Knoxville Regional Catholic Schools Operating Fund (KRCSOF)

October 28, 2026

Dear Parent(s) or Guardian(s):

Thank you for your commitment in providing your child(ren) with a Catholic school education. It is our hope that this letter will assist you with the application process. The Catholic schools within the Knoxville/Oak Ridge Region use an online system for determining tuition support, the **FACTS Management** online application. The application can be obtained at this link: **https://online.factsmgt.com/aid.**

Key Information & Dates:

- **Sunday, November 1, 2026,** application will be available.
- Create an account through FACTS, unless you already have a FACTS payment account. If an account exists, the applicant may use that to sign-on.
- As soon as possible, **begin collecting supporting documents (listed below)** necessary to complete the application.
- Please **provide the best telephone** number and **email address** to reach you for any additional information needed. It is important that the evaluators are able to reach you.
- **Friday, December 11, 2026:** Application and all supporting documentation must be submitted by this date to meet the criteria for tuition support. Tuition support funds may not be available for late applications.

Documents Required to Complete the Application Process:

- **IRS Federal Income Tax Return,** including all supporting schedules (for tax year 2025). If applicants and co-applicant file separately, we require **both** tax returns for the same tax year.
- **Copies of all the current year W-2 Wage and Tax Statements (2025)** for both the applicant and co-applicant.
- **Copies of all supporting tax documents** if you have business income/loss from any of the following:
    - Business – send Schedule C or C-EZ and Form 4562
    - Depreciation and Amortization Farm – send Schedule F and Form 4562
    - Depreciation and Amortization Rental Property – send Schedule E (page 1)
    - S-Corporation – send Schedule E (page 2), Form 1120S (5 pages)
    - Schedule K-1 and Form 8825 Partnership – send Schedule E (page 2)
    - Form 1065 (5 pages)
    - Schedule K-1 and Form 8825 Estates and Trusts – send Schedule E (page 2), Form 1041 and Schedule K-1
    - **IMPORTANT:** If you file a tax return but do not have W-2 wages because you are self-employed, you will be required to submit a copy of your current year Federal Form 1040 Tax Return.

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- **Copies of all supporting documentation for household Non-Taxable Income** such as: Social Security Income, Welfare, Child Support, Food Stamps, Workers' Compensation, and Temporary Assistance for Needy Families (TANF).
- **If you do not file a tax return,** you are required to provide documentation of all income received.
- **Recommendations for tuition support can only be made after** all this documentation has been provided and the responsive actions have been taken.
- **Please respond** as soon as contacted by your evaluator by phone or email.

If you have any questions during the application process, please contact me at jjuckett@shcknox.org. In additional, there is a 24-Hour FACTS Parent Hotline (also available in Spanish) that you can call (866-441-4637) if any issues arise while completing the application.

Thank you once again for your desire to partner with us in the education of your children. We look forward to working with your family for the 2027-2028 school year.

Janine Juckett

Business Manager

Cathedral of the Most Sacred Heart of Jesus

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865-558-4101

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