

**The Scholarship Fund for Inner-City Children**

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To: Principals and Presidents  
From: Gerard T. O'Connor, Executive Director  
Date: January, 2018  
Subject: SFIC/CSF 2018-2019 Scholarship Application

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Starting February 1, 2018 The Scholarship Fund for Inner-City Children will be accepting applications for the 2018-2019 school year. The deadline for all applications and required financial documentation will be April 30, 2018.

Families who are currently receiving SFIC or CSF or previously applied last year will be receiving an email with instructions on how to re-apply, update their information and submit their 2017 Federal 1040 and W2 forms.

For families who are applying for the very first time please instruct them to go to our website at [www.sficnj.org](http://www.sficnj.org) and to follow the link to create a new account and submit the required financial documentation. We have attached a Fact Sheet that you can distribute to your families and a FAQ's Sheet to use as a reference when parents ask you questions.

As a reminder, SFIC is **NO** longer using FACTS Management to process our applications. We will continue to use CiviCore to process the SFIC application. Please remove any reference to FACTS Management from your school website when providing your families with information about SFIC's application process.

We have established a scholarship application help line (973) 497-4283 for questions concerning the application.

Thank you for your assistance.



## The Scholarship Fund for Inner-City Children Invites Families to Apply for a Partial-Tuition Scholarship

### Facts About The Scholarship Fund (SFIC)

- For families with children in grades K-12 attending Catholic schools within the Archdiocese of Newark (Bergen, Essex, Hudson and Union Counties).
- Scholarships are based upon financial need and are awarded without regard to religion, race or ethnicity.
- Currently the SFIC General Scholarship Fund awards a \$1,000 tuition assistance grant to elementary and high school students entering grades K through 12. (All Pre-Kindergarten programs are not eligible).
- Scholarship applications for 2018-2019 school year will be available **on-line only** starting **February 1<sup>st</sup> 2018** at [www.sficnj.org](http://www.sficnj.org).
- Deadline for submitting your on-line application with ALL REQUIRED DOCUMENTS is **April 30, 2018**.
- Financial documentation REQUIRED includes the following:
  - 2017 Federal 1040 (page 1 & 2 only) with children listed as dependents
  - 2017 W2
- If applicable:
  - 2017 Schedule C (if business income noted on form 1040)
  - 2017 SSI 1099S or benefit budget letter including monthly amount
  - Unemployment determination letter
  - Current SNAP Food Stamp and/or Welfare benefit budget letter including monthly amounts
- A **\$30** non-refundable application fee payable is required (one per family).
- Students in grades K-8 currently receiving tuition assistance from The Children's Scholarship Fund (CSF) program are not eligible to receive a SFIC Scholarship.
- All applicants will be notified by email of our decision **on or by the end of June, 2018**.
- Scholarship payments are made directly to the schools.

For more information and facts about applying visit [www.sficnj.org](http://www.sficnj.org). If you have any questions you can email your question or comment to [schofund@rcan.org](mailto:schofund@rcan.org) or leave a message on our customer service voicemail at (973) 497-4283. Due to the large amount of applications responses may take up to 5 business days. Thank you for your patience.



# The Scholarship Fund for Inner-City Children (SFIC)

## Frequently Asked Questions

**Q:** When can I apply for the SFIC Scholarship?

**A:** Applications for the 2018-2019 school year can be submitted on-line only starting February 1, 2018 until April 30, 2018. Applications received without the proper financial documentation will not be considered. Any applications received after April 30, 2018 deadline, will not be considered.

**Q:** How can I get a copy of the application?

**A:** The applications for the 2018-2019 school year will be available by visiting the SFIC website starting February 1, 2018 and must be submitted on-line only. Families who are currently receiving a scholarship or have previously applied will receive an email with instructions on how to re-apply. Returning families who do not re-apply through the family log-in will create a duplicate record in our system and the processing of the application will be delayed. New families applying for the very first time should our website at [www.sficnj.org](http://www.sficnj.org) and create an account as a new family.

**Q:** What is needed with my application?

**A:** All applications must include a copy of your signed 2017 Federal 1040 form and all 2017 W-2 forms. A \$30 non-refundable fee payable to SFIC is required. The Federal 1040 form must include the name(s) of each child for whom you are requesting assistance. If appropriate, you should also include copies of Unemployment Benefits, Child Support, Public Assistance, and Social Security. All applicants must provide a valid email address.

**Q:** What should I do if my current financial situation is different from my income reported on my 2017 Federal 1040 form?

**A:** Please fill out the appropriate section on the on-line application explaining any change in employment or compensation status. You should also submit any documentation that supports your letter.

**Q:** What should I do if I/we did not file in 2017 Federal IRS Tax return?

**A:** Please submit a letter detailing your total household income for the period of January 1, 2017 to December 31, 2017. You should include any documentation that supports your household income. You must also submit documentation that the applicant is the legal guardian of the students you are requesting aid for.

**Q:** Who is eligible to apply for the SFIC scholarship?

**A:** Parents/Guardians of students in grades K-12 from low income families currently or planning to enroll in a Catholic school located in the Archdiocese of Newark within Bergen, Essex, Hudson, and Union counties are eligible to apply. For a complete list of schools, please visit [www.rcan.org](http://www.rcan.org).

# The Scholarship Fund for Inner-City Children (SFIC)

## Frequently Asked Questions

**Q:** Once my on-line application is submitted, can I call the SFIC office to inquire about the status of my application?

**A:** No. All applications submitted will remain under review until final determinations are made. SFIC will not provide any other information before a finalized award decision has been announced. All correspondence regarding your application will be emailed to you before the end of June, 2018.

**Q:** Will you notify me if my on-line application is incomplete or missing information?

**A:** Yes. SFIC will email you, up until April 30, 2018, if you are missing any required documentation. Any information received after April 30, 2018 will be past the deadline and will not be eligible for consideration.

**Q:** If my family is awarded, how is the payment made?

**A:** If your family has been awarded a scholarship, payments will be made directly to your child(ren's) respective school in the form of two installments: 50% of the award will be paid in February for the first half of the school year and the remaining 50% will be paid in June for the second half of the school year.

**Q:** If my child is currently receiving a scholarship, do I have to reapply for the following school year(s)?

**A:** Yes. Families must apply for the SFIC scholarships every year, regardless of whether they are currently receiving or have been past recipients of an award. Families must also supply the most current financial documentation with their application.

**Q:** What are the requirements needed to be considered for your scholarship?

**A:** Eligibility is based upon the total family household income. Your child must be enrolled or planning to attend a Catholic school in the Archdiocese of Newark in grades Kindergarten to 12<sup>th</sup> and you must meet the financial requirements established by SFIC.

**Q:** Do I have to be living in the same town as the school my child attends to be eligible to apply?

**A:** No. Your child must be attending or enrolled to attend a Newark Archdiocesan school, however, you do not have to live in the same town as the school. For a complete list of schools, please visit: [www.rcan.org](http://www.rcan.org).

**Q:** Can I receive more than one scholarship from The Scholarship Fund for Inner-City Children?

**A:** No. Only one scholarship per student is permitted. Students in grades K-8 receiving tuition assistance from The Children's Scholarship Fund (CSF) program are not eligible for The Scholarship Fund for Inner-City Children Scholarship (SFIC).