



## What Documents do I need to apply for ACE?

*Depending on your responses to application questions some or all the following documents may be required.*

**2024 Federal Tax Return Pages 1&2 (For applicants who are newly applying to ACE in the 25-26 school year):** Please submit pages 1&2 of the parent/legal guardians Federal Income Tax Return

- **Form 1040 Pages 1&2 and numbered Schedules (1&3)**

### **Nontaxable Income Documents (If Applicable):**

- **2024 Social Security/Disability Income for parent/legal guardian & for all family members receiving benefits in the home (These documents must contain name that matches a name on the application, amount received & frequency)**
  - 2024 Form SSA-1099 Social Security Benefit Statement(s)
  - A letter from the Social Security Administration with the monthly social security benefits amount
- **2024 Child Support Income (It must contain the child and parent/legal guardian's name)**
  - Court ordered legal documents
  - A letter from the provider of your child support income for 2024
  - A screenshot or print out of frequency & dates noted for the 2024 child support income of the online Customer Portal
  - Notarized letter with 2024 monthly child support income
- **2024 SNAP (Supplemental Nutrition Assistance Program) Income**
  - A screenshot or print out of the 2024 SNAP benefits income located under the case details of the online Customer Portal
  - Department of Children & Family Services (DCFS) letter with the 2024 monthly SNAP benefits income that includes the parent and child name
- **2024 TANF (Temporary assistance for needy families)**
  - Notice of benefit for 2024 from the appropriate agency
- **Housing Allowance (Military, Religious, Parsonage, etc.)**
  - Benefit statement, enrollment, or payment letter from specific agency
- **2024 Worker's Compensation**
  - A worker's compensation award letter

## How Do I Submit Documents?

Upon submitting your application, you will automatically be taken to your Application Summary page. There is a required document section that will list the document requirements specific to your application. You will also receive an email listing the required documentation. That email has a link to bring you directly back to your Application Summary page.

- 1) To upload documents, you can click on either the **"Upload your required documents"** hyperlink at the top of your page or the **"Upload"** button in the Required Documents section.

**Application Summary**

Application Status: **INCOMPLETE** Application ID: 1697043  
2025-2026

The following step(s) are needed to complete your application:

[Upload your required documents](#)

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**Required Documents** [Help Videos](#)

**Tax Documents**

2024 Federal Tax Return    
Form 1040 (Page 1) Form 1040 (Page 2)

**Supplemental Documents**

Household Economic Survey ACE Scholarships/Cornerstone Education Scholarship  Jem

Parental Consent and Disclosure ACE Scholarships/Cornerstone Education Scholarship  Jem

Not Submitted  In Progress  Complete [Upload](#)

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**Institution Status**

INSTITUTION	STATUS
ACE Scholarships/Cornerstone Education Scholarship Jem Nicholas	Incomplete

[View Form](#)

[My Notices](#) [Contact Us](#)

- 2) Once you have selected either option, the Upload Documents page appears listing out documents to upload. Select which document you are uploading in Step 1, then click **“Ready to Upload.”** Pay careful attention to the tips on the right-hand side.

**Document Upload**

**Upload Documents**

Application ID: 1697043  
Applicant: Karen Nicholas (\*\*\*)-\*\*-6787)  
Co-Applicant: Jack Nicholas (\*\*\*)-\*\*-6798)  
Address: PO Box 34231231 Wichita, KS 71717

**1 Documents**

Select the document(s) you want to upload

**Tax Documents**  
Preview, Draft, or State Copies of tax returns will not be accepted.

Entire Federal Tax Return or Form 1040  
(View All)

**Supplemental Documents**

Household Economic Survey - Jem (ACE Scholarships/Cornerstone Education Scholarship)  
 Parental Consent and Disclosure - Jem (ACE Scholarships/Cornerstone Education Scholarship)

[Ready to Upload](#)

**2 Upload**

Select your document(s) before uploading

[Back to Application Summary](#)

**Tips for a successful upload**

**TAX**  **Good Example**  
Content fully in-frame, text clearly showing and minimal background.

**TAX**  **Blurry Photo**  
Hold the camera steady so the information is clearly visible. If scanning, rescan to get a clearer image.

**TAX**  **Cut Off Photo**  
Make sure all the content on document is visible before uploading

**TAX**  **Excess Background**  
Hold your camera closer to the document so you can see as little of the background as possible. If scanning, crop out background

- 3) In Step 2, you can choose to upload either a PDF or an Image (JPEG) directly from your device. If you are choosing to upload an image, this image must be vertical, as horizontal images are not accepted. Once the image has been selected click the “Upload” button.

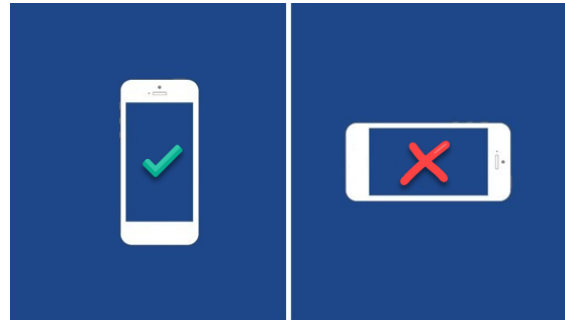
2 Upload

How do you want to provide your document(s)?


- For tax documents, PDFs generated by tax software are preferred

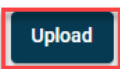
**Image Instructions**

- One page per image
- Position page directly underneath your camera on a flat surface

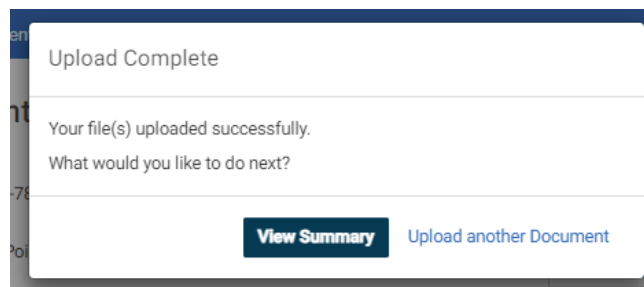


2 Upload

 Placeholder for Applicant Help Guide.pdf [Remove](#)



- 4) You will then receive a message once your document has been uploaded successfully. If you have additional documents to upload you can click “**Upload another Document**” and this will allow you to continue uploading documents to your application. An email confirmation that an upload has been made will also be generated to the email on file.



- 5) Once all documents have been uploaded and you have clicked the ‘**View Summary**’ button you will then land on the page below to see the document status updated. Please refer to the guide at the bottom for the document status.

Application Status: **DOCUMENTS IN PROCESS** Application ID: 1697043  
2025-2028



Your documents should be processed by 1/1/2025.

[Upload your required documents](#)


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**Required Documents** [Help Videos](#)




**Tax Documents**

2024 Federal Tax Return    
Form 1040 (Page 1)      Form 1040 (Page 2)

**Supplemental Documents**

Household Economic Survey   
 ACE Scholarships/Cornerstone Education Scholarship  
Jem

Parental Consent and Disclosure   
 ACE Scholarships/Cornerstone Education Scholarship  
Jem

 Not Submitted    In Progress    Complete [Upload](#) [History](#)

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**Institution Status**

INSTITUTION	STATUS
ACE Scholarships/Cornerstone Education Scholarship Jem Nicholas	Documents In Process

[View Form](#)

[My Notices](#)   [Contact Us](#)

- 6) Please allow 10 business days for document processing. Once documents have been processed, you will receive a notification asking for additional documentation if there is an issue or a notice you are complete if everything has been received. If you have any questions, please contact the application helpline at 856-746-6521.