Aid Application (FFAA) and (3) Review and Submit the FFAA.

The Profile and FFAA will be made available to graduating high school seniors and prior year graduates only. Seniors must submit the FFAA to be evaluated for the following state-funded scholarship and grant programs:

Program Name	Application Deadline
Florida Bright Futures (BF) Scholarship	August 31
Scholarships for Children and Spouses of Deceased or Disabled Veterans (CSDDV)	April 1
José Martí Scholarship Challenge Grant (JM)	April 1
Rosewood Family Scholarship (RFS)	April 1
Florida Farmworker Student Scholarship (FFSS)	April 1
Randolph Bracy Ocoee Scholarship Program (OCOE)	April 1

Please refer to the Office of Student Financial Assistance (OSFA) website at https://www.FloridaStudentFinancialAidsg.org to review the respective Fact Sheets/Handbook for the above mentioned programs for clarity regarding program requirements, procedures and deadlines.

Note: *Freshman, Sophomores and Juniors must wait until October 1 of their senior year to complete a Profile and FFAA.*

Step 1: Create Student Account

A Student Account is required to access and submit the FFAA. A user may create a Student Account, in one of two ways: (1) Select **Create a Student Account** within the **First-Time Applicant** section, or (2) Within the **Login** drop-down menu, select **Create Student Account.**

Profile Screen

The first step is to create a Student Account (Profile). Information submitted on the **Profile** screen will be reflected on the FFAA in the **Demographic Information** section.

Fields denoted with an asterisk are required. OSFA strongly encourages students to provide data that is optional, especially with respect to providing student's correct Social Security number (SSN). This is helpful when retrieving login credentials in the future.

In addition, the first communication sent by OSFA will contain the student's temporary login credentials. After the first communication is sent to the student via email, OSFA will post all official/award notifications to the student's online account. If a student does not provide an email address on the Profile, OSFA will display the student's login credentials on-screen (see page 7).

Note: *If a high school graduation date is entered in the HS Graduation Date field outside of the current senior year, the student cannot proceed. Freshman, Sophomores and Juniors must wait until October 1 of their senior year to complete a Profile and FFAA.*
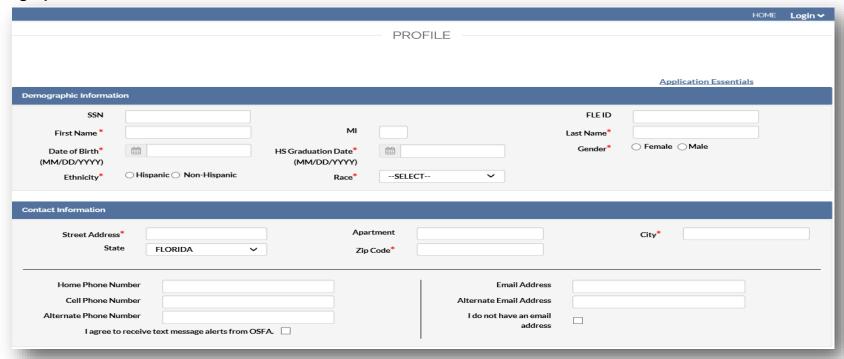
As a reminder, data entered on the Profile must be the same as it appears on the student's high school transcript and test registration for matching purposes.

Profile Message Box

Profile Information ×

If you submit your profile without your Social Security number (SSN), it may cause delays in evaluating your application. To submit your profile, you must enter a valid SSN, or if you wish, we can create a Pseudo Number for you.

If you would like to supply your SSN at this point, click **Return to Profile** and enter your SSN.

If you would like OSFA to create a Pseudo Number for you, click **Submit Profile** to proceed.

⊗ Return to Profile   ⊘ Submit Profile

A student may submit a Profile without a SSN; however, it may cause delays in evaluating their application. If a SSN is used, it is critical a student verifies the accuracy of their SSN before submitting their Profile.

If attempting to submit the Profile without a SSN, a student will have an opportunity to supply their SSN before submitting the Profile by selecting **Return to Profile** when the above illustrated dialog box appears. If a student would like OSFA to create a Pseudo Number, the student must select **Submit Profile** to allow the profile to be submitted.

