

# Required Documentation

- New Families applying may only receive one scholarship program per student. If your student currently receives CFTA or PEEF in addition to their primary scholarship they may continue to receive both as long as they qualify. Families may have multiple children receiving scholarships, depending on program guidelines.
- Documents needed to complete applications include:
  - High school students who are not awarded are required to submit responses to two short answer questions and contact information for two references at the time of application to be considered for the Beyond Sunday Fellows Program. For more information about the Beyond Sunday Fellows Program, please visit [www.ttef-stl.org](http://www.ttef-stl.org) or see the flyer *Beyond Sunday Fellows Frequently Asked Questions*.
  - Proof of residency (St. Louis City residents only): ONE of the following documents
    - Missouri Driver’s License or Utility Bill
    - House/Apartment Lease or Deed
  - Proof of Income (see table below)
    - W2
    - Federal Tax Return Form 1040
    - Government Assistance Award Letter

**Please note that the income your family has listed on the application must be supported by all required documentation and confirmed by the TTEF scholarship office as eligible in order for an application to be considered complete!**

Type of Income	ONE of the Following Proofs are Required for EVERY Type of Income You Receive
Adjusted Gross Income (Wages from employment and all other income reported on Federal Taxes)	<ul style="list-style-type: none"> <li>• Pages 1 &amp; 2 of your 2022 or 2023 Federal Income Tax Return (Form 1040)</li> </ul> <p><b><i>If you do not file taxes you may submit...</i></b></p> <ul style="list-style-type: none"> <li>• 2022 or 2023 W-2 for all places of employment for you and your spouse <b>OR</b></li> <li>• Most recent three paystubs for all places of employment of you and your spouse</li> </ul>
<b>If applicable, please provide proof of any supplemental income your family is receiving.</b>	
Business Income	<p><b>NOTE: If this income is already claimed on your taxes, do not list the amount as additional Business Income on your application and do not submit additional documentation or your income will be calculated higher than it should be.</b></p> <ul style="list-style-type: none"> <li>• Copy of your business tax return, financial statements or a notarized letter stating your total earnings</li> </ul>
Child Support	<ul style="list-style-type: none"> <li>• If court ordered, provide documentation stating amount of support and your name</li> </ul> <p><b><i>If not court ordered, you may submit...</i></b></p> <ul style="list-style-type: none"> <li>• Transaction record displaying your name and monthly or annual amount</li> </ul>
Public Assistance Cash	<ul style="list-style-type: none"> <li>• Benefit Summary or Award letter displaying name and award amount, <b>OR</b></li> <li>• Transaction record displaying your name and monthly or annual amount</li> </ul>
Food Stamps	
Social Security/SSI	
Unemployment/Worker’s Comp	
Other (includes but is not limited to adoption or foster subsidies, tuition support from family, friends, or employer)	<ul style="list-style-type: none"> <li>• If you have other sources of income not reported elsewhere, please provide notarized letters from your employer, family/friends providing financial assistance stating the annual amounts.</li> </ul>

We look forward to providing your family with the opportunity to apply for scholarships funded by the following partners:

