



HOLY INNOCENTS'
EPISCOPAL SCHOOL

GOLDEN BEAR EMERGENCY RELIEF NEED-BASED FINANCIAL ASSISTANCE FAQ

Important Dates & Deadlines for COVID Impacted Emergency Support

05/15/2020: Deadline to submit Parent Financial Statement (PFS) to SSS.

05/27/2020 :Decision notification to families regarding the financial support

Key Terms

Parent Financial Statement (PFS): The online application form where families detail and disclose financial resources including, but not limited to, income, assets, debt, etc.

School & Student Services (SSS): The third-party service that securely collects, verifies, and analyzes financial and tax documents to calculate how much a family can contribute toward the cost of tuition.

Emergency Need-Based Financial Aid Application Process

1. Prepare the following documents:
 - a. IRS Form 1040 for 2019 tax year
 - b. W-2 or IRS Form 1099
 - c. Last Paycheck Stub for those that lost their job due to COVID-19
 - e. Corporate Taxes for 2019 (k1, 1065, 1120s)
 - f. Current Balance Sheet/P & L for those that business has closed due to COVID-19
 - g. Bank Statement (current checking and saving)
 - h. Mortgage Statement
2. Save this link in your web browser <https://sss.secure.force.com/familyportal> **SSS code 3970**
3. You will need to create a Family Portal account using your email address and setting up a password.
4. Complete and submit the Parent Financial Statement (PFS) using your projected income (as best you can) for 2020 in the 2019 column and repeat that number in the 2020 column. Because this system is not intended for mid-year applications, we are asking you to put the 2020 info in both of these columns:



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▼ Salary & Wages

Total salaries and wages can be found on the W2 form given to you by your employer. In Box 1, of your W2 form, you will find your Total Salaries or Wages. If you have more than one W2, add the amounts from Box 1 on each W2 and enter the total in PFS Question 7A. Do not report the profit or loss from a business and/or farm as salary or wages. There is a separate section where you will be asked about your business and/or farm income.

	2019	2020 (Estimated)
7a. Enter total salaries and wages earned by Parent/Guardian A (Only report W2 income here):	<input type="text"/>	<input type="text"/>
7b. Enter total salaries and wages earned by Parent/Guardian B (Only report W2 income here):	<input type="text"/>	<input type="text"/>

Frequently Asked Questions

Who can apply for emergency need-based financial aid?

We encourage all families who have been deeply impacted by the Covid-19 pandemic complete the application for additional support. However, qualifying for financial assistance does NOT guarantee a grant given the emergency funds are very limited.

How long does it take to complete the PFS?

We recommend setting aside 2-3 hours to complete the application. You may start, save, and return to the application at any time.

What does emergency need-based financial assistance cover and not cover?

Typically, the grant covers a percentage of tuition costs.

How much is a typical emergency grant?

Emergency need-based financial assistance grants vary in amounts and take into consideration additional factors including, but not limited to, time of lost income anticipated, cost of living, home equity, other income, number of children in tuition-charging institutions, payments to pension and retirement plans, discretionary spending, and student assets.

What is the policy regarding parents who live in separate households?

We expect both parents to financially support their child's education, which requires both households to complete the PFS and submit tax returns. If either parent has remarried, the spouse's contributions will also be taken into consideration.