2019-20
Florida Financial Aid Application
Reference Guide
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Introduction

This guide is designed to assist students with the updated Florida Financial Aid Application (FFAA) and help you become familiar with the layout and functionality of the FFAA.

By the end of this guide, you will be able to answer:

- Who needs to complete the FFAA?
- When can a student submit the FFAA?
- Which five state programs does the FFAA evaluate for eligibility?
- What is the deadline to submit the FFAA for the following programs: BF, CSDDV, FFSS, JM, and RFS?
- What step is required before a student can access the FFAA?
- Answering “Yes” to which questions on the Demographic Information tab will make the CSDDV, FFSS, JM, and RFS tabs available?

Florida Financial Aid Application (FFAA) Process

Submitting the FFAA is a three step process — **Beginning**

**October 1**, (1) Create a Student Account, (2) Complete the Florida Financial Aid Application (FFAA) and (3) Review and Submit the FFAA.

Graduating high school seniors must submit the FFAA to be evaluated for the following state-funded scholarship and grant programs:

<table>
<thead>
<tr>
<th>Program Name</th>
<th>Application Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Florida Bright Futures (BF) Scholarship</td>
<td>August 31</td>
</tr>
<tr>
<td>Scholarships for Children and Spouses of Deceased or Disabled Veterans (CSDDV)</td>
<td>April 1</td>
</tr>
<tr>
<td>Florida Farmworker Student Scholarship (FFSS)</td>
<td>April 1</td>
</tr>
<tr>
<td>José Martí Scholarship Challenge Grant (JM)</td>
<td>April 1</td>
</tr>
<tr>
<td>Rosewood Family Scholarship (RFS)</td>
<td>April 1</td>
</tr>
</tbody>
</table>
A Student Account is required to access and submit the FFAA. A user may create a Student Account, in one of two ways: (1) Select Create a Student Account within the First-Time Applicant section, or (2) Within the Login dropdown, select Create Student Account.
Profile Screen

The first step is to create a Student Account (Profile). Information submitted on the Profile screen will be reflected on the FFAA in the Demographic Information section.

Fields denoted with an asterisk on the Profile are required; however, the Office of Student Financial Assistance (OSFA) strongly encourages students to provide data that is optional, especially a student’s correct Social Security number (SSN). This is important for retrieving login credentials in the future.

In addition, the first communication sent by OSFA will contain the applicants temporary login credentials. After the first communication is sent to the student via email, OSFA will post all official/award notifications to the student’s online account.

As a reminder, data entered on the Profile screen must be the same as it appears on the student’s high school transcript and test registration for matching purposes.
A student may submit a Profile without a Social Security number (SSN); however, it may cause delays in evaluating their application. If a SSN is used, it is critical a student verifies the accuracy of their SSN before submitting the Profile screen.

If attempting to submit the Profile without a SSN, a student will have an opportunity to supply their SSN before submitting the Profile by selecting “Return to Profile” when the above illustrated dialog box appears. If a student would like OSFA to create a Pseudo Number, s/he must select “Submit Profile” to allow the profile to be submitted.

Important: If a Pseudo SSN is assigned, it is strongly encouraged that a student write down the assigned Pseudo SSN for future reference.
Profile Success and Login Credentials

When the Profile screen is successfully submitted, students will receive the following message: “Successfully submitted Profile data.”

Upon successful submission of the Profile screen, login credentials will be displayed temporarily (on the above illustrated screen) and emailed to the email address supplied on the Profile screen. If necessary, students are able to retrieve their login credentials using the links provided within the Login menu.

Students will have the opportunity to immediately complete and submit the FFAA or to make note of their User ID and password and comeback to the FFAA.
Step 2: Complete the Florida Financial Aid Application (FFAA)

All students will be required to complete the two tabs listed below.

- Demographic Information
- Academic Background

The tabs listed below become available based on how students answer questions on the Demographic Information tab.

- Scholarships for Children and Spouses of Deceased or Disabled Veterans (CSDDV)
- José Martí Scholarship Challenge Grant, (JM)
- Rosewood Family Scholarship (RFS)
- Florida Farmworker Student Scholarship (FFSS)
Required questions must be answered in order to submit the FFAA.

The Demographic Information tab consists of three sections:

- Demographic Information;
- Contact Information; and
- Other Information.

The Demographic Information and Contact Information sections are prefilled with information entered on the Profile screen. These sections may be updated by selecting the “Click Here” link above the Demographic Information section.

In the Other Information section, all questions are required to be answered.

If an applicant answers “Yes” to any of these questions, the corresponding tab(s) (CSDDV, JM, RFS and FFSS) will be made available and the student will be required to answer all questions within the tab(s).
**Academic Background**

All applicants are required to complete the Academic Background tab.

Required questions are denoted with an asterisk (*). Answering these questions will dynamically change the questions.

For example: Answering “No” to, “Will you graduate or have you graduated from a Florida high school, Home Education Program, or with a GED?” will remove questions pertaining to the student’s Florida school and district.
**Academic Background - Postsecondary Plans**

All applicants are required to complete the Academic Background - Postsecondary Plans tab. Required questions are denoted with an asterisk (*).
Scholarships for Children and Spouses of Deceased or Disabled Veterans

The tab for Scholarships for Children and Spouses of Deceased or Disabled Veterans (CSDDV) will only become available for applicants who answered “Yes” to the qualifying question below from the Demographic Information tab.

Responses to all questions on the CSDDV tab are required to proceed. If a student does not wish to be evaluated for the program, select “No” to the qualifying question above from the Demographic Information tab.

If a student selects “I Do Not Know” as a response for an answer to any question on this tab, the student will need to log in to their Student Account to update their FFAA before the program deadline to be considered a timely applicant.
José Martí Scholarship Challenge Grant

The tab for the José Martí Scholarship Challenge Grant (JM) will only become available for applicants who answered “Yes” to the qualifying question below from the Demographic Information tab.

Responses to all questions on the JM tab are required to proceed. If a student does not wish to be evaluated for the program, select “No” to the qualifying question above from the Demographic Information tab.
Rosewood Family Scholarship

The tab for Rosewood Family Scholarship (RFS) will only become available for applicants who answered “Yes” to the qualifying question below from the Demographic Information tab.

Responses to all questions on the RFS tab are required to proceed. If a student does not wish to be evaluated for the program, select “No” to the qualifying question above from the Demographic Information tab.

If a student selects “I Do Not Know” as a response, the student will need to log in to their Student Account to update their FFAA before the program deadline.
Florida Farmworker Student Scholarship

The tab for Florida Farmworker Student Scholarship (FFSS) will only become available for applicants who answered “Yes” for the Farm Worker question on the Demographic Information tab.

In order to be evaluated for the Florida Farmworker Student Scholarship (FFSS), students must submit the following information for at least one of their parent’s: First Name, Last Name, and Social Security number.

If students select “I Do Not Know” as a response, the student will need to log in to their Student Account to update their FFAA before the program deadline.
Step 3: Review and Submit the FFAA

Submit/Acknowledgement

On the Submit/Acknowledgement tab, select “Submit” to complete your application after all required questions are answered. After selecting “Submit”, applicants will be forwarded to a Results tab. We recommend a copy of the Results tab be printed and saved.
Below is a sample view of the Results tab. Programs for which the student will receive an evaluation will be listed in Table 1. The Ineligible Reasons table indicates the program(s) for which the student will not receive an evaluation.