<u>**Important**</u>**: If a Pseudo Number is assigned, it is strongly encouraged that a student write down the assigned Pseudo Number for future reference.**

Profile Success and Login Credentials

When the Profile is successfully submitted, students will receive the following message: **Successfully submitted Profile data**.

Upon successful submission of the Profile, login credentials will be displayed temporarily (on the screen illustrated below) and emailed to the email address supplied on the Profile screen. If necessary, students are able to retrieve their login credentials using the links provided within the Login menu.

Students will have the opportunity to immediately complete and submit the FFAA or make note of their User ID and Password and complete the FFAA at a later date. **OSFA strongly encourages students to complete the FFAA immediately following the submission of their Profile.**

Step 2: Complete the Florida Financial Aid Application (FFAA)

Demographic Information	Academic Background	CSDDV	JM	RFS	FFSS	OCOE	Submit/Acknowledgement

All students will be required to complete the three tabs listed below.

- Demographic Information

- Academic Background

- Submit/Acknowledgement

The tabs listed below become available based on how students answer questions on the **Demographic Information** tab.

- Scholarships for Children and Spouses of Deceased or Disabled Veterans (CSDDV)

- José Martí Scholarship Challenge Grant (JM)

- Rosewood Family Scholarship (RFS)

- Florida Farmworker Student Scholarship (FFSS)

- Randolph Bracy Ocoee Scholarship Program (OCOE)

Demographic Information

Questions denoted by a red asterisk are required questions and must be answered in order to submit the FFAA.

The **Demographic Information** tab consists of three sections:

- Demographic Information;

- Contact Information; and

- Other Information (see page 10).

The **Demographic Information** and **Contact Information** sections are prefilled with information entered on the Profile screen. These sections may be updated by selecting the **Click Here** link above the **Demographic Information** section.

Other Information

In the Other Information section within the **Demographic Information** tab, all questions are required to be answered.

Other Information

* Is Florida your state of legal residence? --SELECT-- | * Citizenship Status   --SELECT--

* Have you ever been found guilty of, or entered a plea of nolo contendere to, a felony charge in an adult proceeding (non-delinquency proceeding), and you have NOT been granted clemency by the Governor and Cabinet sitting as the Executive Office of Clemency? Note, a minor child whose delinquent act or violation of law that otherwise qualified as a felony charge which was resolved by an adjudication of delinquency pursuant to s. 985.35, Florida Statutes, shall not be deemed a felony conviction.

--SELECT--

Children/Spouses of Deceased or Disabled Veterans
* Are you a dependent child or spouse of a veteran who has been classified as deceased or 100% disabled, Prisoner of War, or Missing in Action by the Department of Veterans Affairs?

--SELECT--   If the answer is "Yes," you are required to provide the veteran's information in the CSDDV section by the April 1 program deadline in order to be considered a timely applicant.

Rosewood Family Scholarship
* Are you the descendant of a family member that was affected by the Rosewood incident in Florida during the 1920's?

--SELECT--   If the answer is "Yes," you are required to provide your ancestor's name in the Rosewood section by the April 1 program deadline in order to receive an evaluation.

José Martí Scholarship Challenge Grant
* Were you or one of your natural parents born in a Hispanic country/territory of the Caribbean (e.g. Cuba, Dominican Republic, Puerto Rico), Central or South America?

--SELECT--   If the answer is "Yes," you are required to provide additional information in the José Martí section by the April 1 program deadline in order to receive an evaluation.

Florida Farmworker Student Scholarship
* Are you a farmworker or dependent child of a farmworker as defined in s. 420.503(19)(a), Florida Statutes?

--SELECT--

Randolph Bracy Ocoee Scholarship Program
* Are you a current African-American resident of Ocoee, Florida or descendant of a family member that was a victim of the Ocoee Election Day Riots of November 1920?

--SELECT--   If the answer is "Yes," you are required to provide additional information in the Randolph Bracy Ocoee Scholarship Program (OCOE) section by the program deadline in order to receive an evaluation.

