TEFA Application Fair Checklist

YOUR APPLICATION FAIR

Date _____ **Location** _____

Time _____ **Contact** _____

As you prepare for the TEFA application fair, please gather the following information and documents.

Parent/Guardian Information

Either parent can apply, as long as that parent is listed on the tax return you upload. If you filed jointly, that one return covers both parents.

- ☐ **Email address.** Please use an email address you can check all year. You'll use it to create your account and to receive messages about your application.
- ☐ **Social Security number** or ITIN.
- ☐ **Texas driver's license** or state ID.
  - ☐ If you do not have a driver's license or ID, bring one of the following documents to establish proof of Texas residency: a utility bill, lease agreement, mortgage statement, or voter registration certificate.
- ☐ Tax return information: **Form 1040** showing the child as a dependent, the parent's name and adjusted gross income, and parent signature.

If applicable...

- ☐ **Active-duty military:** Bring current military orders showing that your household is stationed in Texas or will reside in Texas during the applicable school year.

Student Information

The following information is needed for <u>each</u> child applying for TEFA. If multiple children in your household are applying, include them all in one application rather than submitting separate applications.

- ☐ **Social Security number.**
- ☐ **Date of birth.** The application may require a long-form birth certificate to confirm lawful presence. A report of birth abroad, certificate of citizenship, or certificate of naturalization is also acceptable.

If applicable...

- ☐ **Texas Student Unique ID.** If your child has attended a Texas public school, you can find their UID using the *Texas Education Agency's Student Lookup* tool. We can help you look up this number during the application fair.
- ☐ **For children with special needs:**
  - ☐ **If there is an IEP on file with the Texas Education Agency,** have the numerical instructional code, next annual review (ARD) date, and student UID, if applicable.
  - ☐ **If there is no TEA-filed IEP,** bring the TEFA Disability Certification form completed by your child's practitioner, or a full evaluation, out-of-state IEP, or expired Texas IEP.
- ☐ **For children enrolling in Pre-K:**
  - ☐ **If in foster care:** Court order, adoption papers, or placement documentation.
  - ☐ **If child of a service member injured or killed on active duty:** Statement of service or line-of-duty documentation.
  - ☐ **If child of Star of Texas Award recipient:** Parent's Star of Texas certificate.

Learn More from ODYSSEY

Get more information about the program eligibility requirements, answers to frequently asked questions, and support from ODYSSEY.

Texas Catholic Conference of Bishops
EDUCATION DEPARTMENT

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