



FLORIDA DEPARTMENT OF  
**EDUCATION**  
fldoe.org

**2020-21**

# **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 and FFSS?
- 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 and FFSS 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.

Graduating high school 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

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.

## Step 1: Create Student Account

The screenshot shows the OSFA website header with the logo and the text "Office of Student Financial Assistance" and "Florida Student Scholarship Grant Programs". On the left, there are two images: a green sign that says "GRADUATES NEXT EXIT" and another green sign that says "College Just Ahead".

Annotation 1 (a yellow box with the number 1) points to a red-bordered box containing the following text:

**First-Time Applicants**  
Students must submit a completed Florida Financial Aid Application (FFAA) to OSFA for programs denoted by an asterisk (\*). In order to apply for State Scholarship & Grant Programs, a student must first **Create a Student Account**. After logging into your account, you may proceed to complete the FFAA.

Annotation 2 (a yellow box with the number 2) points to a "Login" dropdown menu in the top right corner. The dropdown menu is open, showing a "Create Student Account" button highlighted with a red box. Other options in the menu include "State Scholarship & Grant Programs", "Access to Benefits", "Benacquisto", "Bright Futures", "Effective Access", "First Generation Matching Grant", "Florida Farmworker Student Scholarship\*", "Florida Student Assistance Grant - Career Education", "Florida Work Experience Program", "José Martí Scholarship Challenge Grant\*", "Mary McLeod Bethune Scholarship", "Minority Teacher Education Scholarship", "Rosewood Family Scholarship\*", and "Scholarships for Children and Spouses of Deceased or Disabled Veterans\* (Award Amounts)".

Below the main content area, there are four columns of links:

- APPLICATIONS**
  - Florida Financial Aid Application (FFAA)
  - Reinstatement/Restoration Application
  - Free Application for Federal Student Aid (FAFSA)
  - Document Upload
- REPORTS**
  - Annual Report to the Commissioner - (Archives)
  - End-of-Year Reports - (Archives)
  - Bright Futures Statistical Reports
- RESOURCES**
  - Federal Student Aid
  - Financial Aid Terms and Definitions
  - Money for College Brochure
  - Navigating Your Financial Future
  - State Scholarship and Grant Calendar
- STATUTES AND RULES**
  - Florida Statutes
  - State Board of Education Rules
  - Legislative Changes
  - Postsecondary Compliance Audits
  - Postsecondary Eligibility Requirements

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.

The screenshot displays a web form titled "PROFILE" with a "HOME" link and a "Login" dropdown menu in the top right corner. The form is divided into two main sections: "Demographic Information" and "Contact Information".

**Demographic Information:**

- SSN: [Text Input]
- First Name\*: [Text Input]
- Date of Birth\*: [Calendar Icon] [Text Input] (MM/DD/YYYY)
- Ethnicity\*:  Hispanic  Non-Hispanic
- MI: [Text Input]
- HS Graduation Date\*: [Calendar Icon] [Text Input] (MM/DD/YYYY)
- Race\*: --SELECT-- [Dropdown]
- FLE ID: [Text Input]
- Last Name\*: [Text Input]
- Gender\*:  Female  Male

**Contact Information:**

- Street Address\*: [Text Input]
- State: FLORIDA [Dropdown]
- Apartment: [Text Input]
- Zip Code\*: [Text Input]
- City\*: [Text Input]
- Home Phone Number: [Text Input]
- Cell Phone Number: [Text Input]
- Alternate Phone Number: [Text Input]
- I agree to receive text message alerts from OSFA.
- Email Address: [Text Input]
- Alternate Email Address: [Text Input]
- I do not have an email address

A "Submit" button is located at the bottom center of the form.

Fields denoted with an asterisk on the Profile are required. OSFA strongly encourages students to provide data that is optional, especially a 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).

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.

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.

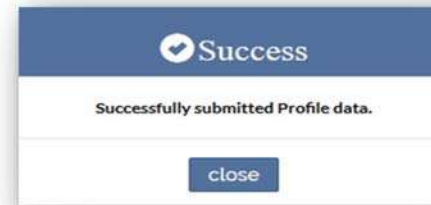
If attempting to submit the Profile without a SSN, a student will have an opportunity to supply their SSN before submitting the Profile by selecting **Return to Profile** when the above illustrated dialog box appears. If a student would like OSFA to create a Pseudo Number, the student must select **Submit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

