

Graduate Programs for Success College and Career Counseling FSA ID and FAFSA Worksheet Instructions

Please read the following carefully and follow the instructions below:

A “Contributor” is a new term introduced on the 2024-25 FAFSA. It refers to anyone required to provide information on a student's FAFSA -the student, a biological or adoptive parent, or the parent's spouse (stepparent) if remarried.

If parents are divorced or separated, then the contributor must be the parent that provides the greater portion of the student's financial support during the 12 months immediately prior to filing the FAFSA. If that primary parent is remarried, the income of that parent's spouse (stepparent) will also be required.

A Contributor is **NOT** a grandparent, foster parents, legal guardian, brother or sister, aunt or uncle, even if they helped provide for or raise the student.

STEP 1: Are you the biological or adoptive parent of the student?

- ☐ YES. Continue to STEPS 2, 3 and 4 below and follow the instructions to apply for an FSA ID and provide information using the electronic FAFSA Worksheet that is needed to start the FAFSA process.
- ☐ NO. IF you answered “no”, please contact Katie Eckert at EckertK@mhs-pa.org or call 717-520-2812 to schedule an appointment with me to discuss how to complete the FAFSA and your next steps.

STEP 2: Who Needs an FSA ID?

What is your marital status as of today?	Next Steps.....
<input type="checkbox"/> Never Married.	You will need to create an FSA ID and complete the FAFSA.
<input type="checkbox"/> Unmarried, but both biological parents of student are living together.	Each biological parent will need to create an FSA ID and complete their own section of the FAFSA.
<input type="checkbox"/> Remarried.	Both the biological parent and their spouse (stepparent) will need to create an FSA ID, and both will complete the FAFSA.
<input type="checkbox"/> Married.	Both parents will need to create an FSA ID, and both will complete the FAFSA.
<input type="checkbox"/> Separated.	The biological parent who provided the most financial support during the last year will need to create an FSA ID and complete the FAFSA.
<input type="checkbox"/> Divorced.	The biological parent who provided the most financial support during the last year will need to create an FSA ID and complete the FAFSA.
<input type="checkbox"/> Widowed.	You will need to create an FSA ID and complete the FAFSA.

STEP 3: Create an FSA ID

- If you already have an FSA ID, you will not need to create another one.
- If you don't have an FSA ID, go to <https://studentaid.gov/fsa-id/create-account/launch> to create one.

You'll need your Social Security number, legal name as it appears on your Social Security Card, and date of birth. You'll also need to create a username, password and complete challenge questions and answers so you can retrieve your account information if you forget it.

You'll be required to provide either your email address or your mobile phone number when you create your FSA ID. Please be sure to use a reliable email and phone number since this is the only way you can retrieve your FSA ID if you forget it.

Please write the FSA ID down in a secure location so you have it when it is time to complete the FAFSA.

Important: A Social Security number, email address, and mobile phone number can only be associated with one FSA ID. If you share an email address with someone else, then only one of you will be able to use that email address to create an FSA ID.

STEP 4: Complete the electronic FAFSA Worksheet to provide your student's Career Counselor with information needed to invite you to complete the FAFSA.

The electronic worksheet is submitted to MHS using a secure format, so your information is safe.

Please complete our FAFSA Worksheet by clicking the link below. Your information is required to begin the initial steps of the FAFSA process and will only be shared with your student at that time

Electronic FAFSA Worksheet: <https://secure.rightsignature.com/templates/3fc58871-5350-457b-bb1a-ee1da6fff07/template-signer-link/3bc5e433438933184ae3d988a05061c8>

Please complete the electronic FAFSA Worksheet as quickly as possible - do not skip answers as this will only delay the process. In December, when the FAFSA application is available, you will receive an invitation from your student to begin your portion of the FAFSA. You will need to log in to the FAFSA with the FSA ID that you created. Your student's Career Counselor will work with you in December to help you through the steps. If the FAFSA is not **complete/submitted** within 45 days, it will be deleted, and you will need to begin the process again.