

CSF Omaha New Family Application Instructions

Please note: The instructions below are for families who are **NOT** currently receiving a CSF scholarship. If your child currently has a scholarship with CSF Omaha, do not fill out this new application. You will need to reapply by logging in to the **'Family Login'** box. If you have questions, please call the CSF office at 402-819-4990.

New Families: Before you begin your application, please make sure your 2018 annual income falls within our income guidelines located on the top of the application. If you are over income DO NOT APPLY as you fall outside of our guidelines and will not be considered.

Immigration status is not considered as part of this application.

Before you begin, you **MUST** have copies of all of your 2018 income documentation, this may include your Federal Income Tax Return, Child Support Income, Aid to Dependent Children Income, SNAP Income, Social Security Income, Public Housing/Section 8 Income, or other income.

You will also NOT be able to save your application once you start it.

** Note, the images reflected in this help guide are to assist you, but they will not match exactly to what you may see on the application.*

To begin your application, go to the following link:

<https://csfomaha.civicore.com/familylogin/>

Step 1: You will be taken to the Family Portal page and will click on the link for NEW FAMILIES, using the hyperlink **'HERE'**.

children's scholarship fund OMAHA

CSF - OMAHA - FAMILY ACCESS

Select Language | ▼

HOME

If you currently receive a CSF scholarship, please login below per the instructions you received in the mail or click here for a copy of those instructions.

If you do **NOT** currently receive a CSF scholarship and are a NEW FAMILY, please click [HERE](#) to fill out a new application. Make sure to pay attention to the income requirements before starting the application!

Family Login

Email Address

Password

[Forgot Password?](#)

(continue to next page)

Step 2: Please read through the instructions before beginning the application. Make sure your 2018 annual income falls within our income guidelines. Again, you will not be able to save this application once you start it!

Message

Thank you for your interest in Children's Scholarship Fund of Omaha (CSF). Before completing this application, please take a moment to review the Income Eligibility Scale for NEW Scholars (see below) to see if you qualify. **If your household income exceeds the Maximum Eligible Income, your family is not eligible for a scholarship.**

Income Eligibility Scale for NEW CSF Scholars	
Household Size	Maximum Eligible for 2017 Income Per Family
Two	\$30,044
Three	\$37,777
Four	\$45,510
Five	\$53,243
Six	\$60,976
Seven	\$68,709
Eight	\$76,442
For each additional child add \$7,733	

If your family qualifies for a scholarship, please make sure you are reporting **2017 ANNUAL INCOME and ANNUAL AID/ASSISTANCE**. You CANNOT save this application after you start it.

PLEASE START COLLECTING YOUR 2017 DOCUMENTATION BEFORE YOU BEGIN THIS APPLICATION (This may include your Federal Income Tax Return, Child Support Income, Aid to Dependent Children Income, SNAP Income, Social Security Income, Public Housing/Section 8 Income, or other income). You will need to provide copies of all 2017 income documentation.

Step 3: Complete all required fields (indicated by an asterisk *) within the 'Parent/Guardian 1 (Primary Guardian)' section. This information has no bearing on your scholarship eligibility, but it will be used for data collection purposes and must be completed.

Parent/Guardian 1 (Primary Guardian)

* First Name <input type="text" value="John"/>	Middle Initial <input type="text"/>	* Last Name <input type="text" value="Doe"/>
* Relationship to child(ren) <input type="text" value="Father"/>		
* Marital Status <input type="text" value="Married"/>	* Ethnicity <input type="text" value="Multiracial"/>	
* Address <input type="text" value="111 Main St."/>		
* City <input type="text" value="Omaha"/>	* State <input type="text" value="Nebraska"/>	* Zip Code <input type="text" value="68132"/>
* Primary Phone Number <input type="text" value="402-555-5555"/>	* Primary Phone Type <input type="text" value="Cell"/>	
Other Phone Number <input type="text"/>	Other Phone Type <input type="text" value="-- Select --"/>	
Other Phone 2 Number <input type="text"/>	Other Phone 2 Type <input type="text" value="-- Select --"/>	
Other Phone 2 Number ext <input type="text"/>		
* Email Address <input type="text" value="john.doe@test.com"/>		
* Password <small>If you have not already reset your password, please enter one now. This will be used to access your Family Page.</small> <input type="text" value="....."/>	* Confirm Password <input type="text" value="....."/>	

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Step 4: Enter your ‘Household Financial Information’ for 2018. List the number of adults and the number of children who were living in your household, or the head of household was claiming financial responsibility for as of 12/31/18. Meaning if you are expecting any new additions to your household in 2018 you cannot include them on this application. Note, if your household size differs from what is listed on your FEDERAL 1040 tax document, you MUST explain that difference in the box provided.

Household Financial Information

* School Year
2017-2018

* Number of Adults *Your household includes all persons living at the same address and/or all persons for whom the head of household claims financial responsibility.* ←

* Number of Children ←

If your household size differs from what is listed on your FEDERAL 1040 OR you did not file taxes please include an explanation below that lists: Name, birthdate, and relationship to head of household for each person.

List an explanation here if your house size differs from what you claimed.