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



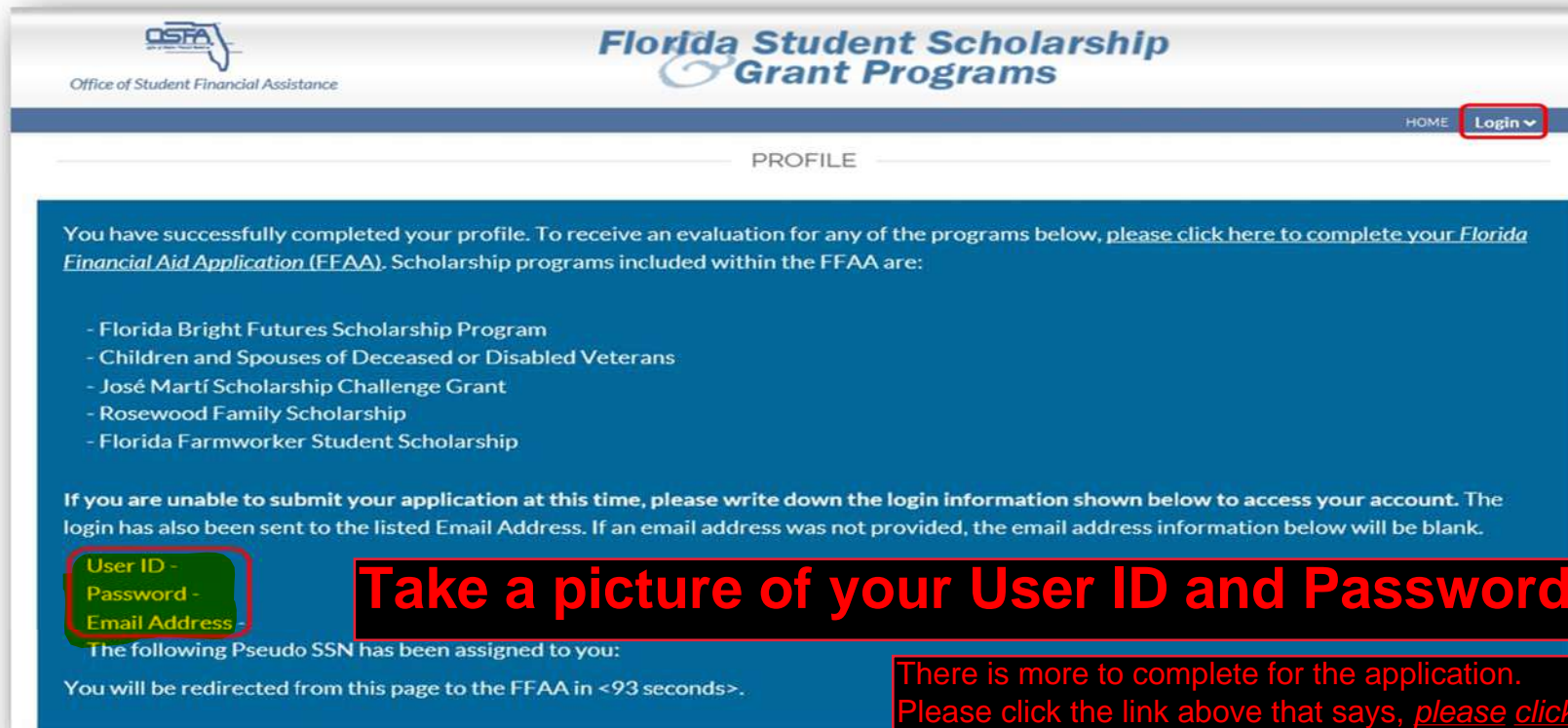
## Profile Success and Login Credentials

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.**

A screenshot of the Florida Student Scholarship Grant Programs website. The header includes the OSFA logo and the text "Office of Student Financial Assistance" and "Florida Student Scholarship Grant Programs". A navigation bar contains "HOME" and a "Login" button with a dropdown arrow. The main content area is titled "PROFILE" and contains a blue box with white text. The text reads: "You have successfully completed your profile. To receive an evaluation for any of the programs below, please click here to complete your Florida Financial Aid Application (FFAA). Scholarship programs included within the FFAA are:" followed by a list of five scholarship programs. Below the list, it says: "If you are unable to submit your application at this time, please write down the login information shown below to access your account. The login has also been sent to the listed Email Address. If an email address was not provided, the email address information below will be blank." A green box highlights the following information: "User ID -", "Password -", and "Email Address -". Below this, it says: "The following Pseudo SSN has been assigned to you:" and "You will be redirected from this page to the FFAA in <93 seconds>." A red box highlights the "Login" button in the navigation bar.