Next

If an applicant answers **Yes** to any of these questions, the corresponding tab(s) (CSDDV, JM, RFS, FFSS and OCOE) will be made available and the student will be required to answer all questions

Academic Background - High School Enrollment

All applicants are required to complete the **Academic Background** tab. Required questions are denoted with an asterisk (*). Answering these questions will dynamically change the questions.

For example: **Will you graduate (or have you graduated) from a public or private high school, Home Education Program, or with a GED within the State of Florida?**

Answering **No** will remove questions pertaining to the student's Florida school and district, but will require a response for the Military/ Public Service assignment question, Parent/Guardian Contact Information question (if applicable) and the name of the out-of-state high school last attended.

Demographic Information	Academic Background	CSDDV	JM	RFS	FFSS	OCOE	Submit/Acknowledgement

Academic Background - High School Enrollment

* Will you graduate (or have you graduated) from a public or private high school, Home Education program, or with a GED within the State of Florida?

--SELECT--

* While living with a parent or guardian who is on military or public service assignment away from Florida, will you graduate (or have you graduated) with a high school diploma from a non-Florida high school?

--SELECT--

Parent/Guardian Contact Information:

	First Name	Last Name	E-Mail Address	Phone Number
Parent/Guardian 1:				
Parent/Guardian 2:				

Select your Florida high school graduation option:

--SELECT--

Select the Florida district where you will graduate with a high school diploma, complete a Home Education program, or GED diploma:

----------NONE----------

Select the Florida high school where you will graduate with a high school diploma, complete a Home Education program, or GED diploma:
Note: If you have already received a high school diploma, select the high school where the diploma was received.

--SELECT SCHOOL--

or

Provide the name of out-of-state high school last attended:

In which district are you registered as a Home-educated student for the current school year: ----------NONE----------

In which district were you registered as a Home-educated student for the prior school year: ----------NONE----------

Are you an Advanced International Certificate of Education (AICE) or International Baccalaureate (IB) student? --SELECT--

Academic Background - Postsecondary Plans

All applicants are required to complete the **Academic Background - Postsecondary Plans** tab.

Required questions are denoted with an asterisk (*).

When finished, the student should choose **Next** to proceed in answering questions regarding CSDDV, JM, RFS, FFSS and/or OCOE, if applicable. Otherwise, the student will be directed to the **Submit/Acknowledgement** tab to complete their application.

Scholarships for Children and Spouses of Deceased or Disabled Veterans

The tab for Scholarships for Children and Spouses of Deceased or Disabled Veterans (CSDDV) will only become available for applicants who answered **Yes** to the qualifying question below from the **Demographic Information** tab.

Responses to all questions on the CSDDV tab are required to proceed. If a student does not wish to be evaluated for the program, they should select **No** to the qualifying question above from the **Demographic Information** tab.

If a student selects **I Do Not Know** as a response to any question on this tab, the student will need to log in to their Student Account to update their FFAA before the program deadline to be considered a timely applicant.

Scholarships for Children and Spouses of Deceased or Disabled Veterans

| Demographic Information | Academic Background | CSDDV | JM | RFS | FFSS | OCOE | Submit/Acknowledgement |

Scholarships for Children/Spouses of Deceased or Disabled Veterans

In order for the Office of Student Financial Assistance (OSFA) to verify your veteran's status, you are required to answer the following questions by the April 1 program deadline in order to receive a timely evaluation. If you select "I Do Not Know", you must provide the requested information by the April 1 program deadline to be considered a timely applicant.

Enter your qualifying Veteran's Social Security Number:

[   ]   ☐ I Do Not Know

Veteran's Social Security Number

Enter your qualifying veteran's name:

First Name **MI** **Last Name**

[First Name] [MI] [Last Name]

What is the qualifying veteran's status?

[------SELECT STATUS------ ▼]

What is the qualifying veteran's branch of service?

[------SELECT BRANCH------ ▼]

From the drop-down menu provided, choose the military conflict that was in progress at the time your qualifying veteran was affected.

[------SELECT CONFLICT------ ▼]

If you do not know this information, select "I Do Not Know" from the drop-down menu.

What state was your qualifying veteran a resident of when initially determined deceased or 100% permanent and totally disabled, Prisoner of War, or Missing in Action?

