



DISTRICT OF COLUMBIA
OFFICE OF THE STATE SUPERINTENDENT OF
EDUCATION

DC Futures Program 2022-23 Application User Guide

The DC Futures Program provides need-based funding for eligible District of Columbia residents earning their first associate degree or first bachelor's degree at select area colleges and universities. The program is a last-dollar award designed to fill the gap between a student's financial aid package and the cost of attendance.

The funds are available first-come, first-served, and applicants must re-apply each year. Funding is not guaranteed, as funds are contingent upon funding availability each year.

The [DC Futures](#) website provides specific details about eligible applicants, application requirements, and awards.

This guide provides a reference for completing the DC Futures online application tool. Please note: Applicants should complete important steps *before* submitting a DC Futures application.

Before you apply

- Complete the [Free Application for Federal Student Aid](#) (FAFSA) **if eligible**.
 - If you're not eligible for federal funding, you may still be eligible for DC Futures funding.
 - Gather electronic copies of all required documents. For more details, see the Required Documents section below. You will be required to upload them electronically in the application. Make sure they are in one of the following formats: .doc, .docx, .pdf, .jpeg

Consider completing:

- The [DC Tuition Assistance Grant](#) (DCTAG) application, **if eligible**.
 - If you're over 26 years old and not eligible for DCTAG, you may still be eligible for DC Futures funding
- The [Mayor's Scholars Undergraduate Program](#) (Mayor's Scholars) application, **if eligible**.

Please note: Questions should be directed to Melanie Fleming at Melanie.Fleming@dc.gov.

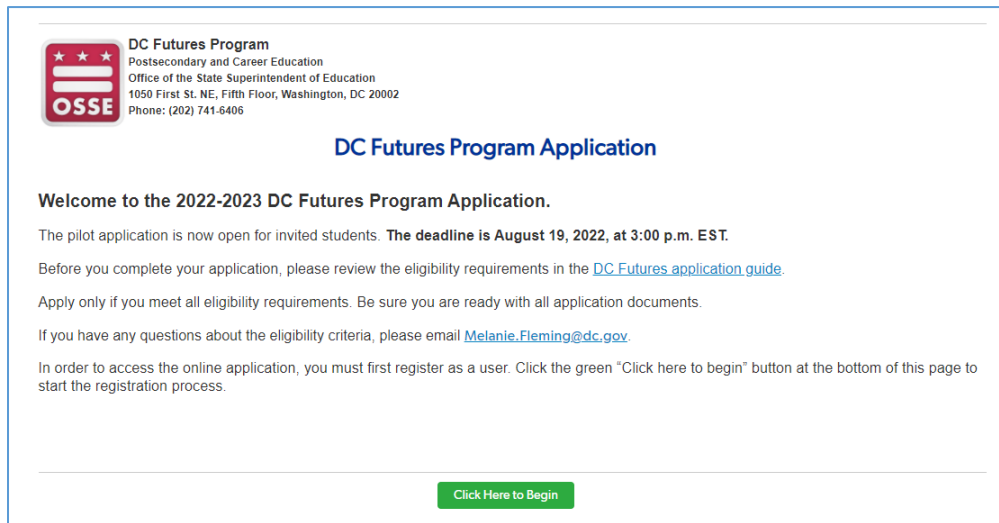
When you're ready to apply for DC Futures

Please follow these instructions below.

New Applicants

New applicants will complete two steps to use the online application. Part one is registering as a user for the online application, and part two is completing the application. Please remember to do both parts.

- Use the link octo.quickbase.com/db/brqraaa5y to navigate to the DC Futures online application page.
- Select "Click Here to Begin" to register as a user.



DC Futures Program
Postsecondary and Career Education
Office of the State Superintendent of Education
1050 First St. NE, Fifth Floor, Washington, DC 20002
Phone: (202) 741-6406

DC Futures Program Application

Welcome to the 2022-2023 DC Futures Program Application.

The pilot application is now open for invited students. **The deadline is August 19, 2022, at 3:00 p.m. EST.**

Before you complete your application, please review the eligibility requirements in the [DC Futures application guide](#).