**Take a picture of your User ID and Password!**

There is more to complete for the application. Please click the link above that says, *please click here to complete your Florida Financial Aid Application (FFAA).*

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



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

- Demographic Information
- Academic Background

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)



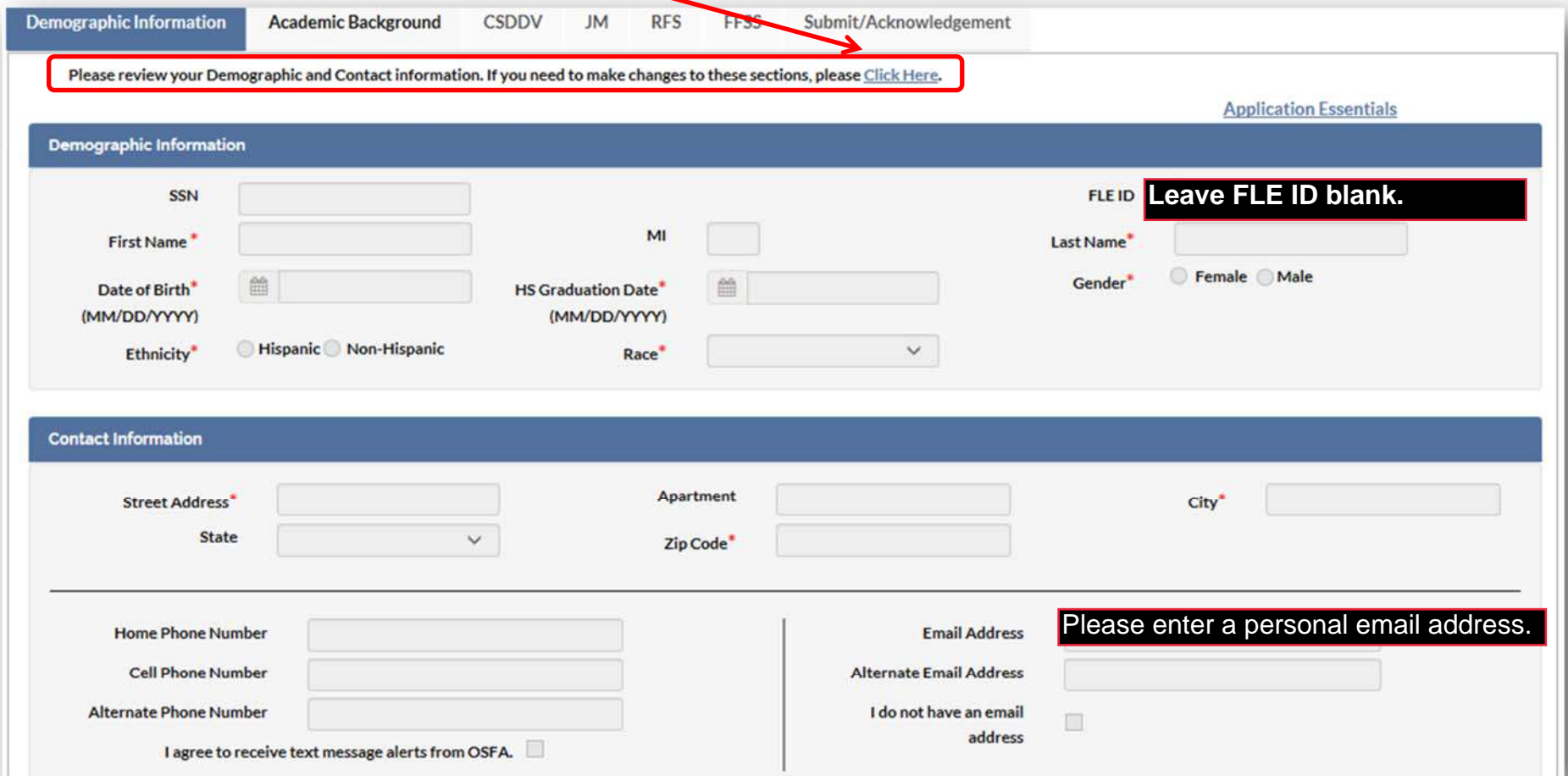
## Demographic Information

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.

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.



Demographic Information   Academic Background   CSDDV   JM   RFS   FFSS   Submit/Acknowledgement

Please review your Demographic and Contact information. If you need to make changes to these sections, please [Click Here](#).

[Application Essentials](#)

### Demographic Information

SSN

First Name\*  MI  FLE ID **Leave FLE ID blank.** Last Name\*

Date of Birth\* (MM/DD/YYYY)  HS Graduation Date\* (MM/DD/YYYY)  Gender\*  Female  Male

Ethnicity\*  Hispanic  Non-Hispanic Race\*

### Contact Information

Street Address\*  Apartment  City\*

State  Zip Code\*

Home Phone Number

Cell Phone Number

Alternate Phone Number

I agree to receive text message alerts from OSFA.

Email Address **Please enter a personal email address.**

Alternate Email Address

I do not have an email address

## 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--

---

\* 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.

---

\* 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.

---

\* 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.