[------SELECT STATE------ ▼]

If you do not know this information, select "I Do Not Know" from the drop-down menu.

Has your parent, child, or sibling been awarded the Scholarships for Children and Spouses of Deceased or Disabled Veterans in the past?

[--SELECT-- ▼]

If "Yes," provide the name of a parent, child, or sibling who has received this award.

[   ]

Veteran's Email Address:

[   ]

Veteran's Phone Number:

[   ]

[Next]

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José Martí Scholarship Challenge Grant

The tab for the José Martí Scholarship Challenge Grant (JM) will only become available for applicants who answered **Yes** to the qualifying question below from the **Demographic Information** tab.

> * Were you or one of your natural parents born in a Hispanic country/territory of the Caribbean (e.g. Cuba, Dominican Republic, Puerto Rico), Central or South America?
>
> --SELECT-- ⌄   If the answer is "Yes," you are required to provide additional information in the José Martí section by the April 1 program deadline in order to receive an evaluation.

Responses to all questions on the JM tab are required to proceed. If a student does not wish to be evaluated for the program, they should select **No** to the qualifying question above from the **Demographic Information** tab.

| Demographic Information | Academic Background | CSDDV | JM | RFS | FFSS | OCOE | Submit/Acknowledgement |

José Martí Scholarship Challenge Grant

From the drop-down menu, please select the Hispanic country/territory of the Caribbean (e.g. Cuba, Dominican Republic, Puerto Rico), Central or South America where you or one of your natural parents were born: --NONE-- ⌄

If you are awarded a José Martí Scholarship Challenge Grant, do you give the Florida Department of Education permission to release your name, address, phone number, country of origin and postsecondary institution of choice to the José Martí Foundation which helps to fund this scholarship?

--SELECT-- ⌄

Next

Rosewood Family Scholarship

The tab for Rosewood Family Scholarship (RFS) will only become available for applicants who answered **Yes** to the qualifying question below from the **Demographic Information** tab.

> * Are you the descendant of a family member that was affected by the Rosewood incident in Florida during the 1920's?
>
> --SELECT-- ⌄   If the answer is "Yes," you are required to provide your ancestor's name in the Rosewood section by the April 1 program deadline in order to receive an evaluation.

Responses to all questions on the RFS tab are required to proceed. If a student does not wish to be evaluated for the program, they should select **No** to the qualifying question above from the **Demographic Information** tab.

If a student selects **I Do Not Know** as a response, the student will need to log in to their Student Account to update their FFAA before the program deadline.

Demographic Information	Academic Background	CSDDV	JM	RFS	FFSS	OCOE	Submit/Acknowledgement

Rosewood Family Scholarship

In order for the Office of Student Financial Assistance (OSFA) to verify your ancestor's information, you are required to provide your ancestor's name below by the April 1 program deadline in order to receive a timely evaluation. If you select "I Do Not Know", you must provide the requested information by the April 1 program deadline to be considered a timely applicant.

First Name   MI   Last Name   ☐ I Do Not know

[First Name]   [MI]   [Last Name]

Has your parent, child, or sibling been awarded the Rosewood Family Scholarship in the past?   --SELECT-- ⌄

If Yes, provide the name of a parent, child, or sibling who has received this award.

For the ancestor's name you provided, you must provide documented proof sufficient to establish you as a Rosewood descendant. These documents may include birth certificates, death certificates, marriage licenses, obituaries, and church records. Copies of these documents must be postmarked on or before April 1. Without these documents, the name you are providing cannot be certified for this program. You must send copies of required documents to:

Florida Department of Education
Office of Student Financial Assistance
Rosewood Family Scholarship Program
325 West Gaines Street, Suite 1344
Tallahassee, FL 32399-0400

Next

Florida Farmworker Student Scholarship

The tab for Florida Farmworker Student Scholarship (FFSS) will only become available for applicants who answered **Yes** for the Farmworker question on the **Demographic Information** tab.
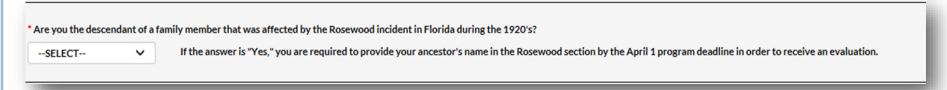
> * Are you a farmworker or dependent child of a farmworker as defined in s. 420.503(19)(a), Florida Statutes?
>
> Yes ⌄

In order to be evaluated for the Florida Farmworker Student Scholarship (FFSS), students must submit the following information for at least <u>one</u> Parent/Legal Guardian: First Name, Last Name **and** SSN.

