



Texas Catholic  
Conference  
of Bishops  
EDUCATION DEPARTMENT

# TEFA APPLICATION TIPS

Now that the application period is open, we have some tips for parents completing the application



Before beginning the application, use your phone to take photos of documents you'll need to upload. Use a solid dark (black) surface behind the documents and bright lighting with no shadows on the documents.

*These documents include:*

- ✓ **Your Driver's License or Real ID OR other Texas Residency documents**
- ✓ **Birth Certificates**
- ✓ **Disability Verification Form**
- ✓ **Relevant pages of your IRS 1040 tax form (see below)**

After you complete your children's applications, you will begin the verification process of the application.

**You will be asked if you want to continue on another device.**

*Switching to a phone to upload the documents works very well:*

Scan the QR code to move to your phone. Then upload the photos of the relevant documents.

1

**Real ID:** Uploading your Real ID Texas Driver's License should verify your Texas residence and may verify your children's legal status.

2

**Birth Certificates:** The long form birth certificate is recommended. A short form can be used. A photo of the birth certificate is preferred, *not a PDF*. A PDF will require an Odyssey manual review and may delay your verification.

3

## IRS 1040 Forms

You must upload the page of your IRS 1040 tax form that includes your Adjusted Gross Income. This is found on line 11 of the first official page of your 1040 filing. You must also upload the second page which has your signature or the signature of your tax preparer.

*Upload images (photos) only of these two pages of your tax records.*

As soon as the application scans your uploaded documents you will see a green indication that the documents are verified and accepted.

The application will be rejected if the scans are not approved. Retake the images and upload new images until the application accepts them.



Within minutes of submitting the final application your Odyssey dashboard will indicate whether your child is eligible or under review. Under review only means one of your documents needs to be reviewed manually; Odyssey will complete this step before March 17.

**"Under Review"** means that Odyssey must manually verify a document you have uploaded. Once they confirm that the document contains the needed information, they will finalize the application to indicate if the child is eligible for funding.

**After Submission:** Due to web traffic issues, some may experience error messages or rejection notices on the application page after submission. *If the page is refreshed, this should correct itself.*

The only reason a child would not be eligible is if the child is not lawfully present or if it is a pre-K child and they don't meet the pre-K eligibility. Income is not a reason for ineligibility.