---

\* Are you a farmworker or dependent child of a farmworker as defined in s. 420.503(19)(a), Florida Statutes?  
--SELECT--

Next

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

## 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 Florida high school, Home Education Program, or with a GED?**

Answering **No** will remove questions pertaining to the student's Florida school and district and require a response for the name of the out-of-state high school last attended.

The screenshot shows a web application interface with a navigation bar at the top containing tabs: Demographic Information, Academic Background (selected), CSDDV, JM, RFS, FFSS, and Submit/Acknowledgement. Below the navigation bar is a header for the current section: Academic Background - High School Enrollment. The main content area contains a required question: '\* Will you graduate or have you graduated from a Florida high school, Home Education program, or with a GED?'. A dropdown menu is set to '--SELECT--' and a red box highlights the text 'Select Yes.' next to it. Below this are three more dropdown menus: 'Select your Florida high school graduation option:' (set to '--SELECT--'), 'Select the Florida district where you will graduate with a high school diploma, complete a Home Education program, or GED diploma:' (set to '-----NONE-----'), and 'Select the Florida high school where you will graduate with a high school diploma, complete a Home Education program, or GED diploma:' (set to '-----SELECT SCHOOL-----'). A note follows: 'Note: If you have already received a high school diploma, select the high school where the diploma was received.' Below the note is a large empty text input field. The word 'or' is centered below the input field. Then, 'Provide the name of out-of-state high school last attended:' is followed by another empty text input field. At the bottom, there are two more dropdown menus: 'In which district are you registered as a Home-educated student for the current school year:' (set to '-----NONE-----') and 'In which district were you registered as a Home-educated student for the prior school year:' (set to '-----NONE-----').

## Academic Background - Postsecondary Plans

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

Required questions are denoted with an asterisk (\*).

Academic Background - Postsecondary Plans

\* Have you or will you have earned a baccalaureate degree prior to the fall term of the 2020-21 academic year?  No  Yes

\* In the fall of 2020, I will be classified as:  **Select Freshman - First time in college.**

\* What is the location and name of the primary postsecondary institution you are planning to attend?  In-state school  Out-of-state school

If your primary institution is not listed, enter the institution's name here:

Your Florida Financial Aid Application information may be sent to additional in-state institutions. You may select up to four additional institutions that you are considering attending.

When finished, the student should choose **Next** to proceed in answering questions regarding CSDDV, JM, RFS and/or FFSS, 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

## FLORIDA FINANCIAL AID APPLICATION

Demographic Information   Academic Background   **CSDDV**   JM   RFS   FFSS   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 name:

First Name	MI	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

What is the qualifying veteran's status?

▼

What is the qualifying veteran's branch of service?

▼

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

▼  
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?

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

Enter your qualifying Veteran's Social Security Number or Claim Number:

<input type="text"/>	or	<input type="text"/>	<input type="checkbox"/> I Do Not Know
Veteran's Social Security Number		Veteran's Claim Number	

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

▼

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

## 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.

\* 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.

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.



## 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

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

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

First Name

MI

MI

Last Name

Last Name

I Do Not know

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 1314  
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 one 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**   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	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Mother/Legal Guardian 2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

[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.

The screenshot shows a web application interface with a navigation bar at the top containing tabs for Demographic Information, Academic Background, CSDDV, JM, RFS, FFSS, and Submit/Acknowledgement. The Submit/Acknowledgement tab is active. Below the navigation bar is a header for the 'Submit/Acknowledge' section. The main content area features a red warning: 'DON'T FORGET TO "SUBMIT" YOUR APPLICATION BELOW'. It then lists the terms of submission, followed by instructions on what happens after clicking 'Submit'. A 'Submit' button is visible, and a large red callout box with a left-pointing arrow says '<--Click Submit!'. A note at the bottom states: 'To avoid errors or delays in processing your application, CLICK "Submit" only ONE-TIME.'

Demographic Information   Academic Background   CSDDV   JM   RFS   FFSS   **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 "Submit" button below, your application process will be completed!

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

**<--Click Submit!**

**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.

### FLORIDA FINANCIAL AID APPLICATION

Demographic InformationAcademic BackgroundCSDDVJMRFSFFSSSubmit/AcknowledgementResults

**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.

Table 1 Programs for which you will be evaluated based on your application responses.

Program Name	Program Deadline Date
FLORIDA BRIGHT FUTURES SCHOLARSHIP PROGRAM	08/31/2020
SCHOLARSHIPS FOR CHILDREN/SPOUSES OF DECEASED OR DISABLED VETERANS	04/01/2020
FLORIDA FARMWORKER STUDENT SCHOLARSHIP PROGRAM	04/01/2020
JOSE MARTI SCHOLARSHIP CHALLENGE GRANT PROGRAM	04/01/2020

**Ineligible Reasons**

Program	Reason
RFS	APPLICANT NOT A DESCENDANT OF ROSEWOOD INCIDENT

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