If a student selects **I Do Not Know** as a response, the student will need to log in to their Student Account to update their FFAA before the program deadline.

| Demographic Information | Academic Background | CSDDV | JM | RFS | FFSS | OCOE | Submit/Acknowledgement |

Florida Farmworker Student Scholarship Program

In order for the Office of Student Financial Assistance (OSFA) to verify you or your parent's farmworker status, you are required to answer the following questions by the April 1 program deadline in order to receive a timely evaluation. If you select "I Do Not Know", you must provide the requested information by the April 1 program deadline to be considered a timely applicant.

Enter information for the qualifying farmworker(s):

Are you, the applicant, a farmworker?
- ○ Yes
- ◉ No

	First Name	Last Name	Social Security Number	I Do Not Know
Father/Legal Guardian 1				☐
Mother/Legal Guardian 2				☐

Next

Randolph Bracy Ocoee Scholarship Program

The tab for Randolph Bracy Ocoee Scholarship Program (OCOE) will only become available for applicants who answered **Yes** for the Ocoee Scholarship question on the **Demographic Information** tab.

Randolph Bracy Ocoee Scholarship Program

* Are you a current African-American resident of Ocoee, Florida or descendant of a family member that was a victim of the Ocoee Election Day Riots of November 1920?

--SELECT-- ⌄   If the answer is "Yes," you are required to provide additional information in the Randolph Bracy Ocoee Scholarship Program (OCOE) section by the program deadline in order to receive an evaluation.

Responses to all questions on the OCOE tab are required to proceed. If a student does not wish to be evaluated for the program, they should select **No** to the qualifying question above from the **Demographic Information** tab.

If a student selects **I Do Not Know** as a response, the student will need to log in to their Student Account to update their FFAA before the program deadline.
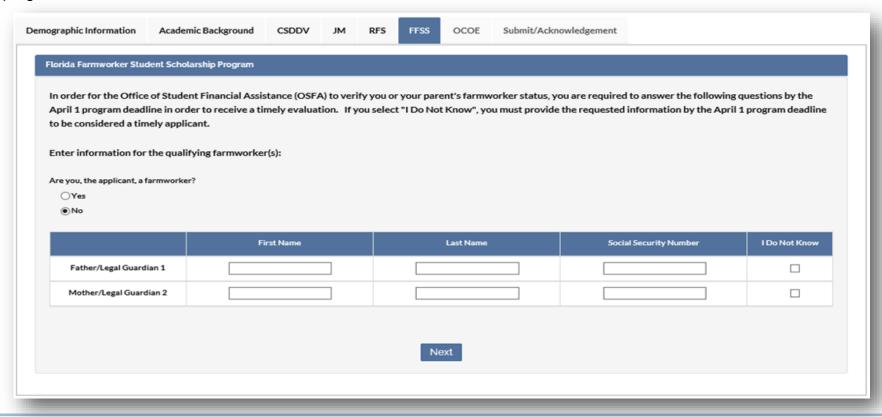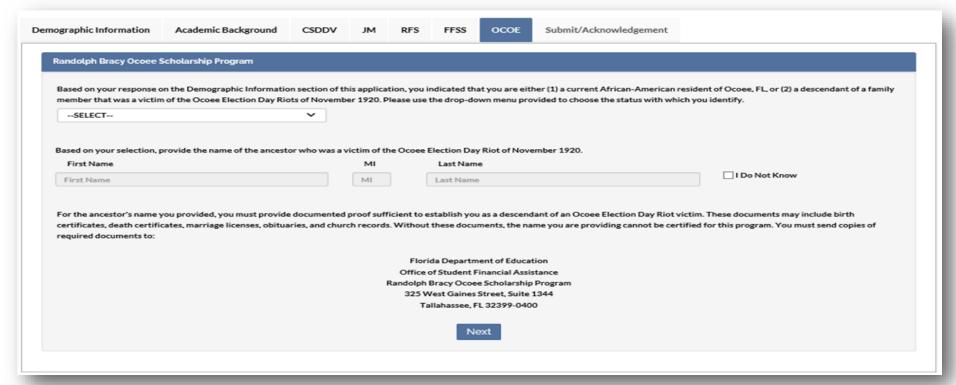
| Demographic Information | Academic Background | CSDDV | JM | RFS | FFSS | OCOE | Submit/Acknowledgement |

