Knoxville Regional Catholic Schools Operating Fund (KRCSOF)

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

- **Tuesday, November 1, 2022,** 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
- A family interview will be conducted by telephone with one of the tuition evaluators when all application information has been provided. The mandatory interviews provide an opportunity for the evaluators to have a better understanding of each family's circumstances to provide the best recommendations for tuition support.
- Please **provide the best telephone** number to reach you for the interview, a critical part of the process.
- **Friday, December 16, 2022:** 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 **2021**). If applicant 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**(**2021**) 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 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.

• **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 of this documentation has been provided and the responsive actions have taken place. • **Please respond** as soon as contacted by your evaluator by phone or email

We are here to assist you throughout this process! If you have any questions during the application process, please contact me at lcrawford@dioknox.org. If you need assistance in Spanish, please contact Maria Zevallos at mzevallos@dioknox.org. In addition, 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 2023-2024 school year.

Linda Crawford

Program Manager Knoxville Region Catholic Schools Operating Fund
KRCSOF Evaluators: Georgia Bacon, Maria Zevallos, Lisa Lopez