

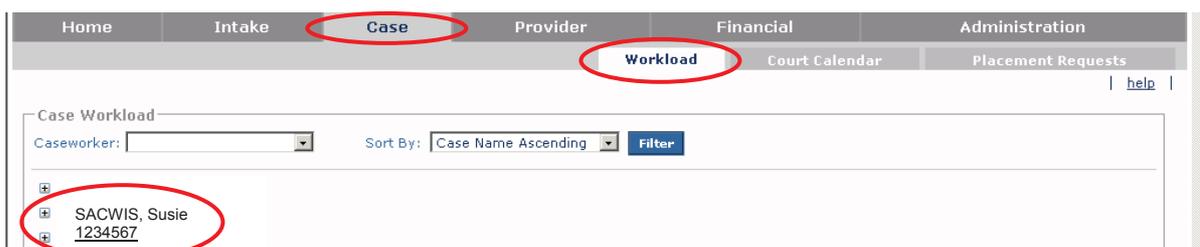
Generating a FAFSA Letter

This Knowledge Base Article discusses how to access and generate a **Free Application for Federal Student Aid (FAFSA)** letter. An agency can provide this letter to any youth who is emancipating from foster care and has shown an interest in attending college.

Important:

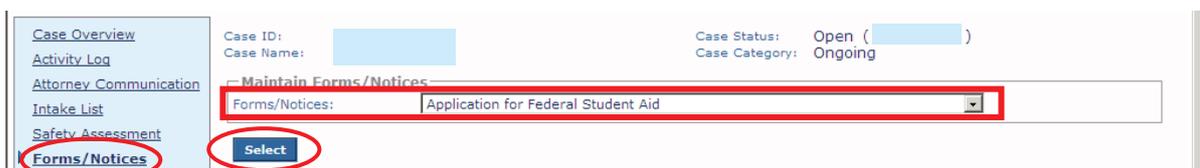
- The FAFSA letter can be printed on your agency's letterhead.
- Regardless of which agency was responsible for the youth's placement, **any agency can generate the FAFSA letter for any youth** who is requesting verification.

1. On the SACWIS **Home** screen, click the **Case** tab.
2. Click the **Workload** tab. The **Case Workload** screen appears.
3. Select the appropriate **Case ID** link.



The **Case Overview** screen appears.

4. Click the **Forms/Notices** link. The **Maintain Forms / Notices** screen appears.
5. In the **Forms/Notices** field, select **Application for Federal Student Aid** from the drop-down list.
6. Click the **Select** button.



The **Document Details** screen appears.

Generating a FAFSA Letter

7. Click the **Generate Report** button.

Document Details

Document Category: [Redacted] Document Title: Application for Federal Student Aid
Work-Item ID: [Redacted] Work-Item Reference: [Redacted]
Task ID: [Redacted] Task Reference: [Redacted]

Document History

ID	Date Created	Employee ID	Name
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Document History

Generate Report

The **Free Application for Federal Student Aid (FAFSA) Letter** screen appears.

8. In the **Child Name** field, select the appropriate name from the drop-down list.

9. Click the **Generate Report** button.

Free Application for Federal Student Aid (FAFSA) Letter

Child Name: * [Redacted] [Dropdown Arrow]

Generate Report Cancel

A screen appears showing that the report is being created.

Your report is being created



Please wait ...

Report Requested: 04:22:52 PM
Last Checked: 04:23:37 PM

Cancel

The FAFSA report appears in a pdf file format. A “blank” example (containing no data) is shown on the next page.

Important:

- As was previously mentioned, print the letter on your agency’s letterhead.
- The FAFSA letter will auto-populate with information pulled from SACWIS at the top and within the letter.

Generating a FAFSA Letter

COUNTY VERIFICATION OF WARDSHIP

Child's Name:

Date of Birth:

Current Mailing Address:

* Soc.Sec.# -----

Wardship begin:

Wardship closed:

This letter confirms that information in the Ohio Department of Job and Family Services Statewide Automated Child Welfare Information System verifies was placed in foster care by from to . This means that was considered a "ward of the court" during that time period for the purposes of responding to questions on the Free Application for Federal Student Aid (FAFSA).

Financial Aid Administrators should be advised that recent or current wards of the court typically have little to no income and for purposes of the FAFSA Application, the federal Verification Guide states that "Payments and services received from states for foster care or adoption assistance, under Part A or Part E of Title IV of the Social Security Act" are not to be reported on the FAFSA.

It is our intent to ensure that every eligible foster youth seeking higher education receives the financial aid assistance they are entitled to in a timely manner. Should you have any questions regarding the above, you may contact the Chafee ETV Program Consultant in the Independent Living Program Policy Unit, Foster Care Support Services Bureau.

Signature

Date

Print

() _____
Telephone #

*The student is to indicate only the last four numbers of their social security for identification purposes.

Generating a FAFSA Letter

10. To save a copy of the report in SACWIS, click the **Save** button at the bottom of the screen.

COUNTY VERIFICATION OF WARDSHIP

Child's Name: _____ **Date of Birth:** _____

Current Mailing Address: _____ *** Soc. Sec. #** _____

Wardship begin: _____ **Wardship closed:** _____

This letter confirms that information in the Ohio Department of Job and Family Services Statewide Automated Child Welfare Information System verifies was placed in foster care by from to . This means that was considered a "ward of the court" during that time period for the purposes of responding to questions on the Free Application for Federal Student Aid (FAFSA).

Financial Aid Administrators should be advised that recent or current wards of the court typically have little to no income and for purposes of the FAESA Application, the federal Verification Guide states that "Payments and services received from states for foster

Save **Cancel** **Review Parameters**

A message appears showing the report has been saved.