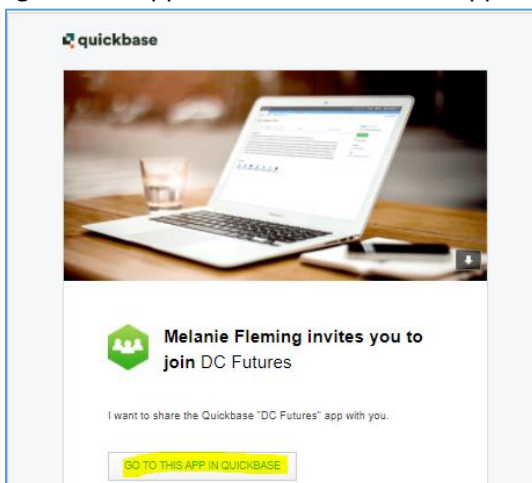
Apply only if you meet all eligibility requirements. Be sure you are ready with all application documents.

If you have any questions about the eligibility criteria, please email Melanie.Fleming@dc.gov.

In order to access the online application, you must first register as a user. Click the green "Click here to begin" button at the bottom of this page to start the registration process.

[Click Here to Begin](#)

- Fill out the required information marked by a red asterisk (*) and click the "Save & close" button. Once you do this you will receive an email from the online application (QuickBase) after your registration request has been approved. This should happen within 24 hours
- Click on the link in the registration approval email "Go to this app in QuickBase."




quickbase

Melanie Fleming invites you to join DC Futures

I want to share the Quickbase "DC Futures" app with you.

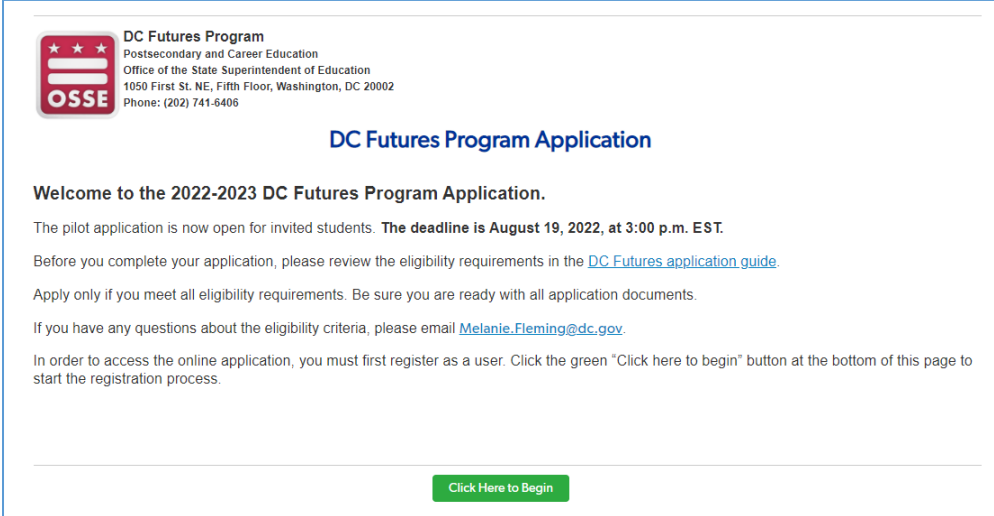
[GO TO THIS APP IN QUICKBASE](#)

- Create a password, answer password security questions, and sign into the system.
 - **Please store your password and security questions and answers in a safe place!**
 - If you need to access the application later, go to the [application link](#), click on sign in, and use your username and password to gain access.
- Select the  icon located at the bottom of the page to begin your application.
- Press the “Add Application” button.
- Complete your application, including document uploads. You can review additional information about the [required documents](#) on page 6 below, or under Application Documents in Information for Students on the [DC Futures webpage](#)
- Press the “Submit” button to complete the application process.

Returning Awardees

Returning awardees will also complete two steps to use the online application. Part one is registering again as a user for the online application, and part two is completing the application. As a returning awardee, once you log-in to the application, your information from last year will be included. Please remember to do both parts.

- Use the link (octo.quickbase.com/db/brqraaa5y) to navigate to the DC Futures online application page.
- Select “Click Here to Begin” to register as a user.



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DC Futures Program Application

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Before you complete your application, please review the eligibility requirements in the [DC Futures application guide](#).

