

## How to apply for the Oklahoma Stay in School Fund & Bridge the Gap Digital Wallet

You can access the application for the Oklahoma Stay in School Fund & Bridge the Gap Digital Wallet by clicking on the link provided on the OPSAC or EKCO websites.

OPSAC: <http://www.opsac.org>

EKCO: <http://www.ekco.org>

\*Please make sure you carefully review information provided on the websites and on the landing page once you click the link to go to the application. Important information about what will be needed to complete the application will be provided.

### Step 1: Logging In/ Creating an Account



If you already have a FACTS account simply click **Sign In**. All FACTS activity will be done through your existing account. If you are new to FACTS click on **Create your Account**.

### Create Account

Please enter your e-mail address.

E-mail Address\*

**Next** **Cancel**

[Do not have an e-mail address?](#)

To create your account you will provide an email address to verify you do not already have a FACTS account.

Once it is verified you do not already have an account click **Create a new FACTS account**.



### Create Account

**Welcome!** Thank you for using FACTS.

Please take a few moments to create a user account.



From there you will move into account creation where you will provide your demographic information including name, address, phone number(s), and email address.

For assistance filling out your application, contact FACTS at 844-649-2921

On the next screen you will be asked to create your username and password, as well as set up your security PIN and telephone questions. Please be mindful of the password requirements.

**Username and Password**

Username*	<input type="text"/>	✓ Do not include spaces in your password
Password*	<input type="password"/>	✗ Password must contain at least 8 characters
Confirm Password*	<input type="password"/>	✗ Password must contain at least one letter
		✗ Password must contain at least one number
		✗ Password must include at least one special character: !@#%&*'()_+.
		✓ Password must not have any invalid characters
		✓ Passwords are case sensitive
		✓ Password cannot contain the username

## Step 2: Starting the application

After logging in you will be asked to select the term you are applying for. There is only one option available and it should already be selected. Click **Continue**.

Home My Profile Financial Accounts 🔔 🔒 Signed in as 👤

Welcome,

What term are you applying for aid?  
● 2020-2021

**Continue** | **Cancel**

You will land in the application form. You will be able to track your progress through the application by the sections listed down the left hand side. All required questions must be completed before you will be able to move to the next section. Navigate backwards by clicking on the section name or use the previous link at the bottom of the form. If you need to leave and return to the application at a later time, click 'Save & Exit' to save your progress.

## Sections

**Schools:** This section will show the program you are applying to. The Oklahoma Stay in School Fund & Bridge the Gap Digital Wallet will already be automatically selected when you come through the link from the OPSAC or EKCO webpages. Simply click **Save & Continue** to move to the next section.

**1** Schools  
**2** Applicant  
**3** Co-Applicant  
**4** Students  
**5** Additional Questions  
**6** Taxable Income  
**7** Nontaxable Income  
**8** Change of Income  
**9** Additional Questions  
**10** Review  
**11** Submit

**Schools**

Please list all schools and organizations where you would like to apply for financial aid or will pay tuition in the 2020-2021 school year.

✓ Oklahoma Stay in School Fund & Bridge the Gap Digital Wallet  
Oklahoma City, OK 73105

**Save & Continue** | **Save & Exit**

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**Applicant and Co-Applicant (If Applicable):** Demographic information from your account will prefill in parts of the applicant section. You will want to make sure to go through and fill in any blanks. Required section in each part of the application will be marked with an asterisk\*. This section will also be where you specify if you are applying for the Oklahoma Stay in School Fund, the Bridge the Gap Digital Wallet, or both. If either program is no longer accepting applications an additional notice will come up once you have selected your option. To move to the next section select **Save & Continue**.

**Students:** In the student section you will add all students in which you would like to submit applications for. Here you will provide demographic information related to the student. Once you are done with one student you can **Close Student Details** then **Add New Student** if needed. Click **Save & Continue** to move on.



**Additional Questions:** These questions will show up individually for each student on the application. You will select which school they are attending and if the student has an Individualized Education Program. If your student(s) go to a public school, select the generic “Public School” option. If your school is not listed there is an option to select “My School is not listed. We will then ask you to provide the name of your student’s school and what city it is located in. To move to the next section select **Save & Continue**.

A screenshot of a web form titled 'Additional Student Questions'. Below the title, it says 'Required fields are marked with \*'. There is a sub-header 'Preview Student - Oklahoma State GEER'. The first question is '\* What school is your child attending for the 2020-2021 school year?' with a dropdown menu showing 'Select...'. The second question is '\* Does this student currently have an IEP (Individualized Education Program) plan in place?' with a dropdown menu showing 'Select...'. There are small question mark icons next to the second question.

**Taxable Income:** This section is going to collect data around how many people are in the household and the filing status for the applicant and co-applicant (if applicable). You will want to have your AGI from your most recent tax return on hand for this section. If you do not file taxes additional information will be requested and your nontaxable income will be collected on the next screen. To move to the next section select **Save & Continue**.

