

APPLYING FOR FINANCIAL AID FOR THE 2020-2021 ACADEMIC YEAR

Takoma Children's School (TCS) partners with School and Student Services (SSS) in our financial aid process. To begin your financial aid application, you will complete **SSS's Parents' Financial Statement (PFS)**.

The PFS is a comprehensive application that will take some time to complete. Give yourself the time you need by not waiting until the deadline to begin. You'll need your 2018 tax return before beginning the PFS. We also recommend that you review the wide range of materials offered by SSS to help families with the financial aid process. These resources are found at <http://www.solutionsbysss.com/parents>.

Takoma Children's School will communicate our financial aid decision to you. To make our decision, we use the information from the PFS as a starting point and consider our school policies, practices, and available budget.

HOW TO COMPLETE THE PARENTS' FINANCIAL STATEMENT (PFS) ONLINE:



- Beginning October 2, 2019, visit the SSS Family Portal at <https://sss.secure.force.com/familyportal>.
- Create your Family Portal account with your email address and a password. If you applied for financial aid last year, login to the Family Portal as a Returning Family using the same email address and password.
- Complete a PFS for Academic Year 2020-2021. You can log out of the portal at any time and return later to finish it.
- Once all PFS sections are complete with green checks, the "Submit & Pay" button activates. Follow the prompts to the payment screen. The fee of \$51 is nonrefundable. Once your PFS is submitted, it cannot be withdrawn from the SSS system. ****TCS will refund 50% of this fee if both the PFS, tax documents and TCS Application are all received by February 28****
- Takoma Children's School **requires that you submit a copy of your 2018 Tax Return**, both 1040 and W-2's, via mail, email or hand carrying to the school. **Email:** cassandra@takomachildren.org
Address: Takoma Children's School, 6925-C Willow Street, NW Washington DC 20012

Need help completing the PFS?

Contact the SSS Parent Support Team at (800) 344-8328 or sss@communitybrands.com.



KEY INFORMATION YOU NEED TO KNOW ABOUT OUR SCHOOL AS YOU COMPLETE THE PFS:

Our school's full name: Takoma Children's School

Our school's SSS code: 3966

Contact information for our financial aid office:

Cassandra Hostetler, Executive Director

202-726-7220

cassandra@takomachildren.org

DEADLINE: February 28, 2020 to Complete the PFS and submit your 2018 Tax Return directly to TCS