

Enter Information for each Household Member

Household Member defined as the following:

1. The eligible student and their legal guardian
2. The spouse of the legal guardian or birth parent of any child under the age of eighteen
3. Children under the age of eighteen who live with the legal guardian
4. Relatives who are age sixty-five and who are claimed as a dependent for federal income tax purposes.
5. Disabled or blind adults or children related to the parent or legal guardian of the eligible student
6. Children of the parent or legal guardian of the eligible student who are fulltime students aged twenty-two or less

FYI.. The system will not allow you to enter a Household Member older than 18 years of age. Please see last page, adding Household Income, for directions on adding adult children into the portal.

Adult children between 18-22 living at home must be full time students to qualify as household members.

Entering Household Income

Click on Add New Income Button

Household Income

Add New Income

*Required

* Member Name	* Income Source	* Income Frequency (How often)	* Gross Amount
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Cancel

Select Household Member for whom income is reported
Select Income Source from dropdown
Select Frequency from dropdown
Enter Gross Amount

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Select Income Source from dropdown
Select Frequency from dropdown
Enter Gross Amount

****Note: If using Adjusted Gross Income (AGI) to verify income, select 'Wages and Salaries' dropdown as Income Source. The amount to enter for the 'Gross Amount' field should be the AGI (found on line 11 of your federal return). You will need to upload page one of your federal return to verify the AGI (see next slide for adding documents)****

Name	Income Source	Gross AMT	Income Frequency	Annualized AMT	Include in Household Income	
	Wages and Salaries	\$1,000.00	Monthly	\$12,000.00	Yes	 0  0  0

Click on the Documents button (first green button on the right side of the screen)

New pop-up box appear on the left side – click Add Documents button

Select document type

Click Close Add Documents – Save – Repeat process for any additional reported income

Click here to enter comment for adult child over 18 years old

Include first and last name, last four of SS# and full birthdate in comment box – this will be reviewed by EdChoice staff and once verified the eligible adult child will be manually added as a ‘Household Member’

When uploading documents that include social security number, block out everything except the last four digits

When applying for multiple students, only one uploaded form is needed to verify all students in the family

Once all income has been reported and supporting documents uploaded, click Submit to finalize the process

Income Verification Status



Income Verification: **Income Verification Started**

Submit