A screenshot of a web form titled 'Taxable Income'. Below the title, it says 'Required fields are marked with \*'. There is a sub-header 'Household'. The first question is '\* Number of adults living in this household?' with a dropdown menu showing 'Select...'. The second question is '\* Number of children living in this household?' with a dropdown menu showing 'Select...'. Below this is another sub-header 'Taxable Income'. The first question is '\* Does the applicant file a U.S. Federal Income Tax Return?' with radio buttons for 'Yes' and 'No'. The second question is '\* Does the co-applicant file a U.S. Federal Income Tax Return?' with radio buttons for 'Yes - files jointly', 'Yes - files separately', and 'No'. There are small question mark icons next to the second question.

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**Nontaxable Income:** This section lists very specific pieces of nontaxable income. If you receive TANF, SNAP, Welfare, a Housing Allowance, and/or Social Security Income you will specify the amount and frequency of payments here. Please have any documents verifying the provided amount in this section ready to submit at the end of the application. To move to the next section select **Save & Continue**.

Nontaxable Income

Required fields are marked with \*

If you collect any nontaxable income, please select it below.

Temporary assistance for needy families (TANF)  
 Welfare  
 Supplemental Nutrition Assistance Program (SNAP)

per

Housing Allowance (Military, Religious, Parsonage, etc.)

**Social Security**

If household members collect nontaxable social security income, please select it below.

Applicant Name  
 Co-Applicant Name  
 Preview Student  
 Student Name  
 Other Household Members

**Change of Income:** This section will collect data on overall changes in income as well as how Covid-19 affected your income. In this top section you will let us know if your income has decreased for 2020. If no you will move on to the next section. If the answer is yes then it will ask for information explaining the decrease.

Change of Income

Required fields are marked with \*

\* Do you anticipate a decrease in your annual income for 2020?

Yes  
 No

What is your anticipated 2020 income?

What is the co-applicant's anticipated 2020 income?

Select the reason(s) for your reduced income (Select all that apply)

	Applicant	Co-Applicant
Unemployment or expected to be unemployed	<input type="checkbox"/>	<input type="checkbox"/>
Reduced hours	<input type="checkbox"/>	<input type="checkbox"/>
Reduced wages	<input type="checkbox"/>	<input type="checkbox"/>
Exiting the workforce	<input type="checkbox"/>	<input type="checkbox"/>
Legal separation or divorce	<input type="checkbox"/>	<input type="checkbox"/>
Plan to retire	<input type="checkbox"/>	<input type="checkbox"/>
Medical reasons	<input type="checkbox"/>	<input type="checkbox"/>
Death of a spouse	<input type="checkbox"/>	<input type="checkbox"/>
Increase in family size	<input type="checkbox"/>	<input type="checkbox"/>
Loss of alimony or spousal support	<input type="checkbox"/>	<input type="checkbox"/>
Military reasons	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>

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At the bottom we ask for additional information related specifically to your income being impacted by Covid-19. Depending on your Federal Poverty percentage you may be required to submit additional documents to verify the decrease in income. Please refer back to the websites or the landing page for the application for information about this. To move to the next section select **Save & Continue**.

Oklahoma State GEER Additional Questions

\* Has your household income decreased due to events surrounding Covid-19?

\* How much do you estimate your total 2020 income has or will decrease?

\* What is the primary reason for the decrease?

If there are extenuating circumstances you would like to describe or feel are not covered by the options in the question, explain here.

\*  I/We acknowledge that if our total income (taxable and nontaxable) is between 351%-450% for the Stay in School Scholarship and/or between 101%-200% for the Digital Wallet we will be required to provide proof of the decrease in income due to Covid 19 by means of 3 months of bank statements or an Unemployment letter dated between March 2020 to present. I/We also acknowledge I/we will not be qualified if these documents are not supplied. The 2020 federal poverty guidelines can be viewed on the landing page for this application.

**Additional Questions:** This section houses the acknowledgement of truthfulness. Once you acknowledge, to move to the next section select **Save & Continue**.

**Review:** This section will house answers to every section you have filled out on the application. Please carefully look over everything to confirm it is correct. Then to move to the next section select **Save & Continue**.

**Submit:** This section will have access to the Terms and Conditions for the application. Once you have read them you can just click **Submit Application** to finish the form piece. (*Again at any time you can exit the application and come back and pick up where you left off.*) After submitting your application you will be taken to your document section so you may start submitting the required documentation.

### Application Summary

Application Status: **INCOMPLETE** 2020-2021

The following step(s) are needed to complete your application:

[Upload your required documents](#)

#### Required Documents [Help](#)

**Tax Documents**

2018 Federal Tax Return

Form 1040 (Page 1) Form 1040 (Page 2)

**Nontaxable Documents**

Document

Not Submitted  In Process  Complete

[Upload](#)

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