

Dear Parent(s),

FACTS Grant & Aid Assessment will be conducting the financial need analysis for Houston Academy for the upcoming 2024-25 school year. The FACTS site will open on January 10, 2023. Families applying for financial aid will need to complete an application and submit the necessary supporting documentation to FACTS Grant & Aid Assessment by February 9, 2023. Please visit <https://online.factsmgmt.com/aid>, create an account, or use your previous account, and then follow the instructions. Please refer to the enclosed information sheet. Once an online application has been completed, the following information will need to be sent to FACTS to complete the application process:

- Copies of your 2022 Federal tax return, including all supporting tax schedules, and any K1's. You will also be required to submit your 2023 W-2 forms and/or 1099 forms, for both you and your spouse.
- Copies of supporting documentation for Social Security Income, Welfare, Child Support, Food Stamps, Workers' Compensation, and TANF.

All supporting documentation can be uploaded in pdf format online.

Documentation can also be faxed to 866-315-9264 or mailed to the address below. **Please be sure to include the applicant ID on all faxed or mailed correspondence.**

FACTS Grant & Aid Assessment
P.O. Box 82524
Lincoln, NE 68501-2524

If you have questions or concerns about the application process, you may speak with a FACTS Customer Care Representative at 866-441-4637.

Sincerely,



Debbie Thornton
Director of Finance