

Quick Start Guide

EOP Financial Eligibility Review Process

This Quick Start Guide provides an overview of the process applicants will go through to complete the financial eligibility review.

Creating an Account

On the **Create Account** screen, the applicant will register by adding their email address, desired password, and name. Once done, the applicant will click **Submit** to proceed.

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After creating an account, applicants will move to the EOP financial information screens.

At any time during the EOP financial eligibility review process, applicants can click **Save & Logout** to save the information and return later.

Foster Care/Ward of the Court (Exceptions to Income Guidelines)

If an applicant selects “Yes” to either 1. “Are you in foster care as established by the court?” or 2. “Are you a ward of the court or county?”, the applicant will advance to a required documentation upload page where the applicant will select the type of file they are uploading.

This is the final step for applicants who are in foster care or a ward of the court/county. Once the document is uploaded, the applicant will use the submit button to complete the process. Applicants will receive a confirmation email with next steps.

SAVE & LOGOUT

EXCEPTIONS TO INCOME GUIDELINES

Answer both of the questions below to help determine if you qualify for exclusion from the income eligibility guidelines

1. Are you in foster care as established by the court? *

☒ Yes ☐ No

2. Are you a ward of the court or county? *

☐ Yes ☒ No

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SAVE & LOGOUT

FOSTER CARE AS ESTABLISHED BY THE COURT REQUIRED DOCUMENTATION

If you are in foster care, please upload one of the following:

- A copy of a court order
- A statement from a state or county child welfare agency on their letterhead
- A statement from a private provider agency that delivers child welfare services on their letterhead
- A statement from an attorney, guardian ad litem or court-appointed special advocate documenting the person's relationship to the student as well as the latter's foster youth status

Your documentation will be reviewed and the school will be in contact with you.

Once you have uploaded your documentation, please press "Submit".

Please select from the list below the type of required documentation you are uploading *

☒ Copy of a court order

☐ Statement from a state or county child welfare agency

☐ Statement from a private provider agency that delivers child welfare services

☐ Statement from an attorney, guardian ad litem or court-appointed special advocate documenting the person's relationship to the student as well as the latter's foster youth status

(none)

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The student-submitted documentation will be available to all campuses selected by the applicant in the EOP Platform.

Income Validation

Applicants who mark “No” to the income exceptions will be moved to the income validation section. Questions in this section include, “How many people reside in your household including you?” followed by a question asking “Is your household income equal to, or less than, [the respective income limit]?”.

SAVE & LOGOUT

INCOME VALIDATION

How many people reside in your household including you? *

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Was your household income in 2021 equal to, or less than, \$51,338? *

☐ Yes ☐ No

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The amount noted in this section is based on EOP income guidelines.

Selecting “No” to “Is your household income equal to, or less than, [the respective income limit]?” will move applicants to a page letting them know they do not appear to meet the income requirements and they will be directed to press **Close**.

Once the applicant presses **Close**, they will receive a confirmation email with next steps.

Dependency Status

Selecting “Yes” in the **Income Validation** screen will move applicants to a page of questions confirming dependency status.

Answering “No” to *all* **Dependency Status** questions will lead to further questions on parent demographics, household information, household income, household assets, and then to a prompt for required documentation based on those answers.

Answering “Yes” to *any* **Dependency Status** question will lead to further clarification on household information, household income, household assets, and to a prompt for required documentation based on those answers.

The screenshot shows a form titled "DEPENDENCY STATUS" with a "SAVE & LOGOUT" button at the top left. It contains 12 numbered questions, each with "Yes" and "No" radio button options. The questions cover topics such as birth date, marital status, active duty, veteran status, child support, dependents, foster care, emancipation, legal guardianship, and homelessness. At the bottom, there are "BACK" and "NEXT" buttons.

DEPENDENCY STATUS

1. Were you born before January 1, 2000? *

2. As of today, are you married? (Also answer “yes” if you are separated, but not divorced.) *

3. Are you currently serving on active duty in the U.S. Armed Forces for purposes other than training? *

4. Are you a veteran of the U.S. Armed Forces? *

5. Do you now have or will you have children who will receive more than half of their support from you between July 1, 2023 and June 30, 2024? *

6. Do you have dependents (other than your children or spouse) who live with you and who receive more than half of their support from you, now and through June 30, 2024? *

7. At any time since you turned age 13, were both your parents deceased, were you in foster care or were you a dependent or ward of the court? *

8. As determined by a court in New York State, are you or were you an emancipated minor? *

9. Does someone other than your parent or stepparent have legal guardianship of you, as determined by a court in your state of legal residence? *

10. At any time on or after July 1, 2022, did your high school or school district homeless liaison determine that you were an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless? *

11. At any time on or after July 1, 2022, did the director of an emergency shelter or transitional housing program funded by the U.S. Department of Housing and Urban Development determine that you were an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless? *

12. At any time on or after July 1, 2022, did the director of a runaway or homeless youth basic center or transitional living program determine that you were an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless? *

The screenshot shows a form titled "REQUIRED DOCUMENTATION" with a "SAVE & LOGOUT" button at the top left. It includes instructions to upload documentation and a list of requirements based on the user's answers. Requirements include attaching Form I-551 for non-citizens, court orders for emancipated minors, marriage certificates for married couples, military orders for active duty, and Form DD214 for veterans. A "SUBMIT" button is at the bottom right.

REQUIRED DOCUMENTATION

Please upload the required documentation based on your previous answers. It is required that you upload corresponding documentation.

As a reminder, if you have included other income above, you must provide required documentation to support your answer. This includes a signed statement (wet signature) from your parent(s) detailing how they support the household, specifically addressing how is food and housing support provided and how much. If your parent(s) were self-employed, they may have proof of sales to show. If they had an ITIN, collect the W2 and taxes, if available.

Please select the type of required documentation you wish to upload *

☐ You are a Non-U.S. citizen and a permanent resident

- You must attach:
 - Form I-551 (Alien Registration Card)

☐ You are an emancipated minor or in a legal guardianship

- You must attach:
 - Court order or legal document

☐ You are married

- You must attach:
 - Certificate of Marriage

☐ You are on active duty

- You must attach:
 - Military orders

☐ You are a U.S. Veteran

- You must attach:
 - Form DD214

☐ You have been determined to be homeless

After submitting all documentation, applicants will be asked to certify their understanding.

The screenshot shows a "CERTIFICATION" form with a "SAVE & LOGOUT" button at the top left. It contains a paragraph of text where the applicant certifies their eligibility and understanding of the process. At the bottom, there are "BACK" and "SUBMIT" buttons.

CERTIFICATION

I understand that I must be academically and economically eligible for EOP and that I must provide required documentation with this form to prove my eligibility. I understand that I am required to file the 2023-24 Free Application for Federal Student Aid (FAFSA) (unless I am not eligible to do so under the U.S. Department of Education rules) as soon as possible after October 1, 2022. I understand that additional paperwork may also be required.

All information submitted is true to the best of my knowledge. I understand that any knowing falsification or omission of result in the denial of admission and immediate dismissal.

By submitting this application, my parents and I am consenting agreement with the above statements.

The applicant will then receive a message and email in response.

Applicants who are potentially financially eligible will be submitted to Verification Gateway to complete the income verification portion of the process.