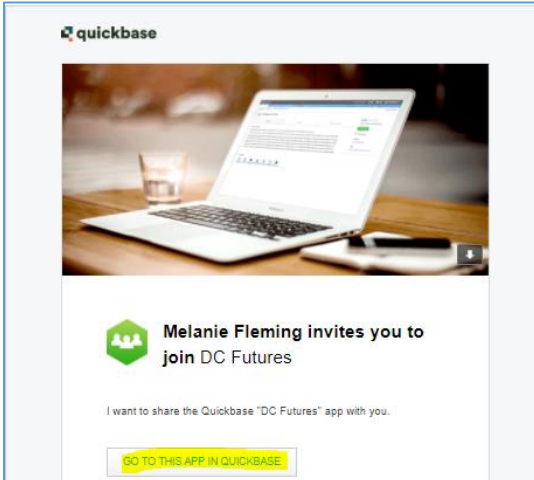
Apply only if you meet all eligibility requirements. Be sure you are ready with all application documents.

If you have any questions about the eligibility criteria, please email Melanie.Fleming@dc.gov.

In order to access the online application, you must first register as a user. Click the green “Click here to begin” button at the bottom of this page to start the registration process.

[Click Here to Begin](#)

- Fill out the required information marked by a red asterisk (*) and click the “Save & close” button. Once you do this you will receive an email from the online application (QuickBase) after your registration request has been approved. This should happen within 24 hours.
- Click on the link in the registration approval email “Go to this app in QuickBase.”



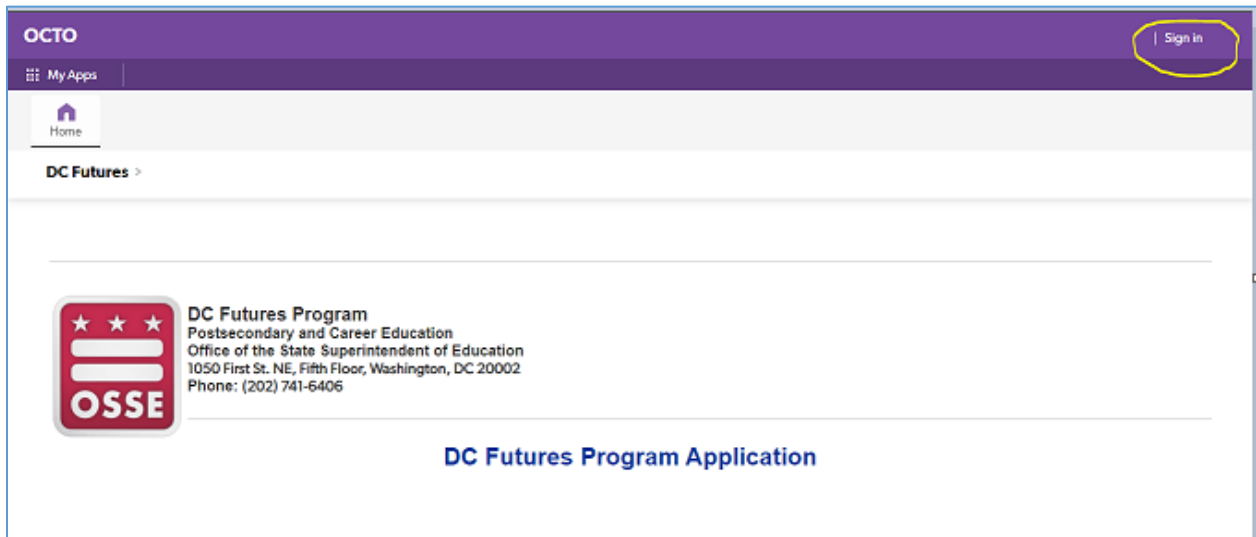
quickbase

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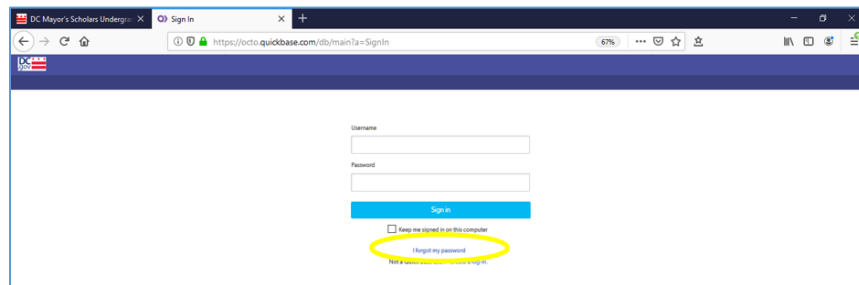
I want to share the Quickbase “DC Futures” app with you.