Step 5: Enter your **2018** financial information. You will list your **2018** adjusted gross income and any **ANNUAL 2018** aid that you received. If you DID NOT file taxes in **2018**, but are employed please list \$0 for your adjusted gross income and include the amount you made in ‘Other Income.’ Provide an explanation of where you work and your **2018** annual total.

If you are able, you can upload your required **2018** income documentation as you fill out the application. If you are unable to upload the required **2018** income documentation, please continue to fill in your financial information and continue with the application. There will be further instructions regarding mailing in copies of your **2018** income documentation that will be generated at the end of the application.

Adjusted Gross Income

Adjusted Gross Income *Adjusted Gross Income can be found on line 37 of your Federal Income Tax Return (Form 1040) or line 21 (Form 1040A). If you did not file taxes, please enter \$0.*

\$ Adjusted Gross Income Documentation
No file is currently uploaded.

Child Support

* Child Support?
 Yes No

Annual Child Support Amount
\$ Child Support Documentation
No file is currently uploaded.

Aid to Dependent Children/Public Assistance

* Public Assistance Cash?
 Yes No

SNAP

* Supplemental Nutrition Assistance Program (SNAP)?
 Yes No

Annual SNAP Amount
\$ SNAP Documentation
No file is currently uploaded.

Step 6: Enter **'Student Information'** for your child(ren) you are applying for. Note, students eligible must be going into Kindergarten through 8th grade for the 2019-20 school year. You may select the school to which you will be applying if you have not yet registered your children at the school. However, communicating with the school is your responsibility! If you are still unsure of which school, you can select **'I don't see my school OR I haven't selected a school yet'** and then write *unknown* in the field provided.

Students

Student Information Delete

* First Name: Jane

Middle Initial:

* Last Name: Doe

* Date of Birth: 01/10/2017

* Gender: Female

* Ethnicity: Multiracial

* Grade: 3rd

I don't see my school OR I haven't selected a school yet

* School Name *If you haven't selected your school yet, please write 'unknown'.*: Unknown

* Do you attend the school selected above currently?
 Yes No

School Currently Attending, If Applicable
If your child will be in kindergarten please leave blank

* Is this child transferring from a public school?
Yes

Step 7: If you have more than one child you would like to apply for click on the green **'Add another student'** button and enter in all required student information. If you are only applying for one student continue on with the application.

I don't see my school OR I haven't selected a school yet

* School Name *If you haven't selected your school yet, please write 'unknown'.*: Unknown

* Do you attend the school selected above currently?
 Yes No

School Currently Attending, If Applicable
If your child will be in kindergarten please leave blank

* Is this child transferring from a public school?
Yes

Add another student ←

Step 8: After entering all personal, financial, and student information, please carefully read the Verification section. There are conditions to which you must agree in order to apply for and receive a scholarship. Please click inside the box next to each statement. When finished, and after ensuring all information is correct, you will electronically sign your name and then click **‘Submit’**.

The screenshot shows a 'Verification' section with five checkbox statements:

- * I promise to pay my annual \$500 family commitment in a timely manner.
- * I promise to ensure my child(ren) maintain a minimum of 90% school attendance.
- * I promise to complete an online parent survey in the spring.
- * I promise to comply with the standards of my child(ren)'s chosen school.
- * I certify that all the information provided on this form is true and complete to the best of my knowledge.

Below the checkboxes is a paragraph of text: "I understand that failure to comply with the above statements will result in the loss of my family's scholarship. I agree to allow the school to release grades, standardized test scores, and demographic information for use by Children's Scholarship Fund 'CSF', for program evaluation purposes. I agree to allow my child's picture and video to be taken and used for promotional and fundraising purposes. Finally, I agree to release CSF from any and all liability in its efforts to provide this scholarship."

Below the paragraph is a text input field with the label: "* Type name here *Typing your name here acts as your electronic signature for the above statements.*"

At the bottom left are two buttons: "Submit" and "Cancel". A red arrow points to the "Submit" button.

Step 9: After you clicked **‘Submit’** you will be taken to your family portal page. You will see that a cover letter has been generated for you. If you did not upload your required 2018 income documentation during the financial section of the application, you will need to download and print the cover letter to mail in your income documentation. You MUST include the cover letter. If the cover letter is not included, we cannot properly match your documents to your application and your application will automatically be deemed incomplete and not considered. Your cover letter acts as proof of your submission!

The screenshot shows the top navigation bar of the portal with the logo for "children's scholarship fund OMAHA" and "CSF - OMAHA - FAMILY ACCESS". On the right, it says "Doe" and "Logout". Below the navigation bar are links for "HOME", "APPLICATION", "STUDENTS", and "RESOURCES". The main content area says "Thank you for your application! [Click here](#) to view your cover letter." A red arrow points to the "Click here" link.

IMPORTANT:

You will be eligible for a scholarship only when all four steps are complete, your family falls within our income eligibility guidelines, we have copies of your 2018 income documentation, and CSF has reviewed your application. You are not guaranteed a scholarship until we verify your information. We will notify you if as to whether or not you receive a scholarship on July 2, 2019.

If you have questions or concerns regarding your application, please call the CSF office at 402-819-4990.