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To learn more about the Higher Education in Prison Landscape Project, visit: https://www.higheredinprison.org/higher-education-in-prison-landscape-project
Dear students,

We hope you are all doing well!

You are receiving this packet to complete your FAFSA. It is a requirement for you to complete this every year in order to receive financial aid. Please follow the supplemental instructions below, which offer guidance for completing the FAFSA. These instructions are based on our experience administering the FAFSA and direction provided by John Jay College Assistant Director of Financial Aid, Mike Scaduto.

**PLEASE RETURN YOUR COMPLETED FAFSA BEFORE LEAVING TODAY**

- Please fill in the circles completely in black ink.
- For Question 29: Your college level is based on how many credits you have completed so far:
  - under 30 credits: 1st year undergraduate
  - 30-60 credits: 2nd year undergraduate/sophomore
  - 60-90 credits: 3rd year undergraduate/junior
  - 90-120 credits: 4th year undergraduate/ senior
- You do not have to complete step 4 (information pertaining to parents)
- For step 2: If you filed taxes in 2019, answer questions 32-34; skip this section if you did not file taxes in 2019
  - We were not involved in the process of filing for taxes. However, we learned from P2CP students that everyone likely completed the 1040 form. To the best of your ability, please verify this information before completing this question.
  - To the best of your memory, please make sure that the income information you provide on your FAFSA is the same as what you reported in the 1040 form when you filed for taxes for this year.
  - For questions 35-44: you can put $0 if the questions don’t apply to you.
- For your address, you should use the general Otisville mailing address and not the P.O. address you might typically use. Please use: 57 Sanitorium Ave, Otisville, NY 10963.
- You do not have to put your ID#/DIN on the form. We have never asked students to do this and we do not advise you to add that information to the form. Your incarcerated status is not relevant for assessing eligibility.
- For Step 5: Household Size, Mike suggests that all students put a household size of 1, with 1 person in college (this represents yourself) regardless of marital status. In other words, even if you are married, we suggest that you enter a household size of 1 with one person in college. This is because married students are not living in the same household as their spouse.
- For Step 6: The John Jay College Federal School Code is 002693 and students should put “living off-campus” in response to the housing question.
- The selective service question is still on the FAFSA because the Department of Education still had it programmed into the FAFSA data for the 2021-2022 and 2022-2023 academic years in advance. We believe it will completely disappear starting with the 2023-2024 FAFSA year. However, students will not be required to provide the financial aid office with any explanation or
proof as to why they did not register. This will not hold up your financial aid. If the student is already 26 years of age or older, Question 22 on the FAFSA can be left blank (if the student has not registered and is beyond the age in which they can register). If the student is still under 26 years of age, you can technically indicate “Register me" by populating that choice. In either case, leaving this question blank will not affect your ability to receive aid.

- **Be sure to sign your name under Step 7: Question 103. This is required for your FAFSA to be processed.**

- Once your FAFSA has been processed, you will receive a Student Aid Report (SAR) from Federal Student Aid (FSA), an office of the U.S. Department of Education, approximately 2-3 months after completing your FAFSA. Please submit the SAR you receive in the mail to Ms. Gittler to send to Melannie Insignares, so that we can send it to Mike Scaduto on your behalf.

Because submission of the FAFSA is time-sensitive, please let us know if you have any questions or concerns about completing it via secure message as soon as possible. We've included Vera’s FAFSA FAQ, which provides more information on the FAFSA application and Pell Grants and The Second Chance Alliance’s Financial Aid Booklet with today’s paperwork. We’d be happy to discuss any questions or concerns you may have related to completing the FAFSA application.

All our best,
The P2CP Team