

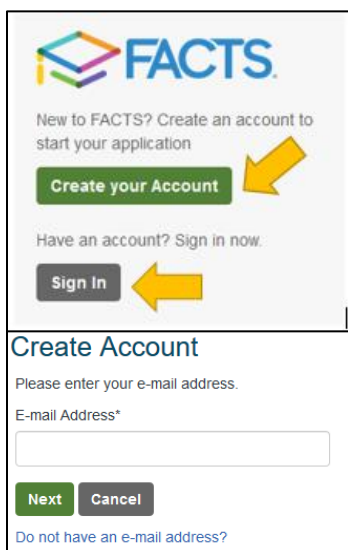
## How to apply for the Bridge the Gap Digital Wallet Grant

You can access the application for Bridge the Gap Digital Wallet by clicking on the link provided on the EKCO website.

EKCO: <https://www.everykidcountsok.org/digital-wallet>

\*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



The screenshot shows the FACTS login and account creation interface. At the top is the FACTS logo. Below it, the text reads "New to FACTS? Create an account to start your application" with a green "Create your Account" button. A yellow arrow points to this button. Below that, it says "Have an account? Sign in now." with a grey "Sign In" button. A second yellow arrow points to the "Sign In" button. Below the login options is a "Create Account" section with the heading "Please enter your e-mail address." and a text input field for "E-mail Address\*". Below the input field are "Next" and "Cancel" buttons. At the bottom of this section is a link that says "Do not have an e-mail address?".

If you already have a FACTS account simply click login to sign into your account. All FACTS activity will be done through your existing account. If you are new to FACTS you will click on "Create your Account".

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

Once it is verified that you do not already have an account you will just want to click "Create a new FACTS account".



The screenshot shows the "Create Account" confirmation page. It features the heading "Create Account" and the text "Welcome! Thank you for using FACTS." followed by "Please take a few moments to create a user account." Below this text are two buttons: a green "Create a new FACTS account" button and a blue "Already have an account with FACTS?" link. A yellow arrow points to the "Create a new FACTS account" button.

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

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\*

Password\*

Confirm Password\*

- ✓ Do not include spaces in your password
- ✗ Password must contain at least 8 characters
- ✗ 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. Go ahead and click continue.

The screenshot shows a user interface with a navigation bar at the top containing 'Home', 'My Profile', and 'Financial Accounts'. Below the navigation bar, there is a 'Welcome, [redacted]' message. The main content area asks 'What term are you applying for aid?' with a radio button selected for '2020-2021'. At the bottom of the form, there are two buttons: 'Continue' and 'Cancel'. A yellow arrow points to the 'Continue' button. A 'LIVE HELP' button is visible on the right side of the page.

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. You will have to finish a section before being able to move to the next one but can navigate backwards by just clicking on the section name as needed. Your progress will be saved if you need to leave and return to the application at a later time.

## Sections

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

The screenshot shows a sidebar on the left with a list of sections: 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, and 11 Submit. The main content area is titled 'Schools' and contains the text: '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.' Below this text, there is a checked checkbox next to 'Oklahoma Stay in School Fund & Bridge the Gap Digital Wallet' with the location 'Oklahoma City, OK 73105' listed below it.

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

**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 OR the Bridge the Gap Digital Wallet grant 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.”

**NOTE:** Stay in School Fund helps low-income student stay in private school. Digital Wallet gives low-income students a grant for school materials, no matter what school they attend. If you are a public school parent, then ONLY select “Bridge the Gap Digital Wallet” in this drop down.

**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. Then you will “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 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". It includes a note "Required fields are marked with \*". Below this is a section header "Preview Student - Oklahoma State GEER". There are two questions, each with a dropdown menu: "\* What school is your child attending for the 2020-2021 school year?" and "\* Does this student currently have an IEP (Individualized Education Program) plan in place?".

**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". It includes a note "Required fields are marked with \*". There are two sections: "Household" with two questions: "\* Number of adults living in this household?" and "\* Number of children living in this household?", each with a dropdown menu; and "Taxable Income" with two questions: "\* Does the applicant file a U.S. Federal Income Tax Return?" and "\* Does the co-applicant file a U.S. Federal Income Tax Return?", each with radio button options for Yes and No.

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

**Nontaxable Income:** This section lists very specific pieces of nontaxable income. (*TANF, SNAP, Welfare, Housing Allowance, and Social Security Income are the only items being collected*) If you receive any of these items you will want to 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 the answer is 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"/>

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

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?  
Yes

\* How much do you estimate your total 2020 income has or will decrease?  
[Text input field]

\* What is the primary reason for the decrease?  
Select...

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

\*  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

Legend:  Not Submitted  In Process  Complete

[Upload](#)

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