[GO TO THIS APP IN QUICKBASE](#)

- Click “Sign in” on the right top corner



- Log in with your username and password.
 - If you forget your password, click “I forgot my password” on the log in screen, and follow the prompts.



- Select the  icon located at the bottom of the page to begin your application.
- Select the type of application (Returning Student Application).
- Press the “Add Application” button.
- Complete your application, including document uploads. You can review additional information about the [required documents](#) below, or under Application Documents in Information for Students on the [DC Futures webpage](#)
- Press the “Submit” button to complete the application process.

Required Documents

If you have already completed FAFSA and have applied for DCTAG and Mayor’s Scholars and been made eligible (including submitting all supporting documents), the process to submit DC Futures is relatively easy!

To complete your DC Futures application, prepare one of the following from each column of the required documents:

<p style="text-align: center;">Column A (Domicile Verification)</p>	<p style="text-align: center;">Column B (Proof of Residency - no older than 45 days and must have: Parent/Legal Guardian’s Name, Date and Address)</p>
<ul style="list-style-type: none"> • 2021 Certified D-40 Tax Return from the DC Office of Tax & Revenue • 2021 Certified D-40 Tax Extension with 2020 Certified D-40 Tax Return from the DC Office of Tax & Revenue • 2021 Filed/Processed D-40 Tax Return (signed & dated by the parent/legal guardian) • 2021 Filed/Processed D-40 Tax Extension (FR-127) with 2020 Filed/Processed D-40 Tax Return (signed & dated by the parent/legal guardian) • 2021 Electronic D-40 Tax Return Authorization (via dconeapp.dc.gov and selecting the ‘D-40 Authorization’ tab) • 12-month (Jan-Dec 2021) Child Support Statement • 12-month (Jan-Dec 2021) Retirement/Annuity Statement • 12-month (Jan-Dec 2021) Social Security Disability Income (SSDI) <u>or</u> Social Security Income (SSI) • 12-month (Jan-Dec 2021) TANF/SNAP/Food Stamp Statement or ‘TANF/SNAP Authorization Request’ Form • 12-month (Jan-Dec 2021) Unemployment Benefits <u>or</u> Workers’ Compensation Disability • Unaccompanied Homeless Youth Documentation of Independent Student Status (dated for 2022) • Ward of the Court Letter (dated for 2022) 	<ul style="list-style-type: none"> • Bank or Mortgage Statement - no credit card statements permitted • Pay Stub • Utility Bill (gas, water, cable, electric, land line phone) - no cell phone bills permitted • Utility Letter (from landlord or on rental office letterhead, stating utilities are including in rent)

Remember, all documents must be submitted in electronic format. You can find more information about required documents under Information for Students/Application Documents on the [DC Futures webpage](#).

What happens next?

After you apply, you will receive a confirmation email that your application has been received. You will be notified via email within two weeks about the status of your application – either Eligible, Ineligible, or Missing Documents.

- If you are **eligible**: You will then receive a DC Futures Award Letter and will need to provide your college financial aid office with a copy of the letter. Your college or university is the final determiner of your eligibility, as they confirm that you are enrolled, meet academic requirements, have financial need, and other requirements.
- If you are **ineligible**: You will receive information about how to request reconsideration of the decision, if you believe you are eligible for funding.
- If you are **missing documents**: You will receive information about which documents you are missing and directions for how to submit them. You will be required to submit missing documents as soon as possible, in order to have your application evaluated. The deadline is **July 15, 2022 at 3 p.m. EST** for priority returning applicants and **Aug. 19, 2022 at 3 p.m. EST** for all others.

Point of Contact

If you have questions about completing the DC Futures online application, please contact the program office.

Melanie Fleming
Program Manager
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Washington, DC 20002
Email: Melanie.Fleming@dc.gov
(202) 741-6406