Randolph Bracy Ocoee Scholarship Program

Based on your response on the Demographic Information section of this application, you indicated that you are either (1) a current African-American resident of Ocoee, FL, or (2) a descendant of a family member that was a victim of the Ocoee Election Day Riots of November 1920. Please use the drop-down menu provided to choose the status with which you identify.

--SELECT-- ⌄

Based on your selection, provide the name of the ancestor who was a victim of the Ocoee Election Day Riot of November 1920.

First Name   MI   Last Name

First Name   MI   Last Name   ☐ I Do Not Know

For the ancestor's name you provided, you must provide documented proof sufficient to establish you as a descendant of an Ocoee Election Day Riot victim. These documents may include birth certificates, death certificates, marriage licenses, obituaries, and church records. Without these documents, the name you are providing cannot be certified for this program. You must send copies of required documents to:

Florida Department of Education
Office of Student Financial Assistance
Randolph Bracy Ocoee Scholarship Program
325 West Gaines Street, Suite 1344
Tallahassee, FL 32399-0400

Next

Step 3: Review and Submit the FFAA

Submit/Acknowledgement

On the Submit/Acknowledgement tab, select **Submit** to complete your application after all required questions are answered. After selecting **Submit**, applicants will be forwarded to a Results tab. We recommend a copy of the Results tab be printed and saved.

Demographic Information	Academic Background	CSDDV	JM	RFS	FFSS	OCOE	Submit/Acknowledgement

Submit/Acknowledge

DON'T FORGET TO "SUBMIT" YOUR APPLICATION BELOW

By submitting this application:

- I certify that I am the applicant named on this application and to the best of my knowledge and belief, the information contained on this application is true, complete, and correct.
- I understand it is my responsibility to supply accurate information and inform OSFA immediately of any changes.
- I understand that falsification of information in order to receive state financial aid awards is a misdemeanor of the second degree.

After clicking the "Submit" button below, your application will be complete!

- You will be forwarded to a "Results" page.
- **The "Results" page is your receipt of application submission.**
- We recommend that you retain a copy of your "Results" page.

[Submit]

To avoid errors or delays in processing your application, CLICK "Submit" only ONE-TIME.

Results

Below is a sample view of the **Results** tab. Programs for which the student will receive an evaluation will be listed in **Table 1**. The **Ineligible Reasons** table indicates the program(s) for which the student will not receive an evaluation.

| Demographic Information | Academic Background | CSDDV | JM | RFS | FFSS | OCOE | Submit/Acknowledgement | Results |

Results

For more information about State Scholarship and Grant Programs that do not require an application, please review the program Fact Sheets on the home page. Contact your financial aid office for more information.

Programs for which you will be evaluated based on your application responses.

Program Name	Program Deadline Date
FLORIDA BRIGHT FUTURES SCHOLARSHIP PROGRAM	08/31/2022
SCHOLARSHIPS FOR CHILDREN/SPOUSES OF DECEASED OR DISABLED VETERANS	04/01/2022
FLORIDA FARMWORKER STUDENT SCHOLARSHIP PROGRAM	04/01/2022
JOSE MARTI SCHOLARSHIP CHALLENGE GRANT PROGRAM	04/01/2022
RANDOLPH BRACY OCOEE SCHOLARSHIP PROGRAM	04/01/2022
ROSEWOOD FAMILY SCHOLARSHIP PROGRAM	04/01/2022

It is your responsibility to review your account information on a regular basis to track your application progress and make updates.

View Financial Aid Recipient History (FARH)   Return to Student Menu